

Incident Command System (ICS) Role Cards

INSTRUCTIONS: 1. Print all pages on card stock or heavy weight paper (see your printer's documentation for maximum paper weight guidelines).
2. Cut out cards along lines.
3. Optionally laminate cards.

INCIDENT COMMANDER

You are the decision maker

Set up your organization

- Identify safe locations for IC post and staging areas.
- Organize your command post.
 - Scribe
 - Runner
 - Logistics
 - Assistants
- Establish a staging location.

Assess your situation

- Identify incidents your group can handle.
- Identify incidents your group cannot handle.

Plan which incidents your group will handle and prioritize

- Consider your group's training
- Consider your group's resources
- Consider life hazards
- Consider property hazards
- Evaluate probability of success

Act on your plan

- Send resources to handle your incidents.
 - Leaders
 - Personnel
 - Equipment
- Maintain documentation of all activities.

Considerations

- Your effective scope of control is 3 to 7 people.
- Organizations must grow as your resources and the number of incidents grow.
- Incidents can be combined.
- Moderately damaged structures require all 3 team types (Fire, Medical, and Search and Rescue) to effectively handle the incident.
- Team functions can be combined.
- A map can assist you in visualizing the location of problems and resources.

LOGISTICS LEADER

You provide facilities, services, and materials in support of the incident, and assist the Incident Commander (IC) as necessary.

- Choose a runner (if needed).
- Choose a scribe (if needed).
- Choose a Staging Leader after the IC establishes a staging location.
- Direct Staging Leader to continuously maintain a list of all current resources such as:
 - Personnel
 - Blankets
 - Bandages
 - Extinguishers
 - Wrenches
 - ...etc.
- **Keep the IC updated** on amount of resources.
- **Determine need for more resources** based upon the number of incidents that the IC has identified as manageable.
- If you determine that you have inadequate resources, notify the IC and try to **gather additional resources** with IC approval.
- **Schedule transportation** of supplies (not transportation of injured people).

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STAGING LEADER

You continuously maintain a current list of all available resources (facilities, services, and materials).

- Choose a runner (if needed).
- Choose a scribe (if needed).
- Gather the materials necessary for keeping lists.

Resources can include:

- Personnel
 - Blankets
 - Bandages
 - Transportation
 - ...etc.
 - Extinguishers
 - Wrenches
 - Shelters
 - Services
- **Keep the Logistics Leader updated** at all times.
 - Your primary job is to **add and subtract**.

DIVISION SUPERVISOR

You assign resources, and monitor divisional progress and resources.

You will be supervising either multiple team types or multiple group supervisors.

- Write down your assignment.
- Assess situation before beginning your operation.
- Obtain resources (personnel and equipment).
- Maintain group status sheet (recruit a scribe if necessary).
- Inform your personnel of assignments.
- Create your teams.
- Give your teams their assignment.
- Maintain a log.

Considerations

- Safety is your #1 priority at all times.
- **Stop any unsafe operations.** You are responsible for your division's safety.
- Always use a buddy system.
- **Oversee and manage** your resources. Do not get involved.
- **Monitor work progress** and make changes when necessary.
- **Keep the Incident Commander updated** on progress and needs.
- **Familiarize yourself** with all considerations for fire, search and rescue, and medical group supervisors because you will be in charge of all types of groups or teams.
- **Coordinate with adjacent resources.**

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FIRE GROUP LEADER

You ensure that all small fires are overhauled, and that all utilities problems are handled.

- Write down your assignment.
- Assess situation before beginning your operation.
- Obtain resources (personnel and equipment).
- Maintain group status sheet (recruit a scribe if necessary).
- Inform your personnel of assignments.
- Create your teams.
- Give your teams their assignment.
- Maintain a log.

Considerations

- Safety is your #1 priority at all times.
- **Stop any unsafe operations.** You are responsible for your group's safety.
- Always use a buddy system.
- **Oversee and manage** your resources. Do not get involved.
- **Keep the Incident Commander updated** on progress and needs.

