

## APPENDIX A



# FIELD OPERATIONS GUIDE

## ICS 420-I

# INCIDENT COMMAND SYSTEM PUBLICATION

## SEPTEMBER, 1993

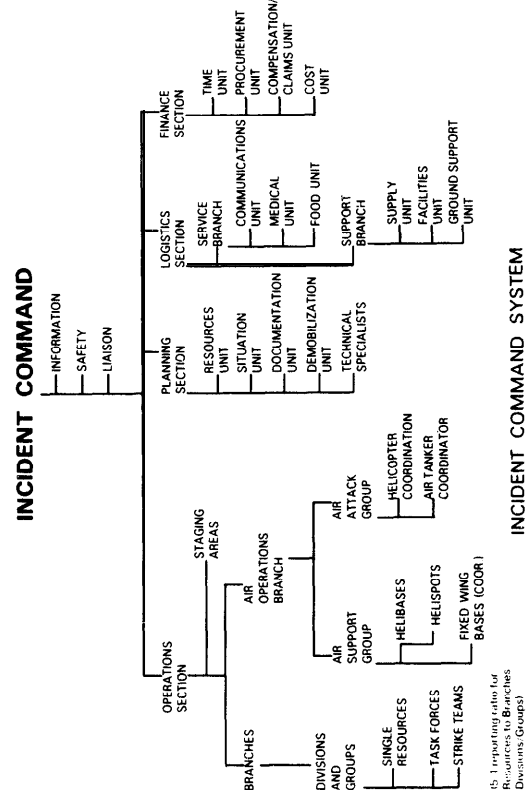
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### GENERAL INSTRUCTIONS

The following are general instructions applicable to all ICS personnel:

1. Receive your incident assignment, order no., reporting location, Strike Team/Task Force No., and communications channel from your home agency dispatch center.
2. 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)
3. Agency Representatives from Assisting or Cooperating agencies report to Liaison Officer at the Command Post after checking in.
4. All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications".
5. Use Clear Text and ICS terminology (no codes) in all radio transmissions.
6. Receive briefing from immediate supervisor.
7. Acquire work materials.
8. Organize and brief subordinates.
9. Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit.
10. Respond to demobilization orders.
11. Brief subordinates regarding demobilization.
12. When released return to home agency or other assignment.



## ICS POSITIONAL 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.

**INCIDENT COMMANDER (ICS 220-1)** 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.

- a. Obtain Incident briefing and Incident Briefing Form (ICS Form 201) from prior Incident Commander.
- b. Assess incident situation.
- c. Conduct initial briefing.
- d. Activate elements of the Incident Command System.
- e. Brief Command Staff and Section Chiefs.
- f. Ensure planning meetings are conducted.
- g. Approve and authorize implementation of Incident Action Plan.
- h. Determine information needs and inform command personnel of needs.
- i. Coordinate staff activity.
- j. Manage Incident operations.
- k. Approve requests for additional resources and requests for release of resources.
- l. Approve the use of trainees on the incident.
- m. Authorize release of information to news media.
- n. Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to Operations Coordination Center (OCC) and dispatch center(s).
- o. Approve plan for demobilization.

**INFORMATION OFFICER (ICS 220-2)** 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.

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- a. Obtain briefing from Incident Commander.
- b. Contact the jurisdictional agency to coordinate public information activities.
- c. Establish single incident information center whenever possible.
- d. Arrange for necessary work space, materials, telephones, and staffing.
- e. Obtain copies of current INC-209's.
- f. Prepare initial information summary as soon as possible after arrival.
- g. Observe constraints on the release of information imposed by Incident Commander.
- h. Obtain approval for release from Incident Commander.
- i. Release news to news media and post information in Command Post and other appropriate locations.
- j. Attend meetings to update information releases.
- k. Arrange for meetings between media and Incident personnel.
- l. Provide escort service to the medias and VIP's.
- m. Provide fire retardant clothing for media and VIP's.
- n. Respond to special requests for information.
- o. Maintain Unit Log (ICS Form 214).

**SAFETY OFFICER (ICS 220-4)** 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. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority, to stop or prevent unsafe acts when immediate action is required. 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.

- a. Obtain briefing from Incident Commander.
- b. Identify hazardous situations associated with the Incident.
- c. Participate in planning meetings.
- d. Review Incident Action Plans.

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- e. Identify potentially unsafe situations.
- f. Exercise emergency authority to stop and prevent unsafe acts.
- g. Investigate accidents that have occurred within incident areas.
- h. Review and approve Medical Plan (ICS Form 206).
- i. Maintain Unit Log (ICS Form 214).

**LIAISON OFFICER (ICS 220-3)** 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, etc. The Liaison Officer will be from the jurisdictional agency.

- a. Obtain briefing from Incident Commander.
- b. Provide a point of contact for assisting/cooperating Agency Representatives.
- c. Identify Agency Representatives from each agency including communications link and location.
- d. Respond to requests from Incident personnel for inter-organizational contacts.
- e. Monitor Incident operations to identify current or potential inter-organizational problems.
- f. 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 agencies 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.

- a. Check in at the Incident Command Post. Complete ICS 211

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- (Check-in list). Ensure that all agency resources have completed Check-in.
- b. Obtain briefing from Liaison Officer or Incident Commander.
- c. Establish working location. Advise agency personnel on the incident that the Agency Representative position has been filled.
- d. Attend planning meetings as required.
- e. Provide input on use of agency resources if no resource use advisors are assigned.
- f. Cooperate fully with Incident Commander and General Staff on agencies involvement at the Incident.
- g. Oversee the well-being and safety of agency personnel assigned to incident.
- h. Advise Liaison Officer of any special agency needs or requirements.
- i. Determine if any special reports or documents are required.
- j. Report to agency dispatch or headquarters on prearranged schedule.
- k. Ensure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
- l. Ensure that all required agency forms, reports and documents are completed prior to your departure from the incident.
- m. Have debriefing session with Liaison Officer/Incident Commander prior to departure.

