

All Team Members Job Aid

Overview

This job aid should be used to assist any and all team members whenever an incident has occurred that requires the ICS organization to respond.

General Responsibilities

The following are common duties for members of an ICS organization

Receive assignment, notification, reporting location, reporting time and travel instructions from the lead agency
Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at: <ul style="list-style-type: none">• incident command post• base or camps, staging areas, helibases• joint information center• liaison office• division/group supervisors (for direct line assignments) Agency representatives from assisting or cooperating agencies report to liaison officer at the command post after checking in
All radio communications to incident communications center will be addressed: <i>Incident name</i> with appropriate facility identifications such as <i>base, camp, helibase, command post</i>
Personnel are called by their <i>position</i> , such as (Incident name) Operations Chief, Wildlife Branch Director, etc.
Use clear text and ICS terminology (no codes) in all radio transmissions.
Receive briefing from immediate supervisor.
Acquire work materials.
Organize, assign and brief subordinates on duties, reporting relationships, and safety
Complete forms and reports required of the assigned position and send material through supervisor to documentation unit.
Respond to demobilization orders.
Brief subordinates regarding demobilization

Common Tasks

The following general instructions are applicable to all members of the incident management team when first arriving on-scene

STEP	ACTION	✓
1.	Report to immediate supervisor: <ul style="list-style-type: none"> • leaders to supervisors • supervisors to directors • directors to chiefs & command staff • chiefs & command staff to incident commander 	<input type="checkbox"/>
2.	Obtain checklists of duties.	<input type="checkbox"/>
3.	Identify and brief subordinates on situation, incident organization, safety, reporting relationship and duties.	<input type="checkbox"/>
4.	Determine re-assignment of priority office work and arrange personal/home matters.	<input type="checkbox"/>
5.	Acquire work material and safety gear required for field work	<input type="checkbox"/>
6.	Determine field reporting location and means of transportation.	<input type="checkbox"/>
7.	Report to assigned location (e.g., command post, information center, staging area) and obtain situation briefing and assignments.	<input type="checkbox"/>
8.	Ensure arrival and location recorded by supervisor.	<input type="checkbox"/>
9.	Obtain approvals for deployment to remote areas.	<input type="checkbox"/>
10.	Identify and obtain all necessary safety and survival equipment and procedures.	<input type="checkbox"/>
11.	Obtain appropriate forms from field operations.	<input type="checkbox"/>
12.	Maintain personal log of activities and hours worked using appropriate ICS forms and/or administrative forms provided.	<input type="checkbox"/>

Safety Requirements

SAFETY IS THE RESPONSIBILITY OF ALL RESPONSE PERSONNEL TO APPLY AND TO MONITOR.

Field work should not be undertaken unless all the following conditions are met:

A supervisor is aware of your present location and activities.	<input type="checkbox"/>
Response activities being undertaken are those assigned.	<input type="checkbox"/>
You are qualified and competent to undertake response duties and associated activities (e.g. operate a boat, pump, vehicle, generator, etc.)	<input type="checkbox"/>
Conditions are safe, and your activities do not put yourself and others at risk.	<input type="checkbox"/>
One or more team members, or members of the public are present to provide assistance if you are injured or in trouble (i.e. you should not work alone).	<input type="checkbox"/>
Location of first aid supplies is known and readily available.	<input type="checkbox"/>
Qualified first aid or medical attendant is known and readily available.	<input type="checkbox"/>
Radio or line communications is fully functional to seek medical or rescue assistance.	<input type="checkbox"/>
Transportation to medical station is available.	<input type="checkbox"/>
Activities under your supervision or by others do not pose a risk to you or your team members	<input type="checkbox"/>

**CEASE ACTIVITIES AND REPORT IMMEDIATELY TO A SUPERVISOR IF ANY ONE
OF THE ABOVE CONDITIONS IS NOT PRESENT.**

REPORT ALL ACCIDENTS AND INJURIES.

WHEN IN DOUBT . . . STOP AND ASK.