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FIELD OPERATION GUIDE ICS 420-1

INCIDENT COMMAND SYSTEM PUBLICATION

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GENERAL INSTRUCTIONS

The following are general instructions applicable to all ICS personnel:

- Receive your incident assignment, order number reporting location, strike team or task force number, and communications channel from your home agency dispatch center.
- Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at:
 - Incident Command Post (Resources Unit)
 - Base or Camps
 - Staging Areas
 - Helibases
 - Division Supervisors (for direct line assignments)
- Agency representatives from assisting or cooperating agencies report to liaison officer at the command post after checking in.
- All radio communications to incident communications center will be addressed: "(Incident Name) Communications" for example, "Webb Communications."
- Use clear text and ICS terminology, no codes, in all radio transmissions.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Organize and brief subordinates.
- Complete forms and reports required of the assigned position and send material through supervisor to documentations unit.
- Respond to demobilization orders.
- Brief subordinates regarding demobilization.
- When released return to home agency or other assignment.



ICS POSITION CHECKLISTS

The references following position titles in the checklists refer to the Incident Command System (ICS) position manuals which describe the full duties and responsibilities of that position. Position manuals may be obtained from:

Fire Protection Publications
Oklahoma State University
Stillwater, Oklahoma 74078

COMMAND SECTION

INCIDENT COMMANDER

The incident commander is responsible for incident activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

- Obtain incident briefing and Incident Briefing Form (ICS Form 201) from prior incident commander.
- Assess incident situation.
- Conduct initial briefing.
- Activate elements of the incident command system.
- Brief command staff and section chiefs.
- Insure planning meetings are conducted.
- Approve and authorize implementation of incident action plan.
- Determine information needs and inform command personnel of needs.
- Coordinate staff activity.
- Manage incident operations.
- Approve requests for additional resources and requests for release of resources.

INFORMATION OFFICER

The information officer, a member of the command staff, is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations.

- Approve the use of trainees on the incident.
- Authorize release of information to news media.
- Insure Incident Status Summary (ICS Form 209) is completed and forwarded to Operations Coordination Center (OCC) and dispatch center(s).
- Approve plan for demobilization.

- Obtain briefing from incident commander.
- Contact the jurisdictional agency to coordinate public information activities.
- Establish single incident information center whenever possible.
- Arrange for necessary work space, materials, telephones, and staffing.
- Obtain copies of current INC-209's.
- Prepare initial information summary as soon as possible after arrival.
- Observe constraints on the release of information imposed by incident commander.
- Obtain approval for release from incident commander.
- Release news to news media and post information in command post and other appropriate locations.
- Attend meetings to update information releases.
- Provide fire retardant clothing for media and VIP's.
- Respond to special requests for information.
- Maintain Unit Log (ICS Form 214).

SAFETY OFFICER

The safety officer, a member of the command staff is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Although the safety officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the officer will generally correct unsafe acts or conditions through the regular line of authority. The officer maintains awareness of active and developing situations, approves the Medical Plan (ICS Form 206), and includes safety messages in each Incident Action Plan.

- Obtain briefing from incident commander.
- Identify hazardous situations associated with the incident.
- Participate in planning meetings.
- Review Incident Action Plans.
- Identify potentially unsafe situations.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within incident areas.
- Review and approve Medical Plan (ICS Form 206).
- Maintain Unit Log (ICS Form 214).

LIAISON OFFICER

The liaison officer is a member of the command staff, and is the point of contact for the assisting and cooperating agency representatives. This includes agency representatives from other fire agencies, Red Cross, law enforcement, public works and engineering organizations, and all others. The liaison officer will be from the jurisdictional agency.

- Obtain briefing from incident commander.
- Provide a point of contact for assisting/cooperating agency representatives.

- Identify agency representatives from each agency including communications link and location.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Maintain Unit Log (ICS Form 214).

AGENCY REPRESENTATIVE

An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agency's participation at the incident. Agency representatives report to the liaison officer if that position has been filled. If there is no liaison officer, agency representatives report to the incident commander. There will be only one (1) agency representative from each agency assigned to the incident.

- Check in at the incident command post. Complete ICS 211 (Check-in list). Insure that all agency resources have completed check-in.
- Obtain briefing from liaison officer or incident commander.
- Establish working location. Advise agency personnel on the incident that the agency representative position has been filled.
- Attend planning meetings as required.
- Provide input on use of agency resources if no resource use advisors are assigned.
- Cooperate fully with incident commander and general staff on agency's involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to incident.
- Advise liaison officer of any special agency needs or requirements.

- Determine if any special reports or documents are required.
- Report to agency dispatch or headquarters on prearranged schedule.
- Insure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
- Insure that all required agency forms, reports, and documents are completed prior to your departure from the incident.
- Have debriefing session with liaison officer/incident commander prior to departure.

OPERATIONS SECTION

OPERATIONS SECTION CHIEF

The operations section chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The operations chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The operations chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the incident commander.

- Obtain briefing from incident commander.
- Develop operations portion of Incident Action Plan.
- Brief and assign operations personnel in accordance with Incident Action Plan.
- Supervise operations.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble strike teams assigned to operations section.

- Report information about special activities, events, and occurrences to incident commander.

STAGING AREA MANAGER

The staging area manager is responsible for managing all activities within a staging area.

- Obtain a briefing from the operations section chief.
- Proceed to staging area.
- Establish staging area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at staging area as appropriate.
- Respond to request for resource assignments.
NOTE: This may be direct from operations or via the incident communications center.
- Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area.
- Report resource status changes as required.
- Maintain staging area in orderly condition.
- Demobilize staging area in accordance with incident demobilization plan.
- Maintain Unit Log (ICS Form 214).

BRANCH DIRECTOR

The branch directors, when activated, are under the direction of the operations section chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the branches.

- Obtain briefing from operations chief.
- Develop with subordinates alternatives for branch control operations.
- Attend planning meetings at the request of the operations chief.
- Review Division and/or Group Assignment Lists (ICS Form 204) for divisions and/or groups within branch. Modify lists based on effectiveness of current operations.
- Assign specific work tasks to division/group supervisors.
- Resolve logistic problems reported by subordinates.
- Report to operations chief when: Incident Action Plan is to be modified, additional resources are needed, surplus resources are available, hazardous situations or significant events occur.
- Approve accident and medical reports (home agency forms) originating within the branch.
- Maintain Unit Log (ICS Form 214).

DIVISION/GROUP SUPERVISOR


The division and/or group supervisor reports to the operations section chief or branch director when activated. The supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the division and/or group, and reporting on progress of control operations and status of resources within the division and/or group.

- Obtain briefing from branch director or operations chief.
- Implement Incident Action Plan for division and/or group.
- Provide available Incident Action Plan to strike team leaders.

- Identify increments assigned to the division and/or group.
- Review division and/or group assignments and incident activities with subordinates and assign tasks.
- Insure that incident communications and/or resources unit is advised of all changes in status of resources assigned to the division and/or group.
- Coordinate activities with adjacent divisions.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to branch director or operations chief.
- Report special occurrences or events such as accidents or sickness to the immediate supervisor.
- Resolve logistics problems within the division and/or group.
- Participate in the development of branch plans for the next operational period.
- Maintain Unit Log (ICS Form 214).

STRIKE TEAM/TASK FORCE LEADER

The strike team/task force leader reports to a division and/or group supervisor and is responsible for performing tactical assignments assigned to the strike team or task force. The leader reports work progress, resources status, and other important information to a division/group supervisor, and maintains work records on assigned personnel.

- Obtain briefing from division/group supervisor.
 - Review assignments with subordinates and assign tasks.
 - Monitor work progress and make changes when necessary.
 - Coordinate activities with adjacent strike team, task forces, and single resources.
- 

- Submit situation and resource status information to division/group supervisor.
- Maintain Unit Log (ICS Form 214).

AIR OPERATIONS DIRECTOR

The air operations director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the plan is approved, air operations is responsible for implementing its strategic aspects, those that relate to the overall incident strategy as opposed to those that pertain to tactical operations like specific target selection. Additionally, the air operations director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities including target selection, or suggested modifications to specific tactical actions in the Incident Action Plan, are normally performed by the air attack supervisor working with ground and air resources.

- Obtain briefing from operations chief.
- Organize preliminary air operations.
- Request declaration or cancellation of restricted air space area. (Federal Air Regulation 91.91).
- Participate in preparation of the Incident Action Plan.
- Perform operational planning for air operations.
- Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the air support group and fixed-wing bases.
- Determine coordination procedures for use by air organization with ground branches, divisions, or groups.
- Coordinate with appropriate operations section personnel.
- Supervise all air operations activities associated with the incident.

- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft in the restricted air space area.
- Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- Inform the air attack supervisor of the air traffic situation external to the incident.
- Resolve conflicts concerning non-incident aircraft.
- Coordinate with Federal Aviation Agency (FAA).
- Update air operations plans.
- Report to the operations section chief on air operations activities.
- Arrange for an accident investigation team when warranted.
- Maintain Unit Log (ICS Form 214).

AIR ATTACK SUPERVISOR

The air attack supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the air attack supervisor while airborne. The air attack supervisor reports to the air operations director.

- Check-in and receive incident assignment normally by radio.
- Determine what aircraft, air tankers, and helicopters are operating within the area of assignments.
- Obtain briefing from air operations director or operations section chief.
- Manage air attack activities based upon Incident Action Plan.

- Establish and maintain communications with air operations, air tankers and helicopter coordinators, air support group, and fixed-wing support bases.
- Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- Obtain information about air traffic external to the incident.
- Receive reports of non-incident aircraft violating restricted air space area.
- Make tactical recommendations to approved ground contact: operations section chief, branch director, or division supervisor.
- Inform air operations director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- Report on air operations activities to air operations director.
- Report on incidents/accidents.

HELICOPTER COORDINATOR

The helicopter coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The helicopter coordinator can be airborne or on the ground operating from a high vantage point. The helicopter coordinator reports to the air attack supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one helicopter coordinator assigned to an incident.

- Check-in and receive incident assignment normally by radio.
- Obtain briefing from air operations director/air attack supervisor.
- Determine what aircraft, air tankers, and helicopters, are operating within incident area of assignment.

- Survey assigned incident area to determine situation, aircraft hazards, and other potential problems.
- Coordinate with air support group supervisors in establishing locations and takeoff and landing patterns for helibase(s) and helispot(s).
- Coordinate the use of assigned ground to air and air to air communications frequencies with the air attack supervisor, communications unit, or local agency dispatch center.
- Insure that all assigned helicopters know appropriate operating frequencies.
- Coordinate geographical area for helicopter operations with air attack supervisor and make assignments.
- Determine and implement air safety requirements and procedures.
- Insure that approved night flying procedures are in operation.
- Receive assignments, and supervise assigned helicopters while airborne.
- Coordinate activities with air attack supervisor, air tanker coordinator, air support group, and ground personnel.
- Maintain continuous observation of assigned helicopter operating area, and inform air attack supervisor of incident conditions including any aircraft malfunction or maintenance difficulties, and anything that may affect the incident.
- Inform air attack supervisor when mission is completed, and reassign helicopter as directed.
- Request assistance or equipment as required.
- Report incidents or accidents to air operations director immediately.
- Maintain records of activities.

