INCIDENT COMMANDER'S ORGANIZER

The Incident Commander's Organizer is designed to provide an IC with method to organize a rapidly evolving incident. Its use is voluntary and should be considered personal documentation. IC's will adapt this system to the unique nature of each incident.

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Table of Contents

INCIDENT SIZE-UP	**Date:** _____
Incident Name	Incident Number
IC Name	
Descriptive Location	
Arrival Date and Time	
Coordinates: Latitude Longitude:	
Estimated Size	
Estimated Containment Date and Time	
Estimated Control Date and Time	
Fire Investigator Needed	
Resources Responding/On scene	
Structures Threatened	
Control Problems	
Hazards in the area	
Additional Resources Needed	

Spread Potential: 1. Low   2. Moderate   3. High   4. Extreme

Character of fire: 1. Smoldering   2. Creeping   3. Running
                             4. Spotting   5. Torching   6. Crowning
                             7. Erratic   8. Crown/Spotting

Slope at head of fire: 1. 0-25%   2. 26-40%   3. 41-55%
                                    4. 56-75%   5. 76%+

Position on Slope: 1. Ridgetop   2. Saddle   3. Upper 1/3
              4. Middle 1/3   5. Lower 1/3 6. Canyon Bottom
              7. Valley Bottom   8. Mesa   9. Flat

Fuel Type

Wind Speed and Direction

INCIDENT OBJECTIVES	Incident
Operational Period	Date

General Control Objectives

Weather Forecast for Period

Hazard Identification

RESOURCE TRACKING

Incident: _____   Date:_____

Name of Resource	Time of Arrival	Time Started Work	Assignment or Location

FIELD WEATHER OBSERVATIONS

Incident: _____ Date: _____

Time				
Location				
Aspect				
Elevation				
Wind Speed				
Direction				
Sky Cover				
Dry Bulb				
Wet Bulb				
RH %				
Dew Point				

Additional Observations

INCIDENT ORGANIZATION

Incident: _____   Date: _____

IC, Finance, Agency Reps and Staff			
IC		Information	
Safety		Finance	
Agency		Other	
Agency		Other	
Operations Section			
Ops		Stage Mgr	
Div		Air Ops	
Div		HB Mgr	
Div		Other	
Div		Other	
Planning Section			
Plans		Field Obs	
Situation		Other	
Logistics Section			
Log		Food	
Supply		Camp Mgr	
Comm		Other	
Med Ldr		Other	
Aviation Resources on Scene			
AC		Heli	
AC		Heli	
AC		Heli	
AC		Heli	
AC		Heli	

Div/Group :	**ASSIGNMENT LIST**	
Incident	Date	Day/Night
Div Sup	Ops Chief	

Resources Assigned				
Resource Designator	Leader	Number of Persons	Pick Up Time	Drop Off Time

Control Operations

Special Instructions

Division Communications				
CH	Use	RX	TX	Tone

INCIDENT COMMUNICATIONS

Incident: _____   Date: _____

Phone Numbers	
Name/Contact	Phone Number

Frequencies				
CH	Use	RX	TX	Tone

Other Remarks:

INCIDENT MEDICAL PLAN

Incident: _____   Date: _____

Medical Personnel/Stations on Scene

Name/Contact	Location

Ambulance Services

Name	Phone	Address	Paramedics Yes/No

Hospitals

Name	Phone	City	Helipad Yes/No	Burn center Yes/No

ALS - Helicopter

Name	Location		Helicopter Type

Emergency Medical Procedures
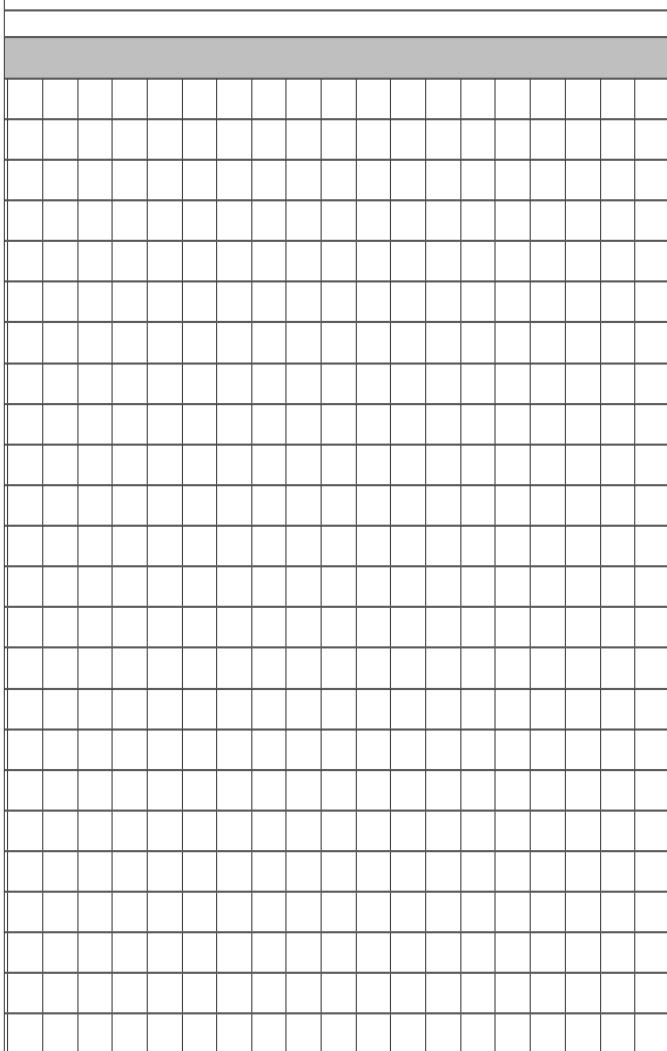
SIGNIFICANT EVENT LOG	Date _____
Time	

MAP SKETCH

Incident: _____ Date: _____

NOTES

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BRIEFING CHECKLIST

Situation
- Fire name, location, map orientation, other incidents in area
- Terrain influences
- Fuel type and conditions
- Fire weather (previous, current, and expected)
- Winds, RH, temperature, etc.
- Fire behavior (previous, current, and expected)
  - Time of day, alignment of slope and wind, etc.

Mission/Execution
- Command
  - Incident Commander/immediate supervisor
- Leader's intent
  - Overall objectives/strategy
- Specific tactical assignments
- Contingency plans
- Medevac plan
  - Personnel, equipment, transport options, contingency plans

Communications
- Communication plan
  - Tactical, command, air-to-ground frequencies
  - Cell phone numbers

Service/Support
- Other resources
  - Working adjacent and those available to order
  - Aviation operations
- Logistics
  - Transportation
  - Supplies and equipment

Risk Management
- Identify known hazards and risks
- Identify control measures to mitigate hazards/reduce risk
- Identify trigger points for reevaluating operations

Questions or Concerns?

INCIDENT ACTION PLAN (IAP) CONTENTS

1. Incident Objectives (ICS 202)
2. Organization List (ICS 203)
3. Division List (ICS 204 WF)
4. Fire Weather Forecast
5. Communication Plan (ICS 205)
6. Safety Message (ICS 208)
7. Medical Plan (ICS 206 WF)
8. Safety Analysis (ICS 215A)
9. Air Ops Summary (ICS 220)
10. Unit Log (ICS 214)

Indicators of Incident Complexity

Common indicators may include the area (location) involved; threat to life, environment and property; political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, and weather. Most indicators are common to all incidents, but some may be unique to a particular type of incident. The following are common contributing indicators for each of the five complexity types.

TYPE 5 Incident Complexity Indicators

General Indicators	Span of Control Indicators
• Incident is typically terminated or concluded (objective met) within a short time once resources arrive on scene • For incidents managed for resource objectives, minimal staffing/oversight is required • Resources vary from two to six firefighters • Formal Incident Planning Process not needed • Written Incident Action Plan (IAP) not needed • Minimal effects to population immediately surrounding the incident • Critical Infrastructure, or Key Resources, not adversely affected	• Incident Commander (IC) position filled • Single resources are directly supervised by the IC • Command Staff or General Staff positions not needed to reduce workload or span of control

TYPE 4 Incident Complexity Indicators

General Indicators	Span of Control Indicators
• Incident objectives are typically met within one operational period once resources arrive on scene, but resources may remain on scene for multiple operational periods • Multiple resources may be needed • Resources may require limited logistical support • Formal Incident Planning Process not needed • Written Incident Action Plan (IAP) not needed • Limited effects to population surrounding incident • Critical Infrastructure or Key Resources may be adversely affected, but mitigation measures are uncomplicated and can be implemented within one Operational Period • Elected and appointed governing officials, stakeholder groups, and political organizations require little or no interaction	• IC role filled • Resources either directly supervised by the IC or supervised through an ICS Leader position • Task Forces or Strike Teams may be used to reduce span of control to an acceptable level • Command Staff positions normally not filled to reduce workload or span of control • General Staff position(s) normally not filled to reduce workload or span of control

TYPE 3 Incident Complexity Indicators

General Indicators	Span of Control Indicators
• Incident typically extends into multiple operational periods • Incident objectives usually not met within the first or second operational period • Resources may need to remain at scene for multiple operational periods, requiring logistical support • Numerous kinds and types of resources may be required • Formal Incident Planning Process is initiated and followed • Written Incident Action Plan (IAP) needed for each Operational Period • Responders may range up to 200 total personnel • Incident may require an Incident Base to provide support • Population surrounding incident affected • Critical Infrastructure or Key Resources may be adversely affected and actions to mitigate effects may extend into multiple Operational Periods • Elected and appointed governing officials, stakeholder groups, and political organizations require some level of interaction	• IC role filled • Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions • Division Supervisors, Group Supervisors, Task Forces, and Strike Teams used to reduce span of control to an acceptable level • Command Staff positions may be filled to reduce workload or span of control • General Staff position(s) may be filled to reduce workload or span of control • ICS functional units may need to be filled to reduce workload