

## CHAPTER 7

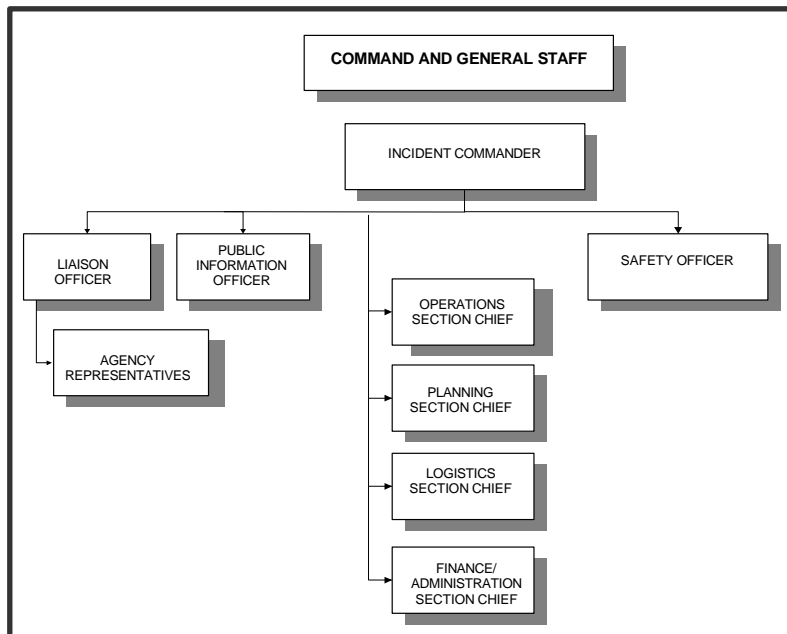
### INCIDENT COMMAND SYSTEM

#### GENERAL INSTRUCTIONS

Management of all emergency incidents shall be accomplished through effective use of the Incident Command System (ICS). Activate ICS positions as necessary to mitigate the emergency and refer to appropriate position checklists as needed. The lists provide considerations for action, required notifications, management decisions, information preservation and reporting, investigation procedures, and references to departmental manuals, forms, publications, and applicable laws. Checklists may be used for management of incidents in the field in conjunction with command-specific checklists or procedures contained in Emergency Operations Plans and/or Emergency Resource Center Operations Guides.

The ICS checklists are applicable for partial or full-scale implementation of the ICS. Review the entire list for each position and ensure that applicable position vests (if available) are distributed and worn. Refer to HPM 50.1, *Emergency Incident Management Planning and Operations Manual*.

#### COMMAND AND GENERAL STAFF



## **INCIDENT COMMANDER**

**Position Responsibility:** The Incident Commander (IC) maintains overall control of the incident and is responsible for incident activities including developing and implementing strategic decisions and approving the ordering and releasing of resources.

### **Time**

- \_\_\_\_\_ Establish a unified command when appropriate.
- \_\_\_\_\_ Establish liaison and communication with assisting agencies (if incident involves multiple agencies).
- \_\_\_\_\_ Jointly assess the incident situation and identify the need for protective action missions including:
  - Rescue.
  - Sheltering.
  - Public information/warning.
  - Security.
  - Medical aid.
  - Containment.
  - Evacuation.
  - Fire suppression.
  - Other: \_\_\_\_\_
- \_\_\_\_\_ Activate needed ICS section and command positions, issue appropriate vests (if available) and checklists, give assignments/missions, and brief as necessary.
- \_\_\_\_\_ Jointly assess available resources and request assistance as needed.
- \_\_\_\_\_ Develop, approve, and implement a consolidated Incident Action Plan (IAP) including all necessary protective action missions.
- \_\_\_\_\_ During hazardous materials incidents, and in addition to an IAP, assign a Safety Officer and ensure that a Site Safety Plan (SSP) is developed (refer to page 36 of this guide).
- \_\_\_\_\_ Monitor, coordinate, and manage all incident activities.
- \_\_\_\_\_ Request or give periodic progress reports/briefings as needed.

- \_\_\_\_\_ Revise the IAP as needed.
- \_\_\_\_\_ Approve requests for additional personnel, equipment, and resources.
- \_\_\_\_\_ Authorize release of information to the news media and the public.
- \_\_\_\_\_ Prior to being relieved of IC responsibilities, brief the new IC on the current incident status.
- \_\_\_\_\_ Approve any needed plans for demobilization, and release incident personnel, equipment, and resources.
- \_\_\_\_\_ Ensure all CHP/ICS forms are completed in accordance with HPM 50.1, *Emergency Incident Management Planning and Operations Manual*, and are forwarded through channels to Headquarters.

### **LIAISON OFFICER**

**Position Responsibility:** The Liaison Officer is the point of contact and coordinator for the assisting mutual aid agency representatives. This includes representatives from fire agencies, the Red Cross, other law enforcement agencies, public works departments, engineering organizations, and all others. The Liaison Officer will be from the agency having jurisdiction at the incident.

### **Time**

- \_\_\_\_\_ Check in and establish communications with the IC and read the entire checklist.
- \_\_\_\_\_ Obtain a briefing and receive your assignment.
- \_\_\_\_\_ Activate, organize, and brief your staff as necessary.
- \_\_\_\_\_ Provide a point of contact for assisting agency representatives.
- \_\_\_\_\_ Identify assisting agency/jurisdictional representatives and establish communications.
- \_\_\_\_\_ Maintain continual communications links between assisting agencies, jurisdictional representatives, and the IC.

- \_\_\_\_\_ Respond to requests for inter-organizational contact.
- \_\_\_\_\_ Coordinate requests for mutual aid if appropriate (confer with the IC).
- \_\_\_\_\_ Attempt to integrate assisting agencies and local jurisdictions into compatible ICS positions whenever possible.
- \_\_\_\_\_ Monitor the emergency situation and involvement of each agency/jurisdiction.
- \_\_\_\_\_ Monitor the incident operation and identify and deal with inter-organizational coordination problems.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log, including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Notify relief personnel of the current emergency/liaison status.
- \_\_\_\_\_ When ordered, secure operations and forward all necessary reports/logs to the IC.

### **AGENCY REPRESENTATIVE**

Position Responsibility: An Agency Representative is an individual assigned to an incident from an assisting agency who has been delegated full authority to make decisions on all matters affecting that agency's participation in the incident.

### **Time**

- \_\_\_\_\_ Check in at the incident command post and read the entire checklist.
- \_\_\_\_\_ Obtain a briefing from the Liaison Officer or IC.
- \_\_\_\_\_ Establish a working location.
- \_\_\_\_\_ Oversee the well-being and safety of agency personnel assigned to the incident.
- \_\_\_\_\_ Attend planning meetings as required.

- \_\_\_\_\_ Provide input on the use of agency resources and provide technical expertise when appropriate.
- \_\_\_\_\_ Advise the Liaison Officer of any special agency needs or requirements.
- \_\_\_\_\_ Report to dispatch or agency headquarters on a prearranged schedule.
- \_\_\_\_\_ Determine if any special reports or documents are required.
- \_\_\_\_\_ Ensure that all personnel and/or equipment are properly accounted for and have been released prior to departure.

### **PUBLIC INFORMATION OFFICER**

Position Responsibility: The Public Information Officer (PIO) is responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. A lead PIO should be designated. The IC must approve the release of all incident-related information.