## OPERATIONS SECTION

**OPERATIONS SECTION CHIEF (ICS 222-1)** 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

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necessary; and reports such to the Incident Commander.

- a. Obtain briefing from Incident Commander.
- b. Develop operations portion of Incident Action Plan.
- c. Brief and assign operations personnel in accordance with Incident Action Plan.
- d. Supervise operations.
- e. Determine need and request additional resources.
- f. Review suggested list of resources to be released and initiate recommendation for release of resources.
- g. Assemble and disassemble strike teams assigned to Operations Section.
- h. Report information about special activities, events, and occurrences to Incident Commander.

**BRANCH DIRECTOR (ICS 222-2)** 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.

- a. Obtain briefing from Operations Chief.
- b. Develop with subordinates alternatives for Branch control operations.
- c. Attend planning meetings at the request of the Operations Chief.
- d. Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within Branch. Modify lists based on effectiveness of current operations.
- e. Assign specific work tasks to Division/Group Supervisors.
- f. Resolve logistic problems reported by subordinates.
- g. 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.
- h. Approve accident and medical reports (home agency forms) originating within the Branch.
- i. Maintain Unit Log (ICS Form 214).

**DIVISION/GROUP SUPERVISOR (ICS 222-3)** The Divi-

sion/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/Group, and reporting on the progress of control operations and status of resources within the Division/Group.

- a. Obtain briefing from Branch Director or Operations Chief.
- b. Implement Incident Action Plan for Division/Group.
- c. Provide Incident Action Plan to Strike Team Leaders, when available.
- d. Identify Increments assigned to the Division/Group.
- e. Review Division/Group assignments and Incident activities with subordinates and assign tasks.
- f. Ensure that Incident Communications and/or Resources Unit is advised of all changes in status of resources assigned to the Division/Group.
- g. Coordinate activities with adjacent Divisions.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to Branch Director or Operations Chief.
- j. Report special occurrences or events (e.g., accidents, sickness) to Immediate supervisor.
- k. Resolve logistics problems within the Division/Group.
- l. Participate in the development of Branch Plans for next operational period.
- m. Maintain Unit Log (ICS Form 214).

**STRIKE TEAM/TASK FORCE LEADER (ICS 222-4)** The Strike Team/Task Force Leader reports to a Division/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.

- a. Obtain briefing from Division/Group Supervisor.
- b. Review assignments with subordinates and assign tasks.

- c. Monitor work progress and make changes when necessary.
- d. Coordinate activities with adjacent Strike Team, Task Forces and single resources.
- e. Submit situation and resource status information to Division/Group Supervisor.
- f. Maintain Unit Log (ICS Form 214).

**STAGING AREA MANAGER** The Staging Area Manager is responsible for managing all activities within a Staging Area.

- a. Obtain a briefing from the Operations Section Chief.
- b. Proceed to Staging Area.
- c. Establish Staging Area layout.
- d. Determine any support needs for equipment, feeding, sanitation and security.
- e. Establish check-in function as appropriate.
- f. Post areas for identification and traffic control.
- g. Request maintenance service for equipment at Staging Area as appropriate.
- h. Respond to request for resource assignments. (Note: This may be direct from Operations or via the Incident Communications Center).
- i. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- j. Report resource status changes as required.
- k. Maintain Staging Area in orderly condition.
- l. Demobilize Staging Area in accordance with Incident Demobilization Plan.
- m. Maintain Unit Log (ICS Form 214).

**AIR OPERATIONS DIRECTOR (ICS 222-5)** 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 (e.g., night flying, 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 (specific target selection). Additionally, the Air Operations Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, 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.

- a. Obtain briefing from Operations Chief.
- b. Organize preliminary air operations.
- c. Request declaration (or cancellation) of restricted air space area, (Federal Air Regulation 91.91).
- d. Participate in preparation of the Incident Action Plan.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary Worksheet (KS Form 220) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- h. Coordinate with appropriate Operations Section personnel.
- i. Supervise all Air Operations activities associated with the incident.
- j. Establish procedures for emergency reassignment of aircraft.
- k. Schedule approved flights of non-incident aircraft in the restricted air space area.
- l. Coordinate and schedule infrared aircraft flights.
- m. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- n. Inform the Air Attack Supervisor of the air traffic situation external to the incident.
- o. Consider requests for non-tactical use of Incident aircraft.
- p. Resolve conflicts concerning non-incident aircraft.
- q. Coordinate with Federal Aviation Agency (FAA).
- r. Update air operations plans.
- s. Report to the Operations Section Chief on air operations activities.

- t. Report special Incidents/accidents.
- u. Arrange for an accident investigation team when warranted.
- v. Maintain Unit Log (ICS Form 214).

**AIR ATTACK SUPERVISOR (ICS 222-6)** 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.

- a. Check-In and receive Incident assignment (normally by radio).
- b. Determine what aircraft (air tankers and helicopters) are operating within area of assignment.
- c. Obtain briefing from Air Operations Director or Operations Section Chief.
- d. Manage air attack activities based upon Incident Action Plan.
- e. Establish and maintain communications with Air Operations, Air Tanker and Helicopter Coordinators, Air Support Group, and Fixed-Wing Support bases.
- f. Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- g. Obtain Information about air traffic external to the incident.
- h. Receive reports of non-Incident aircraft violating restricted air space area.
- i. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division Supervisor).
- j. Inform Air Operations Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- k. Report on air operations activities to Air Operations Director.
- l. Report on incidents/accidents.

**HELICOPTER COORDINATOR (ICS 222-7)** The Helicopter Coordinator is primarily responsible for coordinating

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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.

