

Australasian Inter Service Incident Management System (AIIMS)

Key Position Checklists

Scope

The scope of this document includes the positions of Incident Controller, Operations Officer, Planning Officer, Logistics Officer and Liaison Officer. Under an expanded/complex AIIMS Incident Management Team (IMT) there are more positions activated that come under the command of the various abovementioned officers, but they have not been included.

Incident Controller (White Tabard)

The Incident Controller is responsible for incident activities including the development and implementation of strategic decisions and for approving the order and releasing of resources.

IC Action Checklist

- ✓ Assume control and obtain an incident briefing from prior incident controller
- ✓ Assess incident situation
- ✓ Conduct initial briefing
- ✓ Activate elements of the Incident Control System (ICS)
- ✓ Conduct briefings
- ✓ Ensure planning meetings are conducted
- ✓ Approve and authorise implementation of Incident Action Plan
- ✓ Co-ordinate staff activity
- ✓ Manage incident operations
- ✓ Approve requests for additional resources and request for release of resources
- ✓ Authorise release of information to news media
- ✓ Regularly report to the responsible agency
- ✓ Approve plan for demobilisation
- ✓ Ensure safety and welfare of all personnel
- ✓ Maintain a log of activities

Operations Officer (Red Tabard)

The Operations Officer is responsible for the management of all activities that are undertaken directly to resolve the incident and the management of all resources (people and equipment) assigned to the Operations section.

Operations Officer Checklist

- ✓ Obtain a briefing from the Incident Controller
- ✓ Manage and supervise operations at the incident and monitor progress
- ✓ Advise Planning Section and Incident Controller of the incident situation, control progress and emergent risks
- ✓ Establish and maintain staging areas (not Logistics?)
- ✓ Exchange information regularly with Planning and Logistics section/s on a regular basis
- ✓ Develop the Operations Section of size and structure appropriate to the incident and approved by the IC
- ✓ Brief and allocate operations personnel

Planning Officer (Yellow Tabard)

The Planning Officer is responsible for the collection, evaluation, dissemination and use of information about the incident and status of resources.

Planning Officer Checklist

- ✓ Obtain briefing from Incident Controller
- ✓ Negotiate with Operations Officer the allocation of initial attack personnel to incident positions as appropriate
- ✓ Establish information requirements and reporting schedules for all ICS organisational elements for use in preparing the Incident Action Plan (IAP)
- ✓ Notify Resources Unit of Planning Section Units activated, including names and locations of personnel
- ✓ Establish weather data collection system when necessary
- ✓ Supervise preparation of Incident Action Plan (IAP)
- ✓ Assemble information on alternative strategies
- ✓ Assemble and disassemble strike teams not allocated to operations
- ✓ Identify need for use of specialised resources
- ✓ Perform operational planning for Planning Section
- ✓ Provide periodic predictions on incident potential
- ✓ Compile and display incident status summary information
- ✓ Advise Incident Controller and Operations Officer of any significant changes in incident status
- ✓ Provide incident traffic plan
- ✓ Supervise Planning Section Units
- ✓ Activate technical specialists as required
- ✓ Prepare and distribute Incident Controller's orders
- ✓ Provide management support to the Incident Controller
- ✓ Prepare material for distribution of incident information to the media
- ✓ Ensure that responsible agency information collection and reporting requirements are being met
- ✓ Prepare recommendations for release of resources for submission to the Incident Controller
- ✓ Ensure safety and welfare of all personnel
- ✓ Maintain log of activities

Logistics Officer (Blue Tabard)

The Logistics Officer is responsible for providing facilities, services and material in support of incident. The Logistics Officer participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the units – within the Logistics Section.

Logistics Officer Checklist

- ✓ Obtain briefing from Incident Controller
- ✓ Plan the Logistics Section
- ✓ Allocate work locations and preliminary work to section personnel
- ✓ Prepare Logistics Section in Incident Action Plan
- ✓ Provide input and review communications plan, medical plan, and traffic plan
- ✓ Co-ordinate and process requests for additional resources
- ✓ Review IAP and estimate Section needs for next operational period
- ✓ Ensure that an Incident Communications Plan is prepared
- ✓ Acquisition, storage and distribution of supplies
- ✓ Maintain communications network
- ✓ Acquire, maintain and secure temporary facilities and/ or base camp
- ✓ Provide grounds support, including water, fuel, vehicle maintenance, equipment maintenance
- ✓ Process and record all relevant financial information
- ✓ Provide medical/ first aid support and medical transport
- ✓ Provide welfare to participants, including catering

Liaison Officer

The Liaison Officer is the point of contact for the assisting/ cooperating agency representatives. This includes representatives from other fire services, SES, Police, Defence, Red Cross etc.

Liaison Officer Checklist

- ✓ Obtain briefing from Incident Controller
- ✓ Provide a point of contact for assisting/ co-operating agencies, such as Defence
- ✓ Identify agency representatives from each agency including communications link and location
- ✓ Respond to request from incident personnel for inter-organisation contacts.
- ✓ Monitor incident operations current or potential inter-organisational problems
- ✓ Maintain Log of Activities