### **Time**

- \_\_\_\_\_ Check in and establish communications with the IC and read entire checklist.
- \_\_\_\_\_ Obtain a briefing and receive your assignment.
- \_\_\_\_\_ Activate, organize, and brief your staff as necessary.
- \_\_\_\_\_ Establish a Joint Information Center (JIC) with local, county and state agency PIO's for uniformity of all messages to be released to the media or the public.
- \_\_\_\_\_ Obtain approval from the IC **prior to** the release of all messages to the media or the public.
- \_\_\_\_\_ Set up an area designated for news media only (media center).
  - Outside the Command Post/Emergency Operations Center, etc.
- \_\_\_\_\_ Contact news media personnel.

- \_\_\_\_\_ Assemble and prepare information for the Emergency Alert System (EAS)/tone alert/press release messages.
  - Use sample EAS messages as desired.
- \_\_\_\_\_ Arrange meetings with incident personnel and the news media, if requested.
- \_\_\_\_\_ If emergency broadcast messages are necessary, prepare and coordinate them with the IC.
- \_\_\_\_\_ Transmit messages to the news media and post all hard copies.
  - Maintain hard copies of EAS and tone alerts.
- \_\_\_\_\_ Attend necessary meetings to update your information.
- \_\_\_\_\_ Notify relief personnel of the current incident status.
- \_\_\_\_\_ Prepare post-incident releases and/or summary information for use by the news media.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ When ordered, secure operations and forward all necessary reports/logs/ICS forms to the IC.

### **SAFETY OFFICER**

**Position Responsibility:** The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. For hazardous material incidents, allied agency or technical specialists knowledgeable in hazardous materials should fulfill safety officer responsibilities.

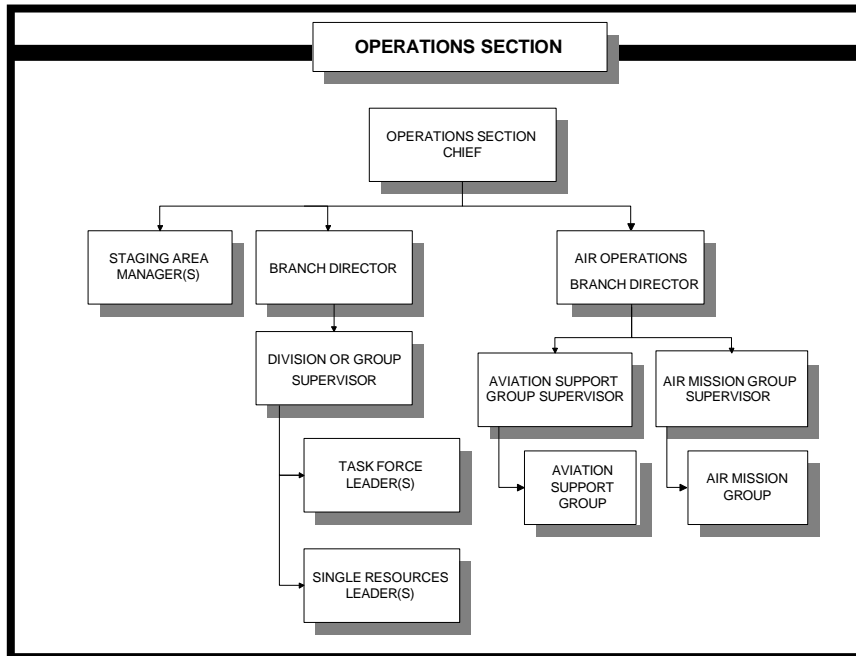
### **Time**

- \_\_\_\_\_ Check in and establish communications with the IC and read the entire checklist.
- \_\_\_\_\_ Obtain a briefing and receive your assignment.

- \_\_\_\_\_ Activate, organize, and brief your staff, as necessary.
- \_\_\_\_\_ Identify hazardous and unsafe situations associated with the incident.
- \_\_\_\_\_ Assist in the preparation and review of the SSP.
- \_\_\_\_\_ Review the IAP and include necessary safety messages.
- \_\_\_\_\_ Exercise your emergency authority to stop and/or prevent any and all unsafe acts.
- \_\_\_\_\_ Review and approve the medical plan.
- \_\_\_\_\_ Post danger signs where applicable.
- \_\_\_\_\_ Investigate accidents that have occurred within the incident areas.
- \_\_\_\_\_ Notify relief personnel of the current emergency/safety status.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation time, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ When ordered, secure operations and forward all necessary reports/logs/ICS forms to the IC.

### NOTES

## OPERATIONS SECTION



### OPERATIONS SECTION CHIEF

Position Responsibility: 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 Section Chief coordinates the preparation of the unit operational plans, requests resources, makes expedient changes to the IAP as necessary and reports the changes to the IC.

### Time

- \_\_\_\_\_ Check in and obtain a briefing from the IC.
- \_\_\_\_\_ Activate and brief Operations Section Group/Divisions, strike team/task forces, as necessary.
- \_\_\_\_\_ Participate in the preparation of the IAP.
  - Advise on the operation capabilities.
  - Make recommendations on the tactical portion of the plan.
- \_\_\_\_\_ Execute the IAP.
  - Review group/division, strike team/task force assignments, and activities.

- Contact, assemble, and brief the group/division and strike team/task force leaders.
- \_\_\_\_\_ Assemble and disassemble strike teams/task forces as necessary.
  - Supervise and coordinate all incident operations.
  - Monitor the effectiveness of the IAP and if necessary, recommend changes.
- \_\_\_\_\_ Determine ongoing needs, request additional resources as necessary, and resolve logistical problems reported by subordinates.
- \_\_\_\_\_ Continually update the IC regarding unusual occurrences, status of the situation, and mission accomplishment.
- \_\_\_\_\_ Establish staging areas and staging managers as necessary.
- \_\_\_\_\_ Ensure the general welfare and safety of all Operations Section personnel.
- \_\_\_\_\_ Notify the Operations Section Chief of the emergency/operations status before being relieved.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and the names of section personnel.
- \_\_\_\_\_ Implement demobilization of Operations Section resources as required.
- \_\_\_\_\_ Report information about special activities, events, and occurrences to the IC (ongoing).
- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms to the IC.

### **STAGING MANAGER**

**Position Responsibility:** The Staging Manager is responsible for managing all activities within a staging area. The staging area is maintained for collection of all resources until they are allocated to a given assignment/mission.

### **Time**

- \_\_\_\_\_ Check in and establish communications with the Operations Section Chief or IC and read the entire checklist.
- \_\_\_\_\_ Obtain a briefing and receive your assignment.
- \_\_\_\_\_ Contact branch Directors and establish communications.
- \_\_\_\_\_ Activate and brief your staff.
- \_\_\_\_\_ Establish and identify a staging area with the following considerations:
  - Located away from hazardous areas.
  - Large and readily identifiable.
  - Accessible to large equipment and large numbers of personnel.
  - Arranged so that resources can be easily dispersed.
  - Tightly controlled.
- \_\_\_\_\_ Advise branch Directors and the Operations Section Chief when the staging area is operational.
- \_\_\_\_\_ Notify branch Directors and the Operations Section Chief as resources arrive, check in, and are available at the staging area(s).
- \_\_\_\_\_ Release resources to given assignment/mission as directed by the branch Director and/or the Operations Section Chief.
- \_\_\_\_\_ Determine any support needs at the staging area.
- \_\_\_\_\_ Notify relief personnel of current emergency/staging status.
- \_\_\_\_\_ Maintain an inventory of resources in the staging area.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operational times, significant events, equipment purchases, and names of staging area personnel.
- \_\_\_\_\_ When ordered, secure operations, release units under supervision, and forward all reports/logs/ICS forms, through channels, to the IC.

