



ICS POSITION DESCRIPTION AND RESPONSIBILITIES

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1.1 Incident Command Organization

The Incident Command System (ICS) is a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources at emergency incidents. The ICS is designed for all kinds of fire and emergency operations and is applicable to both small day-to-day situations as well as large complex incidents.

1.1.1 The organization develops around five major functions. At some incidents, only a few functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

1.1.2 ICS establishes lines of supervisory authority and formal reporting relationships. Direction and supervision follows organizational lines.

1.1.3 The ICS has a number of components that work together interactively to provide the basis for effective incident management:

- Common Terminology
- Modular Organization
- Integrated Communications
- Unified Command Structure
- Consolidated Action Plan
- Manageable Span of Control
- Designated Incident Facilities
- Resource Management
- Measurable Objectives
- Establishment and Transfer of Command
- Chain of Command/Unity of Command

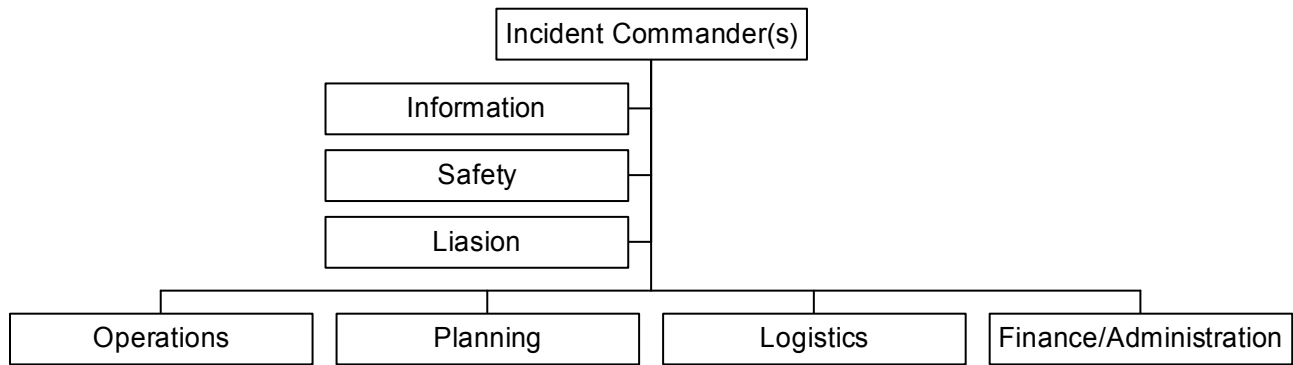
1.1.4 The ICS structure develops in a modular fashion based upon the kind and size of an incident. The organization's staff builds from the top down with responsibility for performance placed initially with the Incident Commander(s) (IC). If required, four separate sections may be established, each with several Units, Sectors and/or Groups. The specific organization structure established will be based on the management needs of the incident. If one individual is capable to manage all the major functional areas, no further organization is required. If one or more of the functions requires independent management, an individual can be assigned to manage that specific function.

1.1.5 The following list describes personnel assigned to manage at each level of the ICS organization:

Incident Command-----	Incident Commander
Command Staff-----	Officer
Section-----	Section Chief
Branch -----	Branch Director
Sector/Group-----	Sector Supervisor/Group Supervisor
Unit -----	Unit Leader
Area-----	Manager

1.2 Common Responsibilities (general)

- Obtain briefing from Section Chief (next level of command)
- Participate in incident planning meetings as required
- Determine current status of unit activities
- Confirm dispatch and estimated time of arrival of staff and supplies
- Assign specific duties to staff; supervise staff
- Develop and implement accountability, safety and security measures for personnel and resources
- Supervise demobilization of unit, including storage of supplies
- Provide Supply Unit Leader with a list of supplies to be replenished
- Maintain unit records, including Unit Log



2. INCIDENT COMMANDER(S)

2.1 Incident Commander(s) Responsibilities

- 2.1.1 The Incident Commander(s) (IC) is responsible for the overall management of all incident activities. This includes the development and implementation of strategy and approval for the ordering and release of resources. At most incidents, a single IC carries out the command activity.
- 2.1.2 The Incident Commander(s) may also have a deputy, who may be from the same agency or from an assisting agency. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. Section Chiefs and Branch Directors may also have deputies.
- 2.1.3 The IC is responsible for building a command structure that matches the organizational needs of the incident to achieve the completion of the tactical objectives for the incident. Responsibilities:
- A. Establish and announce Command
 - B. Establish an effective operating position for the Incident Command Post
 - C. Assess the situation (size up) and/or obtain a briefing from the prior IC
 - D. Determine incident objectives and strategy
 - E. Establish the immediate priorities
 - F. Approve and implement an Incident Action Plan (IAP)
 - G. Develop an effective incident command organization
 - H. Ensure that adequate safety measures are in place
 - I. Review, evaluate and revise (as needed) the IAP
 - J. Ensure planning meetings are scheduled as required
 - K. Coordinate activity for all Command and General Staff
 - L. Coordinate with key agencies and officials
 - M. Approve requests for additional resources or for release of resources
 - N. Authorize release of information to the news media
 - O. Order demobilization of the incident, when appropriate
 - P. Provide for the continuity, transfer, and termination of Command

2.1.4 The IC will perform the major ICS organizational functions of Operations, Planning, Logistics and Finance/Administration until it is determined that the authority for one or more of these functions should be delegated.

2.1.5 The IC will perform the Command Staff functions of the Safety, Liaison, and Public Information Officers until it is determined that one or more of these functions should be delegated.

2.2 Incident Command Post

2.2.1 The Incident Command Post (ICP) is the location at which the primary command functions are performed. The IC will be located at the ICP.

2.2.2 All incidents must have a designated location for the ICP. There will be only one ICP for each incident. This also applies on multi agency or multi-jurisdictional incidents operating under a single or unified command.

