Incident Commander (ICT3)

State of Alaska

All-Hazards

Position Task Book

Assessment and Guide

Command Staff

Type 3 Complexity

The Incident Commander (ICT3) is responsible for all aspects of an emergency response.

January 2016

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State of Alaska (SOA)

Type 3 Position Task Book (PTB)

State of Alaska (SOA) Type 3 Position Task Books (PTBs) have been created for designated National Incident Management System (NIMS) positions. Each PTB lists the competencies, tasks, and behaviors required to be successful in a specific position. Trainees must complete all competencies, tasks, and behaviors and demonstrate acceptable performance during the completion of this PTB.

Evaluator(s) will complete an Evaluation Record documenting the trainee's progress after each evaluation opportunity. Trainees will be observed and evaluated by qualified evaluators during a qualifying event and their performance will be documented in the PTB for each task by entering the Evaluation Record number, date of completion, and the evaluator's initials. Evaluation and confirmation of the trainee's performance on all tasks may require more than one qualifying event and may involve more than one evaluator during each opportunity.

After the trainee has met all the requirements in the State of Alaska (SOA) Type 3 Position Task Book (PTB), the home Agency will complete the final agency certification verifying the trainee is qualified in the position and will submit the Agency-certified PTB to the Alaska Interstate Mutual Aid Committee/ Credentialing Subcommittee for approval and issuance of an SOA Type 3 All Hazards Credential.

Position Task Book Timeline

1. Emergency management experience must include a minimum of three (3) events.
   - Emergency management events may include one (1) tabletop exercise and at least two (2) emergency management events.
   - Additional events may be required to complete the qualification process.
2. The three (3) emergency management events must occur within a five (5) year period.
3. All qualifying events must be completed within a five (5) year period with no more than three (3) years between each event.

Training Specialist/Certifying Official Responsibilities

1. Be authorized by the AHJ.
2. Maintain PTBs and training records for agency staff.
3. Initiate or issue PTBs and blank Evaluation Records to trainees when they are deployed on a Type 3 assignment.
4. Meet with the Evaluator and Trainee to discuss training and experience needs.
5. As the Trainee completes required training, enter the information into the Required Training section on page 2 of the PTB.

6. Once a Trainee completes all the requirements of a Position Task Book (PTB) and is approved by the AHJ, submit a Nomination Package to the DHS&EM Training Section for approval and credentialing, which includes fully completed:
   - PTB and associated Evaluation Records
   - "Agency Certification" (last page of PTB)
   - State of Alaska Type 3 Nomination Application
7. Provide a report to the DHS&EM Training Section once a year showing how individuals maintained their currency for All-Hazards credentialing (see page 16 of the All Hazard Qualification Guide).

Trainee Responsibilities

1. Review and understand the assigned PTB.
2. Share training and experience with the Evaluator and Training Specialist.
3. After each assignment, meet with the evaluator to review and discuss overall performance and the continued expectations to successfully perform all competencies, tasks, and behaviors for the assigned position.
4. Return the PTB and Evaluation Record to your home agency.
5. Understand that PTBs do NOT replace the standard performance appraisal process by your home agency.
6. Coordinate with the AHJ to find opportunities to maintain currency once Type 3 All-Hazards credentialing has been obtained.

Evaluator Responsibilities

1. Be qualified in the position for which they are evaluating a trainee.
2. Review the competencies, tasks, and behaviors listed in the PTB, so you know what to observe while the trainee performs his/her duties.
3. Fully complete an Evaluation Record form for each qualifying event the trainee has participated.
   - The evaluation records should be numbered sequentially.
   - The evaluator must sign and date the Evaluation Record form, which validates the trainee's experience.
4. For the current Type 3 qualifying event:
   - Enter the evaluation record number, date, and initials into the PTB, if the trainee performed the task **OR**
   - Enter N/A, date and initials, if the task was not performed by the trainee.
5. Conduct the PTB review meeting in a private setting.
   - Begin by asking the individual to comment on his or her performance, including strengths, areas needing improvement, and any thoughts for training.
   - Provide a summary of the trainee's overall performance demonstrated during the assigned event.
   - Review the completed assessment with the trainee.
   - Return the PTB and Evaluation Record to the trainee, so they can return it his/her home agency.
6. Once a trainee completes all the requirements of the PTB, review the evaluation records and PTB entries to ensure they are completed correctly.
   - On the trainee's final assignment, complete the Final Evaluator's Verification section and submit the completed PTB to the AHJ Training Specialist recommending Type 3 All-Hazards Credentialing.