## **AIR OPERATIONS BRANCH DIRECTOR**

**Position Responsibility:** The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the IAP. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or flight hours per pilot.

### **Time**

- \_\_\_\_\_ Obtain a briefing from the Operations Section Chief and read the entire checklist.
- \_\_\_\_\_ Participate in the preparation of the IAP.
  - Develop an operational plan for air operations.
    - \* Consider air mission resources.
    - \* Coordinate with appropriate Operations Section personnel.
- \_\_\_\_\_ Request a declaration or cancellation of restricted air space area (Federal Regulation 14 CFR FAR 91-137).
  - Initiate a Notice To Airmen (NOTAM) if necessary (refer to page 53 of this guide).
- \_\_\_\_\_ Prepare and provide an ICS 220 Air Operations Worksheet Summary to the air support group and fixed-wing bases.
- \_\_\_\_\_ Supervise all air operations activities associated with the incident.
- \_\_\_\_\_ Determine procedures for air organizations to coordinate plans with ground branches, divisions, groups, etc.
- \_\_\_\_\_ Establish procedures for emergency reassignment of aircraft.
- \_\_\_\_\_ Schedule approved flights of non-incident aircraft in the restricted air space area.
- \_\_\_\_\_ Consider requests for non-tactical use of incident aircraft.
- \_\_\_\_\_ Coordinate with the Federal Aviation Administration (FAA).

- \_\_\_\_\_ Ensure there are helispot/helibase maps for out-of-area pilots to familiarize them with local anomalies/hazards.
- \_\_\_\_\_ Report special incidents/accidents. Arrange for an accident investigation team when warranted.
- \_\_\_\_\_ Inform the air operations personnel of the air traffic situation external to the incident.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operational times, significant events, equipment purchases, and names of staging personnel.

**Air Mission Resources Ordering Checklist**

This checklist is not intended to make the user an expert in air mission resource designation, operations, or management. It is designed to provide guideline assistance to aid planners, logistic support requesters, and command and operations personnel in organizing their mission.

**Transportation Considerations**

**Time**

- \_\_\_\_\_ Passengers (PAX): total number of personnel to be transported (based on an average PAX weight of 180 pounds).
- \_\_\_\_\_ Cargo (pounds): includes specialized equipment and/or team equipment plus the weight of an individual's personal gear. (Note unusual dimensions of specialized items of equipment, e.g., scuba tanks, avalanche probes, shoulder weapons, K-9s.)
- \_\_\_\_\_ Mission urgency (airspeed): time constraints of the mission (e.g., as soon as possible, today, future).
  - Weather considerations.
  - Destination airfield/landing zone (LZ)/helispot/helibase:
    - \* Length, type of surface, rotor clearance/dimensions, etc.
  - Alternate destination data: \_\_\_\_\_
  - Aviation hazard conditions: items that may have an impact on the safety of the mission.

- Power lines, runway construction or obstructions, competing air traffic, hostile conditions, etc.
- Fuel availability at remote sites: type, hours of operations, pumping capability, etc.
- Estimated time of release: the length of time the resource will be utilized.

## **Tactical Considerations**

### **Time**

- \_\_\_\_\_ Mission Description: what you need the aircraft to do.
  - Command and control, communications relay link, observation, medical evacuation, SWAT team insertion, etc.
  
- \_\_\_\_\_ Competent observer: normally supplied by the requester.
  
- \_\_\_\_\_ Compatible radio: available through the provider or supplied by the requester.
  - Will ground-to-air radio contact be possible during the mission?
  
- \_\_\_\_\_ Mission Requirements:
  - High wing, slow airspeed, maneuverability, rappelling capability, covering fire, winching, etc.
  
- \_\_\_\_\_ Airborne time: how long you need the resource in the air.
  
- \_\_\_\_\_ Area of intended operations: where do you plan on going?
  - Desert, mountains, urban environment, etc.

### **NOTES**

**EMERGENCY NOTICE TO AIRMEN/AIRWOMEN (NOTAM)  
FEDERAL AVIATION REGULATION (FAR) 91.137**

This regulation allows the requesting agency to set certain restrictions on the flight of all aircraft within a given air space. A NOTAM must be carefully considered and used only in those cases where it is essential to the successful termination of the emergency incident.

Initiating a NOTAM: A representative of the Department must contact the Federal Aviation Administration (FAA). The FAA may be contacted in Southern California (South of Bakersfield and Paso Robles) at (661) 265-8205 (Palmdale). The Northern California number is (800) 272-1180 or (510) 273-7359 (Oakland). CHP aircraft in the area should monitor frequency 122.75 to warn approaching aircraft of the "NOTAM" condition.

**Required Information**

1. Name of person calling: \_\_\_\_\_
2. Agency making request: \_\_\_\_\_
3. Description of the incident: \_\_\_\_\_
4. Estimated length of time NOTAM will be in effect: \_\_\_\_\_
5. Agency responsible for incident command: \_\_\_\_\_
6. A clear definition of air space to be restricted (seek Division Air Operations assistance in defining restriction): \_\_\_\_\_
7. Altitude restrictions: \_\_\_\_\_
8. Aircraft that will be permitted inside restriction; e.g., CHP, sheriff, air rescue: \_\_\_\_\_
9. Advise FAA that CHP and allied agency aircraft will be monitoring frequency 122.75 for direct communication between CHP and private aircraft.

**Note:** News media aircraft are permitted by FAR to enter NOTAMS; however, they are held to designated altitude restrictions.

**Alternative Assistance for Initiating a NOTAM:**

- Division helicopter or aircraft services unit.
- CHP Headquarters Air Operations Section.
- Uniformed members who are licensed pilots.
- Allied law/fire service aircraft units.
  - \* Unfortunately, the NOTAM is broadcast on only one frequency and due to the many radio frequencies available to pilots, some may not receive the notification. Therefore, it is the responsibility of the IC to also communicate the restriction information to both CHP and allied agency aircraft operating within the vicinity. CHP pilots, knowing a NOTAM is in effect, should attempt to communicate with other aircraft in the area advising them

of the NOTAM. The IC will also have to ensure that the NOTAM is either extended or canceled when necessary.

## **BRANCH DIRECTOR**

**Position Responsibility:** The Branch Directors are under the direction of the Operations Section Chief. The Operations Section Chief will assign specific portions of the IAP to the Branch Director.

