

INCIDENT COMMAND SYSTEM (ICS)

State and Federal regulations require use of the Incident Command System (ICS) for the management of any emergency. ICS is a flexible management tool that may be expanded as appropriate to meet the needs of virtually any situation. It is important to remember that it is only necessary to fill those positions or utilize those components necessary for a given incident. In many cases, individual responders may fill multiple roles.

Basic ICS Principles

Basic ICS principles:

- Incident must be managed by the local agency with jurisdiction.
- All incident personnel should use common terminology (plain English).
- Incident must be managed through measurable objectives and the use of an Incident Action Plan (IAP).
- The incident organization should utilize a manageable span of control (1-7 reporting relationships with the optimal number being 5).
- Unified Command should be utilized where appropriate.
- Supervisors are accountable for all assigned personnel and resources.
- All incident resources must be effectively managed and coordinated.
- Operational Periods should be used to manage an incident.

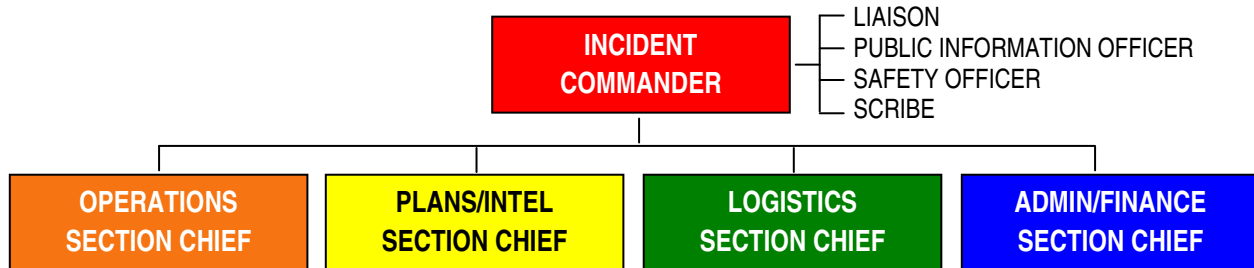
Common Responsibilities

All incident responders have the following responsibilities, regardless of their individual assignments:

- Maintain situational awareness.
- Check-in upon arrival (ICS-211 Form).
- Receive assignment and situational briefing from your immediate supervisor.
- Assess resource needs and request additional resources as needed.
- Acquire and organize work materials (including any appropriate Personal Protective Equipment).
- Participate in meetings and briefings as required.
- Assign duties to any assigned staff.
- Maintain accountability for all assigned personnel and/or resources.
- Ensure compliance with all safety practices and procedures.
- Complete required documentation and maintain records (including ICS-214 Form-Unit Log).
- Demobilize as directed.
- Participate in the after-action process.

Incident Command Functions

Whenever possible, emergencies shall be managed utilizing the Incident Command System (ICS). The following essential ICS functions/positions shall be filled and utilized as necessary and appropriate:



The Incident Commander has responsibility for all tasks of any positions not filled or assigned.

Incident Commander

The initial Incident Commander (IC) is typically the first or highest trained person to arrive on scene. This responsibility may be transferred to other more qualified individuals as they arrive and assume command.

Incident Commander tasks:

- Manage overall response to the incident.
- Assess incident priorities.
- Develop strategic goals.
- Develop and/or approve an Incident Action Plan (IAP).
- Assess resource needs and approve any resource orders.
- Coordinate with outside agencies.
- Approve and/or release information to the media.
- Demobilize resources when appropriate.

Liaison Officer

The Liaison Officer is the point of contact for representatives of other agencies or organizations. Representatives of assisting or cooperating entities coordinate through the Liaison Officer.

Liaison Officer tasks:

- Maintain contact with and maintain current contact information for all involved

agency representatives.

- Keep agency representatives up-to-date on incident status.
- Relay concerns and issues from agency representatives to the Incident Commander.

Public Information Officer

The Public Information Officer (PIO) is the designated point of contact for the public and media.

The Public Information Officer is responsible for:

- Obtain any limits on informational release from the Incident Commander.
- Develop and release information as appropriate (and as approved by the Incident Commander).
- Monitor public reaction to the incident.
- Manage media and public inquiries.
- Coordinate emergency public information and warnings.
- Establish and communicate any restrictions for media access.
- Inform media and conduct press briefings.
- Brief Incident Commander on informational issues.
- Evaluate and establish a Joint Information System (JIS) or Joint Information Center (JIC) as necessary.