- a. Check-in and receive incident assignment (normally by radio).
- b. Obtain briefing from Air Operations Director/Air Attack Supervisor.
- c. Determine what aircraft (air tankers and helicopters) are operating within incident area of assignment.
- d. Survey assigned Incident area to determine situation, aircraft hazards and other potential problems.
- e. Coordinate with Air Support Group Supervisor in establishing locations and takeoff and landing patterns for helibase(s) and helispot(s).
- f. 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.
- g. Ensure that all assigned helicopters know appropriate operating frequencies.
- h. Coordinate geographical areas for helicopter operations with Air Attack Supervisor and make assignments.
- i. Determine and Implement air safety requirements and procedures.
- j. Ensure that approved night flying procedures are in operation.
- k. Receive assignments, and supervise assigned helicopters while airborne.
- l. Coordinate activities with Air Attack Supervisor, Air Tanker Coordinator, Air Support Group and ground personnel.
- m. 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.

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- n. Inform Air Attack Supervisor when mission is completed and reassign helicopter as directed.
- o. Request assistance or equipment as required.
- p. Report incidents or accidents to Air Operations Director immediately.
- q. Maintain records of activities.

**AIR TANKER COORDINATOR (ICS 222-8)** 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.

- a. Check-in and receive incident assignment (normally by radio).
- b. Obtain briefing from Air Operations Director/Air Attack Supervisor.
- c. Determine all aircraft including air tankers and helicopters operating within incident area of assignment.
- d. Survey Incident area to determine situation, aircraft hazards and other potential problems.
- e. 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.
- f. Ensure air tankers know appropriate operating frequencies.
- g. Determine incident air tanker capabilities and limitations for specific assignments.
- h. Coordinate with Air Attack Supervisor and assign geographical areas for air tanker operations.
- i. Determine and implement air safety requirement procedures.
- j. Receive assignments, assign missions, schedule flights and supervise air tanker activities (holding patterns, altitudes).
- k. Coordinate activities with Air Attack Supervisor, Helicopter Coordinator, and ground operations personnel.
- l. Maintain continuous observation of air tanker operating areas.

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- m. Provides information to ground resources, if necessary.
- n. Inform Air Attack Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- o. Inform Air Attack Supervisor when mission is completed and reassign air tankers as directed.
- p. Request assistance or equipment as necessary.
- q. Report incidents or accidents to Air Operations Director immediately.
- r. Maintain records of activities.

**AIR SUPPORT SUPERVISOR (ICS 222-9)** 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 take-off 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.

**AIR SUPPORT SUPERVISOR CHECKLIST**

- a. Obtain briefing from Air Operations Branch Director or Operations Section Chief.
- b. Obtain copy of the Incident Action Plan from the Air Operations Director including Air Operations Summary Worksheet.
- c. Participate in Air Operations Director planning activities.
- d. Inform Air Operations director of group activities.
- e. Identify resources/supplies dispatched for Air Support Group.
- f. Request special air support items from appropriate sources through Logistics Section.
- g. Identify helibase and helispot locations (from Incident Action Plan) or from Air Operations Director.
- h. Determine need for assignment of personnel and equipment at each helibase and helispot.

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- Coordinate special requests for air logistics.
- j. Maintain coordination with airbases supporting the incident.
- k. 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).
- m. Inform Air Operations Director of capability to provide night flying service.
- n. Ensure compliance with each agency's operations checklist for day and night operations.
- o. Ensure dust abatement procedures are implemented at helibase and helispots.
- p. Provide crash-rescue service for helibases and helispots.
- q. Maintain Unit Log (ICS Form 214).

**HELIBASE MANAGER'S CHECKLIST**

- a. Obtain briefing from Air Support Supervisor.
- b. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in Air Support Group planning activities.
- d. Inform Air Support Supervisor of helibase activities.
- e. Report to assigned helibase.
- f. Manage resources/supplies dispatched to helibase.
- g. Ensure helibase is posted and cordoned.
- h. Ensure air traffic control operations are in effect.
- i. Manage retardant mixing and loading operations.
- j. Ensure helicopter fueling, maintenance and repair services are provided.
- k. Supervise manifesting and loading of personnel and cargo.
- l. Ensure dust abatement techniques are provided and used at helibases and helispots.
- m. Ensure security is provided at each helibase and helispot.
- n. Ensure crash-rescue services are provided for the helibase.
- o. Request special air support items from the Air Support Supervisor.
- p. Receive and respond to special requests for air logistics.
- q. Supervise personnel responsible to maintain agency records, reports of helicopter activities, and Check-In Lists (ICS Form 211).

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- r. Coordinate activities with Air Support Supervisor.
- s. Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- t. Maintain Unit Log (ICS Form 214).

**HELISPOT MANAGER'S CHECKLIST**

- a. Obtain briefing from Helibase Manager.
- b. Obtain Incident Action Plan including Air Operations Summary Worksheet.
- c. Report to assigned helispot.
- d. Coordinate activities with Helibase Manager.
- e. Inform Helibase Manager of helibase activities.
- f. Manage resources/supplies dispatch to helispot.
- g. Request special air support items from Helibase Manager.
- h. Ensure air traffic control operations are in effect.
- i. Ensure crash-rescue services are available.
- j. Ensure dust abatement techniques are used.
- k. Supervise or perform retardant loading at helispot.
- l. Perform manifesting and loading of personnel and cargo.
- m. Maintain agency records and reports of helicopter activities.

**MIXMASTER CHECKLIST**

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.

- a. Obtain briefing from Helibase Manager.
- b. Obtain Air Operation Worksheet (Form 220).
- c. Check accessory equipment, such as valves, hoses and storage tanks.
- d. Take immediate steps to get any items and personnel to do the job.
- e. Plan the specific layout to conduct operations.
- f. Determine if water or retardant is to be used and which helicopters may have load restrictions.
- g. Maintain communication with Helibase Manager.