AIR TANKER COORDINATOR

The air tanker coordinator is primarily responsible for coordinating assigned air tanker operations at the incident. The coordinator, who is always airborne, reports to the air attack supervisor. Activation of this position is contingent upon the need or upon complexity of the incident.

- Check in and receive incident assignment normally by radio.
- Obtain briefing from air operations director/air attack supervisor.
- Determine all aircraft including air tankers and helicopters operating within incident area of assignment.
- Survey incident area to determine situation, aircraft hazards, and other potential problems.
- Coordinate the use of assigned ground to air and air to air communications frequencies with air attack supervisor, communications unit or local agency dispatch center, and establish air tanker air to air radio frequencies.
- Insure air tankers know appropriate operating frequencies.
- Determine incident air tanker capabilities and limitations for specific assignments.
- Coordinate with air attack supervisor, and assign geographical areas for air tanker operations.
- Determine and implement air safety requirement procedures.
- Receive assignments, assign missions, schedule flights, and supervise air tanker activities including holding patterns and altitudes.

PARKING TENDER

The parking tender is responsible for the takeoff and landing of helicopters at an assigned helicopter pad. The parking tender reports to the deck coordinator. A parking tender should be assigned for each helicopter pad.

- Obtain briefing from the desk coordinator as to assigned pad, number of helicopters, radio frequency, and other items.
- Supervise activities at the landing pad such as personnel and helicopter movement, vehicle traffic, and other activities.
- Know and understand the crash/rescue procedures.
- Insure agency checklist is followed.
- Insure helicopter pilot needs are met at the landing pad.
- Insure landing pad is properly marked.
- Check personnel seatbelts, cargo restraints, and helicopter doors.

TAKEOFF AND LANDING COORDINATOR

The takeoff and landing coordinator is responsible for providing coordination of arriving and departing helicopters at a helibase and all helicopter movement on and around the helibase. The takeoff and landing coordinator reports to the helibase manager.

- Obtain briefing from helibase manager.
- Obtain Air Operation Work Sheet (Form 220).
- Check radio system before commencing operation.
- Coordinate with radio operation on helicopter flight routes and patterns.
- Maintain communications with all incoming and outgoing helicopters.
- Maintain constant communications with radio operator.
- Coordinate with deck manager and parking tender before commencing operation and during operation.

HELIBASE RADIO OPERATOR

The helibase radio operator is responsible for establishing communication between incident assigned helicopters and helibases, air attack supervisor, air operations director, and takeoff and landing coordinator. The helibase radio operator reports to the helibase manager.

- Obtain briefing from helibase manager.
- Obtain Air Operation Worksheet (Form 220).
- Establish communication needs at helibase.
- Insure orders from air operations director are relayed to helibase manager.
- Maintain constant communications with all helicopters.
- Notify takeoff/landing coordinator of incoming helicopters.
- Verify daily radio frequencies with helibase manager.
- Maintain a log of all helicopter takeoff/landings, ETA's, ETD's and flight route check-ins.
- Establish helicopter identification call numbers and post.
- Insure helicopter timekeeping is completed.
- Establish and enforce proper radio procedures.
- Notify air operation branch director immediately of any overdue or missing helicopters.
- Understand crash/rescue procedures.
- Receive clearance from air attack supervisor before launching helicopters.

HELICOPTER TIMEKEEPER

The helicopter timekeeper is responsible for keeping time on all helicopters assigned to the helibase. Helicopter timekeeper reports to the radio operator.

- Obtain briefing from radio operator.
- Obtain Air Operation Worksheet (Form 220).
- Determine number of helicopters by agency.
- Determine helicopter time needed by agency.
- Record operation time of helicopters.
- Fill out necessary agency time reports.
- Obtain necessary timekeeping forms.

HELISPOT MANAGER

- Obtain briefing from helibase manager.
- Obtain Incident Action Plan including Air Operations Summary Worksheet.
- Report to assigned helispot.
- Coordinate activities with helibase manager.
- Inform helibase manager of helispot activities.
- Manage resources and/or supplies dispatch to helispot.
- Request special air support items from helibase manager.

MIXMASTER

The mixmaster is responsible for providing fire retardant to helicopters at the rate specified and for the expected duration of job. The mixmaster reports to the helibase manager.

- Obtain briefing from helibase manager.
- Obtain Air Operation Worksheet (Form 220).
- Check accessory equipment, such as valves, hoses, and storage tanks.
- Take immediate steps to get any items and personnel to do the job.
- Plan the specific layout to conduct operations.

- Determine if water or retardant is to be used and which helicopters may have load restrictions.
- Maintain communication with helibase manager.
- Supervise the crew in setting up operations.
- Supervise crew in loading retardant into helicopters.
- Make sure supply of retardants is kept ahead of demand.
- Attend to the safety and welfare of crew.
- Keep necessary agency records.
- See that the base is cleaned up before leaving.

DECK COORDINATOR

The deck coordinator is responsible for providing coordination of a helibase landing area for personnel and cargo movement. The deck coordinator reports to the helibase manager.

- Obtain briefing from helibase manager.
- Obtain Air Operations Worksheet (Form 220).
- Establish emergency landing areas.
- Insure crash/rescue procedures are understood by deck personnel.
- Establish and mark landing pads.
- Insure sufficient personnel are available to load and unload personnel and cargo safely.
- Insure deck area is properly posted.
- Provide for vehicle control.
- Supervise deck management personnel, load masters, and parking tenders.
- Insure dust abatement measures are met.
- Insure that all assigned personnel are posted to the daily organization chart.

- Insure proper manifesting and load calculations are done.
- Insure air traffic control operation is coordinated with landing and takeoff coordinator.
- Maintain agency records.

LOADMASTER (PERSONNEL/CARGO)

The loadmaster is responsible for the safe operation of loading and unloading of cargo and personnel at a helibase. The loadmaster reports to the deck coordinator.

- Obtain briefing from deck manager.
- Obtain Air Operation Worksheet (Form 220).
- Insure proper posting of loading and unloading areas.
- Perform manifesting and loading of personnel and cargo.
- Insure sling load equipment is safe.
- Know crash/rescue procedures.
- Supervise loading and unloading crews.
- Coordinate with takeoff and landing coordinator.
- Coordinate activities with air attack supervisor, helicopter coordinator, and ground operations personnel.
- Maintain continuous observation of air tanker operating areas.
- Provides information to ground resources, if necessary.
- Inform air attack supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- Inform air attack supervisor when mission is completed, and reassign air tankers as directed.
- Request assistance or equipment as necessary.

- Report incidents or accidents to air operations director immediately.
- Maintain records of activities.

AIR SUPPORT SUPERVISOR

The air support supervisor is primarily responsible for supporting and managing helibase and helispot operations, and maintaining liaison with fixed-wing air bases. This includes providing: 1) fuel and other supplies, 2) maintenance and repair of helicopters, 3) retardant mixing and loading, 4) keeping records of helicopter activity, and 5) providing enforcement of safety regulations. These major functions are performed at helibases and helispots. Helicopters during landing and takeoff and while on the ground are under the control of the air support group's helibase or helispot managers. The air support supervisor reports to the air operations director.

- Obtain briefing from air operations branch director or operations section chief.
- Obtain copy of the Incident Action Plan from the Air Operations Summary Worksheet.
- Participate in air operations director planning activities.
- Inform air operations director of group activities.
- Identify resources/supplies dispatched for air support group.
- Request special air support items from appropriate sources through logistics section.
- Identify helibase and helispot locations from the Incident Action Plan or from the air operations director.
- Determine need for assignment of personnel and equipment at each helibase or helispot.
- Coordinate special requests for air logistics.
- Maintain coordination with air bases supporting the incident.

- Coordinate activities with air operations director.
- Obtain assigned ground to air frequency for helibase operations from communications unit leader or Communications Plan (ICS Form 205).
- Inform air operations director of capability to provide night flying service.
- Insure compliance with each agency's operations checklist for day and night operations.
- Insure dust abatement procedures are implemented at helibase and helispots.
- Provide crash-rescue service for helibases and helispots.
- Maintain Unit Log (ICS Form 214).

HELIBASE MANAGER

- Obtain briefing from air support supervisor.
- Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- Participate in air support group planning activities.
- Inform air support supervisor of helibase activities.
- Report to assigned helibase.
- Manage resources/supplies dispatched to helibase.
- Insure helibase is posted and cordoned.
- Insure air traffic control operations are in effect.
- Manage retardant mixing and loading operations.
- Insure helicopter fueling, maintenance, and repair services are provided.
- Supervise manifesting and loading of personnel and cargo.
- Insure dust abatement techniques are provided and used at helibases and helispots.

- Insure security is provided at each helibase and helispot.
- Insure crash-rescue services are provided for the helibase.
- Request special air support items from the air support supervisor.
- Receive and respond to special requests for air logistics.
- Supervise personnel responsible to maintain agency records, reports of helicopter.
- Coordinate activities with air support supervisor.
- Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- Maintain Unit Log (ICS Form 214).

PLANNING SECTION

The checklist below provides basic steps appropriate for use in almost any incident situation. **NOT ALL INCIDENTS REQUIRE WRITTEN PLANS.** The need for written plans and attachments is based on incident requirements and the decision of the incident commander. The Planning Checklist is intended to be used with the ICS Planning Matrix board, and/or ICS Form 215, Operational Planning Worksheet (Table 4.1). For more detailed instructions, see Chapter 3 of Planning Section Chief Position Manual (ICS 221-1).

PLANNING SECTION CHIEF

The planning section chief, a member of the incident commander's general staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation; 2) predict probable course of incident events; and, 3) prepare alternative strategies and control operations for the incident.

- Obtain briefing from incident commander.
- Activate planning section units.
- Reassign initial attack personnel to incident positions as appropriate.
- Establish information requirements and reporting schedules for all ICS.
- Notify resources unit of planning section units activated, including names and locations of assigned personnel.
- Establish a weather data collection system when necessary.
- Supervise preparation of Incident Action Plan (See Planning Process Checklist).
- Assemble information on alternative strategies.
- Assemble and disassemble strike teams not assigned to operations.
- Identify need for use of specialized resource(s).
- Perform operational planning for planning section.
- Provide periodic predictions on incident potential.
- Compile and display incident status summary information.
- Advise general staff of any significant changes in incident status.
- Provide incident traffic plan.
- Supervise planning section units.
- Prepare and distribute incident commander's orders.
- Instruct planning section units in distribution of incident information.
- Insure that normal agency information collection and reporting requirements are being met.

- Prepare recommendations for release of resources for submission to the incident commander.

