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.