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- h. Supervise the crew in setting up operations.
- i. Supervise crew in loading retardant into helicopters.
- j. Make sure supply of retardants is kept ahead of demand.
- k. Attend to the safety and welfare of crew.
- l. Keep necessary agency records.
- m. See that the base is cleaned up before leaving.

**DECK COORDINATOR CHECKLIST**

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.

- a. Obtain briefing from Helibase Manager.
- b. Obtain Air Operations Worksheet (Form 220).
- c. Establish emergency landing areas.
- d. Ensure crash/rescue procedures are understood by deck personnel.
- e. Establish and mark landing pads.
- f. Ensure sufficient personnel are available to load and unload personnel and cargo safely.
- g. Ensure deck area is properly posted.
- h. Provide for vehicle control.
- i. Supervise deck management personnel. (Load Masters and Parking Tenders)
- j. Ensure dust abatement measures are met.
- k. Ensure that all assigned personnel are posted to the daily organization chart.
- l. Ensure proper manifesting and load calculations are done.
- m. Ensure Air Traffic Control operations are coordinated with Landing and Takeoff Coordinator.
- n. Maintain agency records.

**LOADMASTER (PERSONNEL/CARGO) CHECKLIST**

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.

- a. Obtain briefing from Deck Manager.
- b. Obtain Air Operation Worksheet (Form 220).

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- c. Ensure proper posting of loading and unloading areas.
- d. Perform manifesting and loading of personnel and cargo.
- e. Ensure sling load equipment is safe.
- f. Know crash/rescue procedures.
- g. Supervise loading and unloading crews.
- h. Coordinate with Takeoff and Landing Controller.

**PARKING TENDER CHECKLIST**

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.)

- a. Obtain briefing from the Deck Coordinator. (assigned pad, number of helicopters, radio frequency, etc.)
- b. Supervise activities at the landing pad. (personnel and helicopter movement, vehicle traffic, etc.)
- c. Know and understand the crash/rescue procedures.
- d. Ensure agency checklist is followed.
- e. Ensure helicopter pilot needs are met at the landing pad.
- f. Ensure landing pad is properly maintained (dust abatement, marking, etc.)
- g. Ensure landing pad is properly marked.
- h. Check personnel seatbelts, cargo restraints and helicopter doors.

**TAKEOFF AND LANDING CONTROLLER CHECKLIST**

The Takeoff and Landing Controller 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 Controller reports to the Helibase Manager.

- a. Obtain briefing from Helibase Manager.
- b. Obtain Air Operations Work Sheet (Form 220).
- c. Check radio system before commencing operation.
- d. Coordinate with radio operation on helicopter flight routes and patterns.

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- e. Maintain communications with all incoming and outgoing helicopters.
- f. Maintain constant communications with radio operator.
- g. Coordinate with Deck Manager and Parking Tender before commencing operation and during operation.

**HELIBASE RADIO OPERATOR CHECKLIST**

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 Controller. The Helibase Radio Operator reports to the Helibase Manager.

- a. Obtain briefing from Helibase Manager.
- b. Obtain Air Operation worksheet (Form 220).
- c. Establish communication needs at helibase.
- d. Ensure orders from Air Operations Director are relayed to Helibase Manager.
- e. Maintain constant communications with all helicopters.
- f. Notify Takeoff/Landing Coordinator of incoming helicopters.
- g. Verify daily radio frequencies with Helibase Manager.
- h. Maintain a log of all helicopter takeoff/landings, ETA's, ETD's and flight route check-ins.
- i. Establish helicopter identification call numbers and post.
- j. Ensure helicopter timekeeping is completed.
- k. Establish and enforce proper radio procedures.
- l. Notify Air Operation Branch Director immediately of any overdue or missing helicopters.
- m. Understand crash/rescue procedures.
- o. Receive clearance from Air Attack Supervisor before launching helicopters.

**HELICOPTER TIMEKEEPER CHECKLIST**

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

- a. Obtain briefing from Radio Operator.
- b. Obtain Air Operation Worksheet (Form 220).

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- c. Determine number of helicopters by Agency.
- d. Determine helicopter time needed by Agency.
- e. Record operation time of helicopters.
- f. Fill out necessary agency time reports.
- g. Obtain necessary timekeeping forms.

**PLANNING SECTION**

**PLANNING SECTION CHIEF** (ICS 221-1) 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.

- a. Obtain briefing from Incident Commander.
- b. Activate Planning Section units.
- c. Reassign initial attack personnel to incident positions as appropriate.
- d. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- e. Notify Resources Unit of Planning Section units activated, including names and locations of assigned personnel.
- f. Establish a weather data collection system when necessary.
- g. Supervise preparation of Incident Action Plan (See Planning Process checklist).
- h. Assemble information on alternative strategies.
- i. Assemble and disassemble strike teams not assigned to operations.
- j. Identify need for use of specialized resource(s).
- k. Perform operational planning for Planning Section.
- l. Provide periodic predictions on incident potential.
- m. Compile and display incident status summary information.
- n. Advise General Staff of any significant changes in incident status.
- o. Provide incident traffic plan.

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- p. Supervise Planning Section units.
- q. Prepare and distribute Incident Commander's orders.
- r. Instruct Planning Section units in distribution of incident information.
- s. Ensure that normal agency information collection and reporting requirements are being met.
- t. Prepare recommendations for release of resources (to be submitted to Incident Commander).

**PLANNING PROCESS**

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. For more detailed instructions, see Chapter 3 of Planning Section Chief Position Manual (ICS 221-1).

