

Appendix C: Incident Commander Evaluation

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All Incident Commanders will be evaluated for each incident. Timely and appropriate evaluations are critical to ensure performance and accountability. It is the responsibility of the IC to ensure that management of the incident be accomplished in an efficient and safe manner. Fire Management Officers/Agency Administrators are responsible to provide sound, reasonable objectives and oversight of incidents.

1. Were objectives for this incident provided to the IC and were they met?
2. If a WFSA was completed, was it provided to the IC and was the selected alternative followed?
3. Was a Delegation of Authority provided to the IC and was it followed in the management of the incident?
4. Did the IC maintain daily contact with the FMO/Agency Administrator?
5. Did the IC conduct formal daily operational period briefings, including safety briefings?
6. Were spot weather forecasts requested for the incident? Were they provided?
7. Was the cause of the fire determined? If it was a human caused fire, was the point of origin protected and an investigation initiated?
8. Was the incident managed efficiently and with an appropriate span of control?
9. Was the ICS-209 (night report) done daily and completely?
10. Was the incident narrative complete with all pertinent information included?
11. Was a final fire package provided to the Unit? Was it complete with fire report, narrative, written justifications, financial documentation, etc?
12. Was transition of command handled in an orderly and safe manner?
13. Was fire suppression rehabilitation completed to Agency Administrator specifications?
14. Were all time sheets complete, accurate, and justifications attached for excess hours, failure to meet work/rest cycle, etc?
15. Were there injuries on the incident? What types? Was injury documentation complete and accurate?
16. If commissary was ordered for this incident, was it handled properly?
17. If equipment was hired, were pre/post hiring inspections performed and documented? Are pay documents complete and accurate?
18. Were guidelines for ordering established by the supporting dispatch office? If so, did the IC follow these guidelines and were orders appropriate?

19. Was demobilization handled in an orderly fashion? Did the IC follow any guidelines established for demobe?
20. Were there any losses of equipment? If so, was the appropriate documentation complete and accurate?
21. Was a medivac plan developed for the incident and was it made known to all involved?
22. Did the IC deal appropriately with the press, public and interested parties in managing the incident?
23. Was the incident managed safely?