

SEMS FIELD COURSE:

INTERMEDIATE ICS

**Adapted from NATIONAL ICS
curriculum developed by the
National Inter-Agency Fire
Committee; Boise, Idaho**

MODULE 7

ICS ORGANIZATION AND STAFFING

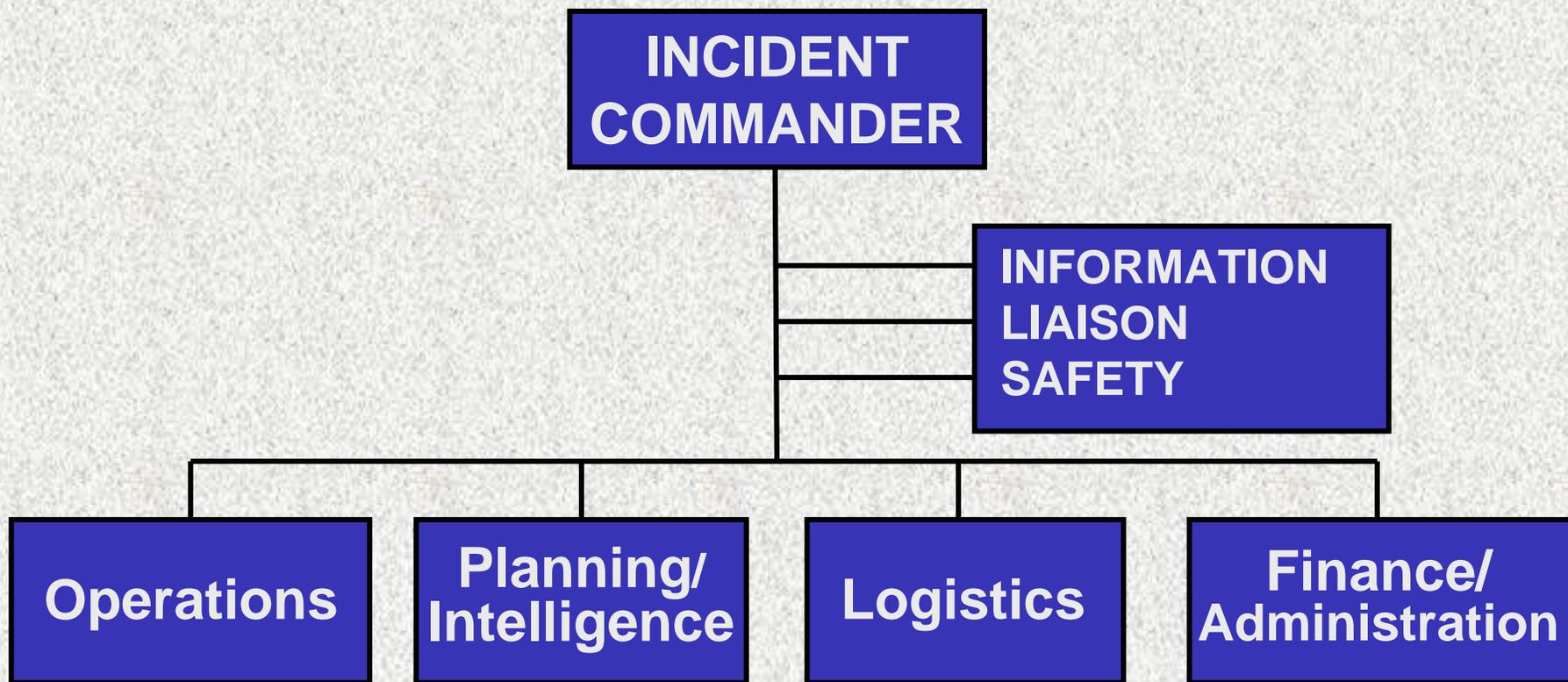
MODULE OBJECTIVES

- **Match Responsibility Statements to each ICS Organizational Element**
- **List ICS positions which may include the deputy positions, and describe roles and responsibilities**

MODULE OBJECTIVES

- Describe differences between these deputy positions and assistants
- Describe ICS reporting and working relationships for technical specialists and agency representatives

THE ICS ORGANIZATION



THE ICS ORGANIZATION

- Built around 5 major functions
- Fills only those parts of the organization that are required
- Establishes lines of supervisory authority and formal reporting relationships