2.2.3 The ICP may be located with other incident facilities.

2.2.4 The ICP may be located in a vehicle or in a building. At long-term incidents, it is desirable to provide an ICP facility that will provide adequate lighting and/or protection from the weather.

2.2.5 Larger and more complex incidents will often require larger ICP facilities. Incidents that usually require an expanded ICP include:

- A. Multi agency incidents run under a Unified Command
- B. Long-term incidents
- C. Incidents requiring an on-scene communications center
- D. Incidents requiring a separate Planning function
- E. Incidents requiring the use of Command Staff and Agency Representative positions

2.3 Incident Commander(s) Functions

2.3.1 Establish an Incident Command Post

The following general guidelines are to be used to establish an ICP:

- A. Position the ICP outside the present and potential hazard zone
- B. Establish a visual layout of the incident
- C. Expand the ICP as the incident grows
- D. Provide for security and control access to the ICP as necessary
- E. Identify the location with a visible banner or sign
- F. Announce to all personnel the ICP activation and location via radio or other means of communication

2.3.2 Establish Incident Priorities

- A. Life safety and removal of endangered occupants
- B. Incident stabilization
- C. Property and the environmental conservation
- D. Safety, accountability and welfare of personnel

2.4 General Staff

The General Staff positions consist of the following:

- Operations Section Chief(s)
- Planning Section Chief
- Logistics Section Chief
- Finance / Administration Section Chief
- Intelligence / Investigation **

** CIMS recognizes that Investigative Operations are an essential component of the overall incident management, and must be effectively coordinated with Life Safety and Recovery/Restoration Operations. Investigative Operations may include law enforcement, arson, accident and other types of investigations. Investigative Operations may be responsible for:

- Intelligence management
- Forensics
- Electronic communications, surveillance and evidence collection
- Human remains processing

Typically Investigative Operations will be conducted by the appropriate Branch/Group within the Operations Section so that Investigative Operations are coordinated with Life Safety and Recovery/Restoration Operations. However the investigative function may be implemented either in the Planning Section or as a separate Investigations Section when the incident is heavily influenced by investigative factors or when there is a need to manage and organize a large volume of highly sensitive material. The intelligence management function may also be implemented as a Command Staff position.

3. COMMAND STAFF

Three important staff functions that are the responsibility of the IC include Information, Safety and Liaison.

The IC will perform these responsibilities unless the responsibility is delegated.

3.1 Public Information Officer

3.1.1 The Public Information Officer (PIO) is responsible for developing and releasing information about the incident to the news media, incident personnel and other agencies and organizations.

3.1.2 Only one Public Information Officer will be assigned for each incident, including incidents that are multi-jurisdictional. The Information Officer may have assistants as necessary.

3.1.3 Responsibilities include:

- A. Determine the limitations on information release from the IC
- B. Prepare information and material for use in media briefings
- C. Obtain IC approval of media release
- D. Inform media and conduct media briefings
- E. Arrange tours and other interviews or briefings that may be required
- F. Obtain media information that may be useful to incident planning
- G. Maintain current information summaries and/or displays on the incident
- H. Maintain Unit Log

3.2 **Safety Officer**

3.2.1 The Safety Officer will develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

3.2.2 The Safety Officer will normally correct unsafe acts or conditions through the regular chain of command. However, the Safety Officer may exercise emergency authority to alter, suspend, or stop unsafe acts when immediate action is required. The Safety Officer must maintain constant awareness of active and developing situations.

3.2.3 One Safety Officer will be assigned for each incident, with assistants assigned as necessary. Safety Assistants may represent assisting agencies or jurisdictions and may be assigned specific responsibilities such as air operations, hazardous materials, confined space etc.

3.2.4 Responsibilities include:

- A. Participate in planning meetings
- B. Identify hazardous situations associated with the incident
- C. Review Incident Action Plan for safety implications
- D. Exercise emergency authority to stop and prevent unsafe acts
- E. Investigate accidents that have occurred within the incident area
- F. Assign assistants as needed
- G. Review and approve the Medical Plan
- H. Review and approve the Site Safety Plan
- I. Maintain Unit Log

3.3 **Liaison Officer**

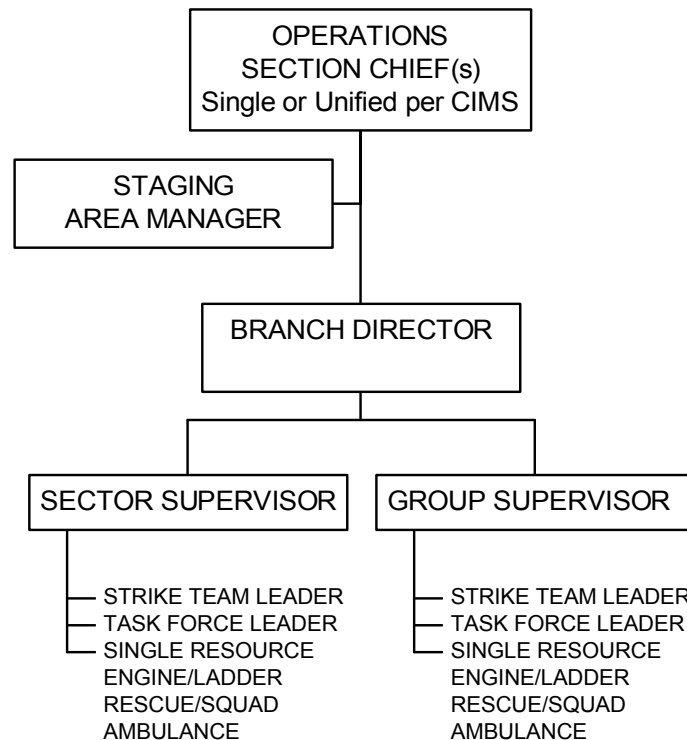
- 3.3.1 Multi-jurisdictional incidents, or those involving several agencies, may require the establishment of a Liaison Officer assigned to the command staff. Only one Liaison Officer will be assigned to each incident. The Liaison Officer may have assistants as necessary. Assistants may also represent assisting agencies or jurisdictions.
- 3.3.2 The Liaison Officer is the point of contact for personnel assigned to the incident by assisting or cooperating agencies. The Liaison Officer and any assistant are not directly involved in incident operations, tactical assignments or unified command.
- 3.3.3 Responsibilities include:
 - A. Contact point for agency representatives
 - B. Maintain a list of assisting and cooperating agencies and representatives
 - C. Assist in establishing and coordinating interagency contacts
 - D. Keep agencies aware of incident status
 - E. Monitor incident operations to identify current or potential inter-organizational problems
 - F. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
 - G. Maintain Unit Log

