

**IDT
RESPONSE
CHECK LIST**

To Go Kit/Forms Cache

1. This check list
2. Pens
3. Pencils
4. Note pads
5. Clipboards
6. Envelopes
7. Communications/Incident
Dispatcher Vest
8. Extension Cord
9. T-cards
10. ICS 201
11. ICS 214
12. Other agency specific forms
13. Telephone lists of resources
14. Other job aides
15. Unit Identifiers
16. Check In supplies
17. Duct Tape
18. Rubber Bands
19. Flash Light
20. Highlighters
21. Cell Phone
22. Laptop w/Air Card and scanner
23. Folding Chairs
24. Folding Table
25. Awning
26. Digital Watch face attached to
clipboard
27. Paper
28. Drinks
29. Extra T-shirts
30. Hard Hat
31. Fire Line Hand Book
32. Batteries for each piece of
equipment; radio, cell phone,
etc.
33. Clorox Wipes
34. Small 3 hole punch
35. Rain Poncho
36. Disposable Camera
37. Grease Pencils
38. Pencil Sharpener
39. Easel board
40. Position Task Books

First Incident Dispatcher At Command Post (Fire Rescue or Law Enforcement as Primary)

Ultimate control and direction of all IDT functional roles and responsibilities falls under the recognized Incident Commander(s) and must be within the scope of the Incident Dispatchers training.

- ... Establish IC's needs for the incident
- ... Transition into Command Post operations and relieve field personnel
- ... Monitor Command Radio activated for the Incident
- ... Establish Communications Unit and advise Dispatch when in place
- ... Handle communications traffic in and out of incident
- ... Determine resources attached to incident and their current assignment, review accountability board
- ... Establish (or maintain existing) restat system, until relieved by a second arriving Incident Dispatcher
- ... Set-up cell phone and fax at position if available
- ... Note pertinent information on ICS 201 or other approved forms
- ... Assist second arriving ID in monitoring any secondary tactical channel in use

Second Incident Dispatcher At Command Post

Ultimate control and direction of all IDT functional roles and responsibilities falls under the recognized Incident Commander(s) and must be within the scope of the Incident Dispatchers training.

... If not yet done by 1st arriving ID, determine resources attached to incident and their current assignment, review accountability board

... As directed by Incident Dispatcher already on scene Assume Restat assignment or unified command radio position, as applicable.

*** The unified command radio position is the second arriving discipline. If Fire Rescue has initiated command first and requests Law Enforcement then Law Enforcement is unified command radio position and vice versa.

... Note event times for IC and PIO

... Manage MDT communications between CP and Comm Center

... Monitor Tactical Channel being used for incident

... Immediately relay any emergency broadcasts and safety messages over all channels assigned to the incident

... If/when no Tactical channel is being used, monitor local channel - note any significant dispatches that may impact or be impacted by resources committed to this incident

... Assist with ICS 201 and other approved forms as needed

Third Incident Dispatch At Command Post

Ultimate control and direction of all IDT functional roles and responsibilities falls under the recognized Incident Commander(s) and must be within the scope of the Incident Dispatchers training.

... If not yet done by 1st or 2nd arriving ID, determine resources attached to incident and their current assignment, review accountability board

... As directed by 1st Incident Dispatcher on scene Assume Restat assignment or unified command radio position, if applicable. (Generally this will be which ever position the 2nd Incident Dispatcher did not assume.)

*** The unified command radio position is the second arriving discipline. If Fire Rescue has initiated command first and requests Law Enforcement then Law Enforcement is unified command radio position and vice versa.

Incident Dispatcher Performing ReStat

- ... Establish and maintain resource accountability system for all units, companies, and personnel assigned to the incident
- ... Utilize appropriate passport accountability hardware or other approved accountability equipment
- ... Obtain status via radio, Personnel Accountability Report (PAR), Personal Alert Safety System Device Activation (P.A.S.S.) or Safety Officer for any units whose status is questionable or unknown.
- ... Note event/alarm times for PIO

Incident Dispatcher in Unified Command Radio Position

Ultimate control and direction of all IDT functional roles and responsibilities falls under the recognized Incident Commander(s) and must be within the scope of the Incident Dispatchers training.

*** The unified command radio position is the second arriving discipline. If Fire Rescue has initiated command first and requests Law Enforcement then Law Enforcement is unified command radio position and vice versa.