DEPUTY POSITIONS

- May be from the same or from an assisting agency
- May also be used at “Section” and “Branch” levels of ICS
- Should have the same general qualifications as the person they will work for

INCIDENT COMMANDER

MAJOR RESPONSIBILITIES AND DUTIES:

- Assess the situation and/or obtain a briefing from the prior Incident Commander
- Determine incident objectives and strategy
- Establish the immediate priorities

INCIDENT COMMANDER

- **Establish an Incident Command Post**
- **Establish an appropriate organization**
- **Ensure planning meetings are scheduled as required**

INCIDENT COMMANDER

- Approve and authorize the implementation of an Incident Action Plan
- Ensure that adequate safety measures are in place
- Coordinate activity for all Command and General Staff

INCIDENT COMMANDER

- Coordinate with key people and officials
- Approve requests for additional resources
- Approve release of resources
- Keep agency administrator informed of incident status

INCIDENT COMMANDER

- Approve the use of volunteers and auxiliary personnel
- Authorize release of information to the news media
- Order the demobilization of the incident

ESTABLISHING AN INCIDENT COMMAND POST

- Initially located where the Incident Commander is
- Provides a central coordination point
- ICP can be any available, appropriate facility
- Shouldn't be moved unless absolutely necessary

INCIDENT COMMANDER

ESTABLISHES THE IMMEDIATE PRIORITIES

- **First priority is always safety of:**
 - ❖ People involved in incident
 - ❖ Responders
 - ❖ Other emergency workers
 - ❖ Bystanders

INCIDENT COMMANDER

**ESTABLISHES THE IMMEDIATE
PRIORITIES**

SECOND PRIORITY

Incident Stabilization

THE INCIDENT COMMANDER MUST

- Ensure life safety
- Stay in command
- Manage resources efficiently and cost effectively



APPROACH TO MEET INCIDENT RELATED GOALS AND OBJECTIVES

- Know agency policy
- Establish incident objectives
- Develop appropriate strategy(ies)
- Execute tactical direction
- Monitor scene safety

APPROACH TO MEET INCIDENT RELATED GOALS AND OBJECTIVES

- **Establish and monitor incident organization**
- **Manage planning meetings as required**
- **Approve and authorize the implementation of an Incident Action Plan (IAP)**

APPROACH TO MEET INCIDENT RELATED GOALS AND OBJECTIVES

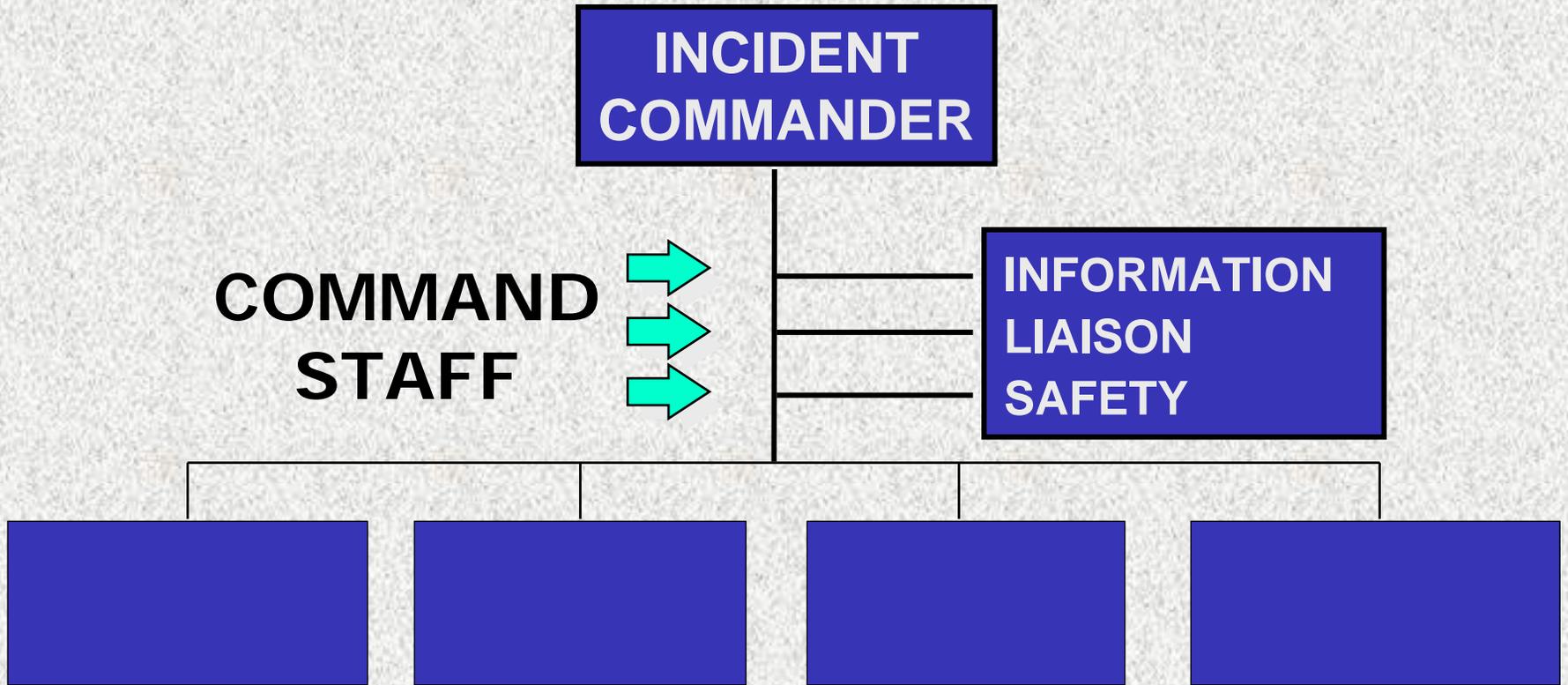
- Approve requests for additional resources or for the release of resources
- Authorize release of information to the media



