

Incident
Commander

Public
Information
Officer

Incident Commander

ROLES

- Has overall responsibility for managing the incident.
- Must be fully briefed, and should have a written delegation of authority.
- Personnel assigned by the Incident Commander have the delegated authority of their assigned positions.
- Only position that is always filled.

RESPONSIBILITIES

- Overall command and control.
- Ensures incident responder safety.
- Protects health and safety of the general public and the environment.
- Provides information to internal and external stakeholders.
- Maintains liaison with other agencies.

Public Information Officer

- Advise the Incident Commander on information dissemination and media relations.
- Serve as the primary contact for anyone who wants information (internal & external).
- Obtain information from the Planning Section, community, media and others.
- Coordinate with other public information staff.

Command
Staff

General
Staff

Command Staff

- Public Information Officer
- Safety Officer
- Liaison Officer

General Staff

- Operations Section Chief
- Logistics Section Chief
- Planning Section Chief
- Finance/Administration Section Chief

Safety
Officer

Liaison
Officer

Safety Officer Responsibilities

- Ensures responder safety.
- Advises Incident Command on safety issues.
- Minimizes employee risk.

Liaison Officer Responsibilities

- Gathers information about support agencies.
- Coordinates for agencies not in command structure.
- Provides briefings and answers questions.

Operations
Chief

Logistics
Chief

Operations Section Chief Role

- Develop and manage the Operations Section.
- Develops and implements strategies and tactics.
- Work closely with other Command and General Staff to coordinate tactical activities.

Logistics Section Chief Role

- Provides resources and services to support the incident.
- Develops portions of the IAP.
- Contracts for goods and services.

Planning
Chief

Finance /
Admin Chief

Planning Section Chief Role

- Gathers, analyzes, & disseminates intelligence and information.
- Manages the planning process.
- Compiles and develops the Incident Action Plan.
- Manages the activities of Technical Specialists.
- Works closely with the Incident Commander and General Staff.

Finance/Admin Section Chief Role

- Negotiate contracts
- Time keeping for personnel and equipment
- Documenting and processing claims
- Tracking costs

SPAN OF CONTROL

Incident
Action Plan

Span of control

Three to Seven...Ideally five

- **Divisions (Supervisor):** Divide incident geographically, led by a Supervisor.
- **Groups (Supervisor):** Describe functional areas of operation, led by a Supervisor.
- **Branches (Director):** Used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional, led by a Director.
- **Task Forces (Leader):** Mixed resources with common communications reporting to a Leader.
- **Strike Teams (Leader):** A set number of resources of the same kind and type with common communications reporting to a Leader.
- **Single Resources:** Individuals, a piece of equipment and its personnel complement, or a crew or team of individuals.

Incident Action Plan

- What do we want to do?
- Where do we stage?
- When are we going to do it?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?

Comm's

Incident
Briefing

Communications

- Use standard, common terminology.
- Use standard ICS position titles and facility names.
- Develop a communications plan and protocols specific to the incident.
- Determine flow path for communications.
- Observe strict radio/telephone procedures.
- Use plain English in all communications.
- Limit radio and telephone traffic to essential information only.
- Follow procedures for secure communications as required.

Incident Briefing

- Situation assessment
- Specific job responsibilities
- Coworkers
- Work area
- Eating and sleeping arrangements
- Instructions for obtaining additional supplies, services, and personnel
- Operational periods/work shifts
- Required safety procedures and PPE

Incident
Record
Keeping

Incident
Demobilization

Incident Record Keeping

- Print or type all entries
- Enter dates by month/day/year format
- Enter date and time on all forms and records. Use local time.
- Fill in all blanks. Use N/A as appropriate.
- Use military 24-hour time.
- Section Chiefs and above should assign a log keeper (scribe).

Incident Demobilization

- Complete work assignments
- Brief replacements, subordinates, and supervisor
- Follow check-out procedures
- Provide follow-up contact information.
- Return incident-issued equipment.
- Complete post-incident reports, critiques, evaluations, and medical follow-up.
- Resolve payment and/or payroll issues.