The ID in this position will perform the same functions as the 1st Incident Dispatcher except will be responsible for the needs of the second discipline.

- ... Establish Co-Commander's needs for the incident
- ... Transition into Command Post operations and relieve field personnel
- ... Monitor Command Radio activated for the Incident
- ... Establish Communications Unit and advise Dispatch when in place
- ... Handle communications traffic in and out of incident
- ... Determine resources attached to incident and their current assignment, review accountability board
- ... Establish (or maintain existing) restat system
- ... Set-up cell phone and fax at position if available
- ... Note pertinent information on ICS 201 or other approved forms
- ... Monitor any secondary tactical channel in use

Incident Dispatcher at Check In/Staging

Ultimate control and direction of all IDT functional roles and responsibilities falls under the recognized Incident Commander(s) and must be within the scope of the Incident Dispatchers training.

- ... Assume role of checking in resources as they arrive
- ... Monitor radio for requests from the CP for resources and reports that resources are returning to staging
- ... Relay requests for resources to Staging Officer
- ... Advise command post when resources are en-route from staging

Senior Incident Dispatcher On Scene

Ultimate control and direction of all IDT functional roles and responsibilities falls under the recognized Incident Commander(s) and must be within the scope of the Incident Dispatchers training.

- ... Insure sufficient IDT personnel are on scene
- ... Assist others as necessary
- ... Maintain Unit Log (ICS 214) for IDT personnel, turn is to agency IDT Leader

Setting Up Communications Unit

- ... Once IDT is in place and IC has been notified, set up a Comm Unit using the Incident name as designator. (*i.e.* "ID710 to Dispatch, ID710 is assuming Tower Rd. Communications")
- ... Traffic in and out of the CP should there after go through that Communications Unit. Comm Unit dispatcher will relay command decisions to IC.

Preassigned Positions (Field Vehicle Set Up)

The initial command post will be established at the first arriving field vehicle. The suggested placement of vehicles and pre designated work stations for members of the staff assigned to work at the command post are described below. It is recommended that flagging ribbon be placed around the command post to prevent the entry of unauthorized personnel.

Communications Position

... The Communications position is assigned to the first arriving IDT member. Functionally, this is the Resource status (ReStat) position. The objective of this assignment is to maintain a status-keeping system indicating the current location and status of all resources. This may include the management of T-Cards. The recommended location for this position is adjacent to the command channel position and MDT/ Laptop. The position will also manage cell phone traffic for the IC. Generally, the IDT member that is assigned to ReStat can also manage monitoring the command channel radio for the IC. All status changes should go through the Communications position on the command channel in order to maintain an accurate status record.

MDT/ Laptop Position

... The second arriving IDT member should be positioned at the MDT/ Laptop in the command vehicle. The IDT member at this position shall manage MDT communication transmissions for the IC and the Information Officer.

Transitioning to a Communications Vehicle

Transition To Command Post Support Vehicles (CPSV) - adapted specifically to local agency vehicle once brought to scene by authorized personnel...

... The Command Post will be established at rear of first arriving field vehicle or at whatever location designated by the IC. Arriving IDT dispatchers will relieve and field personnel at the CP and assume communications/ReStat positions. Field personnel, if not needed tactically, become SitStat unit and will assist with ReStat as necessary.

... Position CPSV near existing CP, considerations:

- ... Level Ground
- ... Overhead clearance
- ... Antenna positioning
- ... A/C Power Source
- ... Landline availability

... Activate Generator, turn on AC plugs,

... Tune radios to channels being used on incident,

... Prepare t-cards, as needed,

... Activate MDT in Comm Unit for CP-Dispatch communications,

... Advise IC when ready to coordinate transition from Suburban into CPSV,

... Assist IC with ICS 201, as needed.

Transition From Field Vehicle To CPSV

... Maintain existing Comm/ReStat system until IC has moved CP into Comm Unit,

... Relocate any CP items (forms, maps, radios, cell phones, etc) from Suburban and reestablish inside Comm Unit.

Release and Demobilization

- ... Assume restated assignment Ensure clearance from IC to terminate Comm Unit and demobilize
- ... Assume restated assignment Turn in ICS 201 and any related forms/note to IC (make copy if possible for your IDT Report)
- ... Assume restated assignment When clearing scene, notify Communications that Incident Comm Unit is out of service.