3.4 **Agency Representatives**

- 3.4.1 At many multi-jurisdictional incidents, an agency or jurisdiction will designate a representative to assist in the coordination of resources.
- 3.4.2 An Agency Representative is an individual assigned to an incident by an assisting or cooperating agency with delegated authority to make decisions on matters affecting that agencies participation at the incident.
- 3.4.3 Agency Representatives report to the Liaison Officer when staffed, or to the Incident Commander(s).
- 3.4.4 Responsibilities include:
 - A. Ensure that all agency resources are properly checked-in at the incident
 - B. Obtain briefing from the Liaison Officer or Incident Commander(s)
 - C. Inform assisting or cooperating agency personnel that the Agency Representative position has been filled
 - D. Attend briefings and planning meetings as required
 - E. Provide information on agency resources unless resource technical specialists are on the scene
 - F. Cooperate fully with the Incident Commander(s) and General Staff on agency involvement at the incident

- G. Ensure the well being of agency personnel assigned to the incident
- H. Advise the Liaison Officer of any agency needs
- I. Report to assigned agency on a regular basis
- J. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure
- K. Ensure that all required agency reports and documents are complete prior to departure
- L. Conduct a debriefing session with the Liaison Officer or Incident Commander(s) prior to departure
- M. Maintain Unit Log

4. OPERATIONS SECTION



4.1 Operations Section Chief(s)

The Operations Section Chief(s) is a member of the General Staff and is responsible for the management of all operations directly applicable to the primary mission. The Operations Section may be a single or Unified Operations Section. This will depend on the CIMS Response Matrix.

- Single Operations Section: In general, at incidents managed by a single Primary Agency, the IC will designate a single Operations Chief.

- Unified Operations Section: Each Primary Agency with a core competency may designate an Operations Chief to direct tactical operations within their core competency. In a Unified Operations Post Section, each Operations Section Chief will co-locate to a single Operations Post to jointly manage the Section. If all agencies in the Unified Command agree, a single Operations Section Chief may be designated to manage the section.
- 4.1.1 The Operations Section Chief(s) activates and supervises organization elements in accordance with the Incident Action Plan (IAP) and directs its execution. The Operations Section Chief(s) directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the IAP as necessary, and reports such to the Incident Commander(s).
- 4.1.2 The Operations Section Chief(s) may have a deputy, who may be from the same or an assisting agency. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.
- 4.1.3 Responsibilities include:
- A. Develop the Operations Section of the Incident Action Plan
 - B. Manage tactical operations
 - Interact with the next subordinate level of Section (Branch, Sector/Group) to develop the Operations Section portion of the Incident Action Plan
 - Request resources needed to implement tactics as a part of the Incident Action Plan development
 - C. Assign and brief Operations Section personnel in accordance with the Incident Action Plan
 - D. Supervise the execution of the Incident Action Plan for Operations
 - Maintain close contact with subordinate positions
 - Ensure safe tactical operations
 - E. Review suggested list of resources to be released and initiate recommendation for release of resources
 - F. Approve the release of resources from assigned status (not the release from the incident)
 - G. Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary
 - H. Assemble and disassemble strike teams and task forces assigned to the Operations Section
 - I. Maintain close communication with the Incident Commander(s)
 - J. Maintain Unit Log

4.2 **Branch Director**

Branches may be functional or geographical (e.g., Medical, Law Enforcement, Haz-Mat, Fire Control, Exposure 2, Air Branches). See sections on incident specific application of the Incident Command System.

4.2.1 Branch Directors are under the direction of the Incident Commander(s), or the Operations Section Chief(s) when staffed, and are responsible for the implementation of the appropriate portion of the Incident Action Plan.

4.2.2 The Branch Director may have a deputy, who may be from the same or an assisting agency. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

4.2.3 Responsibilities include:

- A. Obtain briefing from the Incident Commander(s) or Operations Section Chief(s) when staffed
- B. Supervise Branch operations
- C. Develop alternatives for Branch control operations assisted by subordinates
- D. Interact with the Operations Section Chief(s) and other Branch Directors to develop tactics to achieve incident strategies
- E. Attend incident planning meetings at the request of the Incident Commander(s) or Operations Chief(s)
- F. Review Sector/Group assignments within the Branch and report status to the Operations Section Chief(s)
- G. Assign specific work tasks to Sector/Group Supervisors
- H. Monitor and inspect progress and make changes as necessary
- I. Resolve logistics problems reported by subordinates
- J. Notify the Incident Commander(s) or Operation Section Chief(s) if:
 - 1. Incident Action Plan is modified
 - 2. Additional resources are needed
 - 3. Surplus resources are available
 - 4. Hazardous situations or significant events occur
- K. Maintain Unit Log

4.3 **Sector/Group Supervisor**

4.3.1 The Sector/Group Supervisor reports to the Incident Commander(s), Operations Section Chief(s), or Branch Director when staffed. The Supervisor is responsible for the implementation of the appropriate portion of the Incident Action Plan, the assignment of resources within the Sector/Group and reporting on the progress of operations.