State of Alaska
Position Task Book (PTB)

Evaluation Record #:_____

Trainee Information

Printed Name:_____

Position: **Incident Commander Type 3 (ICT3)**

Home Unit/Agency Name:_____

Home Unit/Agency Address:

_____

Home Unit Phone Number: (_____)_____

Evaluator Information

Printed Name:_____

Evaluator position:_____

Home Unit/Agency Name:_____

Home Unit/Agency Address:

_____

Home Unit Phone Number: (_____)_____

Incident/Event Information

Incident/Event Name:_____

Incident # and/or Code:_____ Duration:_____

Incident Kind: ❑ Flood ❑ Fire ❑ Ground Failure/Avalanche/Landslide ❑ Planned Event

❑ Other All Hazard (specify):_____

Location (include governmental/geographic area):_____

Management Type (check one): ❑ Type 5 ❑ Type 4 ❑ Type 3 ❑ Type 2 ❑ Type 1 ❑ Area Command

Evaluator's Recommendation (initial only one line as appropriate):

_____ **1)** Tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.

_____ **2)** Tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner; however, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ **3)** Trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ **4)** Trainee is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Evaluator's Signature:_____ Date:_____

Evaluator's Relevant Qualification (or agency certification):_____

State of Alaska
Position Task Book

Incident Commander Type 3 (ICT3)

Task book assigned to:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Address: _____

Home Unit Phone Number: (_____)_____ Date: _____

Task book initiated by:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Address: _____

Home Unit Phone Number: (_____)_____ Date: _____

Home Unit/Agency is the agency that provides opportunities for individuals to complete the requirements of the State of Alaska Type 3 Position Task Books.

The material contained in this book accurately defines the performance expected of the position for which it was developed. This PTB is approved for use as a position qualification document in accordance with the instructions contained herein.

Competency: Complete required training documented by the AHJ Training Specialist.

Description: Obtain the required training that will provide an understanding of the duties, responsibilities, and capabilities of an effective **Incident Commander (ICT3)** on an All-Hazards Incident Management Team (IMT). Other training may be assigned based upon AHJ guidance.

Behavior: Complete required training for position qualification.	Date Completed	Training Specialist Initials
IS-100.B: Introduction to Incident Command System, ICS-100		
IS-200.B: ICS for Single Resources and Initial Action Incidents		
IS-700.A: National Incident Management System (NIMS) An Introduction		
IS-800.B: National Response Framework, An Introduction		
ICS-300 Intermediate ICS for Expanding Incidents		
ICS-400 Command and General Staff – Complex Incidents		
E0950 NIMS ICS All-Hazards Incident Commander Course or equivalent		
E0947 Emergency Operations Center/Incident Management Team Interface or equivalent		

Competency: Assume position responsibilities.

Description: Successfully assume role of Incident Commander (ICT3) and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.	Evaluation Record #, Evaluator Initials and Date
1. Obtain valid Resource Order from Dispatching Agency. • Incident information (name, order number, request number, phone numbers, etc.). • Expected reporting time and location • Contact procedures during travel (telephone/radio) • Transportation arrangements/travel routes • Lodging/meal/per diem arrangements • IAP and/or Situation Reports	
2. Obtain pre-assembled kit, which includes, but is not limited to: • Agency-specific and ICS forms. • References appropriate to the incident. • Agency policies & procedures. • Office supplies appropriate to the function. • Home agency PTB.	

Behavior: Ensure readiness for assignment.	Evaluation Record #, Evaluator Initials and Date
3. Obtain the appropriate equipment for the assignment, for example, laptop, printer, cell or satellite phone, weather gear, PPE, etc.	
4. Arrive at assignment and check in.	

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.	Evaluation Record #, Evaluator Initials and Date
5. Ensure appropriate functional areas are adequately staffed, with qualified resources, to provide for safe and efficient operations.	
6. Evaluate or establish incident facilities. • Incident Command Post (ICP) • Helibase, if needed • Staging area	

Behavior: Gather, update, and apply situational information relevant to the assignment.	Evaluation Record #, Evaluator Initials and Date
7. Obtain information from supervisor, duty officer, Agency Administrator, dispatch or previous Incident Commander. • Jurisdiction • Agency's intent/objectives • Natural resource and cultural concerns • Local policy, standards and guidelines for fire suppression • Fiscal parameters	
8. Review and negotiate key transfer of command documents. • Decision support documentation • Delegation of Authority • Incident Complexity Analysis	

Behavior: Establish effective relationships with relevant personnel.	Evaluation Record #, Evaluator Initials and Date
9. Establish and maintain positive interpersonal and interagency working relationships.	

Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.	Evaluation Record #, Evaluator Initials and Date
10. Take command of assigned resources. • Create an effective command climate. • Provide leader's intent and commander's guidance. • Announce presence as Incident Commander to incident personnel and dispatch. • Confirm resource and situation status.	
11. Build an organization which will meet and support incident/tactical objectives. • Activate Incident Command System (ICS) positions as needed. • Delegate duties to staff as needed. • Manage for unstaffed functional areas. • Organize assigned resources. • Determine additional resource needs.	
12. Ensure resource check-in and accountability process is established.	

Behavior: Understand and comply with ICS concepts and principles.	Evaluation Record #, Evaluator Initials and Date
13. Develop the organization structure necessary to manage the incident. • Maintain appropriate span of control.	

Behavior: Understand and comply with ICS concepts and principles, continued.	Evaluation Record #, Evaluator Initials and Date
14. Recognize jurisdictional boundaries and which authorities/agencies should be involved. • Unified command • Mutual aid • Initial attack agreements • Management objectives	
15. Apply the ICS. • Follow chain of command. • Use appropriate ICS forms. • Use appropriate ICS terminology.	

Competency: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.	Evaluation Record #, Evaluator Initials and Date
16. Exhibit principles of duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Develop your subordinates for the future.	
17. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities.	
18. Exhibit principles of integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	

Behavior: Ensure the safety, welfare, and accountability of assigned personnel.	Evaluation Record #, Evaluator Initials and Date
19. Using the Risk Management Process in the IRPG, provide for the safety and welfare of assigned resources. • Account for assigned resources.	

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.	Evaluation Record #, Evaluator Initials and Date
20. Assign personnel to utilize skills and qualifications.	
21. Re-evaluate and adjust assignments based on changing conditions or situations.	
22. Ensure performance evaluation system is implemented as appropriate. • Provide training opportunities where available.	

Behavior: Emphasize teamwork.	Evaluation Record #, Evaluator Initials and Date
23. Establish cohesiveness among assigned resources.	

Behavior: Coordinate interdependent activities.	Evaluation Record #, Evaluator Initials and Date
24. Coordinate with cooperators and stakeholders involved in incident activities. • Law enforcement • Utilities • Media • Search and Rescue • Private land owner	

Competency: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.	Evaluation Record #, Evaluator Initials and Date
25. Brief and keep subordinates informed throughout the incident.	
26. Provide report on conditions to dispatch and information for an incident status summary. • ICS 209, Incident Status Summary	
27. Conduct After Action Reviews (AAR).	

Behavior: Ensure documentation is complete and disposition is appropriate.	Evaluation Record #, Evaluator Initials and Date
28. Initiate and maintain ICS 201, Incident Briefing. • Initial incident objectives and strategies • Changes in incident situation • Tactical decisions • Resource summary • Organization • Sketch map • Safety issues and hazards	
29. Submit complete documentation to supervisor, designated officer or dispatch as required or at end of incident. • Accidents and injuries report • Incident report • Payment documents (Emergency Equipment Rental Agreements (EERA), contractors) • Cost share agreement • Aircraft costs	

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.	Evaluation Record #, Evaluator Initials and Date
30. Provide status updates to supervisor and/or dispatch.	

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.	Evaluation Record #, Evaluator Initials and Date
31. Communicate by giving specific instructions and asking for feedback. • Emphasize situation awareness.	