CHARACTERISTICS OF AN EFFECTIVE INCIDENT COMMANDER

- Command Presence
- Understands ICS
- Proven Manager
- Puts Safety First
- Proactive
- Decisive
- Objective
- Quick Thinking
- Good Communicator
- Adaptable and Flexible
- Realistic About Personal Limitations
- Politically Astute

THE COMMAND STAFF



PURPOSE OF THE INFORMATION OFFICER

- High visibility or sensitive incident
- Media demands may obstruct IC effectiveness
- Media will try to acquire their own information

PURPOSE OF THE INFORMATION OFFICER

- Reduces risk of multiple sources of information release
- Need to alert / warn public

INFORMATION OFFICER CONSIDERATIONS

- **Be separate from ICP, but close enough to access information**
- **Establish media area**
- **Consider information displays/
handouts**
- **Consider photo opportunities and
tours**

PURPOSE OF THE LIAISON OFFICER

- Several agencies will be sending personnel
- IC can no longer provide the time for all representatives
- Two or more jurisdictions will be involved

PURPOSE OF THE SAFETY OFFICER

- **Monitors for hazardous situations**
- **Develops safety procedures and safety plan**
- **Has authority to stop unsafe acts outside the scope of the IAP**

THE GENERAL STAFF

**INCIDENT
COMMANDER**

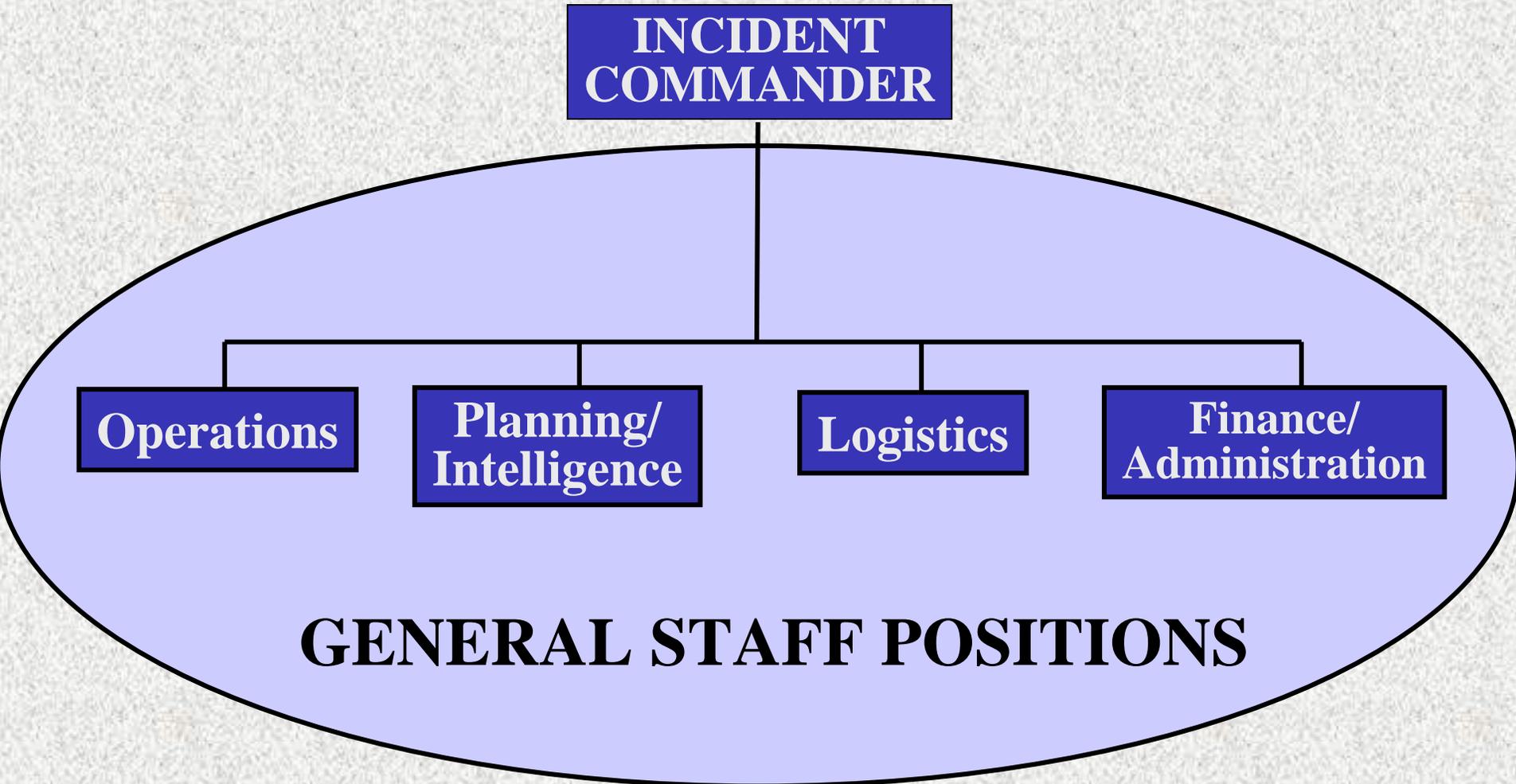
Operations

**Planning/
Intelligence**

Logistics

**Finance/
Administration**

GENERAL STAFF POSITIONS



OPERATIONS SECTION CONSISTS OF:

- Ground or surface-based tactical resources
- Air resources
- Staging areas (may be assigned to logistics in some disciplines)



GROUND OR SURFACE TACTICAL RESOURCES

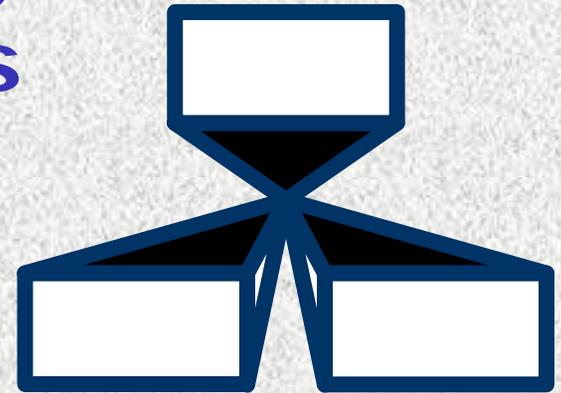
- Single Resource
- Task Forces
- Strike Teams, Squads,
Mobile Field Forces



GROUND OR SURFACE TACTICAL RESOURCES

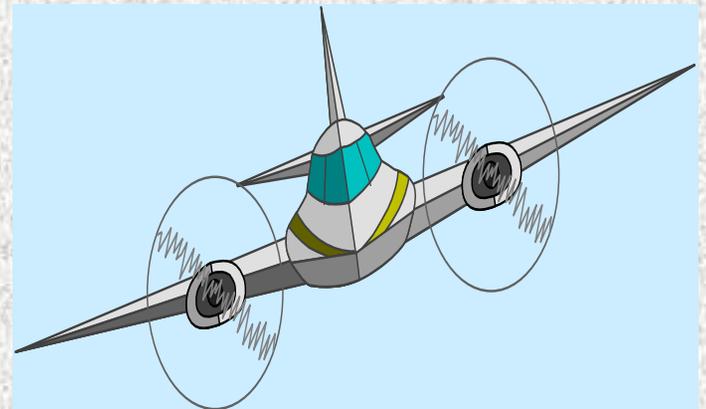
Resources Can Be Placed Into The
Operations Organization As:

- Resources reporting to the IC or Operations Section Chief
- Divisions or Groups
- Branches



AIR OPERATIONS BRANCH ESTABLISHED WHEN

- Air operations becomes complex
- Numerous aircraft involved
- Requires both tactical and logistical use of air support



STAGING AREAS

- Resources within staging area belong to the incident
- Resources in staging area should have 3 minute response
- Staging areas are temporary facilities
- Incident can have several staging areas

UNITS WITHIN THE PLANNING/INTELLIGENCE SECTION

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

COMMON RESPONSIBILITY OF ALL UNIT LEADERS

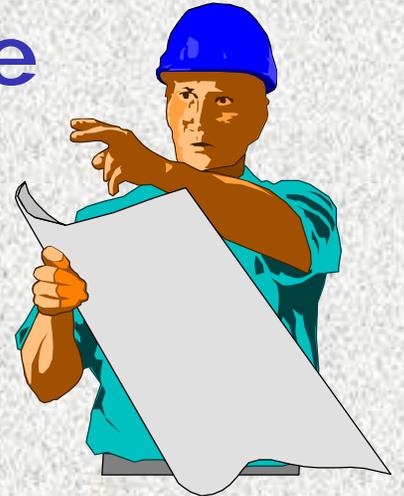
- Obtain briefing from Section Chief
- Participate in incident planning meetings, if necessary
- Determine current status of unit activities

COMMON RESPONSIBILITY OF ALL UNIT LEADERS

- Confirm dispatch and estimated time of arrival of staff and supplies
- Assign specific duties to staff; supervise staff
- Develop and implement safety, accountability and security measures for personnel and resources

COMMON RESPONSIBILITY OF ALL UNIT LEADERS

- 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



RESOURCES UNIT

- Oversees check-in of all resources
- Maintains status-keeping system for all resources
- Maintains a resources master list

SITUATION UNIT

- **Collection, processing, and organization of all incident information**
- **May prepare future projections of incident growth, maps, and intelligence information**

DOCUMENTATION UNIT

- Maintains accurate, up to date incident files
- Provides duplication services
- Storage of incident files for legal, analytical, and historical purposes

DEMOBILIZATION UNIT

- Development of Incident Demobilization Plan
- Distribution of plan at incident and off-incident, as necessary

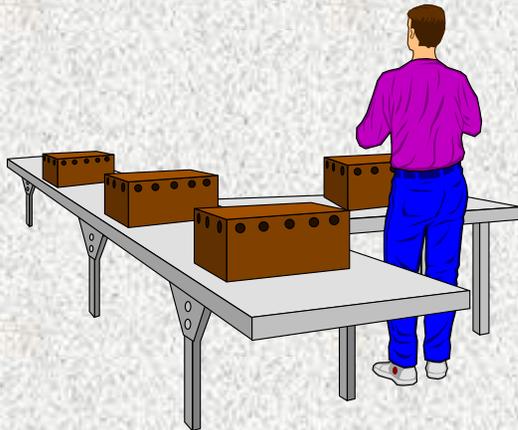
****BEGIN DEMOBILIZATION PLANNING EARLY****

TECHNICAL SPECIALISTS

- Assigned wherever needed
- Examples are:
 - Meteorologists
 - Environmental Impact Specialists
 - Flood Control Specialists
 - Fuels and Flammable Specialists
 - Structural Engineer, etc.

LOGISTICS SECTION IS RESPONSIBLE FOR...