4.3.2 Responsibilities include:

- A. Obtain briefing from the Incident Commander(s), Operations Section Chief(s) or appropriate Operations Branch Director
- B. Review assignments with subordinates and assign tasks
- C. Implement the Incident Action Plan for the Sector/Group
- D. Identify increments assigned to the Sector/Group
- E. Inform the Resources Unit, if staffed, of status changes of resources assigned to the Sector/Group
- F. Coordinate activities with adjacent Sectors/Groups
- G. Monitor and inspect progress and make changes as necessary
- H. Keep supervisor informed of situation and resources status information
- I. Report hazardous situations, special occurrences and/or significant events to immediate supervisor
- J. Resolve tactical assignment and logistics problems within the Sector/Group
- K. Determine need for assistance on assigned tasks
- L. Ensure that assigned personnel and equipment arrive at and depart from their assignments in a timely and orderly manner
- M. Participate in the development of tactical plans for the next operational period
- N. Maintain Unit Log

4.4 **Task Force/Strike Team Leader**

The Task Force/Strike Team Leader reports to the Incident Commander(s), Operations Section Chief(s), Branch Director, or Sector/Group Supervisor and is responsible for performing tactical assignments assigned to the Task Force/Strike Team.

4.4.1 The Leader reports work progress, resource status and other important information to a Sector/Group Supervisor.

4.4.2 Responsibilities include:

- A. Obtain briefing from supervisor (Sector/Group Supervisor, Branch Director, Operations Section Chief(s) or Incident Commander(s), depending upon how the incident is organized)
- B. Review assignments with subordinates and assign tasks
- C. Travel to and from active assignment area with assigned resources
- D. Monitor work progress and make changes as necessary
- E. Coordinate activities with adjacent Task Force/Strike Team, single resources or with a functional group working in the same location
- F. Keep supervisor advised of situation and resource status
- G. Retain control of assigned resources while in available, or out-of-service status
- H. Maintain Unit Log

4.5 **Single Resource**

4.5.1 The person in charge of a single tactical resource will carry the unit designation of the resource.

4.5.2 Responsibilities include:

- A. Obtain briefing from immediate supervisor, Incident Commander(s), Operations Section Chief(s), Branch Director, Sector/Group Supervisor or Task Force/Strike Team Leader
- B. Review assignments
- C. Obtain necessary equipment and supplies
- D. Review weather and environmental conditions for assignment area
- E. Brief subordinates on safety measures
- F. Monitor work progress
- G. Ensure adequate communications with supervisor and subordinates
- H. Keep supervisor informed of progress and any changes
- I. Inform supervisor of problems with assigned resources
- J. Brief relief personnel and advise them of any change in conditions
- K. Return equipment and supplies to appropriate unit
- L. Complete and return required documentation and equipment

4.6 **Staging Area Manager**

4.6.1 The Staging Area Manager reports to the Incident Commander(s) or Operations Section Chief(s) when staffed. The Staging Area Manager is responsible for managing all activities within a Staging Area.

4.6.2 Responsibilities include:

- A. Proceed to the Staging Area
- B. Establish layout of Staging Area
- C. Determine any support needs for equipment, food, sanitation and security
- D. Post areas for identification and traffic control
- E. Provide check-in for incoming resources
- F. Determine required resource reserve levels from the Operations Section Chief(s) or Incident Commander(s)
- G. Advise the Operations Section Chief(s) or Incident Commander(s) when reserve levels reach minimums
- H. Maintain minimum number of units at Staging as set by the Incident Commander(s) or Operations Section Chief(s)
- I. Maintain and provide status to Resources Unit of all resources in Staging Area
- J. Respond to Operations Section Chief(s) or Incident Commander(s) requests for resources

- K. Request logistical support for personnel and/or equipment and security as needed
- L. Maintain Staging Area in an orderly condition
- M. Demobilize or relocate Staging Area as required
- N. Maintain Unit Log

5. PLANNING SECTION

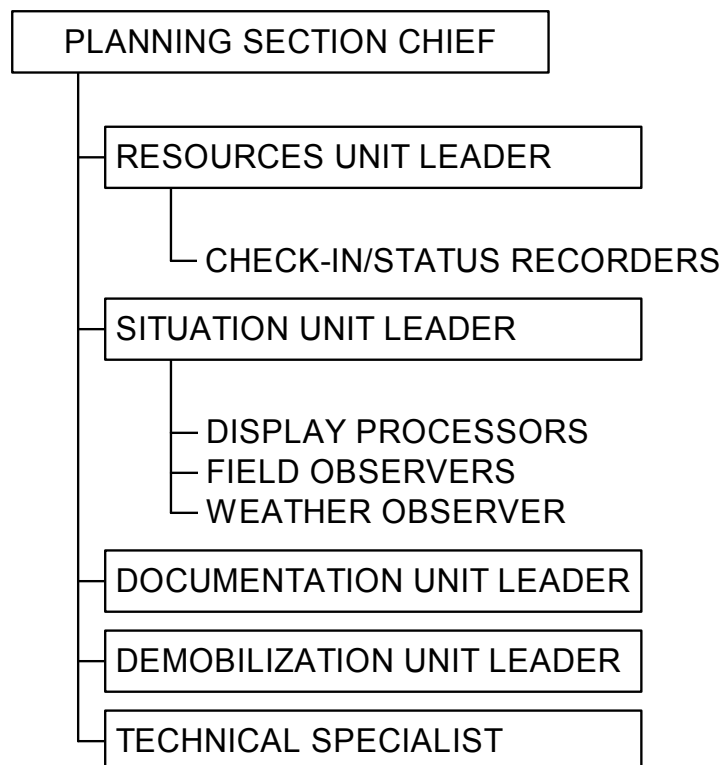
The Planning Section collects, evaluates, processes and disseminates information for use at the incident. When activated, the Planning Section Chief, as a member of the General Staff, manages the Planning Section.