Safety Officer

The Safety Officer (SO) monitors incident operations and advises the Incident Commander on all matters relating to operational safety. ***Designation of a dedicated Safety Officer is required for all hazardous materials incidents.*** The Safety Officer has the authority to stop or prevent unsafe acts during incident operations.

Safety Officer tasks:

- Assess and communicate any hazardous and/or unsafe situations.
- Develop a Site Safety and Health Plan.
- Develop safety measures to ensure safety of personnel.
- Correct any unsafe acts or conditions.
- Prepare safety messages for inclusion in the Incident Action Plan (IAP).
- Identify appropriate Personal Protective Equipment (PPE), control zones, and safety hazards.
- Develop a Risk/Hazard Analysis (ICS 215a Form).
- Ensure accountability of personnel.
- Develop emergency evacuation guidelines.

Scribe

The Scribe supports the Incident Commander and Command Staff by maintaining a record of incident command decisions and actions taken.

Scribe tasks:

- Develop and maintain a Unit Log (ICS 214) for the Incident Commander.
- Maintain all Command Staff records and documentation.
- Support communication between members of the Command Staff (relay messages, etc.).

Operations Section Chief

The Operations Section Chief (OPS) manages the execution of the Incident Action Plan (IAP).

Operations Section Chief (OPS) tasks:

- Develop and implement the operations components of the Incident Action Plan (IAP).
- Staff, organize, and supervise the operations section and all assigned personnel and resources.
- Monitor and request resources needed to carry out section responsibilities.
- Develop and approve any necessary operational changes to the IAP.
- Monitor and evaluate situation status and the develop recommendations for future tactics.
- Effectively manage the Ops section to ensure manageable span of control and safe operations.
- Identify and supervise any necessary staging areas.
- Develop the Operational Planning Worksheet (ICS 215).

Planning/Intelligence Section Chief

The Planning/Intelligence Section Chief (PLANS) collects, evaluates, disseminates, and utilizes information about the incident and the status of resources.

Planning/Intelligence Section Chief (PLANS) tasks:

- Develop and maintain situation status information.
- Support the Command Staff in the identification of incident strategy and tactical objectives.
- Staff, organize, and supervise the planning section and all assigned

- personnel and resources.
- Monitor and request resources needed to carry out section responsibilities.
- Collect, prepare, and display incident information (Situation Status—SITSTAT and Resource Status—RESTAT).
- Effectively organize the planning section to ensure manageable span of control and safe operations.
- Supervise, prepare, and distribute the IAP.
- Collect and develop special information in support of incident operations (weather information, mapping, hazardous materials information, etc.).
- Develop contingency strategies (i.e., plan for worst-case scenarios).
- Provide Command Staff with periodic predictions of incident potential.
- Coordinate information with PIO to ensure accuracy.
- Provide status reports and communicate any significant situational changes to General Staff.
- Develop Demobilization Plans.

Logistics Section Chief

The Logistics Section Chief (LOGS) provides facilities, services, and materials in support of the incident response.

Logistics Section Chief (LOGS) tasks:

- Anticipate and provide all incident support resources.
- Acquire all resources through appropriate procurement channels.
- Provide and establish all incident facilities (except staging areas—Operations Section Chief), transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.
- Staff, organize, and supervise the logistics section and all assigned personnel and resources.
- Monitor and request any resources needed to carry out section responsibilities.
- Plan for relief and replacement of staff as appropriate.
- Effectively organize the logistics section to ensure manageable span of control and safe operations.
- Prepare for and participate in the operational planning process.
- Provide status reports and communicate significant situational changes to the General Staff.
- Identify service and support requirements for planned and expected operations.
- Coordinate and process requests for additional resources.

Finance/Administration Section Chief

The Finance/Administration Section Chief (FINANCE) is responsible for all financial and cost analysis aspects of the incident.

Finance/Administration Section Chief (FINANCE) tasks:

- Estimate, track, and approve all incident expenses.
- Monitor and coordinate funding from multiple sources.
- Ensure compliance with all local, state, and federal laws relating to spending.
- Staff, organize, and supervise the finance/administration section and all assigned personnel and resources.
- Monitor and request resources needed to carry out section responsibilities.
- Prepare for and participate in the operational planning process.
- Provide status reports and communicate significant situational changes to the General Staff.
- Ensure that all personnel time records are maintained in compliance with district policy.
- Ensure that all obligation documents relating to the incident are properly prepared and completed.