

SEMS FIELD COURSE:

ADVANCED ICS

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

MODULE 12

COMMAND AND GENERAL STAFF

MODULE OBJECTIVES

- Identify how ICS compensates for previous incident management problems
- Describe the primary guidelines for Command and General Staff positions

MODULE OBJECTIVES

- Summarize the responsibilities for each Command and General Staff member
- Describe the roles of deputy positions and assistants in incident management

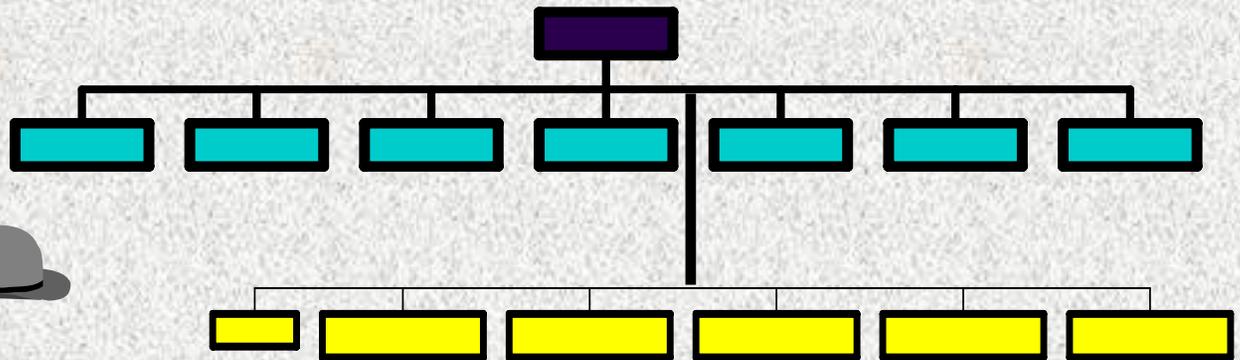
MODULE OBJECTIVES

- Describe the role of agency representatives
- Develop a Command and General Staff organization for a simulated scenario

HAVE YOU SEEN THIS?



- All decisions made by one person
- Poor span of control



ICS REQUIREMENTS

- Establish a standardized, functional, organization
- Group related functions
- Subordinates must be given the authority to manage their assigned functions

ICS REQUIREMENTS

- Every incident must have an Incident Action Plan (oral or written)



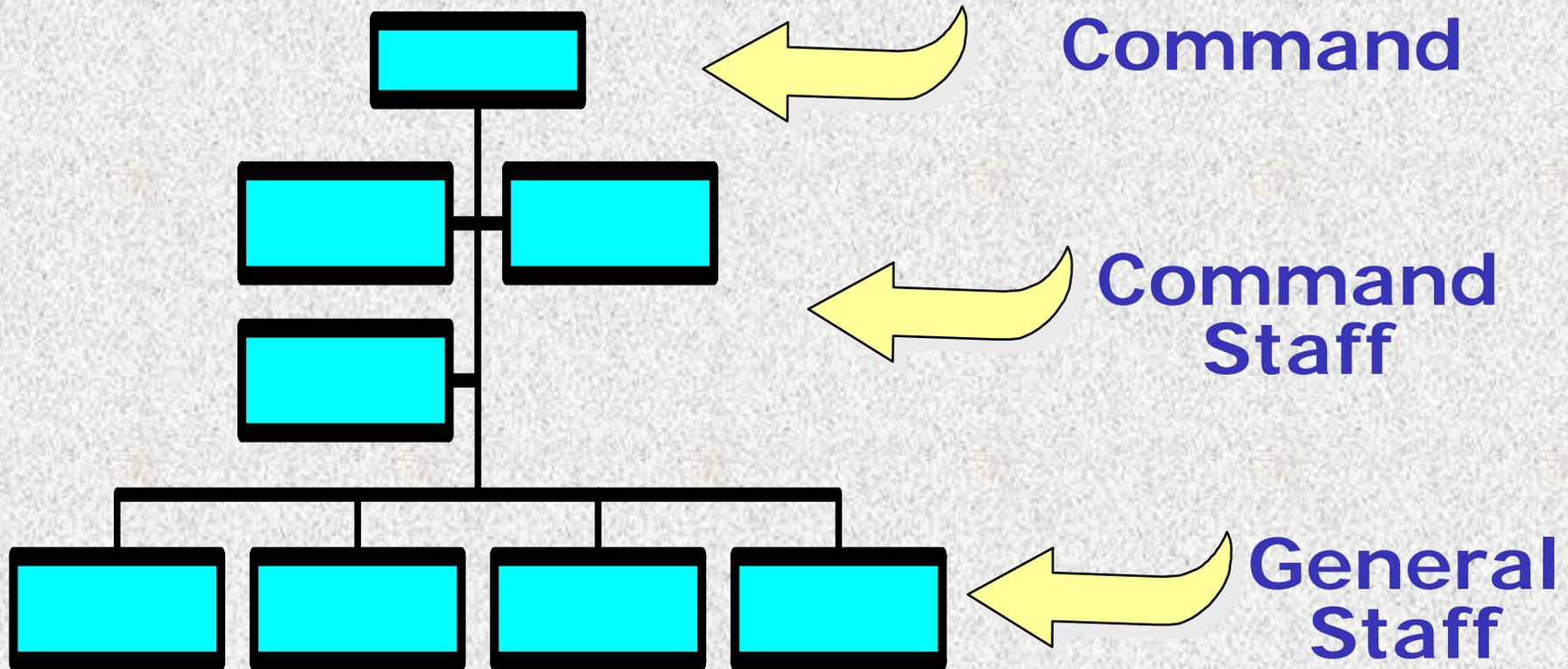
INCIDENT MANAGEMENT NEEDS

- Delegate authority
- Provide logistical support
- Provide planning services
- Provide for administrative and cost control