Information is needed to:

1. Understand the current situation
2. Predict the probable course of the event
3. Prepare alternative strategies and control operations for the incident

There are four units within the Planning Section that can be activated as necessary:

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit



5.1 **Planning Section Chief**

The Planning Section Chief is a member of the general staff and is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources.

5.1.1 The Planning Section Chief may have a deputy, who may be from the same agency or from an assisting agency. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

5.1.2 Responsibilities include:

- A. Collect and process situation information about the incident
- B. Supervise preparation of the Incident Action Plan
- C. Provide input to the Incident Commander(s) and the Operations Section Chief(s) in preparing the Incident Action Plan
- D. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate
- E. Establish information requirements for Planning Section units (Resources, Situation, Documentation and Demobilization Units)
- F. Establish reporting schedules for Planning Section units (Resources, Situation, Documentation and Demobilization Units)
- G. Determine need for any specialized resources in support of the incident
- H. If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations
- I. Establish special information collection activities as necessary, e.g., weather, environmental, toxics
- J. Assemble information on alternative strategies
- K. Provide periodic predictions on incident potential
- L. Report any significant changes in incident status
- M. Compile and display incident status information
- N. Oversee preparation and implementation of Incident Demobilization Plan
- O. Incorporate plans (e.g. Traffic, Medical, Site Safety, Communication) and other supporting materials into the Incident Action Plan
- P. Maintain Unit Log

5.2 **Resources Unit Leader**

5.2.1 The Resources Unit Leader is responsible for maintaining the status of all allocated resources (primary and support) at an incident. This is achieved through:

- A. Overseeing the check-in of all resources
- B. Maintaining a status-keeping system indicating current location and status of all resources (Maintain Lobby Command Log or similar log)
- C. Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources

5.2.2 Responsibilities include:

- A. Establish check-in function at incident locations
- B. Prepare Organization Assignment List and Organization Chart
- C. Prepare appropriate parts of Assignment Lists
- D. Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment)
- E. Maintain and post the current status and location of all resources
- F. Maintain master roster of all resources checked in at the incident
- G. A Check-In Recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to an incident
- H. Maintain unit log

5.3 **Check-In / Status Recorder**

5.3.1 Check-In/Status Recorders are needed at each check-in location to ensure that all resources allocated to an incident are accounted for.

5.3.2 Responsibilities include:

- A. Obtain required work materials, including Check-In Lists, Resource Status Cards, and status display boards
- B. Establish communications with the Communication Center and Ground Support Unit
- C. Post signs so that arriving resources can easily find incident check-in location(s)
- D. Record check-in information on Check-In Lists
- E. Transmit check-in information to Resources Unit on regular pre-arranged schedule or as needed
- F. Forward completed Check-In Lists and Status Change Cards to the Resources Unit
- G. Receive, record, and maintain resource status information on Resource Status Cards for incidents assigned single resources, strike teams, task forces, and overhead personnel
- H. Maintain files of Check-In Lists
- I. Maintain Unit Log

5.4 **Situation Unit Leader**

The collection, processing and organizing of all incident information takes place within the Situation Unit.

5.4.1 The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

5.4.2 Responsibilities include:

- A. Begin collection and analysis of incident data as soon as possible
- B. Prepare, post, or disseminate resource and situation status information as required, including special requests
- C. Prepare periodic predictions or as requested
- D. Prepare the Incident Status Summary Form
- E. Provide photographic services and maps if required
- F. Maintain Unit Log

5.4.3 Three positions report directly to the Situation Unit Leader:

- A. Display Processor
- B. Field Observer
- C. Weather Observer

5.5 Display Processor

5.5.1 The Display Processor displays incident status information obtained from Field Observers, resource status reports, aerial photographs etc. Information is posted on maps and status boards as appropriate.

5.5.2 The Display Processor determines:

- A. Location of work assignment
- B. Numbers, types and locations of displays required
- C. Priorities
- D. Map requirements for Incident Action Plans
- E. Time limits for completion
- F. Field Observer assignments and communications means

5.5.3 Obtains necessary equipment and supplies

5.5.4 Obtains copy of Incident Action Plan for each operational period

5.5.5 Assists Situation Unit Leader in analyzing and evaluating field reports

5.5.6 Develops required displays in accordance with time limits for completion

5.5.7 Maintains Unit Log

5.6 **Field Observer**

Collects and reports on situation information from the field.

5.6.1 The Field Observer is responsible for collecting situation information from personal observations at the incident and providing this information to the Situation Unit Leader.

5.6.2 The Field Observer determines:

- A. Location of assignment
- B. Type of information required
- C. Priorities
- D. Time limits for completion
- E. Method of communication
- F. Method of transportation

5.6.3 Obtains copy of Incident Action Plan for the Operational Period

5.6.4 Obtains necessary equipment and supplies

5.6.5 Performs Field Observer responsibilities to include but not limited to the following:

- A. Perimeters of incident
- B. Locations of fires or hazards
- C. Area searches completed
- D. Collapse zones
- E. Hazard zones
- F. Weather conditions
- G. Hazards including escape routes and safe areas
- H. Progress of Operations resources

5.6.6 Prepared to identify all facility locations (e.g., Sector and Branch boundaries)

5.6.7 Reports information to Situation Unit Leader by established procedure

5.6.8 Reports immediately any condition observed which may cause danger and safety hazard to personnel

5.6.9 Gathers intelligence that will lead to accurate predictions

5.6.10 Maintains Unit Log

5.7 **Weather Observer**

5.7.1 The Weather Observer is responsible to collect current incident weather information and provide the information to an assigned meteorologist or Situation Unit Leader.

