



# Unit 5: ICS Organization – Part 1



**FEMA**



# Unit Objectives

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**By the end of this lesson, you should be able to:**

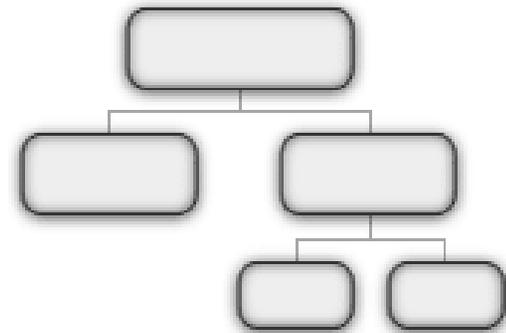
- **Describe the five major management functions in ICS.**
- **Describe the role and function of the Incident Commander.**
- **Describe the role and function of the Command Staff.**

# ICS Structure

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In the ICS organization:

- There is no correlation with the administrative structure of any single agency or organization.
- Someone who serves as a Department Head every day may not hold that title when deployed under an ICS structure.



# Performance of Management Functions

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Every incident or event requires that certain management functions be performed. The problem must be identified and assessed, a plan to deal with it developed and implemented, and the necessary resources procured and paid for.

Regardless of the size of the incident, these management functions will still apply.

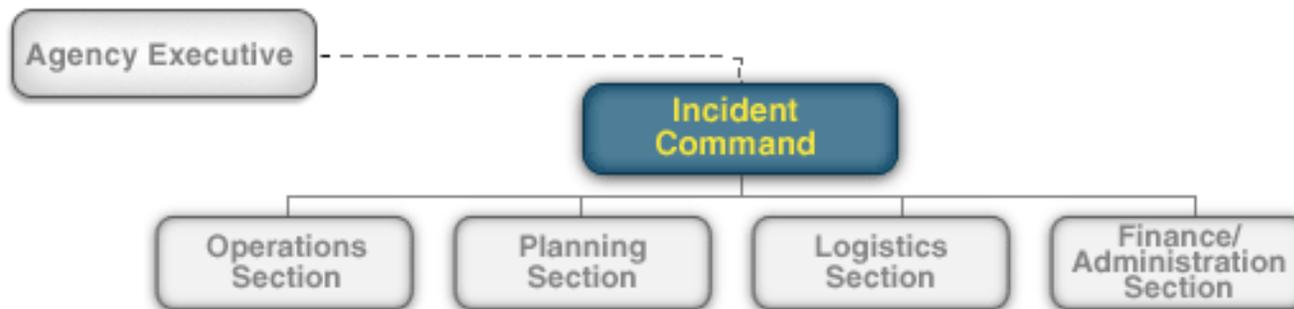
# Five Major Management Functions

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- ***Incident Command:*** Sets the incident objectives, and has overall responsibility at the incident or event.
- ***Operations:*** Conducts tactical operations and directs all tactical resources.
- ***Planning:*** Prepares and documents the Incident Action Plan, collects and evaluates information, maintains resource status and documentation.
- ***Logistics:*** Provides support, resources, and all other services needed to meet the operational objectives.
- ***Finance/Administration:*** Provides accounting, procurement, time recording, and cost analyses.

# Organizational Structure – IncidentCommander

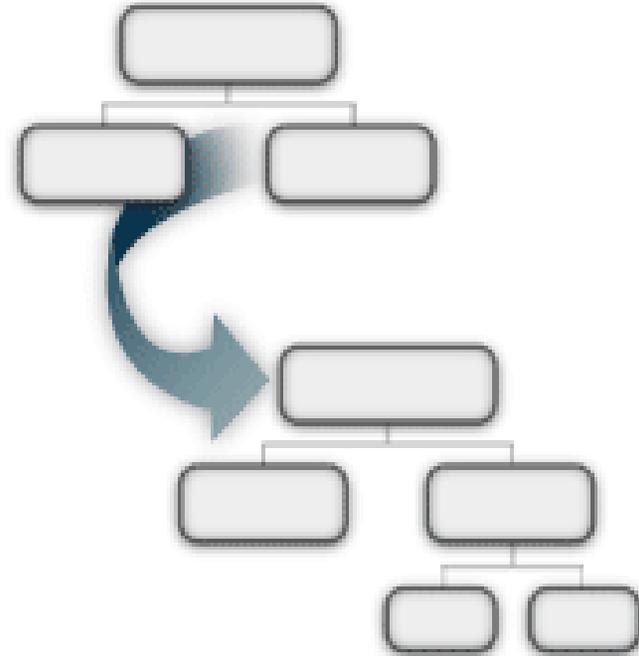
- On small incidents and events, the Incident Commander may accomplish all five management functions.
- The Incident Commander is the only position that is always staffed on an incident.



- The hospital or healthcare system's Director or CEO is referred to as the Agency Executive, and this person delegates authority over the incident to the Incident Commander.

# Organizational Structure – ICS Sections

- ICS expands or contracts to meet the needs of the incident, so each of the primary ICS Sections can be subdivided as needed.
- The person at the top of the organization is responsible until the authority is delegated to another person. The Incident Commander performs all functions until they are delegated.



# KnowledgeReview (1of 2)

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**Who has overall  
responsibility at an  
incident?**

# KnowledgeReview (2of 2)

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**If the Operations  
Section has not been  
activated, who directs  
the tactical operations?**

# Use of Position Titles

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Using specific ICS position titles:

- Provides a common standard for all users.
- Helps to ensure that qualified individuals fill positions.
- Standardizes communication and requests for qualified personnel.



# ICS Supervisory Position Titles

Titles for all ICS supervisory levels are shown in the table below.

<b>Organizational Level</b>	<b>Title</b>	<b>Support Position</b>
<b>Incident Command</b>	<b>Incident Commander</b>	<b>Deputy</b>
<b>Command Staff</b>	<b>Officer</b>	<b>Assistant</b>
<b>General Staff (Section)</b>	<b>Chief</b>	<b>Deputy</b>
<b>Branch</b>	<b>Director</b>	<b>Deputy</b>
<b>Division/Group</b>	<b>Supervisor</b>	<b>N/A</b>
<b>Unit</b>	<b>Leader</b>	<b>Manager</b>
<b>Strike Team/Task Force</b>	<b>Leader</b>	<b>Single Resource Boss</b>

# Incident Commander Role

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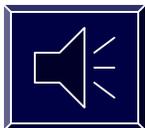
Listen to the Incident Commander talk about his role.



## Audio Key Points:

### The Incident Commander:

- Provides overall leadership for incident response.
- Manages incident objectives.
- Delegates authority to others.
- Takes general direction from the accountable agency executive.



Click icon to play.

# Incident Commander Responsibilities

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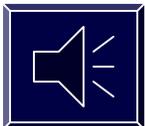
**Listen to the Incident Commander talk about his responsibilities.**



## Audio Key Points:

**The Incident Commander:**

- **Is responsible for all activities and functions until delegated and assigned to staff.**
- **Assesses need for staff.**
- **Establishes incident objectives.**
- **Directs staff to develop the Incident Action Plan.**



**Click icon to play.**

# Incident Commander Responsibilities

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**The Incident Commander is specifically responsible for:**

- **Ensuring incident safety.**
- **Providing information services to internal and external stakeholders.**
- **Establishing and maintaining liaison with other organizations participating in the incident.**

# Changing Incident Commanders

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Command may change to meet the needs of the incident when incidents:

- Expand or contract.
- Change in jurisdiction or discipline.
- Become more or less complex.



**Remember:** Formal transfer of command always requires a transfer of command briefing for the incoming Incident Commander and notification to all personnel that a change in command is taking place.

# Knowledge Review

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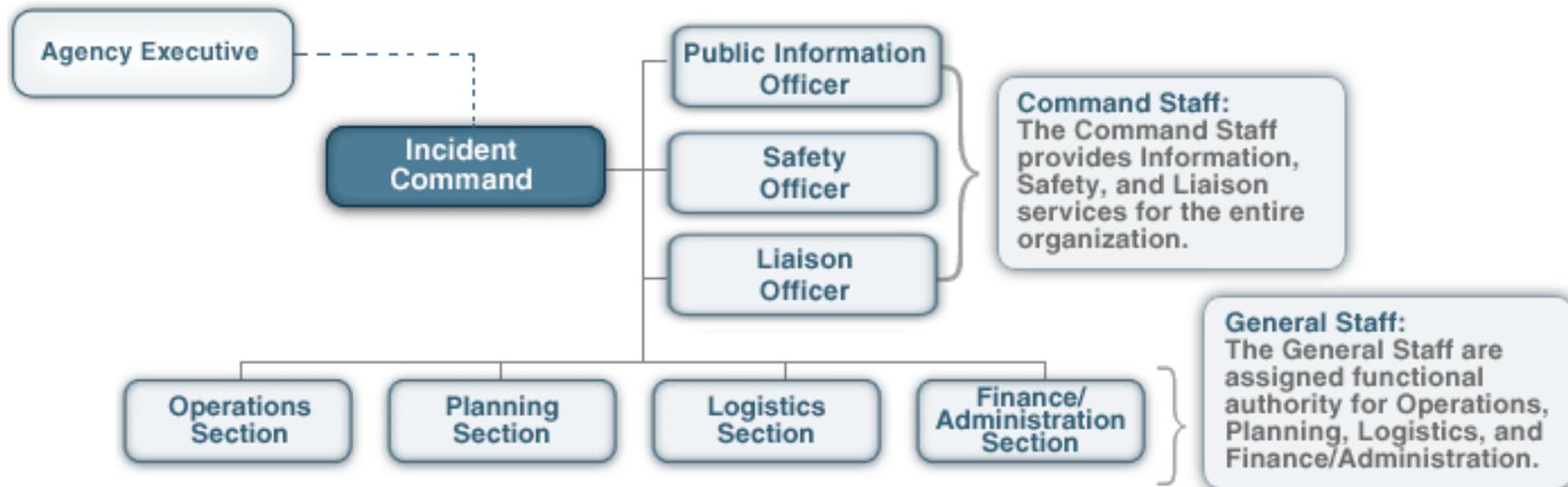
**Instructions:** Read the scenario and then answer the question below.