### **Time**

- \_\_\_\_\_ Obtain a briefing from the Operations Section Chief and read the entire checklist.
- \_\_\_\_\_ Don a position vest (if available) and read the entire checklist.
- \_\_\_\_\_ Assign alternate Branch Directors.
- \_\_\_\_\_ Attend planning meetings at the request of the Operations Section Chief.
- \_\_\_\_\_ Review the assignment lists for division/groups within your branch. Modify the lists based on the effectiveness of the current operations.
- \_\_\_\_\_ Assign specific work tasks to the division/group leaders.
- \_\_\_\_\_ Resolve logistics problems reported by your subordinates.
- \_\_\_\_\_ Report to the Operations Section Chief when:
  - The IAP should be modified.
  - Additional resources are needed.
  - Surplus resources are available.
  - Hazardous situations exist.
  - Significant events occur.
- \_\_\_\_\_ Approve all accident reports and medical reports originating within the branch.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operational times, significant events, equipment purchases, and names of staging personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Operations Section Chief.

Note: The Branch Directors should supervise between three to five Division/Group Supervisors, depending on the situation.

### **DIVISION/GROUP SUPERVISORS**

**Position Responsibility:** The Division/Group Supervisors report to the Operations Section Chief or the Branch Director when activated. Groups are activated upon identified need in the IAP for a specific function (i.e., Perimeter Control, Security Group, Traffic Control Group). Divisions are activated to coordinate operations in a specific geographic area.

#### **Time**

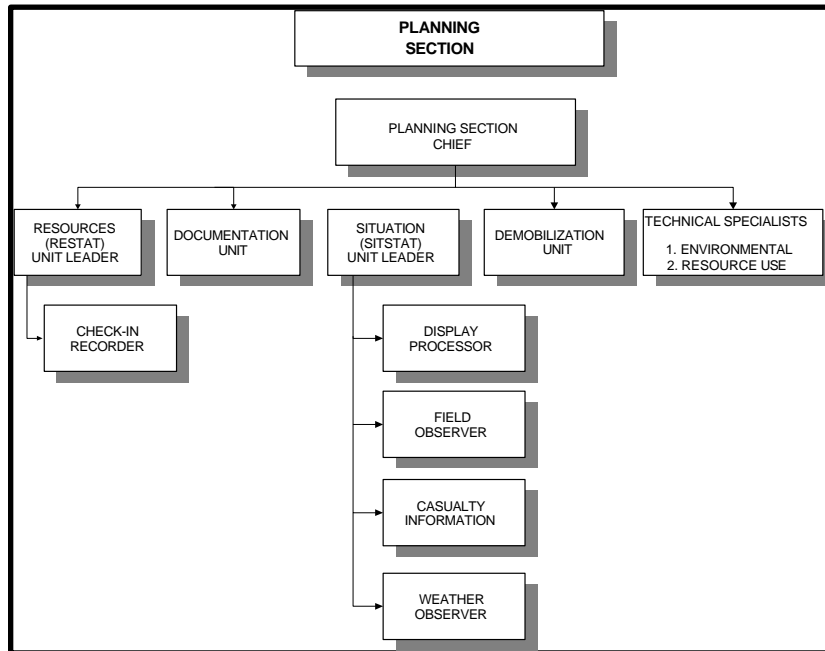
- \_\_\_\_\_ Obtain a briefing from the Branch Director or Operations Section Chief and read the entire checklist.
- \_\_\_\_\_ Don a position vest (if available) and read the entire checklist.
- \_\_\_\_\_ Review Division/Group assignments and incident activities with strike teams/task forces and assign tasks as necessary.
- \_\_\_\_\_ Coordinate activities with adjacent ICS divisions or groups.
- \_\_\_\_\_ Determine the need for assistance on assigned tasks.
- \_\_\_\_\_ Ensure that incident communications and/or the resources unit is advised of all changes in the status of resources assigned to the Division/Group.
- \_\_\_\_\_ Participate in the development of Division/Group plans for the next operational period.
- \_\_\_\_\_ Submit the situation and resources status information to the Branch Director or Operations Section Chief.
- \_\_\_\_\_ Report special occurrences or events such as accidents or sickness to the Branch Director or Operations Section Chief.

- \_\_\_\_\_ Resolve logistics problems within the Division/Group.
- \_\_\_\_\_ Maintain an ICS Unit Activity Log including operational times, significant events, equipment purchases, and names of staging personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Branch Director or Operations Section Chief.

Note: Each Division/Group Supervisor should supervise between five and seven strike teams/task forces, depending on the situation.

#### NOTES

## PLANNING SECTION



### PLANNING SECTION CHIEF

Position Responsibility: The Planning Section Chief is responsible for the operation of the Planning Section. The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. Information is needed to understand the current situation, predict the probable course of incident events, and prepare strategies for the IAP. The Planning Section Chief establishes information requirements and reporting schedules for all ICS organizational elements. The section also prepares briefings for the Incident Commander, or EOC staff, related to new or updated intelligence information.

### Time

- \_\_\_\_\_ Check in and obtain a briefing from the IC and read the entire checklist.
- \_\_\_\_\_ Organize, activate, brief, and manage Planning Section units.
  - Resources Unit.
  - Documentation Unit.
  - Situation Unit.
  - Demobilization Unit.
  - Technical Specialists.

- \_\_\_\_\_ Gather all intelligence regarding the incident situation and the status of all resources.
- \_\_\_\_\_ Advise the IC of any significant changes in the incident status.
- \_\_\_\_\_ Assist in preparation of the IAP.
- \_\_\_\_\_ Ensure the general welfare and safety of all Planning Section personnel.
- \_\_\_\_\_ Provide periodic status summaries/briefings on the incident situation.
- \_\_\_\_\_ Monitor and display incident and resource status summary information.
- \_\_\_\_\_ Establish a weather data collection system when necessary.
- \_\_\_\_\_ Identify the need for other specialized resources.
- \_\_\_\_\_ Assemble information on alternative strategies and make recommendations.
- \_\_\_\_\_ Prepare and distribute orders from the IC and the IAP.
- \_\_\_\_\_ Notify your relief (if applicable) of the current emergency/planning status.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log with operation times, significant events, equipment purchases, and names of section personnel.
- \_\_\_\_\_ Prepare and make recommendations to the IC for the release of resources during demobilization and decontamination.
- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms to the IC.

**RESOUR1 is available, assigned, or out-of-service) from:**

- IC/unified command.
- Logistics Section.
- Incident communications.
- Operations Section.

- Agency dispatch centers.
  - Planning Section.
- \_\_\_\_\_ Prepare and maintain the command post display including the organization chart, resource allocation, and deployment sections.
  - \_\_\_\_\_ Establish contacts with incident facilities and begin tracking the incident resources and their status.
  - \_\_\_\_\_ Participate in Planning Section meetings as required by the Planning Section Chief.
  - \_\_\_\_\_ Gather, post, and maintain the status of the incident resources.
  - \_\_\_\_\_ Maintain a master roster of all resources checked in at the incident.
  - \_\_\_\_\_ Prepare an organization assignment list and organization chart.
  - \_\_\_\_\_ List expendable supplies that need replenishing and give the list to the Supply Unit.
  - \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log with operation times, significant events, equipment purchases, and names of section personnel.
  - \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms, through channels, to the IC.

### **CHECK-IN RECORDER**

**Position Responsibility:** The Check-in Recorder functions as part of the Resource Unit and are needed at each check-in location to ensure that all resources assigned to an incident are accounted for and properly logged.

### **Time**

- \_\_\_\_\_ Obtain a briefing from the Resource Unit Leader and read the entire checklist.
- \_\_\_\_\_ Obtain work materials, including the check-in lists.
- \_\_\_\_\_ Establish communications with the communications center.