SEARCH AND RESCUE GROUP LEADER

You assess the safety of light search and rescue operations, and coordinate safe search and rescue operations.

- Write down your assignment.
- Assess situation before beginning your operation.
- Obtain resources (personnel and equipment).
- Maintain group status sheet (recruit a scribe if necessary).
- Inform your personnel of assignments.
- Create your teams.
- Give your teams their assignment.

For all situations, first:

- Perform a walk-around to size-up the structure
- Perform a voice triage

For lightly damaged structures:

- Search
- Triage
- Report
- Send request to Medical Team for treatment and transportation

For moderately damaged structures:

- Send request to Fire Team to assess/handle utilities
- Search
- Check for breathing
- Stop major bleeding
- Remove from structure
- Send request to Medical Team for backup

For heavily damaged structures:

- STAY OUT
- Send request to Fire Team to assess/handle utilities

- Maintain a log.

Considerations

- Safety is your #1 priority at all times.
- **Stop any unsafe operations.** You are responsible for your group's safety.
- Always use a buddy system.
- **Oversee and manage** your resources. Do not get involved.
- **Keep the Incident Commander updated** on progress and needs.

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MEDICAL GROUP LEADER

You manage triage and treatment of the injured, coordinate procurement of supplies, monitor health of working team members, and oversee the morgue.

- Write down your assignment.
- Assess situation before beginning your operation. Estimate number of potential victims.
- Obtain resources (personnel and equipment).
- Maintain group status sheet (recruit a scribe if necessary).
- Inform your personnel of assignments.
- Select a medical operations area that:
 - Is large enough for anticipated number of victims
 - Is free of hazards
 - Has good access points for transportation
 - Provides for separation of: delayed treatment area; immediate treatment area; and the morgue
- Create your triage team(s). Triage teams:
 - Perform head-to-toe assessments and document
- Create your treatment team(s). Treatment teams:
 - Open airway
 - Control bleeding
 - Treat for shock
- Give your teams their assignment.
- Notify other teams/groups of the location of the medical operations area.
- Maintain a log.

Considerations

- Patients must be re-triaged periodically.
- Consider identifying resources for grief counseling.

SCRIBE

Command Post Scribe

You maintain records and written communications for members of the incident command post.

Forms you use:

- Incident Status Form, for keeping track of the status and priority of incidents that can be handled.
- Damage Assessment Survey, for helping to organize which incidents the IC will or will not send resources to.
- Message Form, for maintaining communications between the IC and Group or Division Supervisors.

Group or Division Supervisor's Scribe (including Fire, Medical, and Search and Rescue Groups)

You maintain the records of assignments for your group or division.

Forms you use:

- Group Status Sheet, for recording all of the information about the activity of your group or division.

You also need to document the number and conditions of your victims.

You can also act as a runner to notify the IC of the need for additional resources, or update IC on the status of the incident.

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MAP RECORDER

You maintain an area map showing incidents and resources, evaluate how conditions and other factors can affect incidents and operations, and keep the Incident Commander (IC) informed of any changes in such conditions or other factors.

- Record all incidents from Damage Assessment Survey forms on an area map.
- Use colored pens to indicate the following information:
 - Red — fires, hazards
 - Blue — medical operations areas, IC post, communications, staging areas
 - Green — search and rescue operations
 - Black — wind speed and direction, other factors \ or resources
- Assess wind direction and relative speed/force.
- Evaluate wind direction and speed/force will affect incidents and operations.
- Inform the Incident Commander when conditions or other affective factors change.

CERT SAFETY OFFICER

You develop and implement a security plan, and keep the peace.

- Assess situation before beginning your operation.
- Develop a plan to secure the safety of:
 - The Incident Command post
 - Communications
 - Medical operations areas
 - Equipment areas
 - Transportation
- Obtain resources (personnel and equipment).
- Maintain group status sheet (recruit a scribe if necessary).
- Inform your personnel of assignments.
- Create your teams.
- Give your teams their assignment.
- Document complaints and suspicious occurrences.

Considerations

- Keep the peace, prevent assaults, and settle disputes.
- Prevent theft if possible.