

Check List – INCIDENT COMMANDER

- 1. Obtain as much information as possible about the objective or mission. Correlate additional reports / information from other sources with that received from the controlling agency.
- 2. Initiate an Incident Commander's Log.
- 3. Lay out the problem and plot it on a situation map.
- 4. Complete an ICS Form 201 (Incident Action Plan).
- 5. Analyze the mission and make preliminary estimates of requirements.
- 6. Determine the base of operations, number of aircraft, vehicles, personnel, ground equipment, communications, sub-bases, etc., needed from the established resource listings. Assign Logistics Section Chief.
- 7. Establish the duration of the first operational period and follow-on periods as necessary.
- 8. Select and contact required Incident Command Staff after determining the level of organization needed.
- 9. Continuously monitor the operation and effectiveness of that organization so changes can be implemented as necessary.
- 10. Select an assistant/replacement early.
- 11. Establish contact with a Mission Chaplain.
- 12. Brief the mission staff and assign functions
- 13. Emphasize risk management and highlight that **SAFE** mission accomplishment is a top priority.
- 14. Brief sub-base commanders/coordinators (simultaneously if possible)
 - A. Cover mission details and assign search areas.
 - B. Provide special instructions not covered in standard operating procedures.
 - C. Establish communication procedures.
 - D. Initiate the development of the Incident Action Plan and Demobilization Plan if necessary
- 15. Approve news releases and forward to Arizona DEM for approval **BEFORE** the Information Officer contacts local media and wire services.
- 16. Determine if other agencies or wings are involved or should be notified. After proper coordination, alert other agencies or wings are required.
- 17. Advise the local sheriff and Arizona DEM of the mission progress.

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- 18. Advise FSS and FAA tower (if applicable) of operations to be conducted.
 - A. Notify FBO at the selected base of operations and request cooperation and assistance as needed.
- 19. Provide informal reports on current status to the controlling agency, approx. every four (4) hours. Send reports to the controlling agency as needed.
- 20. Periodically evaluate mission progress, considering the following:
 - A. Have all areas of high probability been covered?
 - B. How effective was the coverage?
 - C. Have all leads been checked out?
 - D. Are search areas and assignments properly assigned to assure the best possible results?
 - E. Are sub-bases necessary? Should new sub-bases be opened or the current sub-bases be closed?
 - F. Are adequate communications established?
- 21. Are resources being utilized efficiently?
 - A. Is the mission proceeding as an integrated effort amongst all agencies for all actions?
 - B. Has an informal verbal report of current activities and immediate plans been sent to the controlling agency?
 - C. Have the actions of the mission staff personnel met objectives established in the Incident Action Plan?
 - D. Should Civil Air Patrol continue mission operations?
 - E. Are additional personnel available for duty?
 - F. Should their assistance be needed, what is their estimated response time?
 - G. Has a Demobilization Plan been established?
- 22. Provide an informal daily mission report to the controlling agency no later the 2000 hrs local time.
- 23. Notify all assisting agencies previously alerted when mission is closed.
- 24. Send a closing report within 48 hours after mission termination to the controlling agency. Send courtesy copies of the closing report to the support agencies after mission termination as necessary.
- 25. Send a supplemental report to the controlling agency if previous reports were incomplete.
- 26. Report any hazards or unsafe practices to the Safety Officer for follow-up action and hazard abatement.
- 27. Review mission for 'lessons learned'.