5.7.2 The Weather Observer determines:

- A. Nature and location of work assignments
- B. Weather data collection methods to be used
- C. Priorities for collection
- D. Specific types of information required
- E. Frequency of reports
- F. Method of reporting
- G. Source of equipment

5.7.3 Obtains weather data collection equipment

5.7.4 Obtains appropriate transportation to collection site(s)

5.7.5 Records and report weather observations at assigned locations on schedule

5.7.6 Turns in equipment at completion of assignment

5.7.7 Demobilizes according to Incident Demobilization Plan

5.7.8 Support special requirements for development of incident maps

5.7.9 Demobilize incident displays in accordance with Incident Demobilization Plan

5.7.10 Maintain Unit Log

5.8 **Documentation Unit Leader**

The Documentation Unit leader is responsible for the maintenance of accurate, up-to-date incident files.

5.8.1 The Documentation Unit Leader will also provide duplication services. Incident files will be stored for legal, analytical, and historical purposes.

5.8.2 **Responsibilities include:**

- A. Set up work area; begin organization of incident files
- B. Establish duplication service; respond to requests
- C. File all official forms and reports
- D. Review records for accuracy and completeness; inform appropriate units of errors or omissions
- E. Provide incident documentation as requested
- F. Store files for post-incident use
- G. Maintain Unit Log

5.9 Demobilization Unit Leader

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan.

5.9.1 On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

5.9.2 Responsibilities include:

- A. Review incident resource records to determine the likely size and extent of demobilization effort
- B. Based on above analysis, add additional personnel, workspace and supplies as needed
- C. Coordinate demobilization with Agency Representatives
- D. Monitor ongoing Operations Section resource needs
- E. Identify surplus resources and probable release time
- F. Develop incident check-out function for all units
- G. Evaluate logistics and transportation capabilities to support demobilization
- H. Establish communications with off-incident facilities, as necessary
- I. Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures
- J. Prepare appropriate directories (e.g., maps, instructions) for inclusion in the demobilization plan
- K. Distribute demobilization plan (on and off-site)
- L. Ensure that all Sections/Units understand their specific demobilization responsibilities
- M. Supervise execution of the Incident Demobilization Plan
- N. Brief Planning Section Chief on demobilization progress
- O. Maintain Unit Log

5.10 Technical Specialists

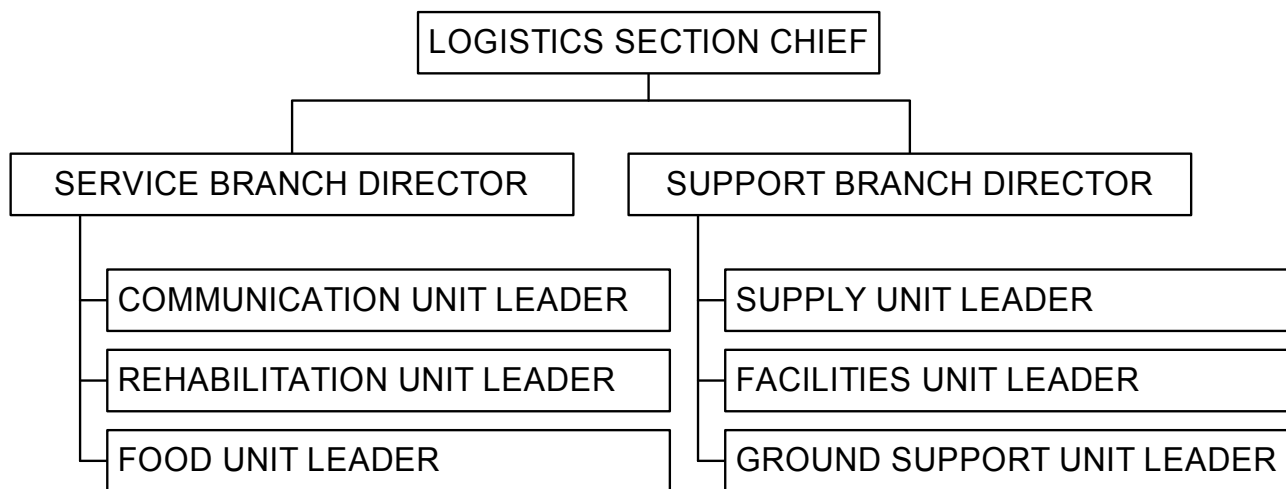
5.10.1 Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned anywhere in the incident organization where their services are required.

5.10.2 Technical Specialists (not otherwise specified):

- A. Check in
- B. Obtain briefing from supervisor
- C. Obtain personal protective equipment as appropriate
- D. Determine coordination procedures with other sections, units and local agencies
- E. Establish work area and acquire work materials
- F. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies as appropriate
- G. Obtain appropriate transportation and communications
- H. Keep supervisor informed
- I. Maintain Unit Log

6. LOGISTICS SECTION

The Logistics Section provides all incident support needs.



6.1 Logistics Section Chief

The Logistics Section Chief, a member of the General Staff, is responsible for providing the equipment, supplies and other services required in the support of an incident.

6.1.1 The Logistics Section Chief participates in the development of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section.

6.1.2 The Logistics Section Chief may have a deputy, who may be from the same agency or from an assisting agency. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

6.1.3 Responsibilities include:

- A. Manage all of the incident's logistical needs
- B. Plan organization of the Logistics Section
- C. Assign work locations and preliminary work task to Section personnel
- D. Notify Resources Unit of Logistics Section Units activated including names and location of assigned personnel
- E. Assemble and brief Branch Directors and Unit Leaders
- F. Participate in the preparation of the Incident Action Plan
- G. Identify service and support requirements for planned and expected operations
- H. Provide input to and review Communications Plan, Medical Plan and Traffic Plan
- I. Coordinate and process requests for additional resources
- J. Review Incident Action Plan and estimate Section needs for the next operational period
- K. Advise on current service and support capabilities
- L. Prepare the service and support elements of the Incident Action Plan
- M. Estimate future service and support requirements
- N. Receive Demobilization Plan from Planning Section
- O. Recommend release of unit resources in conformity with the Demobilization Plan
- P. Ensure general safety and welfare of Logistics Section personnel
- Q. Maintain Unit Log

6.2 **Service Branch Director**

6.2.1 The Service Branch Director is responsible for the management of all service activities at the incident, including the supervision of the Communications, Rehabilitation and Food Units.

