

Following Incident Command System (ICS) Principles

All incident responders must follow Incident Command System (ICS) principles, which are reviewed below.

Unity of Command
<ul style="list-style-type: none">▪ Only take direction from your immediate supervisor. You are assigned to a single supervisor. This supervisor may be a Division Supervisor rather than someone within your cadre. Make sure you know who your assigned supervisor is.▪ No freelancing. If the plan is not working or your assigned activity cannot be completed, tell your supervisor. Do not create your own plan of action. Creativity is welcomed but it needs to be part of the plan!▪ Don't go around the chain of command. Exchange of information is encouraged; however, all assignments and resource requests must go through your immediate supervisor. Even if you think there is a quicker way to get something done, wait and go through your supervisor.
Communicate and Document
<ul style="list-style-type: none">▪ Report critical information to your supervisor about status, changing conditions/needs within assigned areas, and resource needs. Let your supervisor know about resources/assets being underutilized. In other words, if you are not busy let someone know!▪ Maintain awareness of potential hazards. Immediately let your coworkers and supervisor/lead know of any safety issues. Unity of Command/Chain of Command does not prevent you from reporting safety issues.▪ Submit all required reports on time and make sure that they are complete and accurate.
Span of Control: What Does This Mean?
<p>A span of control of one supervisor to five to seven staff members is the goal.</p> <ul style="list-style-type: none">▪ Expect change. The team you begin working with may be reconfigured to maintain span of control.▪ Ask for help. If you are a supervisor and find that you are not able to track the activities of the personnel assigned, you may need to ask for additional levels of supervision to be added. It is better to ask for help than to try juggling too much.