**Scenario:** As the incident became more complex, command was transferred to a more experienced Incident Commander, which required notification to all personnel that a transfer in command was taking place.

**What other action was required when the transfer of command took place?**

# Expanding the Organization

As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and the General Staff.



# CommandStaff

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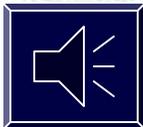
It may be necessary for the Incident Commander to designate a Command Staff, which may include:

- *Public Information Officer* – the conduit for information to internal and external stakeholders, including the media.
- *Safety Officer* – monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
- *Liaison Officer* – the primary contact for supporting organizations that are assisting at an incident, but are not participating within the ICS structure.

# Public Information Officer(PIO)



Public Information Officer



Click icon to play.

Advises Incident Commander on information dissemination and media relations. Incident Commander approves information that the PIO releases.



Incident Commander



Planning Section Chief

Obtains information from and provides information to Planning Section.



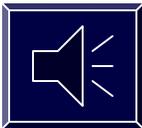
Community and Media

Obtains information from and provides information to community and media.

# Safety Officer



Safety Officer



Click icon to play.

Advises Incident Commander on issues regarding incident safety.

Works with Operations to ensure safety of field personnel.

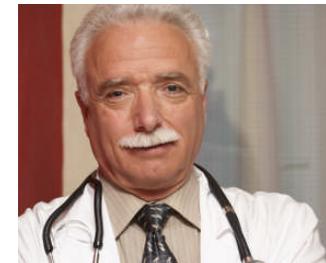
Ensures safety of all incident personnel.



Incident Commander



Operations Section Chief



Incident Personnel

# Liaison Officer

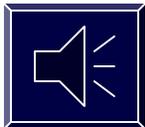


Liaison  
Officer

Assists Incident Commander by serving as point of contact for agency or organization representatives who are helping to support the operation.



Incident  
Commander



Click icon to play.

Provides briefings to and answers questions from supporting organizations and agencies.



Agency Representative

# KnowledgeReview (1 of 3)

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**Instructions:** Read the job description below and determine which member of the Command Staff is being described.



**Job description:**

- Advises Incident Commander on issues related to information dissemination and media relations.
- Serves as primary contact for anyone who wants information about the incident.
- Serves external and internal audiences.
- Obtains information from Planning Section.

# KnowledgeReview (2of 3)

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**Instructions:** Read the job description below and determine which member of the Command Staff is being described.



**Job description:**

- Makes sure everyone does their job safely.
- Advises Incident Commander on issues regarding incident safety.
- Conducts risk analyses and implements safety measures.
- Promotes safe work habits.

# KnowledgeReview (3of 3)

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**Instructions:** Read the job description below and determine which member of the Command Staff is being described.



**Job description:**

- Serves as point of contact for any supporting organization or agency representative.
- Identifies problems between supporting organizations.
- Participates in planning meetings.

# Activity: Command Staff Roles (1 of 2)

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## Instructions:

1. Working as a team, review the scenario presented on the next slide.
2. Identify which Command Staff positions would be assigned.
3. Next, if you were the Incident Commander, what specific activities would you delegate to each Command Staff member?
4. Select a spokesperson. Be prepared to present in 10 minutes.

# Activity: Command Staff Roles (2 of 2)

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**Scenario:** An unexpected flash flood has struck a small community. As a result:

- Homes, schools, and the business district are being evacuated.
- Critical infrastructure has been damaged including contamination of the water supply, downed power lines, and damaged roads.
- Mutual aid is arriving from several surrounding hospitals.
- Media representatives are arriving at the scene.

# Objectives Review

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**You should now be able to:**

- **Describe the five major management functions in ICS.**
- **Describe the role and function of the Incident Commander.**
- **Describe the role and function of the Command Staff.**