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.	Evaluation Record #, Evaluator Initials and Date
32. Create a single coordinated Incident Action Plan (IAP) or other relevant plan. • Establish unified and prioritized incident objectives. • Develop a coordinated strategy. • Use resource advisors as appropriate.	
33. Develop contingencies.	
34. Provide input to strategic plans as needed. • Decision support documentation	

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behavior: Administer and/or apply agency policy, contracts and agreements.	Evaluation Record #, Evaluator Initials and Date
35. Ensure applicable agency (-ies) policies are followed as defined locally or at a briefing. - Federal/Tribal/state/local relationships (as appropriate). - Scope, jurisdictional responsibilities.	
36. Ensure applicable contracts and agreements are administered as defined locally or at a briefing. - EERA - Engine and crew contracts - Tribal contracts - Mutual aid agreements	

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.	Evaluation Record #, Evaluator Initials and Date
37. Using applicable handbooks, complete complexity analysis and report to duty officer, dispatch, and or Agency Administrator. - Recognize the indicators for changing complexity and establish trigger points. - Revise as needed.	
38. Monitor, evaluate and document progress towards incident objectives. - Tactical operations - Actual progress compared to planned tactics - Information for periodic assessment - ICS 209, Incident Status Summary	

Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.	Evaluation Record #, Evaluator Initials and Date
39. Obtain and monitor weather and other environmental factors to anticipate changes in fire behavior or incident status. - Request weather forecasts. - Communicate weather to subordinates.	

Behavior: Make appropriate decisions based on analysis of gathered information.	Evaluation Record #, Evaluator Initials and Date
40. Plan for subsequent operational periods. • Projections • Incident objectives • Strategy and tactics • Resource needs • Logistical needs • Demobilization • Documentation needs • Incident information (media, public)	
41. Evaluate trigger points. • Complexity (up or down). • Strategy and tactics (e.g., evacuation, structure protection). • Support requirements.	

Behavior: Take appropriate action based on assessed risks.	Evaluation Record #, Evaluator Initials and Date
42. Ensure the Risk Management Process is maintained.	
43. Implement appropriate tactics.	
44. Manage incident resources. • Update Status/Check-In List.	

Behavior: Modify approach based on evaluation of incident situation.	Evaluation Record #, Evaluator Initials and Date
45. Validate and revise incident objectives. • Continually evaluate whether objectives are achievable given available resources and environmental conditions. • Communicate changes.	

Behavior: Modify approach based on evaluation of incident situation, continued.	**Evaluation Record #, Evaluator Initials and Date**
46. Re-evaluate the risk management process.	

Behavior: Follow established procedures and/or safety procedures relevant to given assignment.	**Evaluation Record #, Evaluator Initials and Date**
47. Ensure safety considerations are integrated into all aspects of incident management.	

Behavior: Ensure operations consider socio-economic, political and cultural aspects.	**Evaluation Record #, Evaluator Initials and Date**
48. Follow local direction to maintain environmental quality and avoid damage to social or cultural environment. • Notify supervisor of historical/cultural resources found.	

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.	**Evaluation Record #, Evaluator Initials and Date**
49. Coordinate an efficient transfer of position duties when mobilizing/ demobilizing (e.g., incoming Incident Management Team (IMT), host agency). • Inform incoming/outgoing IC, Section Chief, and/or staff. • Ensure there is no adverse impact on safety or productivity. • Document follow-up action needed by relief staff. • If necessary, coordinate with agencies about transfer of command.	

Behavior: Plan for demobilization and ensure demobilization procedures are followed.	**Evaluation Record #, Evaluator Initials and Date**
50. Anticipate demobilization of resources. • Identify excess resources. • Prepare schedule for demobilization.	

Behavior: Plan for demobilization and ensure demobilization procedures are followed, continued.	Evaluation Record #, Evaluator Initials and Date
51. Ensure incident and agency demobilization procedures are followed. • Brief subordinate staff on demobilization procedures and responsibilities. • Demobilize incident resources by predetermined priorities or as work progress dictates.	
52. Ensure equipment is demobilized. • Ensure equipment/services are prepared for release. • Ensure contractors/vendors are notified of impending release schedule.	
53. Ensure PTBs are completed. • Complete a PTB for each direct report that gained experience on the assigned Type 3 event. • Ensure your PTB is completed by your designated supervisor.	
54. Demobilize and check out. • Receive demobilization instructions from incident supervisor. • If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person.	
55. Participate in the After-Action Report (AAR) and make recommendations for process improvements which include, but are not limited to: • Identify strengths that should be maintained and built upon. • Identify areas for improvement and solutions to resolve the identified gaps.	

State of Alaska Position Task Book
Verification/Certification of Completed Task Book

Incident Commander Type 3 (ICT3)

Final Evaluator's Verification

To be completed ONLY when the trainee has fully completed all required assignments and is recommended for credentialing.

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above, has completed all required training assignments, and should be considered for credentialing in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: (_____)_____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: (_____)_____ Date: _____

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