

# **SAMPLE INCIDENT COMMAND POST CHECKLIST**

The checklist below is provided to help you establish an Incident Command Post that provides the incident command team with a proper facility and equipment to perform their job. The list contains information on ICP site selection, setup and operating requirements, and equipment requirements. The list is not inclusive, but it will get you started in the right direction.

## **Site Selection Criteria**

- ❏ Determine organization size and the space requirements of each function
- ❏ Is the proposed Incident Command Post (ICP) facility in a secure area?
- ❏ Is it located in proximity to the Incident?
- ❏ Is location convenient for Agency/Organization Executives to access?
- ❏ Is there adequate secure parking?
- ❏ Is there appropriate work space separation?
- ❏ Is there adequate meeting/briefing room space?
- ❏ Are there additional telephone lines available and will the facility accommodate them?
- ❏ Are you able to control public access?
- ❏ Is it near a helicopter (pad/landing zone)?
- ❏ Is it in a quiet area away from major distractions such as airports and railroads?
- ❏ Is it in close proximity to billeting and feeding facilities such as other agency operations centers and Emergency Operations Centers?
- ❏ Do you know the rental or lease cost of the facility?
- ❏ Is there adequate wall space for required displays?
- ❏ Is it located out of harm's way?
- ❏ Would it be able to accommodate the potential need for a separate Joint Information Center?
- ❏ Is there additional space available for co-locating the incident base?

## **Setup and Operating Requirements**

- ❏ Develop a sketch map of the facility
- ❏ Designate the name of the ICP (incident name)
- ❏ Develop clear directions and a map along with reference points for location of the facility
- ❏ Establish a check-in desk with a check-in recorder and ICS-211 forms
- ❏ Assign work space and identify each functional area (Planning, Operations, Logistics, Finance/Administration, Incident/Unified Command, etc.)
- ❏ Ensure that the check-in recorder knows the location of all functional areas
- ❏ Provide security for the facility and the parking area
- ❏ Establish facility and services contract and agreement to include daily maintenance
- ❏ Procure required furniture, equipment, and supplies for the ICP
- ❏ Install communications system
- ❏ Conduct facility and grounds safety, security evaluation, and mitigate problems as needed

## **SAMPLE INCIDENT COMMAND POST CHECKLIST**

- ⚡⚡ Develop and post an emergency evacuation plan and brief staff
- ⚡⚡ If necessary, augment sanitation facilities
- ⚡⚡ If necessary, negotiate facility use agreement

### **Equipment Requirements**

- ⚡⚡ Fax machines – incoming and outgoing
- ⚡⚡ Professional-quality copy machine
- ⚡⚡ Video projector and projection screen
- ⚡⚡ Easels and flip charts
- ⚡⚡ Wall clocks
- ⚡⚡ Television with necessary connections to be compatible with audiovisual equipment
- ⚡⚡ Computers and printers, radio display processor for displays, digital and video camera
- ⚡⚡ ICS position vests
- ⚡⚡ Maps and charts as needed
- ⚡⚡ Dry-erase boards
- ⚡⚡ T-card racks to support Resources Unit Leader (resource status)
- ⚡⚡ Administrative support kits for Planning Section Chief, Logistics Section Chief, and Finance/Admin Section Chief