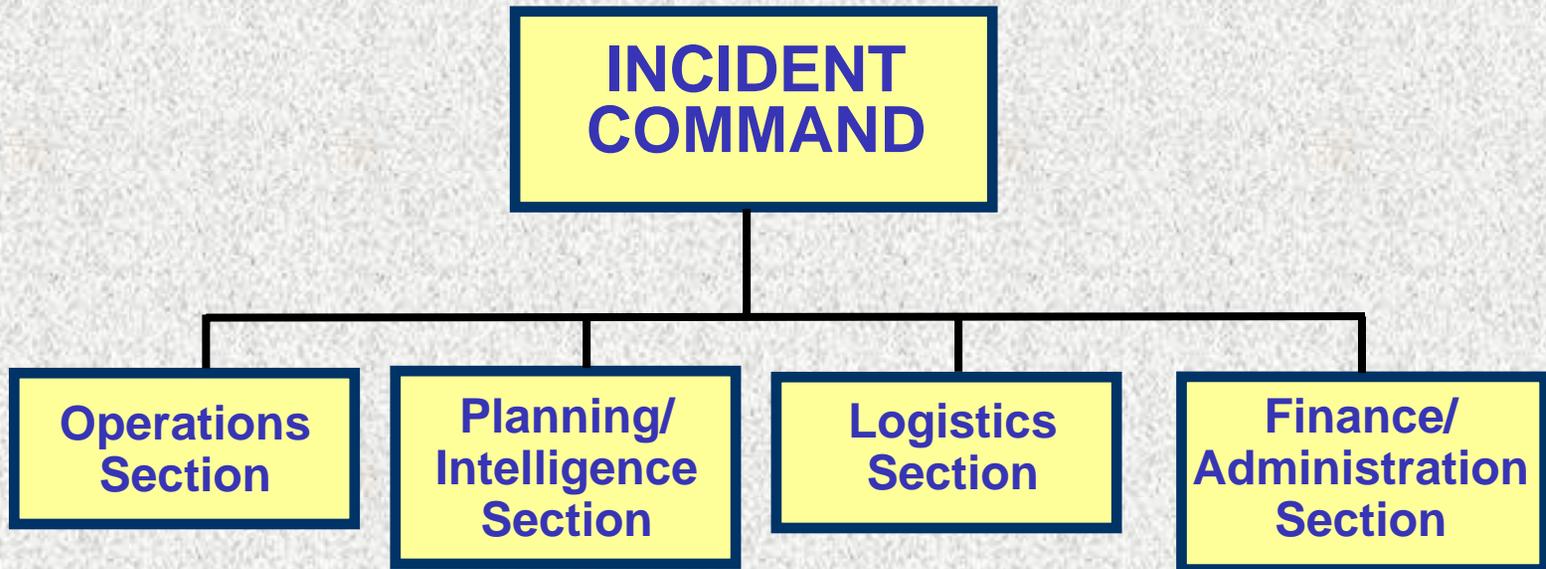
INCIDENT MANAGEMENT NEEDS

- Provide information services
- Provide a safe operating environment
- Interact effectively with other agencies