- \_\_\_\_\_ Post signs so that arriving resources can easily find the check-in locations.
- \_\_\_\_\_ Record check-in information and relay to Resource Unit.
- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms to the Resource Unit Leader.

### **DOCUMENTATION UNIT LEADER**

Position Responsibility: The Documentation Unit Leader functions within the Planning Section and maintains files, provides duplication services, and operates a message center as necessary.

#### **Time**

- \_\_\_\_\_ Check in and establish communications with the Planning Section Chief and read the entire checklist.
- \_\_\_\_\_ Obtain a briefing and receive your assignment.
- \_\_\_\_\_ Appoint and brief your staff as needed.
  - Support Staff.
  - Aides/Runners.
- \_\_\_\_\_ Establish and operate the message center.
- \_\_\_\_\_ Review messages and post significant information on situation status boards.
- \_\_\_\_\_ Provide blank forms/messages as requested.
- \_\_\_\_\_ Provide duplication services (duplicate and distribute copies of the IAP, etc.).
- \_\_\_\_\_ Notify relief personnel of current incident/documentation status.
- \_\_\_\_\_ Provide MIS services (equipment, operators).
- \_\_\_\_\_ Provide fax services (equipment, operators).

- \_\_\_\_\_ Establish and organize an incident file and retain copies of all forms/messages generated for after-incident use.
- \_\_\_\_\_ Maintain An ICS Unit Activity Log, including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms, through channels, to the Planning Section Chief.

**SITUATION STATUS (SITSTAT) UNIT LEADER**

Position Responsibility: The SITSTAT Unit Leader functions within the Planning Section and is responsible for the collection and organization of incident status and situation information. He/she is also responsible for the evaluation and display of that information for use by ICS personnel and communications operators.

**Time**

- \_\_\_\_\_ Obtain a briefing and special instructions from the Planning Section Chief and read the entire checklist.
- \_\_\_\_\_ Appoint and brief your staff, as necessary:
  - Damage intelligence.
  - Dispatchers.
  - Weather observer.
  - Field observers.
- \_\_\_\_\_ Establish contact and collect situation/incident status information from appropriate field observers.
- \_\_\_\_\_ Compile and display situation/incident summary status information.
- \_\_\_\_\_ Provide periodic damage estimates, communication needs, and weather changes to 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 IC.

- \_\_\_\_\_ Prepare the incident status summary.
- \_\_\_\_\_ Prepare a traffic plan, external and internal to the incident, for approval by the Planning Section Chief.
- \_\_\_\_\_ Provide photographic services, maps, and weather data.
- \_\_\_\_\_ List expendable supplies that need replenishing, and give the list to the Supply Unit.
- \_\_\_\_\_ Notify relief personnel of current emergency/situation status.
- \_\_\_\_\_ Maintain the SITSTAT Unit records.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms, through channels, to the Planning Section Chief.

### **DEMOBILIZATION UNIT LEADER**

Position Responsibility: The Demobilization Unit Leader functions within the Planning Section and is responsible for preparing the demobilization plan and assisting sections/units ensuring that an orderly, safe, and cost effective movement of personnel and equipment is accomplished following the emergency incident.

Note: This unit should begin its work early in the incident creating rosters of personnel and resources, and obtain any missing information as check-in proceeds.

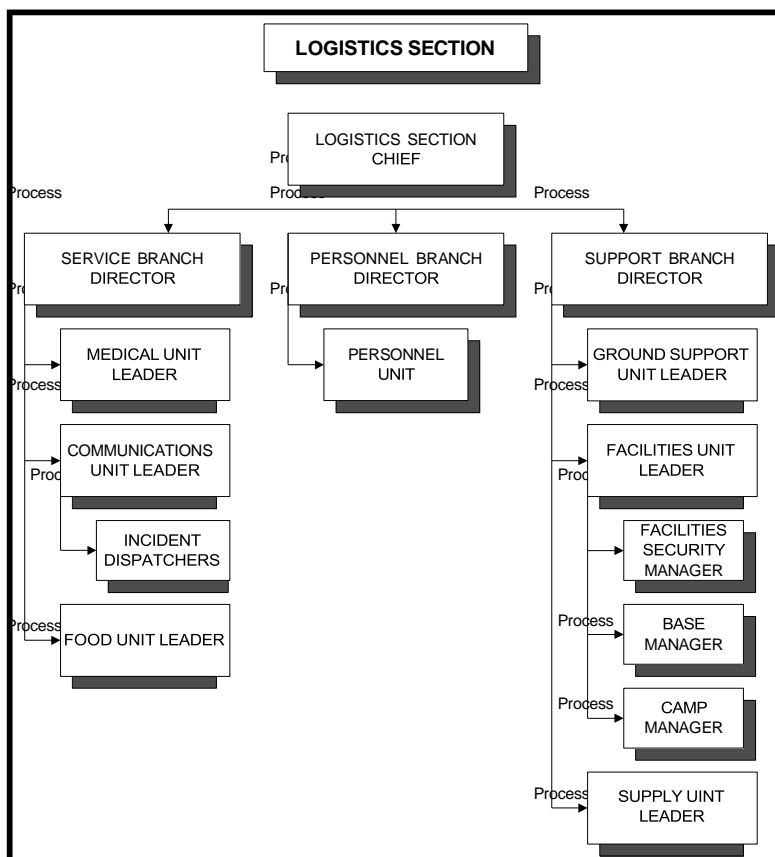
### **Time**

- \_\_\_\_\_ Obtain a briefing from the Planning Section Chief and read the entire checklist.
- \_\_\_\_\_ Establish communication links with necessary off-site facilities.
- \_\_\_\_\_ Assist in implementing and coordinating the demobilization plan.

- \_\_\_\_\_ Review incident resource records to determine the probable size of the 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.
  - Personnel rest and safety needs.
  - Coordination procedures with assisting agencies.
- \_\_\_\_\_ Be aware of ongoing Operations Section resource needs.
- \_\_\_\_\_ Obtain identification/description of surplus resources and release times.
- \_\_\_\_\_ Determine finance, supply, and other incident check-out points.
- \_\_\_\_\_ Evaluate incident logistics and transportation needs in support of the demobilization plan.
- \_\_\_\_\_ Prepare the demobilization plan including the following sections:
  - General - discussion of demobilization procedure.
  - Responsibilities - specific implementation of responsibility and activity.
  - Release priority - according to agency and kinds and types of resources.
  - Release procedures - detailed steps and processes to be followed.
  - Directories - maps, telephone numbers, instructions and other needs.
- \_\_\_\_\_ Distribute the approved demobilization plan to each processing point on and off the incident.
- \_\_\_\_\_ Maintain an ICS Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.

- \_\_\_\_\_ Upon completion of demobilization, forward the unit log and all essential documents to the Planning Section Chief.

## LOGISTICS SECTION



### LOGISTICS SECTION CHIEF

**Position Responsibility:** The Logistics Section Chief is responsible for providing facilities, personnel, equipment, and supplies in support of the incident. The Logistics Section Chief participates in the development and implementation of the IAP and activates and supervises the units within the Logistics Section.

### Time

- \_\_\_\_\_ Check in and receive a briefing from the IC, review position checklist.
- \_\_\_\_\_ Organize, activate, brief and manage Logistics Section Units which may include:
  - Supply Unit.
  - Food Unit.
  - Facilities Unit.
  - Ground support Unit.