**CHECKLIST**

**PRIMARY RESPONSIBILITY**

- 1. Briefing on situation and resource status... PSC
  - 2. Set control objectives ..... IC
  - 3. Plot control lines and division boundaries . . OPS
  - 4. Specify tactics for each division ..... OPS
  - 5. Specify resources needed by Division/Group..... OPS, PSC
  - 6. Specify Operations facilities and reporting locations-Plot on map..... OPS, PSC, LSC
  - 7. Place resource and personnel order . . . . . LSC
  - 8. Consider communications, Medical and Traffic Plan requirements ..... PSC, LSC
  - 9. Finalize, approve and implement Incident Action Plan ..... PSC, IC, OPS
- IC = Incident Commander  
PSC = Planning Section Chief  
OPS = Operations Section Chief  
LSC = Logistics Section Chief

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**RESOURCES UNIT LEADER** (ICS 221-3) 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 which 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.

- a. Report to and obtain briefing and special instructions from Planning Section Chief.
- b. Establish check-in function at incident locations.
- c. Using the Incident Briefing (ICS Form 201), prepare and maintain the Command Post display (organization chart and resource allocation and deployment sections of display).
- d. Assign duties to Resources Unit personnel.
- e. Confirm dispatch and estimated time of arrival of ordered RESTAT Unit personnel. (Request additional personnel, or release excess personnel).
- f. Establish contacts with incident facilities by telephone or through Communications Center, and begin maintenance of resource status.
- g. Participate in Planning Section meetings as required by the Planning Section Chief.
- h. Gather, post, and maintain incident resource status.
- i. Gather, post, and maintain resource status of transportation and support vehicles and personnel.
- j. Maintain master roster of all resources checked in at the incident.
- k. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- l. Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- m. Provide resource summary information to Situation Unit as requested.
- n. Receive order to demobilize Resources Unit.

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- o. Dismantle and store Resources Unit displays.
- p. List expendable supplies that need replenishing and file with Supply Unit Leader.
- q. Maintain Unit Log (ICS Form 214).

**CHECK-IN RECORDER** Check-in recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

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

**SITUATION UNIT LEADER** (ICS 221-2) The Situation Unit Leader, (SITSTAT) within the Planning Section, is responsible for the collection and organization of incident status and situation information and the evaluation, analysis and display of that information for use by ICS personnel, agency dispatchers, and the Operations Coordination Center (OCC).

- a. Obtain briefing and special instructions from Planning Section Chief.
- b. Prepare and maintain Command Post display.
- c. Assign duties to Situation Unit personnel.
- d. Confirm dispatch and estimated time of arrival of ordered Situation Unit personnel. Request additional personnel, or release excess personnel as appropriate.
- e. Collect incident data at earliest possible opportunity and continue for duration of incident.
- f. Obtain and analyze infrared data as applicable.

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- g. Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- h. Post data on unit work displays and Command Post displays at scheduled intervals.
- i. Participate in Incident planning meetings as required by the Incident Commander.
- j. Prepare the Incident Status Summary form (ICS Form 209).
- k. Prepare traffic plan (external and internal to the Incident) for approval by the Planning Section Chief.
- l. Provide photographic services and maps.
- m. Provide resource and situation status information in response to specific requests.
- n. Maintain Situation Unit records.
- o. Receive order to demobilize SITSTAT Unit.
- p. Dismantle SITSTAT Unit displays and place in storage.
- q. List expendable supplies that need replenishing and file with Supply Unit.
- r. 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 reports, aerial and ortho photographs and infrared data.

- a. Obtain briefing from Situation Unit Leader.
- b. Determine: -Location of work assignment.
  - Numbers, types and locations of displays required.
  - Priorities
  - Map requirements for Incident Action Plans.
  - Time limits for completion.
  - Field Observer assignments and communications means.
- c. Obtain necessary equipment and supplies.
- d. Obtain copy of Incident Action Plan for each operational period.
- e. Assist Situation Unit Leader in analyzing and evaluating field reports.
- f. Develop required displays in accordance with time limits for completion.

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**FIELD OBSERVER** The Field Observer is responsible to collect situation information from personal observations at the incident, and provide this information to the Situation Unit Leader.

- a. Obtain briefing from Situation Unit Leader.
- b. Determine: -Location of assignment.
  - Type of Information required.
  - Priorities.
  - Time limits for completion.
  - Method of communication.
  - Method of transportation.
- c. Obtain copy of Incident Action Plan for the Operational Period.
- d. Obtain necessary equipment and supplies.
- e. Perform field observer responsibilities to include but not limited to the following:
  - Perimeters of incident.
  - Locations of hot spots.
  - Unburned islands.
  - Rates of spread.
  - Weather conditions.
  - Hazards including escape routes and safe areas.
  - Progress of Operations resources.
- f. Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
- g. Report Information to Situation Unit Leader by established procedure.
- h. Report immediately any condition observed which may cause danger and safety hazard to personnel.
- i. 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.

- a. Obtain briefing from Situation Unit Leader.

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- b. 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.
- c. Obtain weather data collection equipment.
- d. Obtain appropriate transportation to collection site(s).
- e. Record and report weather observations at assigned locations on schedule.
- f. Turn in equipment at completion of assignment.
- g. Demobilize according to Incident Demobilization Plan.
- h. Support special requirements for development of incident maps.
- i. Demobilize incident displays in accordance with Incident Demobilization Plan.

**DOCUMENTATION UNIT LEADER** (ICS 221-10) 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.

- a. Obtain briefing from Planning Section Chief.
- b. Establish work area.
- c. Establish and organize incident files.
- d. Establish duplication service and respond to requests.
- e. Retain and file duplicate copies of official forms and reports.
- f. Accept and file reports and forms submitted to unit by incident organizations.
- g. Check on accuracy and completeness of records submitted for files.
- h. Correct errors or omissions by contacting appropriate ICS Units.
- i. Provide duplicates of forms and reports to authorized requestors.
- j. Prepare incident documentation for Planning Section Chief when requested.

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- k. Maintain, retain and store incident files for after incident use.
- l. Maintain Unit Log (ICS Form 214).