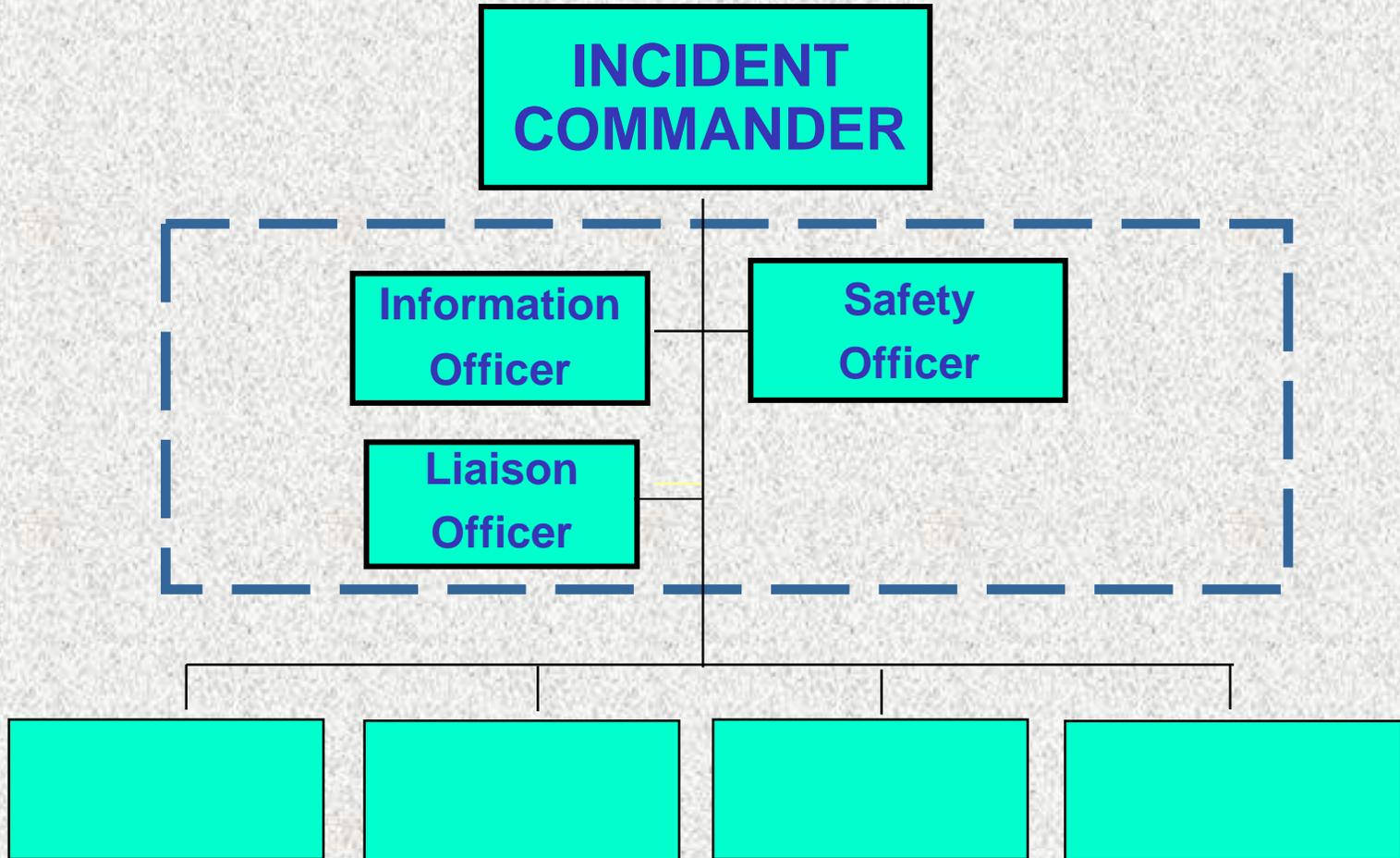
INCIDENT COMMAND SYSTEM



THE GENERAL STAFF

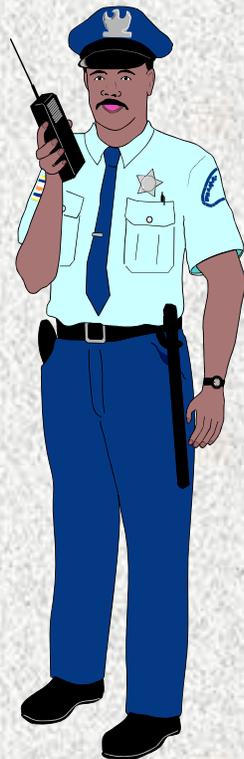


THE COMMAND STAFF



GENERAL STAFF COMMAND STAFF

YOUR
DESIGNATION
IS SECTION
"CHIEF"



YOUR
DESIGNATION
IS LIAISON
"OFFICER"



THE IMPORTANCE OF USING ICS POSITION TITLES

- **Standardization in multi-agency incidents**
- **Ensures understanding when ordering resources**
- **Allows most qualified personnel to be used**

“I don’t have a qualified information officer for this incident. Does your agency have one that could be assigned?”

INCIDENT COMMANDER RESPONSIBILITIES

- Have clear authority and know agency policy
- Ensure incident safety
- Establish an Incident Command Post

INCIDENT COMMANDER RESPONSIBILITIES

- **Obtain a briefing from prior Incident Commander and/or assess the situation**
- **Establish immediate priorities**

INCIDENT COMMANDER RESPONSIBILITIES

- **Determine incident objectives and strategies to be followed**
- **Establish the level of needed organization, and monitor the operations and effectiveness of that organization**

INCIDENT COMMANDER RESPONSIBILITIES

- **Manage planning meetings as required**
- **Approve and implement the Incident Action Plan**
- **Coordinate activity of the Command and General Staff**

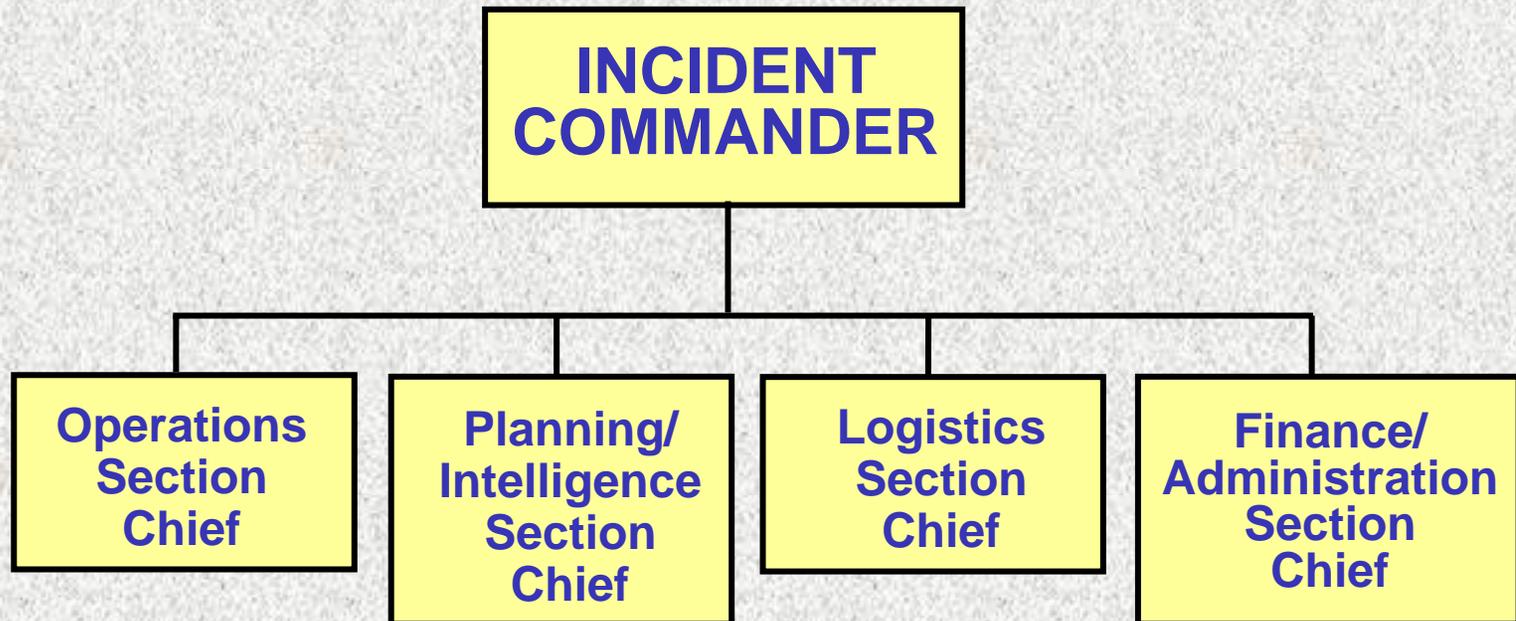
INCIDENT COMMANDER RESPONSIBILITIES

- **Approve requests for additional resources or for the release of resources**
- **Approve the use of students, volunteers, and auxiliary personnel**
- **Authorize release of information to the news media**

INCIDENT COMMANDER RESPONSIBILITIES

- **Order demobilization of the incident when appropriate**
- **Ensure incident after-action reports are complete**

INCIDENT COMMANDER AND GENERAL STAFF



GUIDELINES FOR GENERAL STAFF

- **Only one person assigned to each General Staff Section Chief position**
- **General staff positions may be filled by qualified persons from any agency or jurisdiction**