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance & fueling
- Food services
- Medical services
- Ordering
(including personnel)



UNITS WITHIN THE LOGISTICS SECTION

- **Supply Unit**
- **Facilities Unit**
- **Medical Unit**
- **Communications Unit**
- **Food Unit**
- **Ground Support Unit**

SUPPLY UNIT

- Responsible for ordering, receiving, processing, and storing all incident-related resources
- All off-incident resources are ordered through the Supply Unit including:
 - ❖ Tactical/Support resources
 - ❖ All expendable/non-expendable support supplies

FACILITIES UNIT

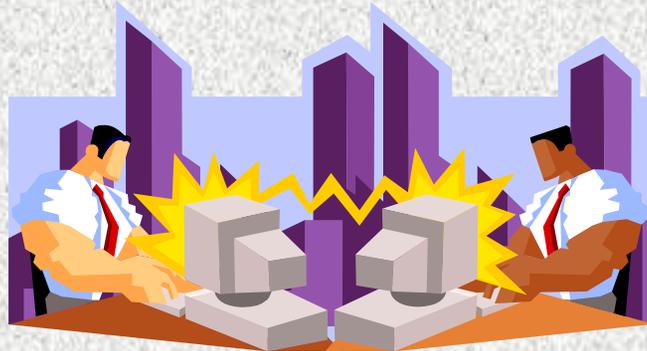
Provides set-up, maintenance, and demobilization of all incident support facilities except Staging Areas. These include:

- **Incident Command Post**
- **Incident Base**
- **Camps**
- **Other facilities needed for feeding, sleeping, and sanitation services**



COMMUNICATIONS UNIT

- Develops plans for the use of incident communications equipment and facilities
- Installs and tests communications equipment



COMMUNICATIONS UNIT

- **Supervision of the Incident Communications Center**
- **Distribution and maintenance of communications equipment**

FOOD UNIT

Provides food needs for incident assigned personnel including remote sites

Interacts with the Facilities Unit for location of fixed-feeding sites; the Supply Unit for food ordering; and the Ground and Air Support Units for transporting food

MEDICAL UNIT

- **Responsible for medical services for incident assigned personnel**
- **Development of Incident Medical Plan**
- **Development of procedures for managing major medical emergencies**

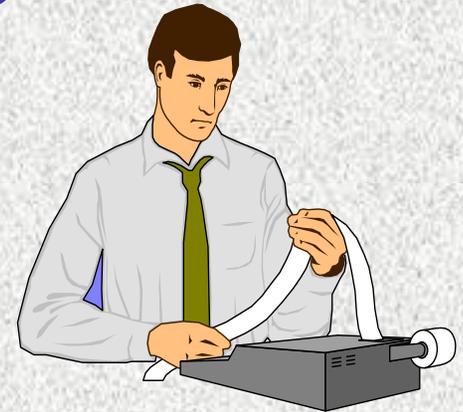
MEDICAL UNIT

- Provides medical aid
- Assists Finance/Administration Section with processing injury related claims



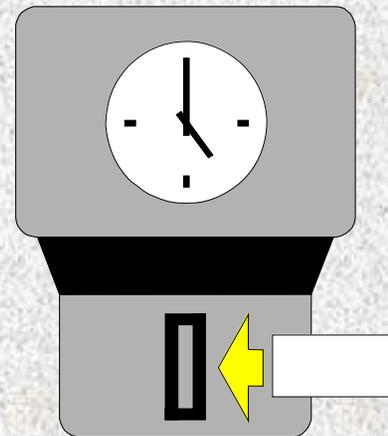
FINANCE/ ADMINISTRATION SECTION

- **Manages all financial aspects of an incident**
- **Manages administrative tasks not assigned to other Sections/Units**



TIME UNIT

- Ensuring accurate recording of daily personnel time
- Compliance with agency time recording policies



PROCUREMENT UNIT

- Financial matters pertaining to vendor contracts, leases, and fiscal agreements
- Maintains equipment time records

PROCUREMENT UNIT

- Establishes local sources for equipment and supplies
- Manages all equipment rental agreements



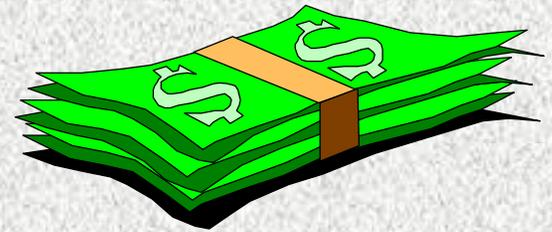
COMPENSATION/CLAIMS UNIT

- Investigates all claims involving personnel or property associated with or involved in the incident



COST UNIT

- Provides all incident cost analysis
- Identification of all equipment and personnel requiring payment
- Records all cost data



COST UNIT

- Analyzes and prepares estimates of incident costs
- Maintains accurate records of incident costs