- Communication Unit.
  - Shelter/welfare Unit. (optional)
  - Transportation Unit. (optional)
- \_\_\_\_\_ Participate in preparation of the IAP.
    - Advise on current service and support capabilities.
      - \* Prepare service and support elements of the IAP (e.g., incident communications plans).
  - \_\_\_\_\_ Utilize a countywide resource list such as the "yellow pages" and the internet to assist in locating and procuring required resources.
  - \_\_\_\_\_ Recommend release of Logistics Section resources that conform with the demobilization plan.
  - \_\_\_\_\_ Identify current and future service and support requirements for expected operations.
  - \_\_\_\_\_ Coordinate and process all requests for additional resources from the Operations Section that conform with the priority protective action missions within the IAP.
  - \_\_\_\_\_ Ensure the general welfare and safety of all Logistics Section personnel.
  - \_\_\_\_\_ Notify the Logistics Section Chief of the current incident/logistics status before being relieved.
  - \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, private sector contracts, and names of section personnel.
  - \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms to the IC.

**SERVICE BRANCH DIRECTOR**

Position Responsibility: 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 Service Branch Director supervises the operations of the Communications, Medical, and Food Units.

**Time**

- \_\_\_\_\_ Check in and receive a briefing from the Logistics Section Chief, receive your assignment and read the entire checklist.
- \_\_\_\_\_ Determine the level of service required to support the operation.
- \_\_\_\_\_ Confirm the appointment of service branch personnel.
  - Communication Unit leader.
  - Medical Unit leader.
  - Food Unit leader.
- \_\_\_\_\_ Participate in planning meetings of Logistics Section personnel.
- \_\_\_\_\_ Review the IAP.
- \_\_\_\_\_ Organize and prepare assignments for service branch personnel.
- \_\_\_\_\_ Coordinate the activities of the service branch units.
- \_\_\_\_\_ Inform the Logistics Section Chief of service branch activities.
- \_\_\_\_\_ Resolve service branch problems.
- \_\_\_\_\_ Maintain an ICS Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Logistics Section Chief.

### **MEDICAL UNIT LEADER**

**Position Responsibility:** The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for developing the Incident Medical Plan, obtaining medical aid and transportation for injured and ill personnel, and preparing reports and records. The Medical Unit Leader may also assist the Operations Section by supplying medical care and assistance to civilian casualties at the incident.

### **Time**

- \_\_\_\_\_ Obtain a briefing from the Service Branch Director or Logistics Section Chief, and read the entire checklist.
- \_\_\_\_\_ Determine the level of emergency medical activities performed prior to the activation of the Medical Unit.
- \_\_\_\_\_ Respond to and coordinate medical aid requests.
- \_\_\_\_\_ Respond to and coordinate medical transportation requests.
- \_\_\_\_\_ Respond to and coordinate requests for medical supplies.
- \_\_\_\_\_ Participate in Logistics Section and/or service branch planning activities.
- \_\_\_\_\_ Activate the Medical Unit.
- \_\_\_\_\_ Prepare the medical emergency plan.
- \_\_\_\_\_ Prepare procedures for major medical emergencies.
- \_\_\_\_\_ Declare major medical emergencies as appropriate.
- \_\_\_\_\_ Prepare medical reports.
- \_\_\_\_\_ Submit reports as directed.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Service Branch Director or Logistics Section Chief.

### **COMMUNICATIONS UNIT LEADER**

**Position Responsibility:** 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, supervising the incident communications center, distributing communications equipment to incident personnel, and installing, testing, maintaining, and repairing communications equipment.

## Time

- \_\_\_\_\_ Check in and receive a briefing from the Service Branch Director or Logistics Section Chief, review checklist and receive your assignment.
- \_\_\_\_\_ Appoint, organize, and brief your staff as appropriate.
- \_\_\_\_\_ Prepare and implement an Incident Communications Plan if needed.
- \_\_\_\_\_ Supervise the Communications Unit activities and ensure that an incident communications center is established.
- \_\_\_\_\_ Ensure communications systems and equipment are installed, tested, and repaired. Set up telephone and public address systems.
  - Augment the Communications Unit staff with Amateur Radio Emergency Service [(ARES) civilian radio groups] as appropriate and available.
- \_\_\_\_\_ Provide technical information as required on:
  - Adequacy of the communications system in operation.
  - Geographic limitations on the communications system.
  - Amount, type, and capability of available equipment.
  - Anticipated problems in the use of communications equipment.
- \_\_\_\_\_ Maintain records on all communications equipment as appropriate.
- \_\_\_\_\_ Assist in distributing any stockpiled radio equipment as available and necessary.
- \_\_\_\_\_ Recover equipment from relieved or released units.
- \_\_\_\_\_ Notify relief personnel of current emergency and communications status.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.

- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms, through channels, to the Logistics Section Chief.

### **PERSONNEL BRANCH DIRECTOR**

**Position Responsibility:** The Personnel Branch Director, under the supervision of the Logistics Section Chief, is responsible for maintaining records on all personnel assigned to the incident. The Personnel Branch Director assigns personnel to appropriate sections and maintains timekeeping and assignment records of all volunteer, liaison, and outside agency personnel. The time card file, assignment card file, a record of all activities of the personnel pool, and a schedule of personnel relief is also maintained by the Personnel Branch Director. Oversees the functions of the Personnel Unit, Volunteer Services Unit, and Mutual Aid Unit.

### **Time**

- \_\_\_\_\_ Check in and obtain a briefing from the Logistics Section Chief and read the entire checklist.
- \_\_\_\_\_ Attend planning meetings to gather overall strategy and personnel requirements.
- \_\_\_\_\_ Select a personnel branch staff to meet the requirements of the incident.
- \_\_\_\_\_ Coordinate activities of the personnel branch with other ICS sections.
- \_\_\_\_\_ Maintain timekeeping and assignment records of all volunteer, liaison, and outside agency personnel assigned to the incident.
  - A separate accounting shall be maintained for mutual aid and/or military personnel assigned to the incident.
- \_\_\_\_\_ Maintain a sufficient ready reserve to meet the needs of the incident.
- \_\_\_\_\_ Receive and assign responding officers to sections, units, and groups as requested. Obtain a copy of the check-in lists for personnel accountability purposes.
- \_\_\_\_\_ Record the presence of and assign volunteers (you may assign a Volunteer Services Unit leader).

- \_\_\_\_\_ Assemble the pool of personnel into provisional squads pending assignment.
- \_\_\_\_\_ Provide a means for rest and recuperation for personnel.
- \_\_\_\_\_ Maintain the following special files and logs:
  - Time card file.
  - Assignment card file.
  - Record of all activities.
  - Schedule of personnel relief.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Logistics Section Chief.

### **SUPPORT BRANCH DIRECTOR**

**Position Responsibility:** The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for developing and implementing logistics plans in support of the IAP. The Support Branch Director supervises the operations of Supply, Facilities, Ground Support, and Maintenance Units.

### **Time**

- \_\_\_\_\_ Check in, receive a briefing from the Logistics Section Chief, and read the entire checklist.
- \_\_\_\_\_ Identify and brief support branch personnel dispatched to the incident.
  - Supply Unit leader.
  - Facilities Unit leader.
  - Ground Support Unit leader.
- \_\_\_\_\_ Determine the initial support operations by coordinating with the Logistics Section Chief and the Service Branch Director.
- \_\_\_\_\_ Prepare the initial organization and make assignments for support operations.
- \_\_\_\_\_ Determine if the assigned service branch resources are sufficient.

- \_\_\_\_\_ Observe the work progress of the assigned units and inform the Logistics Section Chief of their activities.
- \_\_\_\_\_ Resolve any problems associated with requests from the Operations Section.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Logistics Section Chief.

**GROUND SUPPORT UNIT LEADER**

Position Responsibility: The Ground Support Unit Leader is primarily responsible for transportation of personnel, supplies, food, and equipment, fueling, service, maintenance, repair of vehicles and other ground support equipment, and developing the Incident Traffic Plan.

**Time**

- \_\_\_\_\_ Check in, receive a briefing from the Support Branch Director or Logistics Section Chief, and read the entire checklist.
- \_\_\_\_\_ Participate in Support Branch and/or Logistics Section planning activities.
- \_\_\_\_\_ Develop the incident traffic plan.
- \_\_\_\_\_ Provide transportation services.
- \_\_\_\_\_ Notify the Resources Unit of all status changes on support and transportation vehicles.
- \_\_\_\_\_ Arrange for and activate fueling, maintenance, and repair of ground resources.
- \_\_\_\_\_ Maintain an inventory of support and transportation vehicles.
- \_\_\_\_\_ Collect information on how rented equipment and vehicles are being used.
- \_\_\_\_\_ Requisition maintenance and repair supplies such as fuel and spare parts.

- \_\_\_\_\_ Maintain all roads in and around the command post and emergency resource center.
- \_\_\_\_\_ When required, establish and maintain a helicopter landing site.
- \_\_\_\_\_ Submit all reports to the Support Branch Director or Logistics Section Chief as directed.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Support Branch Director or Logistics Section Chief.

**FACILITIES UNIT LEADER**

Position Responsibility: The Facilities Unit Leader reports to the Support Branch Director and is primarily responsible for the layout and activation of incident facilities, including base camp(s), and the Incident Command Post (CP). The unit provides sleeping and sanitation needs for incident personnel; in addition, to providing the security needs of the base camp and CP.

**Time**

- \_\_\_\_\_ Check in, receive a briefing from the Support Branch Director or the Logistics Section Chief, and read the entire checklist.
- \_\_\_\_\_ Review the IAP.
- \_\_\_\_\_ Participate in Logistics Section and/or Support Branch planning activities.
- \_\_\_\_\_ Determine the requirements for each facility to be established.
  - Sleeping requirements \_\_\_\_\_
  - Sanitation facilities \_\_\_\_\_
  - Security needs \_\_\_\_\_
  - Parking requirements \_\_\_\_\_
  - Eating facilities \_\_\_\_\_
  - Communications needs \_\_\_\_\_
  - Lighting requirements \_\_\_\_\_
  - Emergency power requirements \_\_\_\_\_

- \_\_\_\_\_ Ensure that all facilities are set up and functioning properly.
- \_\_\_\_\_ Prepare layouts of incident facilities.
- \_\_\_\_\_ Notify Group Supervisor of facility layout.
- \_\_\_\_\_ Provide base and camp managers.
  - Obtain personnel to operate the facilities.
- \_\_\_\_\_ Provide facility maintenance services, sanitation, lighting, and clean up.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Support Branch Director, or Logistics Section Chief.

### **SECURITY OFFICER**

**Position Responsibility:** The Security Officer, under the direction of the Logistics Section Chief, is responsible for providing necessary safeguards needed to protect personnel and property from loss or damage. Provides security for command posts, staging areas, and EOCs.

### **Time**

- \_\_\_\_\_ Check in, receive a briefing from the Facilities Unit Leader, and read the entire checklist.
- \_\_\_\_\_ Make contact with local law enforcement agencies as required.
- \_\_\_\_\_ Contact the agency representatives to discuss any special custodial requirements that may affect the operation.
- \_\_\_\_\_ Request required personnel support to accomplish work assignments.
- \_\_\_\_\_ Develop a security plan for the incident facilities.
- \_\_\_\_\_ Adjust the security plan for personnel and equipment changes and releases.

- \_\_\_\_\_ Coordinate security activities with the appropriate incident personnel.
- \_\_\_\_\_ Prevent theft of all government and personal property.
- \_\_\_\_\_ Document all complaints and suspicious occurrences and forward them through the chain-of-command for final action.
- \_\_\_\_\_ Make arrests when appropriate.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Logistics Section Chief.

### **SUPPLY UNIT LEADER**

Position Responsibility: The Supply Unit Leader, under the direction of the Support Branch Director, is primarily responsible for the supervision of ordering procedures for the acquisition of equipment and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and serving non-expendable supplies and equipment.

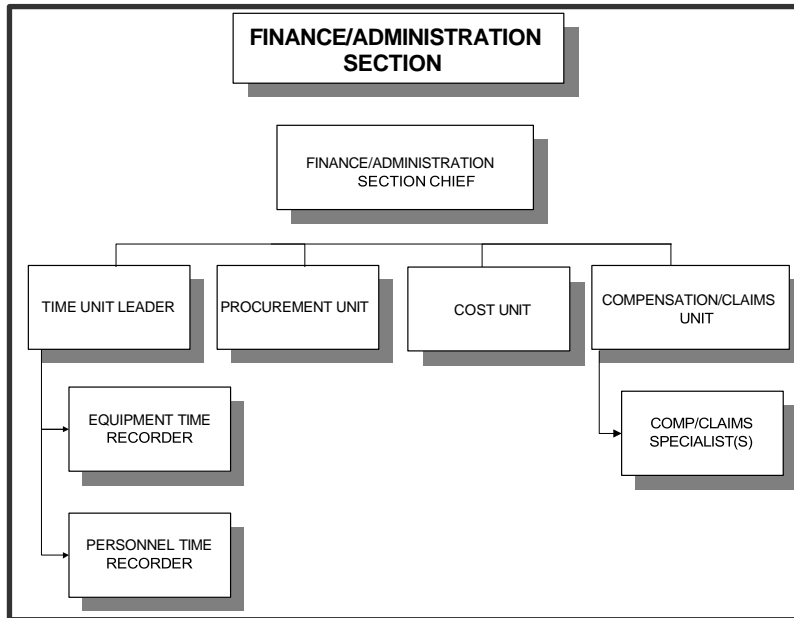
### **Time**

- \_\_\_\_\_ Check in and receive a briefing from the Support Branch Director or Logistics Section Chief, receive your assignment, and read the entire checklist.
- \_\_\_\_\_ Participate in Logistics Section/Support Branch planning activities.
- \_\_\_\_\_ Activate and supervise Ordering Officers and Receiving/Distribution Officers to coordinate acquisition and distribution.
- \_\_\_\_\_ Determine the type and amount of supplies enroute.
- \_\_\_\_\_ Provide necessary supplies and support equipment to the Planning, Logistics, and Finance/Administration Sections.