GUIDELINES FOR GENERAL STAFF

- **Members of the General Staff report directly to the Incident Commander**
- **Deputy positions may be established for each of the General Staff positions**
 - ❖ **Deputies can be designated from other agencies as appropriate**

GUIDELINES FOR GENERAL STAFF

- General Staff members may exchange information with any person within the organization through the chain of command
- General Staff positions should not be combined (i.e., Sections)

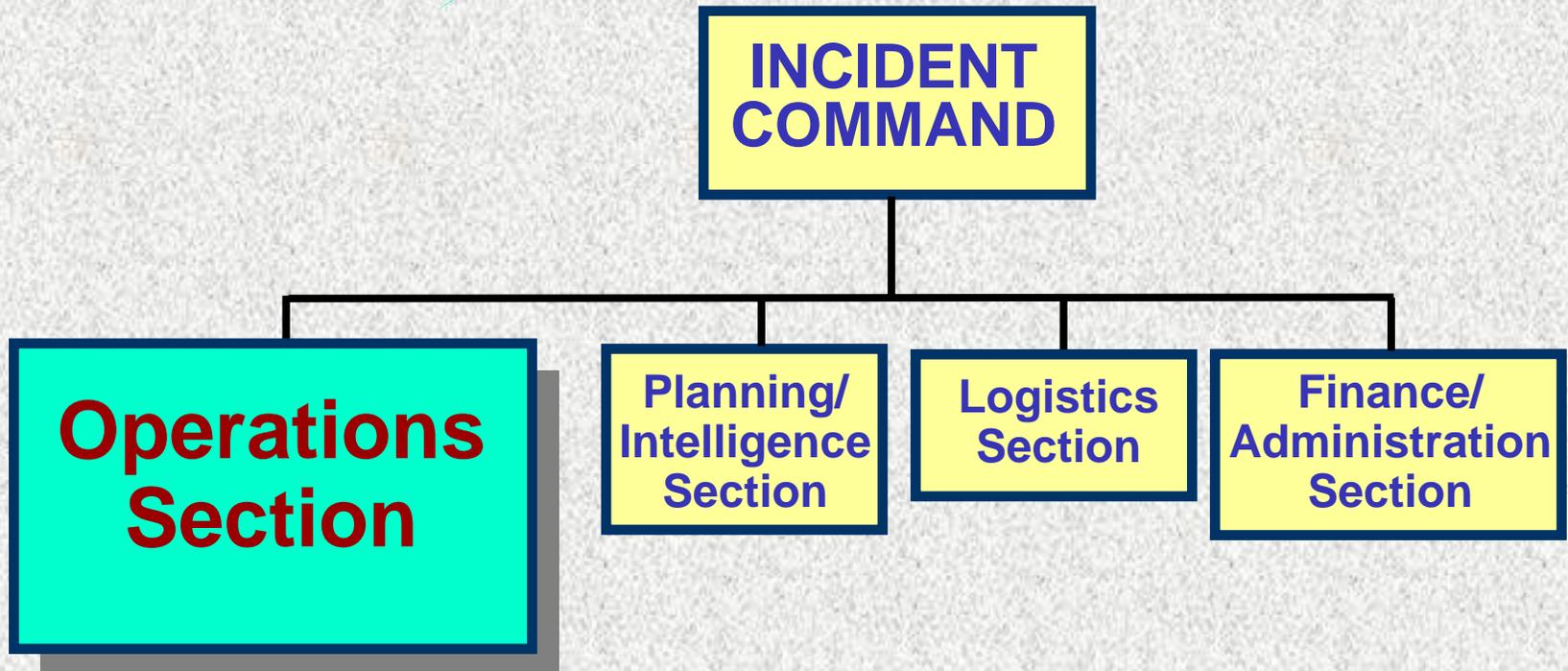
CLEAR SEPARATION OF SECTIONS



REASONS **NOT** TO COMBINE ORGANIZATION UNITS:

- Can cause staffing confusion later if sections separate
- Creates a non-standard organization

OPERATIONS SECTION



OPERATIONS SECTION CHIEF MAJOR RESPONSIBILITIES:

★ *Manage tactical operations*

- Ensure tactical interaction with other agencies
- Contribute to the operations portion of the Incident Action Plan (IAP)

OPERATIONS SECTION CHIEF MAJOR RESPONSIBILITIES:

- **Supervise the execution of the operations portion of the IAP**
- **Maintain close contact with subordinate positions**
- **Ensure safe tactical operations**

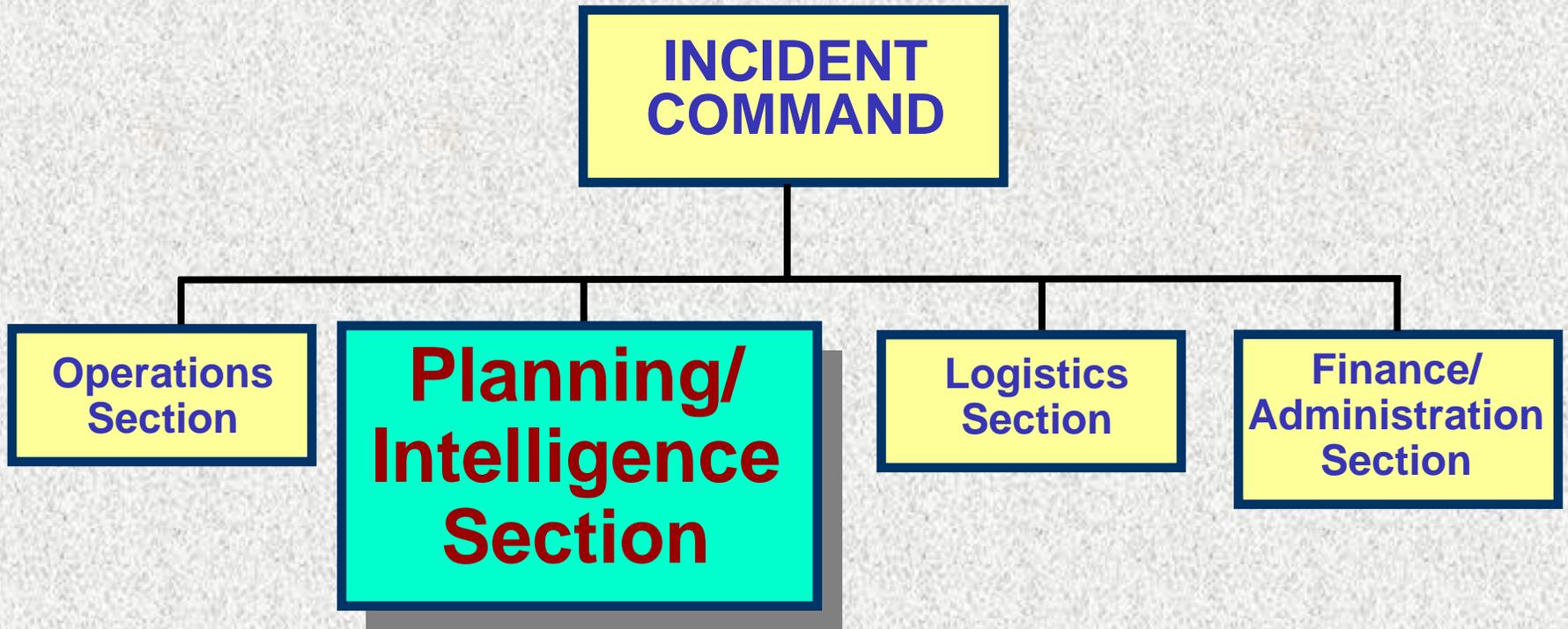
OPERATIONS SECTION CHIEF MAJOR RESPONSIBILITIES:

- Request additional resources to support tactical operations
- Approve release of resources from active assignments
(not release from the incident)

OPERATIONS SECTION CHIEF MAJOR RESPONSIBILITIES:

- **Approve changes to the operations portion of the IAP**
- **Maintain close communication with the Incident Commander**

PLANNING/ INTELLIGENCE SECTION



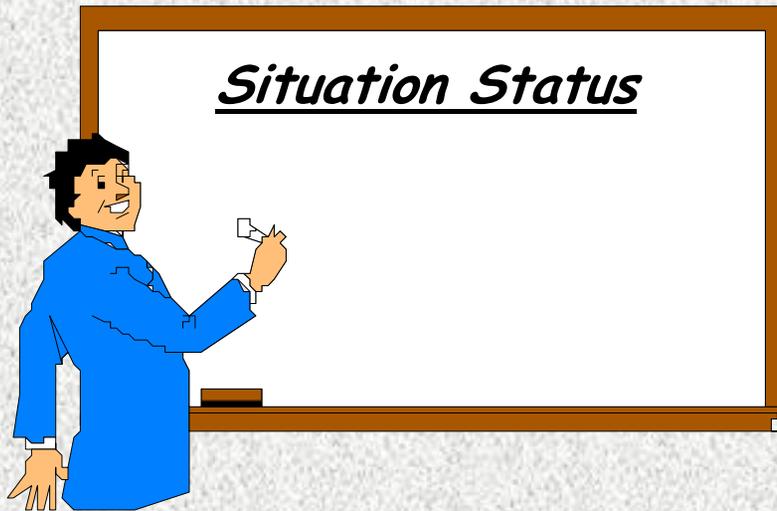
PLANNING/INTELLIGENCE SECTION CHIEF MAJOR RESPONSIBILITIES:

- **Collect and manage all incident-relevant operational data**
- **Supervise preparation of the Incident Action Plan**
- **Conduct and facilitate planning meetings**

PLANNING/INTELLIGENCE SECTION CHIEF

MAJOR RESPONSIBILITIES:

- Report any significant changes in incident status

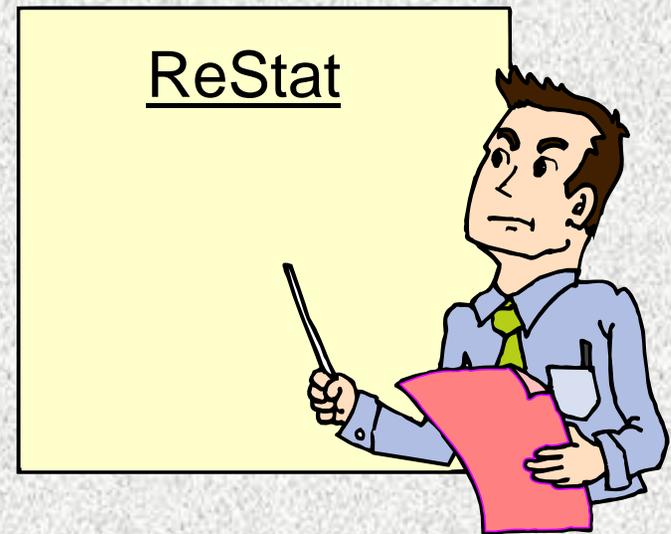


- Compile and display incident status information

PLANNING/INTELLIGENCE SECTION CHIEF

MAJOR RESPONSIBILITIES:

- **Oversee preparation of the demobilization plan**
- **Coordinate and display the tracking of incident resources**



PLANNING/INTELLIGENCE SECTION CHIEF MAJOR RESPONSIBILITIES:

- **Establish information requirements and reporting schedule for units (e.g., resources, situation units)**
- **Determine need for specialized resources to support the incident**

PLANNING/INTELLIGENCE SECTION CHIEF

MAJOR RESPONSIBILITIES:

- Assemble and disassemble task forces and strike teams not assigned to Operations
- Establish specialized data collection systems as necessary (e.g., weather)
- Assemble information on alternative strategies

PLANNING/INTELLIGENCE SECTION CHIEF

MAJOR RESPONSIBILITIES:

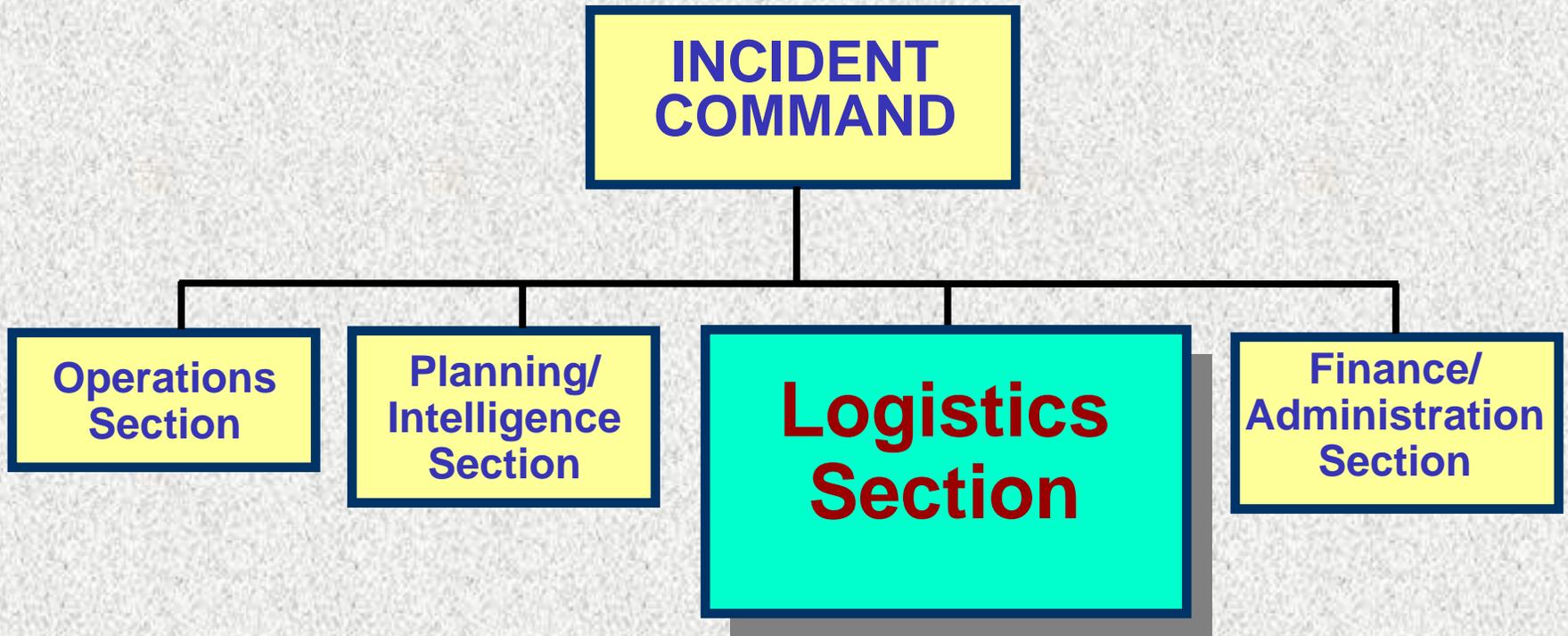
- **Provide periodic predictions on incident potential**
- **Reassign personnel already on-site to ICS organizational positions as appropriate**

PLANNING/INTELLIGENCE SECTION CHIEF

MAJOR RESPONSIBILITIES:

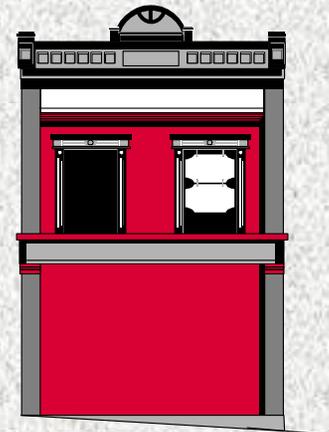
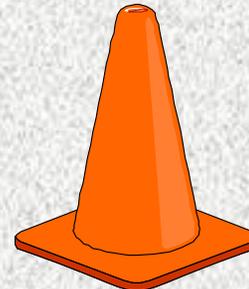
- **Incorporate traffic, medical, communications plans, and other supporting material into the Incident Action Plan**
- **Provide input to the IC and Operations Section Chief for use in preparing the Incident Action Plan**

LOGISTICS SECTION



LOGISTICS SECTION PROVIDES:

- Facilities
- Transportation
- Communications
- Supplies



LOGISTICS SECTION PROVIDES:

- **Equipment maintenance and fueling**
- **Food services - for incident personnel**
- **Medical services - for incident personnel**
- **All off-incident resources**

LOGISTICS SECTION CHIEF MAJOR RESPONSIBILITIES:

- ★ *Manage all incident logistics*
- Provide logistics input to the Incident Action Plan

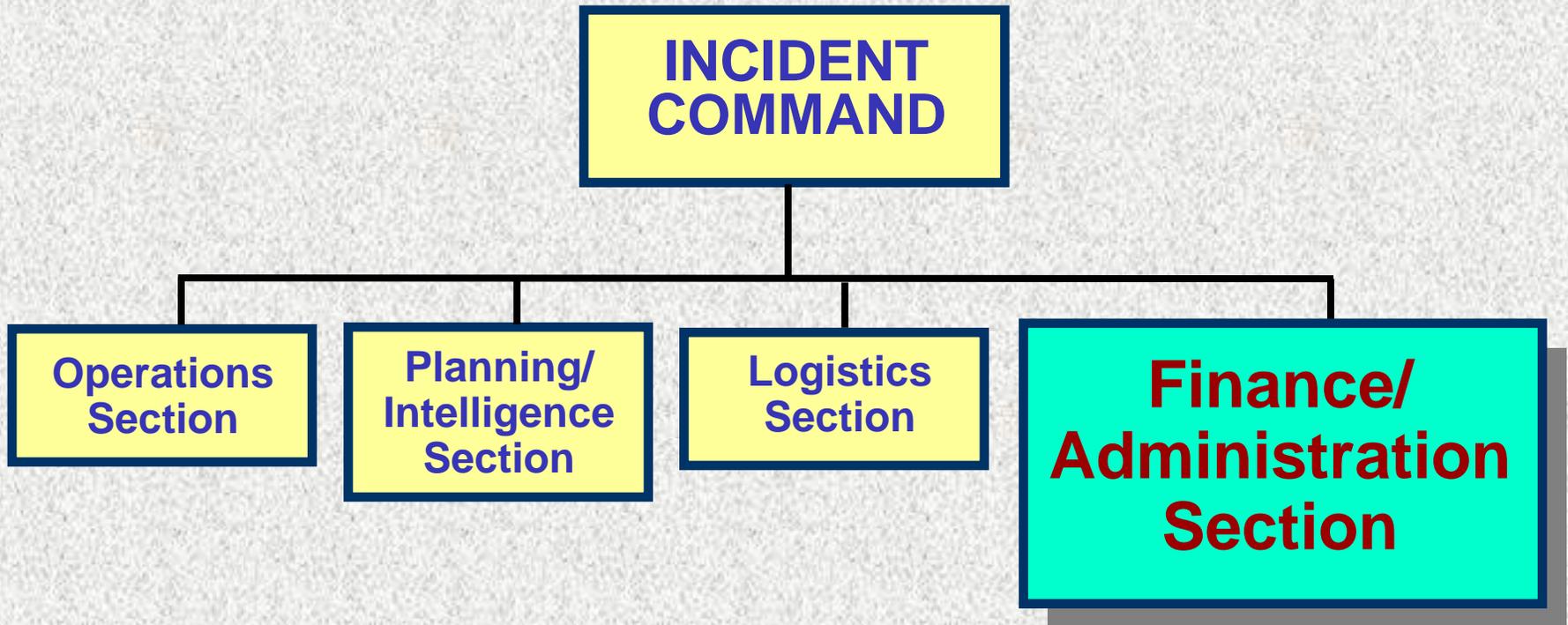
LOGISTICS SECTION CHIEF MAJOR RESPONSIBILITIES:

- **Identify anticipated and known incident service and support requirements**
- **Request additional resources as needed**

LOGISTICS SECTION CHIEF MAJOR RESPONSIBILITIES:

- **Develop as required the Medical, Communications and Traffic Plan**
- **Brief logistics branch directors and unit leaders as needed**
- **Oversee demobilization of the logistics section**

FINANCE/ADMINISTRATION SECTION



FINANCE/ADMINISTRATION SECTION CHIEF

MAJOR RESPONSIBILITIES:

- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested



FINANCE/ADMINISTRATION SECTION CHIEF

MAJOR RESPONSIBILITIES:

- **Ensure compensation and claims functions are done**
- **Ensure that all personnel time records are accurately completed and transmitted to home agencies, per policy**

FINANCE/ADMINISTRATION SECTION CHIEF

MAJOR RESPONSIBILITIES:

- **Develop an operating plan for the Finance/Administration Section; fill section supply and support needs**
- **Meet with assisting and cooperating agency representatives as needed**

FINANCE/ADMINISTRATION SECTION CHIEF

MAJOR RESPONSIBILITIES:

- **Maintain daily contact with agency(s) administrative headquarters on finance matters**
- **Gather pertinent information from briefings with responsible agencies**

FINANCE/ADMINISTRATION SECTION CHIEF OTHER RESPONSIBILITIES:

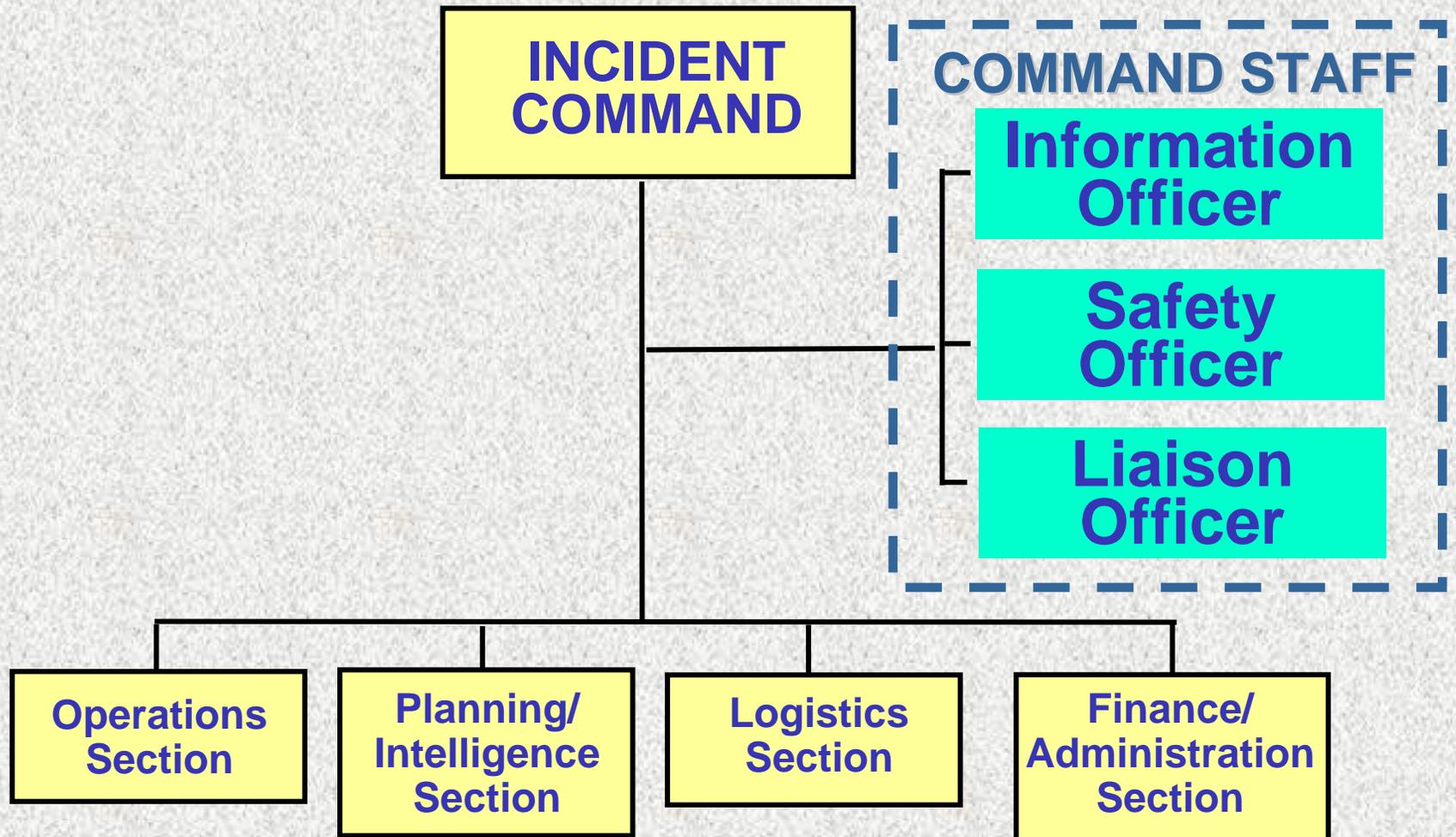
- **Provide financial input for demobilization planning**
- **Ensure that all obligation documents initiated at the incident are properly prepared and completed**

