Montgomery County Fire and Rescue Service
Information Bulletin
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TO: **All MCFRS Personnel**

FROM: **Division Chief John Kinsley**

SUBJECT: **Incident Command Checklists**

MCFRS is constantly working towards improving the effectiveness of our operations. One key aspect of our operations is the functioning of the command team.

There are times where the lack of a common operational picture and/or operational focus has the ability, if not the tendency, to knock the initial Incident Commander out of their game. Furthermore, when time-critical incidents within incidents (e.g., Mayday), occur the Incident Commander may already be overloaded.

To enhance the functioning of command teams via a reduction in distractions, and to establish best practices, the Operations Division will be deploying a series of Incident Command Checklists to each of the Battalion Platform vehicles. These checklists are of the **Do-Confirm** style**,** as opposed to the **Read-Do** style checklists.

Each Battalion Platform vehicle will hold two forms of the checklists: The **Second Chief in Car** and **Mayday**. The third checklist, **DOC/VDOC**, will be carried by the Duty Operations Chiefs (DOCs) and Volunteer Duty Operations Chiefs (VDOCs), and will also be kept in a conspicuous location in the back of the Battalion Platform vehicles.

It is strongly encouraged to keep copies of both checklists in each visor of all other chief officer staff vehicles. Additionally, there will be a small, red, rigid notebook to each Battalion Platform vehicle containing additional checklists and critical information such as METRO water supply information, ETEC and medical cabinet locations, CSX rail access points, and a few other items.

The **Second Chief in the Car** and the **Mayday** checklists were tested in the PSTA Command Lab during simulations.

As these checklists are prepared for deployment, training will be offered to all Certified Command Officers. At the completion of the training, links will be provided to download and print the checklists.

Please direct any questions to the Operations Chief