- \_\_\_\_\_ Review the IAP for information on the operation of the Supply Unit.
- \_\_\_\_\_ Order, receive, distribute, and store supplies and equipment.
- \_\_\_\_\_ Provide Resources Unit with periodic updates on status of equipment and supplies received and distributed.
- \_\_\_\_\_ Make arrangements for receiving ordered supplies.
- \_\_\_\_\_ Receive and respond to requests for personnel, supplies, and equipment.
- \_\_\_\_\_ Develop and implement safety and security requirements for personnel and equipment.
- \_\_\_\_\_ Maintain an inventory of supplies and equipment.
- \_\_\_\_\_ Service reusable equipment.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Support Branch Director or Logistics Section Chief.

## FINANCE/ADMINISTRATION SECTION

### FINANCE/ADMINISTRATION SECTION CHIEF



**Position Responsibility:** The Finance/Administration Section Chief is responsible for the completion of all information related to the cost of the emergency operation, and for supervising members of the Finance/Administration Section.

### **Time**

- \_\_\_\_\_ Check in, receive a briefing from the IC, and read the entire checklist.
- \_\_\_\_\_ Organize, activate, and brief Finance/Administration Section units as necessary:
  - Time Recording Unit.
  - Procurement Unit.
  - Cost Unit.
  - Compensation/Claims Unit.
- \_\_\_\_\_ Attend planning meetings to gather information on the overall incident strategy, and to provide input on financial and cost analysis matters.
- \_\_\_\_\_ Identify and order supply and support needs for the Finance/Administration Section.

- \_\_\_\_\_ Develop an operating plan for the finance functions during the incident.
- \_\_\_\_\_ Prepare work objectives for subordinates, brief your staff, and make assignments.
- \_\_\_\_\_ Authorize and identify emergency funding sources to support the emergency operation.
- \_\_\_\_\_ Determine additional finance needs, emergency activity codes, and resources as necessary.
- \_\_\_\_\_ Meet with the assisting agency representatives regarding financial assistance as required.
- \_\_\_\_\_ Draft and establish emergency contracts, agreements, and memorandums of understanding with private vendors and agencies as necessary for the IC's review.
- \_\_\_\_\_ Verify all time data and deductions with private vendors and/or equipment operators.
- \_\_\_\_\_ Ensure prompt notification of injuries and deaths and proper processing of necessary claims for compensation.
- \_\_\_\_\_ Collect all time and equipment records/unit logs for equipment/personnel assigned to the incident.
- \_\_\_\_\_ Obtain and record all cost data and prepare incident cost summaries.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ When ordered, secure operations and forward all reports/logs/ICS forms to the IC.

### **TIME UNIT LEADER**

**Position Responsibility:** The Time Unit Leader, under the direction of the Finance/Administration Section Chief, is responsible for equipment and personnel time recording, and for managing the commissary operation. (Time recording should be coordinated with the Personnel Branch Director.)

## **Time**

- \_\_\_\_\_ Check in and receive a briefing from the Finance/Administration Section Chief, and read the entire checklist.
- \_\_\_\_\_ Determine the incident requirements for the time recording function.
- \_\_\_\_\_ Make contact with appropriate agency personnel or representatives.
- \_\_\_\_\_ Organize and establish the Time Unit.
- \_\_\_\_\_ Establish the unit objectives, make assignments, and evaluate the unit's performance.
- \_\_\_\_\_ Ensure that daily personnel time recording documents are prepared and comply with established policy.
- \_\_\_\_\_ Establish a commissary operation as required.
- \_\_\_\_\_ Submit cost estimate data forms to the Cost Unit as required.
- \_\_\_\_\_ Brief the Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- \_\_\_\_\_ Provide for records security.
- \_\_\_\_\_ Ensure that all records are current or complete prior to demobilization.
- \_\_\_\_\_ Release time reports from assisting agencies to the respective agency representative(s).
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Finance/Administration Section Chief.

## **PROCUREMENT UNIT LEADER**

**Position Responsibility:** The Procurement Unit Leader functions within the Finance/Administration Section and is responsible for administering all financial matters pertaining to commercial vendors.

### **Time**

- \_\_\_\_\_ Obtain a briefing from the Finance/Administration Section Leader and read the entire checklist.
- \_\_\_\_\_ Contact appropriate unit leaders for incident needs and any special procedures.
- \_\_\_\_\_ Coordinate with local jurisdictions on plans and supply sources.
- \_\_\_\_\_ Develop an 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 your delegated authority.
- \_\_\_\_\_ Coordinate with the Compensation/Claims Unit on procedures for handling claims.
- \_\_\_\_\_ Finalize all agreements and contracts.
- \_\_\_\_\_ Coordinate the use of imprest (advanced government loan) funds as required.
- \_\_\_\_\_ Complete the final document processing and send the documents to the appropriate locations for payment.
- \_\_\_\_\_ Coordinate cost data in contracts with the cost unit leader.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.

- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Finance/Administration Section Chief.

### **COMPENSATION/CLAIMS UNIT LEADER**

**Position Responsibility:** The Compensation/Claims Unit Leader functions within the Finance/Administration Section and is responsible for the overall management and direction of all compensation for injury claims and the supervision of all injury/claims specialists assigned to the incident.

#### **Time**

- \_\_\_\_\_ Obtain a briefing from the Finance/Administration Section Chief and read the entire checklist.
- \_\_\_\_\_ Make contact with the Safety Officer and Liaison Officer or agency representatives if no Liaison Officer is assigned.
- \_\_\_\_\_ Determine the need for compensation for injury and claims specialists, obtain injury and claims specialists, and staff personnel as needed.
- \_\_\_\_\_ Obtain a copy of the Incident Medical Plan.
- \_\_\_\_\_ Ensure that compensation for injury and claims specialists have adequate work space and supplies.
- \_\_\_\_\_ Brief the compensation/claims specialists on the incident activity.
- \_\_\_\_\_ Coordinate with the Procurement Unit on procedures for handling claims.
- \_\_\_\_\_ Periodically review all logs and forms produced by the compensation/claims specialists to ensure:
  - Work is complete.
  - Entries are accurate and timely.
  - Work is in compliance with agency requirements and policies.
- \_\_\_\_\_ Keep the Finance/Administration Section Chief briefed on unit status and activity.

- \_\_\_\_\_ Obtain the demobilization plan. Ensure that compensation for injury and claims specialists are adequately briefed on the demobilization plan.
- \_\_\_\_\_ Ensure 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 (i.e., CHP 121, 121a).
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operation times, significant events, equipment purchases, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs/ICS forms to the Finance/Administration Section Chief.

### **COST UNIT LEADER**

**Position Responsibility:** The Cost Unit Leader functions within the Finance/Administration Section and is responsible for maintaining accurate information on the actual cost of all assigned resources.

### **Time**

- \_\_\_\_\_ Obtain a briefing from the Finance/Administration Section Chief and read the entire checklist.
- \_\_\_\_\_ Analyze and prepare estimates of incident costs.
- \_\_\_\_\_ Ensure that equipment and personnel for which payment is required are properly identified and record all cost data.
- \_\_\_\_\_ Obtain cost estimate data forms from the Time Unit.
- \_\_\_\_\_ Coordinate cost data in contracts with the Procurement Unit.
- \_\_\_\_\_ Maintain an ICS 214 Unit Activity Log including operating times, significant events, and names of unit personnel.
- \_\_\_\_\_ Upon demobilization, forward all reports/logs and ICS forms to the Finance/Administration Section Chief.