INCIDENT CONTROLLER RESPONSIBILITIES CHECK SHEET

The purpose of this Check Sheet is to provide the Incident Controller with a list of his/her responsibilities at the incident ground.

RESPONSIBILITIES

- It is the Incident Controller's responsibility to:
  - ☐ assume control on arrival at an incident, and implement the Incident Control System (ICS);
  - ☐ establish a Control Point and assign a radio callsign;
  - ☐ size up the incident;
  - ☐ determine strategies and set objectives for controlling the incident;
  - ☐ consider tactical priorities;
  - ☐ develop an incident action plan;
  - ☐ deploy resources and assign tasks in accordance with the incident action plan and SOGs;
  - ☐ monitor the safety and welfare of all personnel at the incident;
  - ☐ request additional resources;
  - ☐ send communications from the Control Point to the Fire Command Centre;
  - ☐ maintain communications with all personnel at the incident through the chain of command;
  - ☐ maintain an effective span of control by delegating functions using ICS;
  - ☐ establish contact with other services, utilities, property owners and occupants;
  - ☐ continuously seek additional information about the incident;
  - ☐ review, evaluate and revise the incident action plan;
  - ☐ ensure continuity of control and its efficient transfer when necessary;
  - ☐ ensure that the cause and origin of the incident is investigated; and
  - ☐ terminate the incident.