6.2.2 Responsibilities include:

- A. Obtain work materials
- B. Determine level of service required to support the incident
- C. Confirm dispatch of Branch personnel
- D. Participate in planning meetings of the Logistics personnel
- E. Review Incident Action Plan
- F. Organize and prepare assignment for Service Branch personnel
- G. Coordinate activities of Branch Units
- H. Inform Logistics Section Chief of Branch activities
- I. Resolve any Service Branch problems
- J. Maintain Unit Log

6.3 Communications Unit Leader

6.3.1 The Communications Unit Leader, under the direction of the Service Branch Director, or Logistics Section Chief, is responsible for developing the plans for effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel and the maintenance and repair of communications equipment.

6.3.2 Responsibilities include:

- A. Determine unit personnel needs
- B. Prepare and implement the Incident Radio Communications Plan
- C. Ensure the Incident Communications Center and Message Center are established
- D. Establish appropriate communications distribution/maintenance locations within base/camp(s)
- E. Ensure communications systems are installed and tested
- F. Ensure an equipment accountability system is established
- G. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan
- H. Provide technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitation on communications systems
 - Equipment capabilities/limitations
 - Amount and types of equipment available
 - Anticipated problems in the use of communications equipment
- I. Supervise Communications Unit activities
- J. Maintain records on all communications equipment as appropriate
- K. Ensure equipment is tested and repaired
- L. Recover equipment from relieved or released units
- M. Maintain Unit Log

6.4 Rehabilitation Unit Leader

6.4.1 The Rehabilitation Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions, and preparation of reports and records.

Note: Providing medical assistance to injured incident personnel and/or civilians are an operational function, and would be accomplished by the Operations Section and not by the Logistics Section Rehabilitation Unit.

6.4.2 Responsibilities include:

- A. Establish the Rehabilitation Unit
- B. Participate in the Logistics Section/Service Branch planning activities
- C. Prepare the Rehabilitation Plan
- D. Request necessary medical personnel to evaluate medical condition of personnel being rehabilitated
- E. Designate Responder Rehabilitation and Care location and have location announced on radio with radio designation "RAC"
- F. Request necessary resources for rehabilitation of personnel, e.g., water, replacement fluids, personnel
- G. Request food through the Food Unit or Logistics Section Chief as necessary
- H. Release rehabilitated personnel to Planning Section for reassignment
- I. Maintain appropriate records and documentation
- J. Maintain Unit Log

6.5 Food Unit Leader

6.5.1 The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (Camp, Staging Areas) as well as food for personnel unable to leave tactical field assignments.

6.5.2 Responsibilities include:

- A. Obtain briefing from Services Branch Director or Logistics Section Chief
- B. Determine food and water requirements
- C. Determine best method of feeding to best fit each facility or situation
- D. Obtain necessary equipment and supplies and establish cooking facilities
- E. Ensure that well-balanced menus are provided
- F. Order sufficient food and potable water from Supply Unit
- G. Maintain an inventory of food and water
- H. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- I. Supervise caterers, cooks, and other Food Unit personnel
- J. Maintain Unit Log

6.6 Support Branch Director

The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for the development and implementation of Logistics plans in support of the Incident Action Plan.

6.6.1 The Support Branch Director supervises the Supply, Facilities and Ground Support Units.

6.6.2 Responsibilities include:

- A. Obtain work materials
- B. Identify Support Branch personnel dispatched to the incident
- C. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director
- D. Prepare initial organization and assignments for support operations
- E. Assemble and brief Support Branch personnel
- F. Determine if assigned Branch resources are sufficient
- G. Maintain surveillance of assigned units work progress and inform Section Chief of activities
- H. Resolve problems associated with requests from Operations Section
- I. Maintain Unit Log

6.7 Supply Unit Leader

The Supply Unit Leader is responsible for ordering personnel, equipment and supplies; receiving, processing and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

6.7.1 All incident resources will be ordered through the Supply Unit, including: tactical and support resources (including personnel), all expendable and non-expendable support supplies.

6.7.2 Responsibilities include:

- A. Provide input to Logistics Sections planning activities
- B. Provide supplies to Operations, Planning, Logistics and Finance/Administration Sections
- C. Determine the type and amount of supplies en route
- D. Review the Incident Action Plan for information on operations of the Supply Unit
- E. Develop and implement safety and security requirements
- F. Order, receive, distribute, and store supplies and equipment
- G. Receive and respond to requests for personnel, equipment and supplies
- H. Maintain an inventory of supplies and equipment
- I. Service reusable equipment as needed

- J. Maintain Unit Log
- K. Submit reports to the Support Branch Director
- L. Assign managers as needed
 - **Ordering Manager:** Places all orders for incident supplies and equipment
 - **Receiving and Distribution Manager:** Receives and distributes all supplies and equipment (other than primary tactical resources) and is responsible for the service and repair of tools
 - **Tool and Equipment Specialist:** Services and repairs hand tools and reports to the Receiving and Distribution Manager

6.8 Facilities Unit Leader

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., Base, Camp(s) and Incident Command Post. The Unit provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance.

