

ARK Incident Commander Just-in-Time Training

+The first person on the scene is the Incident Commander(IC). The IC should have knowledge of all the ARK functions. This position may be handed off to a more experienced person when he/she arrives, if necessary.

- Supplies needed (In the IC Binder)
 - City Map with Grids
 - ARK Zone Map with Grids
 - COES 100-Functional Organization Chart
 - ICS 201-pages 1,2,3-Incident Briefing Forms
 - Priority Description (Red, Yellow, Green)
 - Pens
 - **"Incident commander Just-in-time Training"-review this before you begin**
- Assign ARK functions as volunteers become available: Volunteer Check-in/Incident Reporting, Operations/Logistics, Incident Commander/Status & Mapping. These functions may be split when enough volunteers arrive.
- **If enough staff, assign a Safety Officer, otherwise this is a duty of the IC.** All others go to Staging to await assignment from Operations.
- Use Military Time for all documentation
- **Complete ICS 201-page3with current staff.**
 - COES 100 will be used for full-blown, fully staffed event/disaster
 - Examples of forms(COES 100 and ICS 201) are on the back of this Just-in-Time training
- Draw a map of Incident that caused the ARK to open on ICS 201, page 1, or attach pre-printed map with mark-ups.
- **Keep a log of actions to serve as a history of the Incident on ICS 201, page 2.**
 - **Update this frequently. This includes change in staffing. This replaces the ICS 214**
- Position your desk between Status & Mapping Desk and Operations Desk
- Receive and Review T-cards for specialized training before giving them to Operations
- Confer with Status & Mapping if there is a question of the appropriate priority on COES 101. Your decision stands.
- Attend briefings and debriefings of Teams sent out by Operations to the field to check on Incidents reported
- Assist other functions as needed.
 - May assist with Roll-up report from Status & Mapping to the DOC (Department Operations Center)
 - May assign a volunteer to post updates on the Public Information Board
 - Help resolve issues with the public
- Be aware of signs of stress in your staff. Remind volunteers to stay hydrated, eat and rest
- **Be sure Field Teams rest for at least 30 minutes upon return from assignment**
- You may need to send a message. Messages are sent via CARES. Use COES 213-ARK.
 - Be brief.
 - Reply will be returned to you on the same form
- **Demobilization:**
 - Receive order from DOC,/EOC or self-demobilize if there is a lack of staff.
 - Notify DOC for permission to close the ARK.
 - Additional staff may be sent from other ARKS to keep site open
 - Consult all Command Post Functions as to the readiness to demobilize
 - Be sure all field teams have returned before demobilizing
 - Conduct ARK debriefing
 - Turn in ALL documentation to Status & Mapping for filling.
 - Assist any function area that needs help with demobilizing
 - Return all IC equipment/supplies to Logistic and notify Logistics of any supplies that need restocking
 - Coordinate and assist with de-construction of ARK and site cleaning
 - Check out with Check-in desk
 - **Receive the File box from S&M with all documentation for this event**
 - **Take the S&M File box to DOC/EOC**