**DEMOBILIZATION UNIT LEADER (ICS 2214)** The Demobilization Unit Leader within the Planning Section is responsible for the preparation of the Demobilization Plan, and assisting incident Sections/Units in ensuring that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident.

- a. Obtain briefing from Planning Section Chief.
- b. 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.
- c. Assess and fill Unit needs for additional personnel, work space and supplies.
- d. Obtain Incident Command objectives, priorities and constraints on demobilization.
- e. Meet with Agency Representatives to **determine**:
  1. Agencies not requiring formal demobilization.
  2. Personnel rest and safety needs.
  3. Coordination procedures with cooperating/assisting agencies.
- f. Be aware of ongoing Operations Section resource needs.
- g. Obtain identification and description of surplus resources and probable release **times**.
- h. Determine finance, supply and other Incident check-out stops.
- i. Evaluate incident logistics and **transportation** capabilities to support the demobilization effort.
- j. Establish **communications** link with appropriate off-incident facilities.
- k. Prepare Demobilization Plan (Plan to include following sections:):
  1. *General-Discussion* of Demobilization procedure
  2. *Responsibilities-Specific* Implementation responsibility and activity
  3. *Release Priority-According* to agency and kind and type of resources

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- 4. **Release Procedures—Detailed** steps and process to be followed
- 5. *D/rector/es-Maps*, telephone numbers, instructions, etc.
- l. **Obtain** approval of Demobilization Plan.
- m. Distribute plan to each processing **point** (on and off incident).
- n. Ensure that all **Sections/Units** understand **their** responsibilities **within** the Demobilization Plan.
- o. Monitor implementation of **Demobilization Plan**.
- p. **Assist** in the coordination of Demobilization Plan.
- q. **Brief** Planning Section Chief on progress of demobilization.
- r. Complete all records prior to departure.
- s. 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 e.g., Situation Unit; form a separate unit if required; or be reassigned to other parts of the organization e.g., 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.

- a. Report to and **obtain** briefing and special instructions from Planning **Section** Chief.
- b. Establish weather data **requirements**.
- c. Verify dispatch of weather office (NOAA).
- d. Confirm that mobile weather station has arrived and is operational.
- e. Inform meteorologist of weather data requirements.
- f. Forward weather data to Planning Section Chief.
- g. Collect, review and compile fire history data.

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- h. Collect, review and compile exposed fuel data.
- i. Collect, review and compile information about topography and fire barriers.
- j. Provide weather **information** and other pertinent information to Situation Unit Leader for **inclusion** in Incident Status Summary Report (ICS Form 299).
- k. Review completed Incident Status Summary report and Incident Action Plan.
- l. Prepare fire behavior prediction information at periodic intervals or upon request and forward to Planning Section Chief.
- m. Maintain Unit Log (ICS Form 214).

#### WATER RESOURCES SPECIALIST

- a. Report to and obtain briefing and special instructions from Planning Section Chief.
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies presently in effect.
- c. Collect and validate water resource **information** within the incident area.
- d. Prepare information on available water resources.
- e. Establish water requirements needed to support fire suppression actions.
- f. Compare incident control objectives as stated in the Plan, with available water resources and report **inadequacies** of problems to Planning Section **Chief**.
- g. Participate in the preparation of Incident **Action Plan** when requested.
- h. Respond to requests for water information.
- i. Collect and transmit records and logs to Documentation Unit at the end of each operational period.
- j. Maintain Unit Log (ICS Form 214).

#### ENVIRONMENTAL SPECIALIST

- a. Report to and obtain briefing and special instructions from Planning Section Chief.
- b. Participate in the development of the **Incident Action Plan** and review the general control objectives including alternative strategies.

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- c. Collect and validate environmental Information **within** the incident area by reviewing pre-attack land use and management plans.
- d. Determine environmental **restrictions** within the incident area.
- e. Develop suggested **priorities** for preservation of the environment.
- f. Provide environmental analysis information, as requested.
- g. Collect and transmit required records and logs to Documentation Unit at the end of each operational period.
- h. Maintain **Unit Log** (ICS Form 214).

#### RESOURCE USE SPECIALIST

- a. Report to and obtain briefing from Planning Section Chief.
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies as requested.
- c. Collect Information on Incident resources as needed.
- d. Respond to requests for **information** about **limitations** and **capabilities** of resources.
- e. Collect and transmit records and logs to Documentation Unit at the end of each **operational** period.
- f. Maintain **Unit Log** (ICS Form 214).

#### TRAINING SPECIALIST

- a. Report to and obtain **briefing** and special instructions from **Planning Section Chief**.
- b. Inform **Planning Section Chief** of planned use of trainees.
- c. Review trainee assignments and **modify** if appropriate.
- d. Coordinate the assignments of trainees to Incident positions **with Resources Unit**.
- e. Brief trainees and trainers on **training** assignments and objectives.
- f. Coordinate use of unassigned trainees.
- g. 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.
- h. Ensure trainees receive performance evaluation.

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- Coordinate with head of ICS Evaluation Team on observed training needs with the ICS, if required.
- Monitor operational procedures and evaluate training needs.
- k. Respond to requests for information concerning training activities.
  - Give Training Specialist records and logs to Documentation Unit at the end of each operational period.
- m. Maintain Unit Log (ICS Form 214).

## LOGISTICS SECTION

**LOGISTICS SECTION CHIEF (ICS 223-1)** 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.

- a. Obtain briefing from Incident Commander.
- b. Plan organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in preparation of Incident Action Plan.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Incident Action Plan and estimate Section needs for next operational period.
- k. Ensure Incident Communications Plan is prepared.
- l. Advise on current service and support capabilities.
- m. Prepare service and support elements of the Incident Action Plan.

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- n. Estimate future service and support requirements.
- o. Receive Demobilization Plan from Planning Section.
- p. Recommend release of unit resources in conformity with Demobilization Plan.
- q. Ensure general welfare and safety of Logistics Section personnel.