RESOURCES UNIT LEADER

The resource unit leader, (RESTAT), is responsible for: 1) establishing all incident check-in activities; 2) the preparation and processing of resource status change information; 3) the preparation and maintenance of displays, charts, and lists that reflect the current status and location of suppression resources, transportation, and support vehicles; and, 4) to maintain a master check-in list of resources assigned to an incident.

- Report to and obtain briefing and special instructions from planning section chief.
- Establish check-in function at incident locations.
- Using the Incident Briefing (ICS Form 201) prepare and maintain the command post display including the organization chart, resource allocation, and deployment sections.
- Assign duties to resources unit personnel.
- Confirm dispatch and estimated time of arrival of ordered RESTAT Unit personnel. Request additional personnel, or release excess personnel.
- Establish contacts with incident facilities by telephone or through communications center, and begin maintenance of resource status.
- Participate in planning section meetings as required by the planning section chief.
- Gather, post, and maintain incident resource status.
- Gather, post, and maintain resource status of transportation and support vehicles and personnel.
- Maintain master roster of all resources checked in at the incident.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).

- Prepare appropriate parts of Division Assignments Lists (ICS Form 204).
- Provide resource summary information to situation unit as requested.
- Receive order to demobilize resources unit.
- Dismantle and store resources unit displays.
- List expendable supplies that need replenishing, and file with supply unit leader.
- Maintain Unit Log (ICS Form 214).

CHECK-IN RECORDER

Check-in recorders are needed at each check-in location to insure that all resources assigned to an incident are accounted for.

- Obtain a briefing from the resources unit leader.
- Obtain work materials, including Check-in Lists (ICS Form 211).
- Establish communications with the communication center.
- Post signs so that arriving resources can easily find the check-in locations.
- Record check-in information on Check-in Lists (ICS Form 211).
- Transmit check-in information to resources unit on regular prearranged schedule.
- Forward completed Check-in Lists and Status Change Cards to the resources unit.

SITUATION UNIT LEADER

The situation unit leader, (SITSTAT), is responsible for the collection and organization of incident status and situation information. Also, responsible for the evaluation, analysis, and display of that information for use by ICS personnel, agency dispatchers, and the operations coordination center (OCC).

- Obtain briefing and special instructions from planning section chief.
- Prepare and maintain command post display.
- Assign duties to situation unit personnel.
- Confirm dispatch and estimated time of arrival of ordered situation unit personnel. Request additional personnel, or release excess personnel as appropriate.
- Collect incident data at earliest possible opportunity and continue for duration of incident.
- Obtain and analyze infrared data as applicable.
- Prepare predictions at periodic intervals or upon request of the planning section chief.
- Post data on unit work displays and command post displays at scheduled intervals.
- Participate in incident planning meetings as required by the incident commander.
- Prepare the Incident Status Summary form (ICS Form 209).
- Prepare traffic plan, external and internal to the incident, for approval by the planning section chief.
- Provide photographic services and maps.
- Provide resource and situation status information in response to specific requests.
- Maintain situation unit records.
- Receive order to demobilize SITSTAT Unit.
- Dismantle SITSTAT Unit displays and place in storage.
- List expendable supplies that need replenishing, and file with supply unit.
- Maintain Unit Log (ICS Form 214).

DISPLAY PROCESSOR

The display processor is responsible for the display of incident status information obtained from field observers, resource status, aerial and ortho photographs, and infrared data.

- Obtain briefing from situation unit leader.
- Determine:
 - Location of work assignment.
 - Numbers, types, and locations of display required.
 - Priorities.
 - Map requirements for Incident Action Plans.
 - Time limits for completion.
 - Field observer assignments and communications means.
- Obtain necessary equipment and supplies.
- Obtain copy of Incident Action Plan for each operational period.
- Assist situation unit leader in analyzing and evaluating field reports.
- Develop required displays in accordance with time limits for completion.

FIELD OBSERVER

The field observer is responsible to collect situation information from personal observations at the incident, and to provide this information to the situation unit leader.

- Determine:
 - Location of assignment.
 - Type of information required.
 - Priorities.
 - Time limits for completion.
 - Method of communication.
 - Method of transportation.
- Obtain copy of Incident Action Plan for the operational period.
- Obtain necessary equipment and supplies.

- Perform field observer responsibilities to include, but not limited to the following:
 - Perimeters of incident
 - Locations of spots
 - Unburned islands
 - Rates of spread
 - Weather conditions
 - Hazards including escape routes and safe areas
 - Progress of operations resources
- Be prepared to identify all facility locations including helispots, division, and branch boundaries.
- Report information to situation unit leader by established procedure.
- Report immediately any condition observed that may cause danger and safety hazards to personnel.
- Gather intelligence that will lead to accurate predictions.

WEATHER OBSERVER

The weather observer is responsible to collect current incident weather information, and provide the information to an assigned meteorologist, fire behavior specialist, or situation unit leader.

- Obtain briefing from situation unit leader.
- Determine:
 - Nature and location of work assignments.
 - Weather data collection methods to be used.
 - Priorities for collection.
 - Specific types of information required.
 - Frequency of reports.
 - Method of reporting.
 - Source of equipment.
- Obtain weather data collection equipment.
- Obtain appropriate transportation to collection site(s).
- Record and report weather observations at assigned locations on schedule.

- Turn in equipment at completion of assignment.
- Demobilize according to incident demobilization plan.
- Support special requirements for development of incident maps.
- Demobilize incident displays in accordance with incident demobilization plan.

DOCUMENTATION UNIT LEADER

The documentation unit leader, a member of the planning section, is responsible for: 1) maintaining accurate and complete incident files; 2) providing duplication services to incident personnel; and 3) pack and store incident files for legal, analytical, and historical purposes.

- Obtain briefing from planning section chief.
- Establish work area.
- Establish and organize incident files.
- Establish duplication service, and respond to requests.
- Retain and file duplicate copies of official forms and reports.
- Accept and file reports and forms submitted to unit by incident organizations.
- Check the accuracy and completeness of records submitted for files.
- Correct errors or omissions by contacting appropriate ICS Units.
- Provide duplicates of forms and reports to authorized requesters.
- Prepare incident documentation for planning section chief when requested.
- Maintain, retain, and store incident files for after incident use.
- Maintain Unit Log (ICS Form 214).

DEMOBILIZATION UNIT LEADER

The demobilization unit leader is responsible for the preparation of the Demobilization Plan, and assisting incident sections/units in insuring that an orderly, safe, and cost effective movements of personnel and equipment is accomplished from the incident.

- Obtain briefing from planning section chief.
- Review incident resource records (ICS Briefing Form 201, Check-In List Form 211, and T-cards Form 219) to determine probable size of demobilization effort.
- Assess and fill unit needs for additional personnel, work space, and supplies.
- Obtain incident command objectives, priorities, and constraints on demobilization.
- Meet with agency representatives to determine:
 - Agencies not requiring formal demobilization.
 - Personal rest and safety needs.
 - Coordination procedures with cooperating/assisting agencies.
- Be aware of ongoing operations section resource needs.
- Obtain identification and description of surplus resources, and probable release times.
- Determine finance, supply, and other incident check-out stops.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Establish communication's link with appropriate off-incident facilities.
- Prepare Demobilization Plan including the following sections:
 - *General* — Discussion of demobilization procedure
 - *Responsibilities* — Specific implementation responsibility and activity
 - *Release Priority* — According to agency and kind

and type of resources

— *Release Procedures* — Detailed steps and process to be followed

— *Directories* — Maps, telephone numbers, instructions, and other needed items.

- Obtain approval of Demobilization Plan.
- Distribute plan to each processing point on and off incident.
- Insure that all sections/units understand their responsibilities within the Demobilization Plan.
- Monitor implementation of Demobilization Plan.
- Assist in the coordination of Demobilization Plan.
- Brief planning section chief on progress of demobilization.
- Complete all records prior to departure.
- Maintain Unit Log (ICS Form 214).

TECHNICAL SPECIALISTS

Technical specialists are advisors with special skills needed to support incident operations. Technical specialists may report to the planning section chief; may function within an existing unit such as the situation unit; form a separate unit if required; or be reassigned to other parts of the organization like, operations, logistics, or finance. Following are checklists for several technical specialists.

FIRE BEHAVIOR SPECIALIST

The fire behavior specialist is primarily responsible for establishing a weather data collection system; and to develop required fire behavior predictions based on fire history, fuel, weather, and topography information.

- Report to and obtain briefing and special instructions from planning section chief.
- Establish weather data requirements.

- Verify dispatch of weather office (NOAA).
- Confirm that mobile weather station has arrived and is operational.
- Inform meteorologist of weather data requirements.
- Forward weather data to planning section chief.
- Collect, review, and compile fire history data.
- Collect, review, and compile exposed fuel data.
- Collect, review, and compile information about topography and fire barriers.
- Provide weather information and other pertinent information to situation unit leader for inclusion in Incident Status Summary Report (ICS Form 209).
- Review completed Incident Status Summary Report and Incident Action Plan.
- Prepare fire behavior prediction information at periodic intervals or upon request, and forward to planning section chief.
- Maintain Unit Log (ICS Form 214).

WATER RESOURCES SPECIALIST

- Report to and obtain briefing and special instructions from planning section chief.
- Participate in the development of the Incident Action Plan, and review general control objectives including alternative strategies presently in effect.
- Collect and validate water resource information within the incident area.
- Prepare information on available water resources.
- Establish water requirements needed to support fire suppression actions.
- Compare incident control objectives as stated in the plan with available water resources, and report inadequacies or problems to planning section chief.

- Participate in the preparation of Incident Action Plan when requested.
- Respond to requests for water information.
- Collect and transmit records and logs to documentation unit at the end of each operational period.
- Maintain Unit Log (ICS Form 214).

ENVIRONMENTAL SPECIALIST

- Report to and obtain briefing and special instructions from planning section chief.
- Participate in the development of the Incident Action Plan, and review the general control objectives including alternative strategies.
- Collect and validate environmental information within the incident area by reviewing preattack land use and management plans.
- Determine environmental restrictions within the incident area.
- Develop suggested priorities for preservation of the environment.
- Provide environmental analysis information as requested.
- Collect and transmit required records and logs to documentation unit at the end of each operational period.
- Maintain Unit Log (ICS Form 214).

RESOURCE USE SPECIALIST

- Report to and obtain briefing from planning section chief.
- Participate in the development of the Incident Action Plan, and review general control objectives including alternative strategies as requested.
- Collect information on incident resources as needed.

- Respond to requests for information about limitations and capabilities of resources.
- Collect and transmit records and logs to documentation unit at the end of each operational period.
- Maintain Unit Log (ICS Form 214).

TRAINING SPECIALIST

- Report to and obtain briefing and special instructions from planning section chief.
- Inform planning section chief of planned use of trainees.
- Review trainee assignments, and modify if appropriate.
- Coordinate the assignments of trainees to incident positions with resources unit.
- Brief trainees and trainers on training assignments and objectives.
- Coordinate use of unassigned trainees.
- Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives as appropriate and with approval of unit leaders.
- Insure trainees receive performance evaluation.
- Coordinate with head of ICS evaluation team on observed training needs with the ICS, if required.
- Monitor operational procedures and evaluate training needs.
- Respond to requests for information concerning training activities.
- Give training specialist records and logs to documentation unit at the end of each operational period.
- Maintain Unit Log (ICS Form 214).

LOGISTICS SECTION

LOGISTICS SECTION CHIEF

The logistics section chief, a member of the general staff, is responsible for providing facilities, services, and material in support of the incident. The section chief participates in development and implementation of the Incident Action Plan and activates and supervises the branches and units within the logistics section.

- Obtain briefing from incident commander.
- Plan organization of logistics section.
- Assign work locations and preliminary work tasks to section personnel.
- Notify resources unit of logistics section units activated including names and locations of assigned personnel.
- Assemble and brief branch directors and unit leaders.
- Participate in preparation of Incident Action Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review communications plan, medical plan, and traffic plan.
- Coordinate and process requests for additional resources.
- Review Incident Action Plan and estimate section needs for next operational period.
- Insure Incident Communications Plan is prepared.
- Advise on current service and support capabilities.
- Prepare service and support elements of the Incident Action Plan.
- Estimate future service and support requirements.
- Receive Demobilization Plan from planning section.

- Recommend release of unit resources in conformity with Demobilization Plan.
- Insure general welfare and safety of logistics section personnel.

SERVICE BRANCH DIRECTOR

The service branch director, when activated, is under the supervision of the logistics section chief, and is responsible for the management of all service activities at the incident. The branch director supervises the operations of the communications, medical, and food units.

- Obtain briefing from logistics section chief.
- Obtain working materials from logistics kit.
- Determine level of service required to support operations.
- Confirm dispatch of branch personnel.
- Participate in planning meetings of logistics section personnel.
- Review Incident Action Plan.
- Organize and prepare assignments for service branch personnel.
- Coordinate activities of branch units.
- Inform logistics chief of branch activities.
- Resolve service branch problems.
- Maintain Unit Log (ICS Form 214).

COMMUNICATIONS UNIT LEADER

The communications unit leader, under the direction of the service branch director or logistics section chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Com-

munications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- Obtain briefing from service branch director or logistics section chief.
- Determine unit personnel needs.
- Advise on communications capabilities and/or limitations.
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Insure the Incident Communications Center and Message Center are established.
- Set up the telephone and public address systems.
- Establish appropriate communications distribution and/or maintenance locations within the base and or camp(s).
- Insure communications systems are installed and tested.
- Insure an equipment accountability system is established.
- Insure personal portable radio equipment from cache is distributed per radio plan.
- Provide technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitation on communications systems
 - Equipment capabilities
 - Amount and types of equipment available
 - Anticipated problems in the use of communication's equipment
- Supervise communications unit activities.
- Maintain records on all communications equipment as appropriate.

- Insure equipment is tested and repaired.
- Recover equipment from relieved or released units.
- Maintain Unit Log (ICS Form 214).

INCIDENT DISPATCHER

The incident dispatcher including the head dispatcher is responsible to receive and transmit radio and telephone messages among and between personnel, and to provide dispatch services at the incident.

- Obtain briefing from head dispatcher or communications unit leader. Determine:
 - Location of assignment.
 - Communications procedures.
 - Frequencies in use.
 - Nets established or to be established.
 - Equipment status.
 - Capabilities, limitations and restrictions.
 - Locations of repeaters.
 - Message center procedures.
- Head dispatcher insures adequate staffing.
- Obtain and review Incident Action Plan to determine incident organization and Communications Plan.
- Set up communications center, check out equipment.
- Receive and transmit messages within and external to incident.
- Maintain files of Status Change Slips (ICS Form 210) and General Messages (ICS Form 213).
- Maintain a record of unusual incident occurrences.
- Provide briefing to relief on:
 - Current activities
 - Equipment status
 - Any unusual communications situations
- Turn in appropriate documents to head dispatcher or communications unit leader.

- Demobilize communications center in accordance with Incident Demobilization Plan.

MEDICAL UNIT LEADER

The medical unit leader, under the direction of the service branch director or logistics section chief, is primarily responsible for the development of the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The medical unit may also assist operations in supplying medical care and assistance to civilian casualties at the incident.

- Obtain briefing from service branch director or logistics section chief.
- Participate in logistics section and/or service branch planning activities.
- Determine level of emergency medical activities performed prior to activation of medical unit.
- Activate medical unit.
- Prepare the Medical Emergency Plan (ICS Form 206).
- Prepare procedures for major medical emergency.
- Declare major medical emergency as appropriate.
- Respond to requests for medical aid.
- Respond to requests for medical transportation.
- Respond to requests for medical supplies.
- Prepare medical reports.
- Submit reports as directed.
- Maintain Unit Log (ICS Form 214).

FOOD UNIT LEADER

The food unit leader, under the direction of the service branch director or logistics section chief, is responsible for determining feeding requirements at all incident facilities; menu

planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

- Obtain briefing from service branch director or logistics section chief.
- Determine location of working assignment, and number of personnel assigned to base and camps.
- Determine method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities at base and camps.
- Set up food unit equipment.
- Prepare menus to insure incident personnel of well-balanced meals.
- Insure that sufficient potable water is available to meet all incident needs.
- Insure that all appropriate health and safety measures are taken.
- Supervise cooks and other food unit personnel.
- Keep inventory of food on hand, and check in food orders.
- Provide supply unit leader food supply orders.
- Demobilize food unit in accordance with Incident Demobilization Plan.
- Maintain Unit Log (ICS 214).

SUPPORT BRANCH DIRECTOR

The support branch director, when activated, is under the direction of the logistics section chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The support branch director supervises the operations of the supply, facilities, and ground support units.

- Obtain briefing from logistics section chief.
- Obtain work materials from logistics kit.
- Identify support branch personnel dispatched to the incident.
- Determine initial support operations in coordination with logistics section chief and service branch director.
- Maintain surveillance of assigned units work progress, and inform section chief of activities.
- Resolve problems associated with requests from operations section.
- Maintain Unit Log (ICS Form 214).

SUPPLY UNIT LEADER

The supply unit leader is primarily responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

- Obtain briefing from support branch director or logistics section chief.
- Participate in logistics section/support branch planning activities.
- Provide kits to planning, logistics, and finance sections.
- Determine the type and amount of supplies enroute.
- Arrange for receiving ordered supplies.
- Review Incident Action Plan for information on operations of the supply unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute, and store supplies and equipment.

- Receive and respond to requests for personnel, supplies, and equipment.
- Maintain inventory of supplies and equipment.
- Service reusable equipment.
- Demobilize supply unit.
- Submit reports to the support branch director.
- Maintain Unit Log (ICS Form 214).

ORDERING MANAGER

The ordering manager is responsible for placing all orders for supplies and equipment for the incident. The ordering manager reports to the supply unit leader.

- Obtain briefing from supply unit leader.
- Obtain necessary agency(s) order forms.
- Establish ordering procedures.
- Establish name and telephone numbers of agency(s) personnel receiving orders.
- Set up filing system.
- Get names of incident personnel who have ordering authority.
- Check on what has already been ordered.
- Insure order forms are filled out correctly.
- Place orders in a timely manner.
- Consolidate orders when possible.
- Identify times and locations for delivery of supplies and equipment.
- Keep receiving and/or distribution manager informed of orders placed.
- Submit all ordering documents to documentation control unit through supply unit leader before demobilization.

RECEIVING AND DISTRIBUTION MANAGER

The receiving and distribution manager is responsible for receiving and distribution of all supplies and equipment other than primary resources and the service and repair of tools and equipment. The receiving and distribution manager reports to the supply unit leader.

- Obtain briefing from supply unit leader.
- Order required personnel to operate supply area.
- Organize physical layout of supply area.
- Establish procedures for operating supply area.
- Set up filing system for receiving and distribution of supplies and equipment.
- Maintain inventory of supplies and equipment.
- Insure reuseable tools and equipment for supply area.
- Develop security requirement for supply area.
- Establish procedures for receiving supply and equipment.
- Submit necessary reports to supply unit leader.
- Notify ordering manager of supplies and equipment received.
- Provide necessary supply records to supply unit leader.

TOOL AND EQUIPMENT SPECIALIST

The tool and equipment specialist is responsible for sharpening, servicing, and repair of all hand tools. The tool and equipment specialist reports to the receiving and distribution manager.

- Obtain briefing from supply unit leader. Determine:
 - Location of work assignment.
 - Number and kinds of tools ordered and/or on hand.
- Determine personnel requirements.

- Obtain necessary equipment and supplies.
- Set up tool storage and conditioning area.
- Establish tool inventory and accountability system.
- Maintain all tools in proper condition.
- Assemble tools for issuance each operational period per Incident Action Plan.
- Receive and recondition tools after each operational period.
- Insure that all appropriate safety measures are taken in tool conditioning area.
- Demobilize tool area in accordance with Incident Demobilization Plan.

FACILITIES UNIT LEADER

The facilities unit leader is primarily responsible for the layout and activation of incident facilities, including the base, camp(s) and incident command post. The unit provides sleeping and sanitation facilities for incident personnel and manages base and camp(s) operations. Each facility base, or camp is assigned a manager who reports to the facilities unit leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service, and general maintenance. The facility unit leader reports to the support branch director.

- Obtain briefing from the support branch director or logistics section chief.
- Receive a copy of the Incident Action Plan.
- Participate in logistics section and/or support branch planning activities.
- Determine requirements for each facility to be established.
- Prepare layouts of incident facilities.

- Notify unit leaders of facility layout.
- Activate incident facilities.
- Provide base and camp managers.
- Obtain personnel to operate facilities.
- Provide sleeping facilities.
- Provide security services.
- Provide facility maintenance services, sanitation, lighting, and clean up.
- Demobilize base and camp facilities.
- Maintain facilities unit records.
- Maintain Unit Log (ICS Form 214).

SECURITY MANAGER

The security manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

- Obtain briefing from facilities unit leader.
- Establish contacts with local law enforcement agencies as required.
- Contact the resource use specialist for crews or agency representatives to discuss any special custodial requirements that may affect operations.
- Request required personnel support to accomplish work assignments.
- Insure that support personnel are qualified to manage security problems.
- Develop security plan for incident facilities.
- Adjust security plan for personnel and equipment changes and releases.
- Coordinate security activities with appropriate incident personnel.

- Keep the peace, prevent assaults, settle disputes through coordination with agency representatives.
- Prevent theft of all government and personal property.
- Document all complaints and suspicious occurrences.
- Demobilize in accordance with Incident Demobilization Plan.

BASE MANAGER

The base manager is responsible to insure that appropriate sanitation, security, and facility management services are conducted at the base. The base manager duties include:

- Obtain briefing from facilities unit leader. Determine or establish:
 - Number of assigned Incident personnel.
 - Special requirements or restrictions on facilities or operations.
- Determine personnel support requirements.
- Obtain necessary equipment and supplies.
- Insure that all facilities and equipment are set up and properly functioning. Supervise the establishment of:
 - Sanitation facilities including showers
 - Sleeping facilities
- Make sleeping area assignments.
- Insure that strict compliance is made with all applicable safety regulations.
- Insure that all facility maintenance services are provided.
- Demobilize facilities in accordance with Incident Demobilization Plan.

CAMP MANAGER

On large incidents, one or more camps may be established by the general staff to provide better support to operations. Camps may be in place several days or may be moved

depending upon the nature of the incident. Functional unit activities performed at the ICS Base may be performed at the camp(s). These *could* include: supply, medical, ground support, food, communications, and finance as well as the facility unit functions of facility maintenance and security. Camp managers are responsible to provide nontechnical coordination for all units operating within the camp. Units assigned to camps will be determined by the ICS general staff. Personnel requirements for units at camps will be determined by the parent unit based on kind and size of incident, and expected duration of camp operations.

- Obtain briefing from facilities unit leader. Determine or establish:
 - Numbers of personnel assigned to camp.
 - Special requirements or restrictions on facilities or operations.
- Determine personnel support requirements.
- Obtain necessary equipment and supplies.
- Insure that all sanitation, shower, and sleeping facilities are set up and properly functioning.
- Make sleeping arrangements.
- Provide direct supervision for all facility maintenance and security services at camp.
- Insure that strict compliance is made with all applicable safety regulations.
- Insure that all camp to base communications are centrally coordinated.
- Insure that all camp to base transportation scheduling is centrally coordinated.
- Provide overall coordination of all camp activities to insure that all assigned units operate effectively and cooperatively in meeting incident objectives.
- Demobilize facilities in accordance with Incident Demobilization Plan.

- Maintain Unit Log (ICS Form 214).

FACILITY MAINTENANCE SPECIALIST (REPORTS TO BASE CAMP MANAGER)

The facility maintenance specialist is responsible to insure that proper sleeping and sanitation facilities are maintained; to provide shower facilities; to provide and maintain lights and other electrical equipment; and to maintain the base, camp, and incident command post facilities in a clean and orderly manner.

- Obtain briefing from the base or camp manager.
- Request maintenance support personnel and assign duties.
- Obtain supplies, tools, and equipment.
- Supervise and/or perform assigned work activities.
- Insure that all facilities are maintained in a safe condition.
- Disassemble temporary facilities when no longer required.
- Restore area to preincident condition.
- Demobilize according to Incident Demobilization Plan.

GROUND SUPPORT UNIT LEADER

The ground support unit leader is primarily responsible for: 1) support out-of-service resources; 2) transportation of personnel, supplies, food, and equipment; 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment; and, 4) implementing traffic plan for the incident.

- Obtain briefing from support branch director or logistics section chief.
- Participate in support branch and/or logistics section planning activities.
- Implement traffic plan developed by planning section.

- Support out-of-service resources.
- Notify resources unit of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Maintain inventory of support and transportation vehicles (ICS Form 218).
- Provide transportation services.
- Collect use information on rented equipment.
- Requisition maintenance and repair supplies such as fuel and spare parts.
- Maintain incident roads.
- Submit reports to support branch director as directed.
- Maintain Unit Log (ICS Form 214).

EQUIPMENT MANAGER

The equipment manager provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided.

- Obtain briefing from ground support unit leader.
- Obtain Incident Action Plan to determine locations for assigned resources, staging area locations, and fueling and service requirements for all resources.
- Obtain necessary equipment and supplies.
- Provide maintenance and fueling according to schedule.
- Prepare schedules to maximize use of available transportation.
- Provide transportation and support vehicles for incident use.

- Coordinate with agency representatives on service and repair policies as required.
- Inspect equipment condition and insure coverage by equipment agreement.
- Determine supplies including gasoline, diesel, oil, and parts needed to maintain equipment in efficient operating condition; and place orders with Supply Unit.
- Maintain Support Vehicle Inventory (ICS Form 218).
- Maintain equipment rental records.
- Maintain equipment service and use records.
- Check all service repair areas to insure that all appropriate safety measures are being taken.
- Supervise demobilization of equipment in accordance with Incident Demobilization Plan.

FINANCE SECTION

FINANCE SECTION CHIEF

The finance section chief is responsible for all financial and cost analysis aspects of the incident and for supervising members of the finance section.

- Obtain briefing from incident commander.
- Attend briefing with responsible agency to gather information.
- Attend planning meeting to gather information.
- Identify and order supply and support needs for finance section.
- Develop an operating plan for finance function on incident.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Determine need for commissary operation.

- Inform incident commander and general staff when section is fully operational.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on financial and cost analysis matters.
- Maintain daily contact with agency(s) administrative headquarters on finance matters.
- Insure that all personnel time records are transmitted to home agencies according to policy.
- Participate in all demobilization planning.
- Insure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administration personnel on all incident related business management issues needing attention, and follow-up prior to leaving incident.

TIME UNIT LEADER

The time unit leader is responsible for personnel time recording, and for managing the commissary operation.

- Obtain briefing from finance section chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel/representatives.
- Organize and establish time unit.
- Establish unit objectives, make assignments, and evaluate performance.
- Insure that daily personnel time recording documents are prepared and compliance to time policy is met.
- Establish commissary operation as required.
- Submit cost estimate data forms to cost unit as required.

- Provide for records security.
- Insure that all records are current or complete prior to demobilization.
- Establish commissary operation as required.
- Submit cost estimate data forms to cost unit as required.
- Provide for records security.
- Insure that all records are current or complete prior to demobilization.
- Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- Brief finance section chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log (ICS Form 214).

PERSONNEL TIME RECORDER

- Establish and maintain a file for employee time reports within the first operational period.
- Initiate, gather, or update a time report from all applicable personnel assigned to the incident for *each* operational period.
- Insure that all employee identification information is verified to be correct on the time report.
- Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents.
- Post all commissary issues to personnel time documents.
- Insure that time reports are signed.
- Close out time documents prior to personnel leaving the incident.

- Distribute all time documents according to agency policy.
- Maintain a log of excessive hours worked and give to time unit leader daily.

COMMISSARY MANAGER

- Set up and provide commissary operation to meet incident needs.
- Establish and maintain adequate security for commissary.
- Request commissary stock through supply unit leader (must have finance section chief approval).
- Maintain complete record of commissary stock including invoices for material received, issuance records, transfer records, and closing inventories.
- Maintain commissary issue record by crews, and submit records to time recorder during or at the end of each operational period.
- Use proper agency forms for all record keeping. Complete forms according to agency specification.
- Protect commissary stock from pilferage and/or deterioration.
- Insure that all records are closed out prior to demobilization.
- Perform inventory of commissary stock.
- Insure that all commissary stock is returned.
- Demobilize commissary operation in accordance with Incident Demobilization Plan.

PROCUREMENT UNIT LEADER

The procurement unit leader is responsible for administering all financial matters pertaining to vendor contracts. The unit is also responsible for maintaining equipment time records.

- Obtain briefing from finance section chief.
- Contact appropriate unit leaders on incident needs and any special procedures.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain Incident Procurement Plan.
- Prepare and sign contracts and land use agreements as needed.
- Establish contracts with supply vendors as required.
- Interpret contracts/agreements, and resolve claims or disputes within delegated authority.
- Coordinate with compensation/claims unit on procedures for handling claims.
- Finalize all agreements and contracts.
- Coordinate use of imprest funds as required.
- Organize and direct equipment time recording function.
- Complete final processing and send documents for payment.
- Coordinate cost data in contracts with cost unit leader.
- Maintain Unit Log (ICS-214).

EQUIPMENT TIME RECORDER

- Obtain briefing from procurement unit leader.
- Set up equipment time recording function in location designated by procurement unit leader.
- Advise ground support unit, facilities unit, and air support group of the requirement to a daily record of equipment time.
- Assist units in establishing a system for collecting equipment time reports.

- Post all equipment time tickets within four hours after the end of each operational period.
- Prepare a Use and Summary invoice for equipment as required within 12 hours after equipment arrival at incident.
- Submit data to procurement unit leader for cost effectiveness analysis.
- Maintain current posting on all charges or credits for fuel, parts, services, and commissary.
- Verify all time data and deductions with owner/operator of equipment.
- Complete all forms according to agency specifications.
- Close out forms prior to demobilization.
- Distribute copies per agency and incident policy.

COMPENSATION/CLAIMS UNIT LEADER

The compensation/claims unit leader is responsible for the overall management and direction of all compensation for injury specialist and claims specialists assigned to the incident.

- Obtain briefing from finance section chief.
- Establish contact with incident safety officer and liaison officer or agency representatives if no liaison officer is assigned.
- Determine the need for compensation for injury and claims specialists, order injury and claims specialists, and order personnel if needed.
- Establish compensation for injury work area with the medical unit whenever feasible.
- Obtain a copy of the Incident Medical Plan.
- Insure that compensation for injury and claims specialists have adequate work space and supplies.

- Brief compensation/claims specialists on incident activity.
- Coordinate with procurement unit on procedures for handling claims.
- Periodically review all logs and forms produced by compensation/claims specialists to insure:
 - Work is complete.
 - Entries are accurate and timely.
 - Work is in compliance with agency requirements and policies.
- Keep finance section chief briefed on unit status and activity.
- Obtain Demobilization Plan, and insure that compensation for injury and claims specialists are adequately briefed on Demobilization Plan.
- Insure that all compensation for injury and claims logs and forms are up to date, and routed to the proper agency for post-incident processing prior to demobilization.
- Demobilize unit in accordance with Demobilization Plan.
- Maintain Unit Log (ICS Form 214)

COMPENSATIONS FOR INJURY SPECIALIST

Compensation for injury specialist is responsible for administering financial matters arising from serious injuries and deaths occurring on the incident. Many of the specialist's functions are done or partially done in the medical unit.

- Obtain briefing from compensation/claims unit leader or finance section chief.
- Collocate compensation for injury operations with those of the medical unit when possible.
- Establish procedure with medical unit leader on prompt notification of injuries or deaths.

- Establish contact with incident safety officer and agency representatives.
- Obtain copy of Incident Medical Plan (ICS Form 206).
- Provide written authority for persons requiring medical treatment.
- Insure that correct agency forms are being used.
- Provide correct billing forms for transmittal to doctor and/or hospital.
- Keep informed and report on status of hospitalized personnel.
- Obtain all witness statements from safety officer and/or medical unit and review for completeness.
- Provide analysis of injuries and coordinate with safety officer.
- Maintain log of all injuries occurring during incident.
- Arrange for notification of next of kin of seriously injured or deceased persons.
- Coordinate/handle all administrative paperwork on serious injuries or deaths.
- Obtain Demobilization Plan and insure that necessary follow-up action will be handled.
- Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals after demobilization.

CLAIMS SPECIALIST

The claims specialist is responsible for handling all claims related activities other than injury for the incident.

- Obtain briefing from compensation/claims unit leader or finance section chief.
- Develop and maintain a log of potential claims.
- Coordinate claims prevention plan with applicable incident functions.

- Initiate investigation on all claims other than personnel injury.
- Insure that site and property involved in investigation are protected.
- Coordinate with investigation team as necessary.
- Obtain witness statements pertaining to claims other than personnel injury.
- Document any incomplete investigations.
- Document follow-up action needs by local agency.
- Keep the compensation/claims unit leader advised on nature and status of all existing and potential claims.
- Insure use of correct agency forms.

COST UNIT LEADER

The cost unit leader is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

- Obtain briefing from finance section chief.
- Coordinate with agency headquarters on cost reporting procedures.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.
- Make recommendations for cost savings to finance section chief.
- Maintain cumulative incident cost records.
- Insure that all cost documents are accurately prepared.
- Complete all records prior to demobilization.
- Maintain Unit Log (ICS 214).

MAJOR INCIDENT ORGANIZATION

INCIDENT COMMANDER

COMMAND STAFF

SAFETY OFFICER
ASSISTANT SAFETY OFFICERS

LIASON OFFICER

AGENCY REPRESENTATIVES

INFORMATION OFFICER

ASSISTANT INFORMATION OFFICERS

LOGISTICS SECTION CHIEF

SERVICE BRANCH DIRECTOR

COMMUNICATIONS UNIT LEADER

HEAD DISPATCHER

INCIDENT DISPATCHERS

MESSAGE CENTER OPERATOR

MESSENGERS

MEDICAL UNIT LEADER

AMBULANCE OPERATION

FOOD UNIT LEADER

COOK (KITCHEN CREW)

ASSISTANT COOK

HELPERS

SUPPLY UNIT LEADER

ORDERING MANAGER

RECEIVING AND DISTRIBUTION MANAGER

RECORDERS

HELPERS

TOOL AND EQUIPMENT SPECIALIST

TOOL ATTENDANT

FACILITIES UNIT LEADER

SECURITY MANAGER

SECURITY PERSONNEL

BASE MANAGER

CAMP MANAGER(S)

FACILITY MAINTENANCE SPECIALISTS

SECURITY PERSONNEL

GROUND SUPPORT UNIT LEADER

EQUIPMENT MANAGER

EQUIPMENT TIMEKEEPER

MECHANICS

DRIVERS/OPERATORS

OPERATIONS SECTION CHIEF

STAGING AREA MANAGER

AIR OPERATIONS DIRECTOR

AIR SUPPORT SUPERVISOR

HELIPORT MANAGER(S)

FIXED WING BASES

AIR ATTACK SUPERVISOR

HELICOPTER COORDINATOR

AIR TANK COORDINATOR

BRANCHES (UP TO 5)

DIVISIONS/GROUPS (UP TO 25)

STRIKE TEAMS

TASK FORCES

SINGLE RESOURCES

PLANNING SECTION CHIEF

RESOURCES UNIT LEADER

STATUS RECORDERS

CHECK IN RECORDERS

SITUATION UNIT LEADER

DISPLAY PROCESSORS

FIELD OBSERVERS

WEATHER OBSERVER

DOCUMENTATION UNIT LEADER

ASSISTANT

DEMobilization UNIT LEADER

RECORDERS

TECHNICAL SPECIALISTS

WATER RESOURCES

RESOURCE UTILIZATION

ENVIRONMENT

TRAINING

FIRE BEHAVIOR

ETC

FINANCE SECTION CHIEF

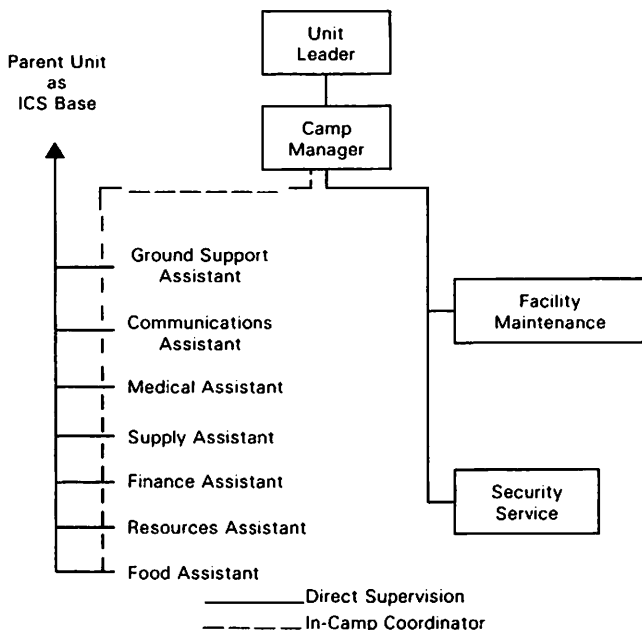
TIME UNIT LEADER

PROCUREMENT UNIT LEADER

COMPENSATION/CLAIMS UNIT

COST UNIT LEADER

ICS CAMP ORGANIZATION AND REPORTING RELATIONSHIPS



The camp manager will provide direct supervision for all facility maintenance and security services at the camp. Several of the functional unit activities which are performed at the ICS base may also be performed at the camp(s). These functional units assigned to the camp(s) will receive their direct supervision from their unit leaders at the ICS base. During the time that a camp is established, the camp manager will be responsible to provide nontechnical coordination for all units operating within the camp in order to ensure orderly and harmonious operation of the camp and efficient use of all resources and personnel assigned to the camp.

ICS ORGANIZATION GUIDE

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1 Incident Commander—one per incident Unless incident is multi-jurisdictional														2 Multi-jurisdictional incidents establish Unified Command with each jurisdiction supplying individual to represent agency in Unified Command Structure														3 Incident Commander may have Deputy Command Staff Officers—one per function per incident Command Staff may have assistants as needed Agency Representatives report to Liaison Officer on Command Staff														INCIDENT BASE RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS (PER TWELVE (12) HOUR OPERATIONAL PERIOD)														(If camps are established, the minimum personnel requirements for the Base may be modified or additional personnel may be added to support Camps)														UNIT POSITION														SIZE OF INCIDENT (NUMBER OF DIVISIONS)														OPERATIONS SECTION CHIEF														PLANNING SECTION 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UNIT POSITION	SIZE OF INCIDENT (NUMBER OF DIVISIONS)					Logistics Section Chief	Service Branch Director	Communications Unit Leader	Head Dispatcher	Incident Dispatcher	Message Center Operator	Messenger	Communications Technician	Medical Unit Leader	Medical Unit Assistant	Food Unit Leader	Food Unit Assistant (each camp)	Cook	Assistant Cook	Helper	Support Branch Director	Supply Unit Leader	Camp Supply Asst (each camp)	Ordering Manager	Rec/Distribution Manager	Tool/Equipment Specialist	Recorders	Helpers	Facility Unit Leader	Base Manager	Camp Manager (each camp)	Facility Maintenance Specialist	Security Manager	Helpers	Ground Support Unit Leader	Equipment Manager	Assistants	Equipment Timekeeper	Mechanics	Drivers	Operators	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	
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T-CARD COLORS AND USES

Eight different color resource cards (T-cards) are used to denote kind of resources. The card colors and resources they represent are

NO	KIND RESOURCE	CARD COLOR	FORM NUMBER (219)
1	Engines	Rose	3
2	Handcrews	Green	2
3	Dozers	Yellow	7
	Aircraft	Orange	6
	Helicopter	Blue	4
	Misc Equip / Task Forces	Tan	8
	Personnel	White	5
	Location Labels	Gray	1

INCIDENT COMMAND SYSTEM FORMS

Forms and records which are routinely used in the ICS are listed below. Those marked with an (*) are commonly used in written Incident Action Plans.

Incident Briefing	ICS Form 201
*Incident Objectives	ICS Form 202
*Organization Assignment List	ICS Form 203
*Division Assignment List	ICS Form 204
*Incident Radio Communications Plan	ICS Form 205
*Medical Plan	ICS Form 206
Incident Organization Chart	ICS Form 207
Incident Status Summary	ICS Form 209
Status Change Card	ICS Form 210
Check-In List	ICS Form 211
General Message	ICS Form 213
Unit Log	ICS Form 214
Operational Planning Worksheet	ICS Form 215
Radio Requirements Worksheet	ICS Form 216
Radio Frequency Assignment Worksheet	ICS Form 217
Support Vehicle Inventory	ICS Form 218
Resource Status Card (1-8)	ICS Form 219
Air Operations Summary Worksheet	ICS Form 220

SUGGESTED FOR PLACEMENT ON BASE MAP

MINIMUM RECOMMENDED

BLACK { **HIGHLIGHTED GEOGRAPHIC OR MANMADE FEATURES**

COMPLETED DOZER LINE

BLACK } COMPLETED LINE

~~XXXXXXXXXX~~
LINE BREAK COMPLETED

RED { 10
AUG
1430

⊗

FIRE ORIGIN

*HAZARD (IDENTIFY TYPE OF HAZARD)

E.G., POWER LINES) or o.g.

1

INCIDENT COMMAND POST

INCIDENT BASE

©HOLT • CAMP (IDENTIFY BY NAME)

1

BLUE

(H) • H-3 SHELSHOT LOCATION AND NUMBER IN MESSAGE

® MELIBASE

Ⓜ REPEATER/MOBILE RELAY

OPTIONAL

TELEPHON

FIRE STATION

POND WATER SOURCE (IDENTIFY TYPE, I.E.,

POND, CISTERN, HYDRA

☒ MOBILE WEATHER UNIT

IN GROUND LINK

◆ FIRST AID STATION

RED { 10 AUG } 5607 E 195

SPOT FIRE

10 AUG

HOT SPOT

ORANGE
10 AHS 3000 # FIRE SPREAD PREDICTION

FIRE SPREAD PREDICTION

* PLANNED FIRE LINE

PLANNED FINE LINE

* PLANNED SECONDARY LINE

PLANNED SECONDARY LINE

BLACK	(11)	(11)	* BRANCHES	[FROM FIRE ORIGIN

INITIALLY LETTERED CLOCKWISE

(A)	(B)	# DIVISIONS	FROM FIRE ORIGIN
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
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92	92	92	92
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96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

WIND SPEED AND DIRECTION

.....

* PROPOSED DOZER LINE

W

* FIRE BREAK (PLANNED OR INCOMPLETE)

NEOREX™

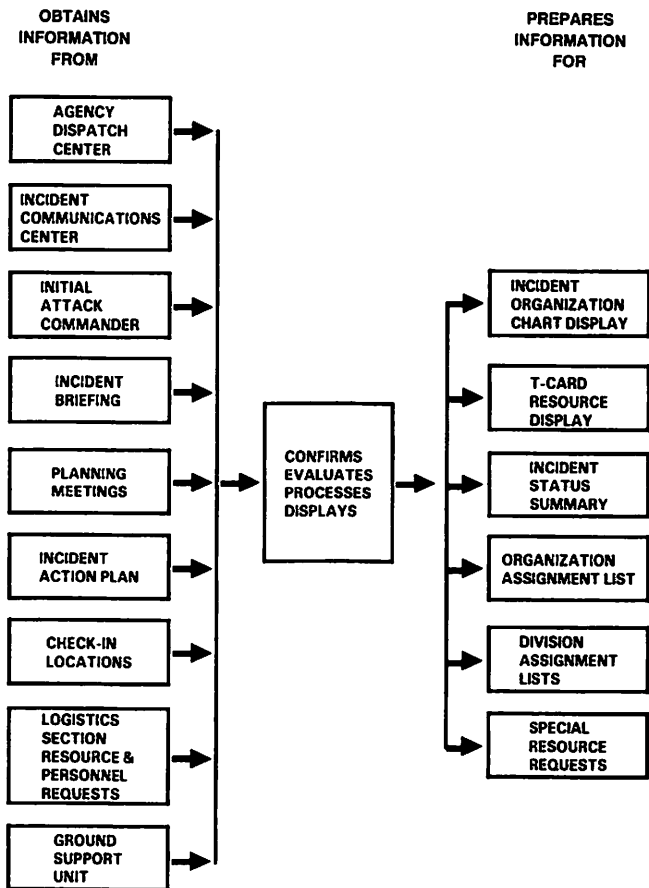
 ATTACHING AND A UNIFORM ON A

⑤ STAGING AREA (IDENTIFY BY NAME)

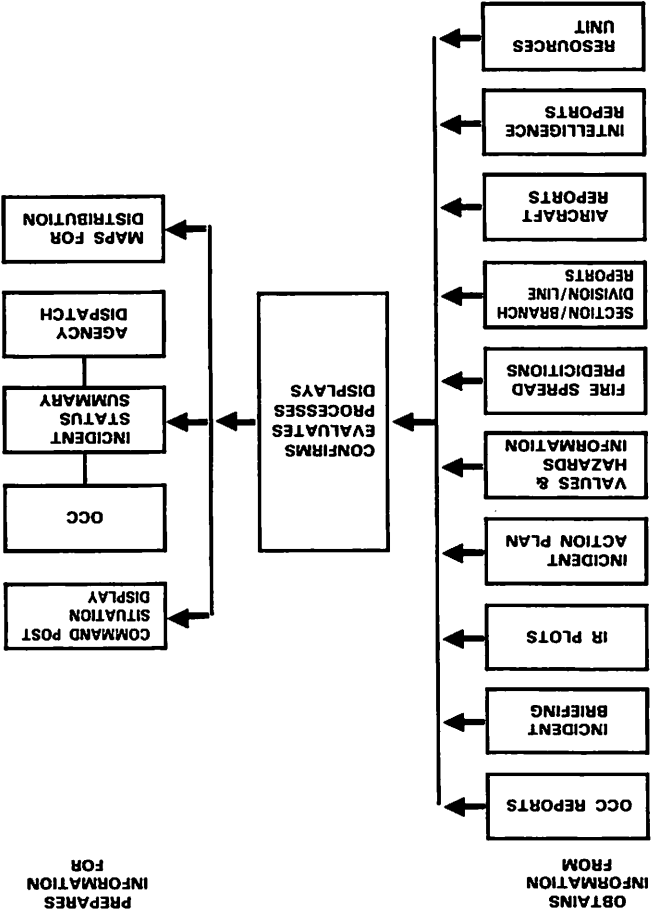
ALL OVERLAYS MUST CONTAIN:
REGISTRATION MARKS. THESE MAY
CONSIST OF IDENTIFIED ROAD
INTERSECTIONS, TOWNSHIP/RANGE
COORDINATES, MAP CORNERS, ETC.

*** - TO BE USED ON INCIDENT BRIEFING AND ACTION PLAN MAPS (NO COLOR)**

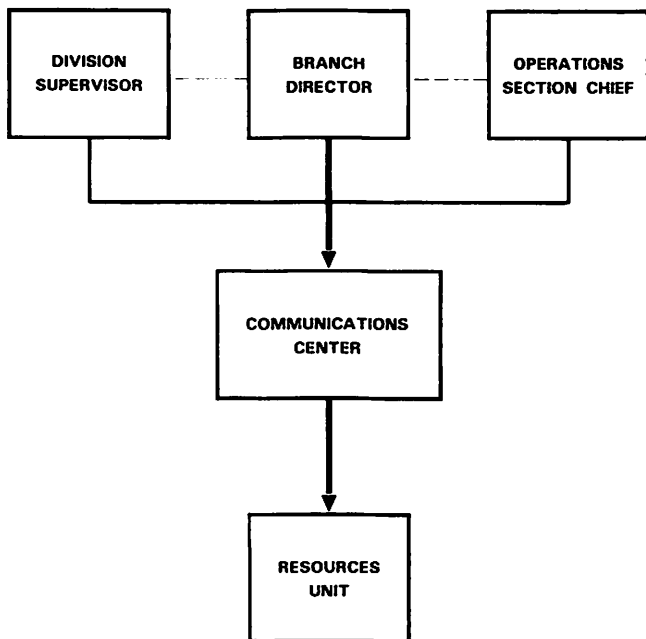
RESOURCES UNIT FUNCTIONS AND INTERACTIONS



SITUATION UNIT FUNCTIONS AND INTERACTIONS



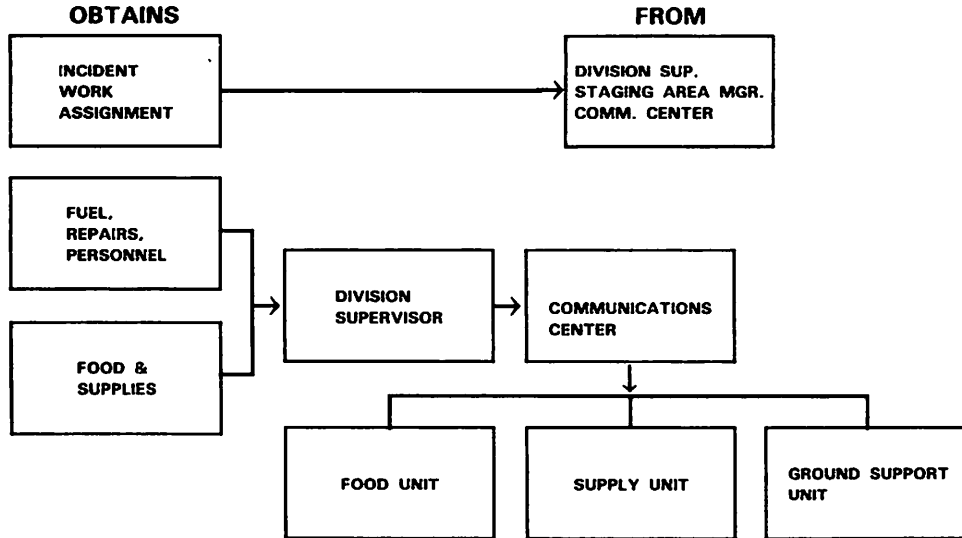
RESOURCE STATUS CHANGE REPORTING



1. REPORT: A) RESOURCES CHANGING STATUS
(ASSIGNED, AVAILABLE, OUT OF SERVICE)
B) RESOURCES MOVING BETWEEN DIVISIONS
2. NOTE: AUTHORITY WHO APPROVES THE STATUS CHANGE
IS RESPONSIBLE FOR REPORTING IT TO RESTAT

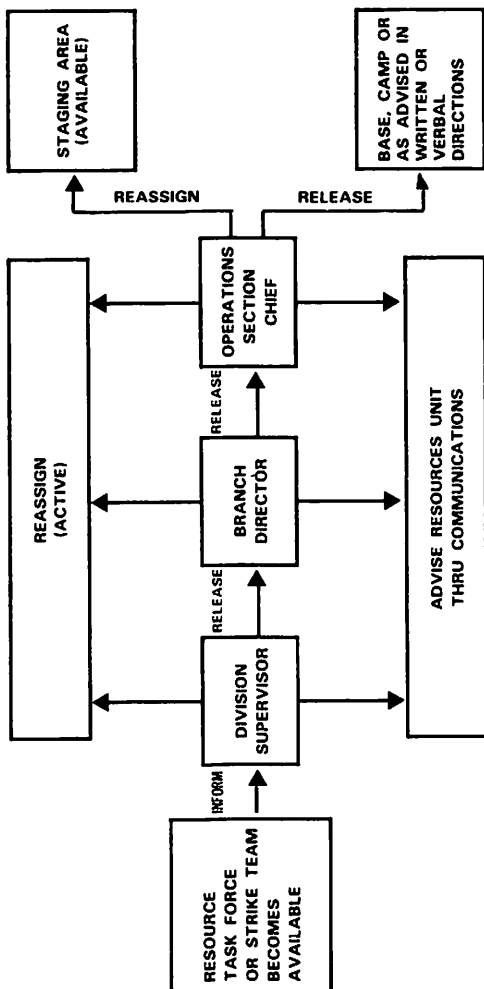
———— STATUS REPORTING
----- COORDINATION

STRIKE TEAM LEADER INTERACTIONS



• OUT OF SERVICE RESOURCES INTERACT DIRECTLY
WITH APPROPRIATE UNITS FOR SERVICE AND SUPPORT

RELEASE OF RESOURCES



NOTE: AUTHORITY WHO APPROVES THE STATUS CHANGE IS RESPONSIBLE FOR REPORTING IT TO RESTAT

STRIKE TEAM KIND/TYPES AND MINIMUM STANDARDS

KIND	STRIKE TEAM TYPES	NUMBER/TYPE	MINIMUM EQUIPMENT STANDARDS							MINIMUM STAFFING		
			Pump Capac	Water Capac	2 1/2" Hose	1 1/2" Hose	1" Hose	Ladder	Heavy Stream	S/T Leader	Per Increment	Total Personnel
KIND 1 ENGINEERING	1	5 - Type 1	1000 GPM	400 Gal	1200 Ft	400 Ft	200 Ft	20 Ft Ext	500 GPM	1	4	21
	2	5 - Type 2	500 GPM	400 Gal	1000 Ft	500 Ft	300 Ft	20 Ft Ext	N/A	1	3	16
	3	5 - Type 3	120 GPM	300 Gal	N/A	1000 Ft	800 Ft	N/A	N/A	1	3	16
	4	5 - Type 4	50 GPM	200 Gal	N/A	300 Ft	800 Ft	N/A	N/A	1	3	16
KIND 2 CREWS	1	Hand crew combinations consisting of a minimum of 35 persons (Do not mix type 1 and Type 2 crews)	<u>CDF</u>			<u>USFS</u>		<u>LAC</u>		<u>VNC</u>		36
	2		CDC (15) CYA (15) CCC (15)	Hotshot (20) Regular (20) Flycrew (10)	Paid (13) Flycrew (10) Adult Inmate (13)					1	N/A	
KIND 3 DOZER	1	2 - Type 1 1 - Dozer Tender	<u>CDE</u>			<u>USFS</u>						6
	2	2 - Type 2 1 - Dozer Tender	CDF/EFF (15) CCC/EFF (15)			Blue Card (20)				1	N/A	
	3	2 - Type 3 1 - Dozer Tender								1	2 1	
KIND 4 DOZER	1	2 - Type 1 1 - Dozer Tender								1	2 1	6
	2	2 - Type 2 1 - Dozer Tender								1	2 1	
	3	2 - Type 3 1 - Dozer Tender								1	2 1	

PRIMARY MOBILE SUPPRESSION RESOURCES

RESOURCE		RADIO CALL		COMPONENTS		TYPES	
G	Engine Company	Engine	Pump	1000 GPM	4	1	4
			Water Tank	400 Gal	4		50 GPM
			Hose 2 1/2"	1200 Ft	200 Ft		200 Gal
			Hose 1 1/2"	200 Ft	300 Ft		300 Ft
R	Brush Patrol	Patrol	Pump - 15 GPM	1000 GPM	4	2	3
			Hose 1 1/2" - 150 Ft	1000 Gal	4		120 GPM
			Tank - 75 Gal	1000 Gal	4		300 Ft
			Personnel 1	1000 Gal	4		800 Ft
O	Rescue	Rescue	2	1000 GPM	4	3	3
		Ambulance	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4		1000 Ft
		Squad	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4		800 Ft
		Personnel	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4		300 Ft
N	Medical	Medic	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4	3	3
		Squad	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4		1000 Ft
		Personnel	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4		800 Ft
		Personnel	2 (1 EMT-I & 1 EMT-II)	1000 GPM	4		300 Ft
D	Buildozer	Dozer	Size	1000 GPM	4	3	3
			Heavy (D-7, D-8)	1000 GPM	4		1000 Ft
			Medium (D-5, D-6)	1000 GPM	4		800 Ft
			Light (D-4)	1000 GPM	4		300 Ft
	Buildozer	Dozer	Fuel-100 Gal (top)	1000 GPM	4	3	3
			Compressed Air	1000 GPM	4		1000 Ft
			Personnel	1000 GPM	4		800 Ft
			Personnel	1000 GPM	4		300 Ft
	Hand Crew	Crew #	Personnel, Tools and Transportation	1000 GPM	4	3	3
				1000 GPM	4		1000 Ft
				1000 GPM	4		800 Ft
				1000 GPM	4		300 Ft
	Air Crash	Crash	Light water and/or protein foam with pump and turret	1000 GPM	4	3	3
				1000 GPM	4		1000 Ft
				1000 GPM	4		800 Ft
				1000 GPM	4		300 Ft
	Fire Boats	Boat	Pump	1000 GPM	4	3	3
				1000 GPM	4		1000 Ft
				1000 GPM	4		800 Ft
				1000 GPM	4		300 Ft
	Foam/Carrier	Foam	Protein foam or light water	1000 GPM	4	3	3
				1000 GPM	4		1000 Ft
				1000 GPM	4		800 Ft
				1000 GPM	4		300 Ft
	Dry Chemical	Ditcher	500 lb	1000 GPM	4	3	3
				1000 GPM	4		1000 Ft
				1000 GPM	4		800 Ft
				1000 GPM	4		300 Ft

PRIMARY MOBILE
SUPPRESSION RESOURCES

[illegible]

SUPPORT RESOURCES

[illegible]



GLOSSARY OF TERMS

This glossary contains definitions of terms frequently used in ICS documentation.

Agency Representative. Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to the incident liaison officer.

Aerial Torch. An ignition device suspended under a helicopter, capable of dispensing ignited fuel to the ground for assistance in burnout or backfiring.

Air Tanker. Any fixed wing aircraft certified by FAA as being capable of transport and delivery of fire retardant solutions.

Allocated Resources. Resources dispatched to an incident that have not yet checked-in with the incident communications center.

Assigned Resources. Resources checked-in and assigned work tasks on an incident.

Assisting Agency. An agency directly contributing suppression, rescue, support, or service resources to another agency.

Available Resources. Resources assigned to an incident and available for an assignment.

Branch. That organizational level having functional/geographic responsibility for major segments of incident operations. The branch level is organizationally between section and division/group.

Camp. A geographical site, within the general incident area, separate from the base, equipped and staffed to provide food, water, and sanitary services to incident personnel.

Check-in. Locations where assigned resources check-in at an incident. The locations are: incident command post (resources unit), incident base, camps, staging areas, helibases, division supervisors (for direct line assignments). Check-in at one location only and complete the ICS Form 211.

Clear Text. The use of plain English in radio communications transmissions. No ten codes, or agency specific codes are used when using clear text.

Command. The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Staff. The command staff consists of the information officer, safety officer, and liaison officer, who report directly to the incident commander.

Comm. Unit. (Communications Unit) A vehicle (trailer or mobile van) used to provide the major part of an incident communications center.

Company. Any piece of equipment having a full complement of personnel.

Coordination. The process of systematically analyzing a situation, developing relevant information, and informing appropriate *command* authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intro- or interagency) does not in and of itself involve command dispatch actions. However, personnel responsible for coordination *May* perform command or dispatch functions within limits as established by specific agency delegations, procedures, legal authority, etc.

Cooperating Agency. An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (e.g. Red Cross, law enforcement agency, telephone company, etc.)

Dispatch. The implementation of a *command* decision to move a resource or resources from one place to another.

Dispatch Center. A facility from which resources are directly assigned to an incident.

Division. That organization level having responsibility for operations within a defined geographic area or with functional responsibility. The division level is organizationally between the strike team and the branch. (See also "Group")

Dozer Company. Any dozer with a minimum complement of two persons.

Engine. Any ground vehicle providing specified levels of pumping, water, and hose capacity but with less than the specified level of personnel.

Engine Company. Any ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.

Food Dispenser. Any vehicle capable of dispensing food to incident personnel.

Fuel Tender. Any vehicle capable of supplying fuel to ground or airborne equipment.

General Staff. The group of incident management personnel comprised of:
The incident commander
The operation chief
The planning chief
The logistics chief
The finance chief

Group. A functional division (e.g. air support, salvage, structure protection, etc.)

Hand Crew. Predetermined individuals that are supervised, organized, and trained principally for clearing brush as a fire suppression measure.

Heavy Equipment Transport. Any ground vehicle capable of transporting a dozer.

Helibase. A location within the general incident area for parking, fueling, maintenance, and loading of helicopters.

Helibase Crew. A crew of 3 or more individuals who may be assigned to operations or to support helicopter operations.

Helicopter Tender. A ground service vehicle capable of supplying fuel and support equipment to helicopters.

Helispot. A location where a helicopter can take off and land. Some helispots may be used for temporary retardant loading.

Helitack. The initial attack phase of fire suppression using helicopters and trained airborne teams to achieve immediate control of wildfires.

Helitack Foreman. A firefighter trained in the tactical and logistical use of helicopters for fire suppression.

Helitanker. A helicopter equipped with a fixed tank or a suspended bucket type container that is used for aerial delivery of water or retardants.

Incident. An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan. The incident action plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the incident action plans will have a number of attachments.

Incident Base. That location at which the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The inci-

dent command post may be co-located with the base. There is only one base per incident.

Incident Commander. The individual responsible for the management of all incident operations.

Incident Command Post (ICP). That location at which the primary command functions are executed and usually collocated with the incident base.

Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Initial Attack. Resources initially committed to an incident.

Infrared (IR). A heat detection system used for fire detection, mapping, and hot spot identification.

Infrared (IR) Groundlink. A capability through the use of a special mobile ground station to receive air to ground infrared imagery for interpretation.

Jurisdictional Agency. The agency having jurisdiction and responsibility for a specific geographical area.

Management By Objective (MBO). Topdown management so that all involved know and understand the objectives of the operation.

Message Center. The message center is part of the communications center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administration and tactical traffic.

Mobilization Center. An off incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Multiagency Coordination System (MACS). The combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.

National Interagency Incident Management System (NIIMS). Consists of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: the incident command system; training; qualifications and certification; supporting technologies; and publications management.

NOAA Weather Station. A mobile weather data collection and forecasting facility (including personnel) provided by the National Oceanic and Atmospheric Administration which can be utilized within the incident area.

Operations Coordination Center (OCC). The primary facility of the Multiagency Coordination System. It houses the staff and equipment necessary to perform the MACS functions.

Operational Period. The period of time scheduled for execution of a given set of operation actions as specified in the incident action plan.

Orthophoto Maps. Aerial photographs corrected to scale such that geographic measurements may be taken directly from the prints. They may contain graphically emphasized geographic features and may be provided with overlays of such features as: water systems, important facility locations, etc.

Out-of-service Resources. Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Overhead Personnel. Personnel who are assigned to supervisory positions which includes incident commander, command staff, general staff, directors, supervisors, and unit leaders.

Patrol Unit. Any light, mobile unit, having limited pumping and water capacity.

Planning Meeting. A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Radio Cache. A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored in a predetermined location for dispatch to incidents.

Reinforced Attack. Those resources requested in addition to the initial attack.

Reporting Locations. Any one of six facilities/locations where incident assigned resources may check-in. The locations are: incident command post — resources unit (RE-STAT). Base, camp, staging area, helibase, or division supervisor for direct line assignments. (Check-in at one location only.)

Rescue Medical. Any manned ground vehicle capable of providing emergency medical services.

Resources. All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

RESTAT. An acronym for resource unit — A unit within the planning section.

Section. That organization level having functional responsibility for primary segments of incident operations such as: operations, planning, logistics, finance. The section level is organizationally between branch and incident commander.

SITSTAT. An acronym for the situation unit — A unit within the planning section.

Span-Of-Control. The supervisory ratio of from three to seven individuals with five being established as a general rule of thumb.

Staging Area. That location where incident personnel and equipment are assigned on a three (3) minute available status.

Strike Team. Specified combinations of the same kind and type of resources, with common communication and a leader.

Task Force. A group of resources with common communications and a leader temporarily assembled for a specific mission.

Technical Specialists. Personnel with special skills who are activated only when needed. Technical specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training areas.

Tractor Plow. Any tracted vehicle with a plow for exposing mineral soil, with transportation and personnel for its operation.

Unified Command. A method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute to:

- Determining overall objectives for the incident.
- Selection of a strategy to achieve the objectives.

Unit. That organization element having functional responsibility for a specific incident planning, logistic, or finance activity.

Water Tender. Any ground vehicle capable of transporting specified quantities of water.

