



# Fire Incident Management Check List

By: Western Fire Chiefs Association

## Start Incident Log

Establish an incident log to systematically document all pertinent information and actions throughout the fire incident, facilitating a chronological record for post-incident analysis. Ensure comprehensive documentation of key details including incident start time, interventions, and notable developments.

## Confirm Incident Location

This task is essential for accurately identifying and addressing the incident. Challenges may arise in determining the location, particularly in large area fires or remote locations. In such cases, utilize GPS coordinates or landmarks to pinpoint the incident location. Necessary resources include maps and GPS devices.

## Establish Incident Command

Establishing Incident Command designates a central post and appoints an Incident Commander to lead response efforts, ensuring clear communication and coordinated roles among all responders. Regular updates and briefings keep personnel informed and focused on executing the response plan efficiently.

## Gather Initial Incident Details

Gathering initial information about the fire incident is crucial for gaining insights into the situation, aiding in informed decision-making and resource allocation.

## Classify Incident

Classify the fire incident according to severity and characteristics to prioritize resource allocation and devise an appropriate response strategy.

## Develop Incident Action Plan (IAP)

This plan is to guide response operations, outlining strategies and objectives for mitigating the fire incident. Regularly review and update the IAP to adapt to changing conditions.

## Allocate Resources

Allocate essential resources efficiently to respond to the fire incident, prioritizing based on severity and availability while considering challenges like limited resources during concurrent incidents. Adjust resource allocation to prioritize incidents based on urgency and mitigation potential.

## Communicate with On-Site Staff

Ensure continuous communication with incident responders to maintain situational awareness and foster teamwork, addressing challenges and facilitating coordination. Utilize regular briefings, debriefings, and check-ins to maintain open lines of communication, overcoming barriers in large incident areas by deploying additional communication personnel or technology as needed.

## Supervise Incident Response

Oversee the entire incident response to ensure the incident action plan is effectively executed, monitoring progress, providing guidance, and addressing emerging challenges. Proactively evaluate response activities and adjust strategies as required to maintain situational awareness, especially during dynamic incidents.

## Evaluate Response Effectiveness

Evaluate response effectiveness to identify strengths, weaknesses, and areas for improvement, supporting continuous learning and enhancing future capabilities.



**WESTERN  
FIRE CHIEFS  
ASSOCIATION**