**SERVICE BRANCH DIRECTOR (ICS 223-6)** 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.

- a. Obtain briefing from Logistics Section Chief.
- b. Obtain working materials from Logistics Kit.
- c. Determine level of service required to support operations.
- d. Confirm dispatch of Branch personnel.
- e. Participate in planning meetings of Logistics Section personnel.
- f. Review Incident Action Plan.
- g. Organize and prepare assignments for Service Branch personnel.
- h. Coordinate activities of Branch Units.
- i. Inform Logistics Chief of Branch activities.
- j. Resolve Service Branch problems.
- k. Maintain Unit Log (ICS Form 214).

**COMMUNICATIONS UNIT LEADER (ICS 223-5)** 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 Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- a. Obtain briefing from Service Branch Director or Logistics Section Chief.

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- b. Determine unit personnel needs.
- c. Advise on communications capabilities/limitations.
- d. Prepare and Implement the Incident Radio Communications Plan (ICS Form 205).
- e. Ensure the Incident Communications Center and Message Center are established.
- f. Set up telephone and public address systems.
- g. Establish appropriate communications distribution/maintenance locations within base/camp(s).
- h. Ensure communications systems are installed and tested.
- i. Ensure an equipment accountability system is established.
- j. Ensure personal portable radio equipment from cache is distributed per radio plan.
- k. 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 communications equipment
- l. Supervise Communications Unit activities.
- m. Maintain records on all communications equipment as appropriate.
- n. Ensure equipment is tested and repaired.
- o. Recover equipment from relieved or released units.
- p. Maintain Unit Log (ICS Form 214).

**INCIDENT DISPATCHER** The Incident Dispatcher (including head dispatcher) is responsible to receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.

- a. Obtain briefing from Head Dispatcher or Communications Unit Leader. Determine:
  - Location of assignment.
  - Communications procedures.
  - Frequencies in use.
  - Nets established or to be established.

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—Equipment status.

-Capabilities, limitations and restrictions.

-Locations of repeaters.

-Message center procedures.

- b. Ensure adequate staffing (Head Dispatcher).
- c. Obtain and review Incident Action Plan to determine incident organization and Communications Plan.
- d. Set up Communications Center-check out equipment.
- e. Request service on any inoperable or marginal equipment.
- f. Set up message center location as required.
- g. Receive and transmit messages within and external to incident.
- h. Maintain files of Status Change Slips (ICS Form 210) and General Messages (ICS Form 213).
- i. Maintain a record of unusual incident occurrences.
- j. Provide briefing to relief on:
  - Current activities.
  - Equipment status.
  - Any unusual communications situations.
- k. Turn in appropriate documents to Head Dispatcher or Communications Unit Leader.
- l. Demobilize Communications Center in accordance with Incident Demobilization Plan.

**MEDICAL UNIT LEADER (ICS 223-7)** 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.

- a. Obtain briefing from Service Branch Director or Logistics Section Chief.
- b. Participate in Logistics Section/Service Branch planning activities.
- c. Determine level of emergency medical activities performed prior to activation of Medical Unit.

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- d. Activate Medical Unit.
- e. Prepare the Medical Emergency Plan (ICS Form 206).
- f. Prepare procedures for major medical emergency.
- g. Declare major medical emergency as appropriate.
- h. Respond to requests for medical aid.
- i. Respond to requests for medical transportation.
- j. Respond to requests for medical supplies.
- k. Prepare medical reports.
- l. Submit reports as directed.
- m. Maintain Unit Log (ICS Form 214).

**FOOD UNIT LEADER (ICS 2234)** 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.

- a. Obtain briefing from Service Branch Director or Logistics Section Chief.
- b. Determine location of working assignment, and number of personnel assigned to Base and Camps.
- c. Determine method of feeding to best fit each situation.
- d. Obtain necessary equipment and supplies to operate food service facilities at Base and Camps.
- e. Set up Food Unit equipments.
- f. Prepare menus to ensure incident personnel of well-balanced meals.
- g. Ensure that sufficient potable water is available to meet all Incident needs.
- h. Ensure that all appropriate health and safety measures are taken.
- i. Supervise cooks and other Food Unit personnel.
- j. Keep inventory of food on hand, check in food orders.
- k. Provide Supply Unit Leader food supply orders.
- l. Demobilize Food Unit in accordance with Incident Demobilization Plan.
- m. Maintain Unit Log (ICS 214).

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**SUPPORT BRANCH DIRECTOR (ICS 223-2)** 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.

- a. Obtain briefing from Logistics Sections Chief.
- b. Obtain work materials from Logistics Kit.
- c. Identify Support Branch personnel dispatched to the incident.
- d. Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
- e. Prepare initial organization and assignments for support operations.
- f. Assemble and brief Support Branch personnel.
- g. Determine if assigned Branch resources are sufficient.
- h. Maintain surveillance of assigned units work progress and inform Section Chief of activities.
- i. Resolve problems associated with requests from Operations Section.
- j. Maintain Unit Log (ICS Form 214).

**SUPPLY UNIT LEADER (ICS 223-9)** 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-expandable supplies and equipment.

- a. Obtain briefing from Support Branch Director or Logistics Sections Chief.
- b. Participate in Logistics Section/Support Branch planning activities.
- c. Provide Kits to Planning, Logistics and Finance Sections.
- d. Determine the type and amount of supplies enroute.
- e. Arrange for receiving ordered supplies.
- f. Review Incident Action Plan for information on operations of the Supply Unit.
- g. Develop and implement safety and security requirements.

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- h. Order, receive, distribute, and store supplies and equipment.
- i. Receive and respond to requests for personnel, supplies and equipment.
- j. Maintain inventory of supplies and equipment.
- k. Service reusable equipment.
- l. Demobilize Supply Unit.
- m. Submit reports to the Support Branch Director.
- n. Maintain Unit Log (ICS Form 214).

**ORDERING MANAGER CHECKLIST** 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.
- Ensure 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/Distribution Manager informed of orders placed.
- Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.

**RECEIVING AND DISTRIBUTION MANAGER CHECKLIST** 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

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and Distribution Manager reports to the Supply Unit Leader.

- a. Obtain briefing from Supply Unit Leader.
- b. Order required personnel to operate supply area.
- c. Organize physical layout of supply area.
- d. Establish procedures for operating supply area.
- e. Set up filing system for receiving and distribution of supplies and equipment.
- f. Maintain inventory of supplies and equipment.
- g. Ensure reusable tools and equipment for supply area.
- h. Develop security requirement for supply area.
- i. Establish procedures for receiving supply and equipment.
- j. Submit necessary reports to Supply Unit Leader.
- k. Notify Ordering Manager of supplies and equipment received.
- l. 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.

- a. Obtain briefing from Supply Unit Leader.  
Determine:  
—Location of work assignment.  
—Number and kinds of tools ordered/on hand.
- b. Determine personnel requirements.
- c. Obtain necessary equipment and supplies.
- d. Set up tool storage and conditioning area.
- e. Establish tool inventory and accountability system.
- f. Maintain all tools in proper condition.
- g. Assemble tools for issuance each operational period per Incident Action Plan.
- h. Receive and recondition tools after each operational period.
- i. Ensure that all appropriate safety measures are taken in tool conditioning area.
- j. Demobilize tool area in accordance with Incident Demobilization Plan.

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**FACILITIES UNIT LEADER (ICS 223-8)** The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., 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 facilities (base, 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.

- a. Obtain briefing from the Support Branch Director or Logistics Section Chief.
- b. Receive a copy of the incident Action Plan.
- c. Participate in Logistics Section/Support Branch planning activities.
- d. Determine requirements for each facility to be established.
- e. Prepare layouts of incident facilities.
- f. Notify unit leaders of facility layout.
- g. Activate incident facilities.
- h. Provide Base and Camp Managers.
- i. Obtain personnel to operate facilities.
- j. Provide sleeping facilities.
- k. Provide security services.
- l. Provide facility maintenance services—sanitation, lighting, clean up.
- m. Demobilize base and camp facilities.
- n. Maintain Facilities Unit records.
- o. Maintain Unit Log (ICS Form 214).

**FACILITY MAINTENANCE SPECIALIST** The Facility Maintenance Specialist is responsible to ensure 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,

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Camp and Incident Command Post facilities in a clean and orderly manner.

- a. Obtain briefing from the Base or Camp Manager.
- b. Request required maintenance support personnel and assign duties.
- c. Obtain supplies, tools, and equipment.
- d. Supervise/perform assigned work activities.
- e. Ensure that all facilities are maintained in a safe condition.
- f. Disassemble temporary facilities when no longer required.
- g. Restore area to pre-Incident condition.
- h. Demobilize according to Incident Demobilization Plan.

**SECURITY MANAGER CHECKLIST** The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage.

- a. Obtain briefing from Facilities Unit Leader.
- b. Establish contacts with local law enforcement agencies as required.
- c. Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements which may affect operations.
- d. Request required personnel support to accomplish work assignments.
- e. Ensure that support personnel are qualified to manage security problems.
- f. Develop Security Plan for Incident facilities.
- g. Adjust Security Plan for personnel and equipment changes and releases.
- h. Coordinate security activities with appropriate incident personnel.
- i. Keep the peace, prevent assaults, settle disputes through coordination with Agency Representatives.
- j. Prevent theft of all government and personal property.
- k. Document all complaints and suspicious occurrences.
- l. Demobilize in accordance with Incident Demobilization Plan.

**BASE MANAGER** The Base Manager is responsible to ensure that appropriate sanitation, security, and facility

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management services are conducted at the Base. The Base Manager duties include:

- a. Obtain briefing from Facilities Unit Leader. Determine or establish:
  - Number of assigned Incident personnel.
  - Special requirements or restrictions on facilities or operations.
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all facilities and equipments are set up and properly functioning. Supervise the establishment of:
  - Sanitation facilities (including showers).
  - Sleeping facilities.
- e. Make sleeping area assignments.
- f. Ensure that strict compliance is made with all applicable safety regulations.
- g. Ensure that all facility maintenance services are provided.
- h. 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.

- a. Obtain briefing from Facilities Unit Leader. Determine or establish: numbers of personnel assigned to camp, special

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requirements or restrictions on facilities or operations.

- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all sanitation, shower and sleeping facilities are set up and properly functioning.
- e. Make sleeping arrangements.
- f. Provide direct supervision for all facility maintenance and security services at camp.
- g. Ensure that strict compliance is made with all applicable safety regulations.
- h. Ensure that all camp to base communications are centrally coordinated.
- i. Ensure that all camp to base transportation scheduling is centrally coordinated.
- j. Provide overall coordination of all camp activities to ensure that all assigned units operate effectively and cooperatively in meeting Incident objectives.
- k. Demobilize facilities in accordance with Incident Demobilization Plan.
- l. Maintain Unit Log (ICS Form 214).

**GROUND SUPPORT UNIT LEADER (ICS 223-3)** The Ground Support Unit Leader is primarily responsible for 1) support out of service resources, 2) transportation of personnel, supplies, food, and equipment, 3) fuelling, service, maintenance, and repair of vehicles and other ground support equipment, and 4) implementing traffic plan for the incident.

- a. Obtain briefing from Support Branch Director or Logistics Section Chief.
- b. Participate in Support Branch/Logistics Section planning activities.
- c. Implement Traffic Plan developed by Planning Section.
- d. Support out-of-service resources.
- e. Notify Resources Unit of all status changes on support and transportation vehicles.
- f. Arrange for and activate fuelling, maintenance, and repair of ground resources.

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