6.8.1 The Facility Unit Leader reports to the Support Branch Director

6.8.2 Responsibilities include:

- A. Participate in the Logistics Section/Support Branch planning activities
- B. Determines requirements for each incident facility
- C. Plans layout for incident facilities
- D. Notify unit leaders of facility layout
- E. Activates and staff incident facilities
- F. Provide Base and Camp Managers
- G. Provide sleeping facilities when required
- H. Provide facility maintenance services, sanitation, lighting and clean-up
- I. Determines and supplies security needs of the incident
- J. Supervises out of service resources and unassigned personnel
- K. Maintain Unit Log

6.9 Ground Support Unit Leader

6.9.1 The Ground Support Unit Leader is primarily responsible for:

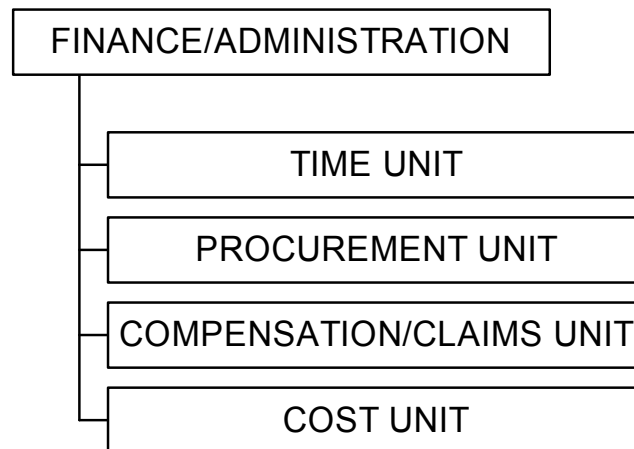
- A. Support of out of service resources
- B. Transportation of personnel, supplies, food and equipment
- C. Fueling, service, maintenance and repair of vehicles and other ground support equipment
- D. Implementing Traffic Plan for the incident

6.9.2 Other responsibilities include:

- A. Participate in Support Branch/Logistics Section planning activities
- B. Develop and Implement an Incident Traffic Plan
- C. Support out-of-service resources
- D. Notify Resources Unit with status changes (location/capability) on support and transportation vehicles
- E. Arrange for and activate fueling, maintenance and repair of ground resources
- F. Maintain an inventory of support and transportation vehicles
- G. Provide transportation services
- H. Collect use information on rented equipment
- I. Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- J. Maintain incident roads
- K. Assign managers, as needed (e.g., Equipment Manager)
- L. Submit reports to Support Branch Director as directed
- M. Maintain Unit Log

7. FINANCE / ADMINISTRATION SECTION

The Finance / Administration Section is responsible for managing all financial and administrative aspects of an incident. Not all incidents will require a Finance /Administrative Section.



7.1 Finance / Administration Section Chief

7.1.1 The Finance / Administration Section Chief may have a deputy who may be from the same agency or from an assisting agency. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

7.1.2 Responsibilities include:

- A. Manage all financial and administrative aspects of an incident
- B. Provide financial and cost analysis information as requested
- C. Gather pertinent information from briefings with responsible agencies
- D. Develop an operating plan for the Finance / Administration Section; fill supply and support needs
- E. Determine need to set up and operate an incident commissary
- F. Meet with Assisting and Cooperating Agency Representatives as needed
- G. Maintain daily contact with agency(s) administrative headquarters on Finance / Administration matters
- H. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy
- I. Provide financial input to demobilization planning
- J. Ensure that all obligation documents initiated at the incident are properly prepared and completed
- K. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up
- L. Assign officers to finance / administration roles as needed
- M. Maintain Unit Log

7.2 **Time Unit Leader**

7.2.1 The Time Unit Leader is responsible for ensuring the accurate recording of daily personnel time, in compliance with specific agency(s) time recording policies.

7.2.2 Manages commissary operations, if established at the incident.

7.2.3 Responsibilities include:

- A. Determine incident requirements for time recording function
- B. Contact appropriate agency personnel/representatives
- C. Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy
- D. Maintain separate logs for overtime hours
- E. Establish commissary operation on larger or long-term incidents as needed
- F. Submit cost estimate data forms to Cost Unit as required
- G. Maintain records security
- H. Ensure that all records are current and complete prior to demobilization
- I. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization
- J. Brief Finance / Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements
- K. Maintain Unit Log

7.3 Procurement Unit Leader

7.3.1 Manages all financial matters pertaining to vendor contracts, leases and fiscal agreements.

7.3.2 Responsibilities include:

- A. Review incident needs and any special procedures with Unit Leaders, as needed
- B. Coordinate with local jurisdiction on plans and supply sources
- C. Obtain Incident Procurement Plan
- D. Prepare and authorize contracts and land use agreements, as needed
- E. Draft memoranda of understanding
- F. Establish contracts and agreements with supply vendors
- G. Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident
- H. Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property
- I. Interpret and manage contracts and agreements; resolve disputes
- J. Coordinate with Compensation/Claims Unit for processing claims
- K. Coordinate use of imprest funds as required
- L. Complete final processing of contracts and send documents for payment
- M. Coordinate cost data in contracts with Cost Unit Leader
- N. Maintain Unit Log

7.4 Compensation / Claims Unit Leader

7.4.1 Manages all documentation and record keeping functions related to compensation for injury (worker's compensation; line-of-duty injury).

7.4.2 Investigates and documents all claims involving property associated with or involved in the incident.

7.4.3 Responsibilities include:

- A. Establish contact with incident Safety Officer and Liaison Officer (or Agency Representative if no Liaison Officer is assigned)
- B. Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed
- C. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit
- D. Review Incident Medical Plan
- E. Review procedures for handling claims with Procurement Unit
- F. Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies
- G. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization
- H. Maintain Unit Log

7.5 **Cost Unit Leader**

7.5.1 Provides all incident cost analysis; identify all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

7.5.2 Responsibilities include:

- A. Coordinate with agency headquarters on cost reporting procedures
- B. Collect and record all cost data
- C. Develop incident cost summaries
- D. Prepare resources-use cost estimates for the Planning Section
- E. Prepares documentation for possible cost recovery for services and/or supplies
- F. Make cost-saving recommendations to the Finance/Administration Section Chief
- G. Maintain Unit Log