FINANCE/ADMINISTRATION SECTION CHIEF

OTHER RESPONSIBILITIES:

- **Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up**

THE ICS COMMAND STAFF OFFICERS



GUIDELINES FOR COMMAND STAFF

- **Only one person will be designated for each of the command staff positions**
- **Command staff members report directly to the Incident Commander**

GUIDELINES FOR COMMAND STAFF

- **Command staff positions should not be combined**
- **Command staff positions may be filled by persons from other agencies or jurisdictions**

GUIDELINES FOR COMMAND STAFF

- **There are no deputy positions at the command staff level**
- **Each of the positions may have one or more assistants as necessary**

GUIDELINES FOR COMMAND STAFF

- Assistants are recommended for larger incidents
- Assistants can be designated from other jurisdictions or agencies as appropriate

GUIDELINES FOR COMMAND STAFF

- **Command Staff members may interact with any position within the ICS for purposes of information exchange**

REASONS TO DESIGNATE AN INFORMATION OFFICER

- Is it a high visibility incident?
- Are the media taking the IC's time?
- Will they get their information anyway?
- Are there multiple agencies involved?



RESPONSIBILITIES OF THE INFORMATION OFFICER

- Determine information release limits from IC
- Obtain IC's approval of media news releases
- Conduct periodic media briefings

RESPONSIBILITIES OF THE INFORMATION OFFICER

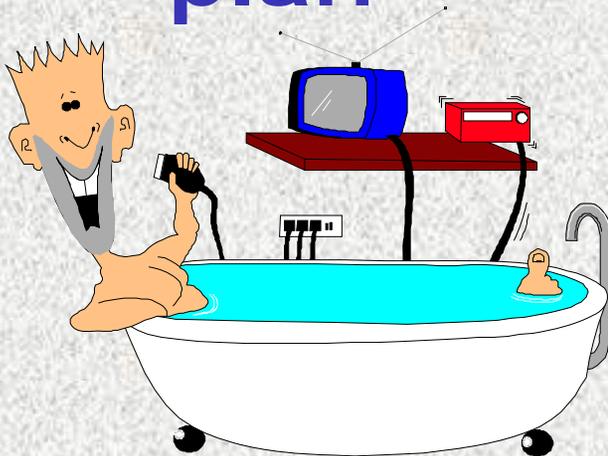
- Monitor and forward media information that may be useful to incident planning
- Make information about the incident available to incident personnel
- Participate in the planning meeting

SAFETY OFFICER

- Monitor for hazardous situations
- Develop safety procedures and safety plan



- Has authority to stop unsafe acts



RESPONSIBILITIES OF THE SAFETY OFFICER

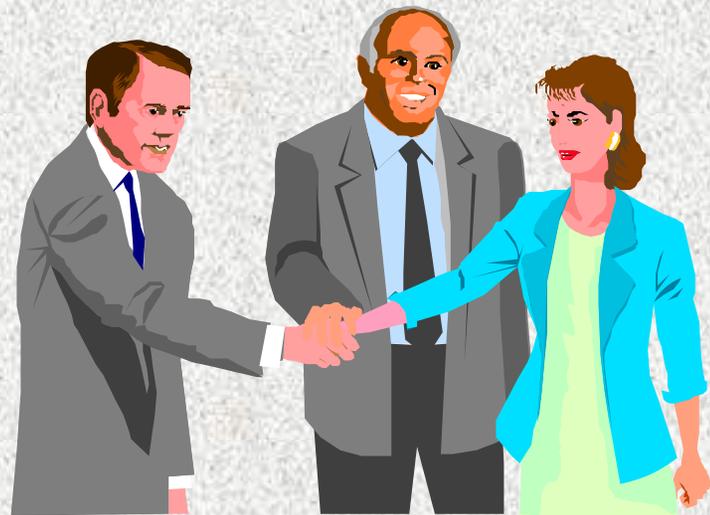
- Identify and mitigate hazardous situations
- Ensure safety messages and briefings are made
- Participate in planning meetings

RESPONSIBILITIES OF THE SAFETY OFFICER

- **Review the Incident Action Plan for safety implications**
- **Review and approve the Medical Plan**
- **Initiate preliminary investigation of accidents within the incident area**

REASONS TO ESTABLISH A LIAISON OFFICER

- Several agencies are sending agency representatives
- Incident Commander no longer has time for individual coordination



RESPONSIBILITIES OF THE LIAISON OFFICER

- Act as a point of contact for agency representatives
- Maintain a list of assisting and cooperating agencies and agency representatives

RESPONSIBILITIES OF THE LIAISON OFFICER

- Assist in setting up and coordinating inter-agency contacts
- Monitor incident operations to identify inter-organizational problems

RESPONSIBILITIES OF THE LIAISON OFFICER

- Participate in planning meetings, provide current resource status, including limitations and capability of agency resources
- Provide agency-specific demobilization information and requirements

AGENCY REPRESENTATIVES

- Come from assisting or cooperating agencies
- Have authority to make decisions for the agency
- Report to the Liaison Officer or Incident Commander



RESPONSIBILITIES OF THE AGENCY REPRESENTATIVE

- Ensure that all agency resources have checked-in
- Obtain briefing from the Liaison Officer or Incident Commander
- Provide input on use of agency resources

RESPONSIBILITIES OF THE AGENCY REPRESENTATIVE

- Advise the Liaison Officer of special needs or requirements
- Attend planning meetings as required
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure

RESPONSIBILITIES OF THE AGENCY REPRESENTATIVE

- Ensure that all required agency forms, reports, and documents are complete
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure