



# Unit6: ICS Organization: Part2



**FEMA**



# Unit Objectives

---

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

- **Describe the role and function of the Operations Section.**
- **Describe the role and function of the Planning Section.**
- **Describe the role and function of the Logistics Section.**
- **Describe the role and function of the Finance/Administration Section.**

# GeneralStaff

---

After the Incident Commander, the people who perform the other four management functions are designated as the General Staff.



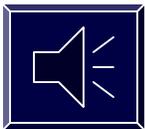
The person in charge of each Section is designated as a Chief. Section Chiefs have the ability to expand their Section to meet the needs of the situation and to appoint one or more Deputies, as needed.

# Audio: Role of Operations Section Chief

---



Operations  
Section  
Chief



Click icon to play.

## Audio Key Points:

### The Operations Section Chief:

- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the tactical resources.
- Coordinates activities with other members of the Command and General Staff.

# OperationsSection

---

- **Directs and coordinates all incident tactical operations.**
- **Is typically one of the first organizations to be assigned to the incident.**
- **Expands from the bottom up.**
- **Has the most incident resources.**
- **May have Staging Areas and/or Labor Pools and other special organizations.**

# Maintaining Span of Control

---

The following supervisory levels can be added to the Operations Section to help manage span of control:

## Divisions

Divide an incident geographically.

## Groups

Describe functional areas of operation.

## Branches

Used when the number of Divisions or Groups exceeds the span of control. Can be either geographical or functional.

# OperationsSection: Divisions

---

- Divided geographically based on the needs of the incident.
- Labeled using alphabet characters (A, B, C, etc.).
- Managed by a Supervisor.



# OperationsSection: Groups

---

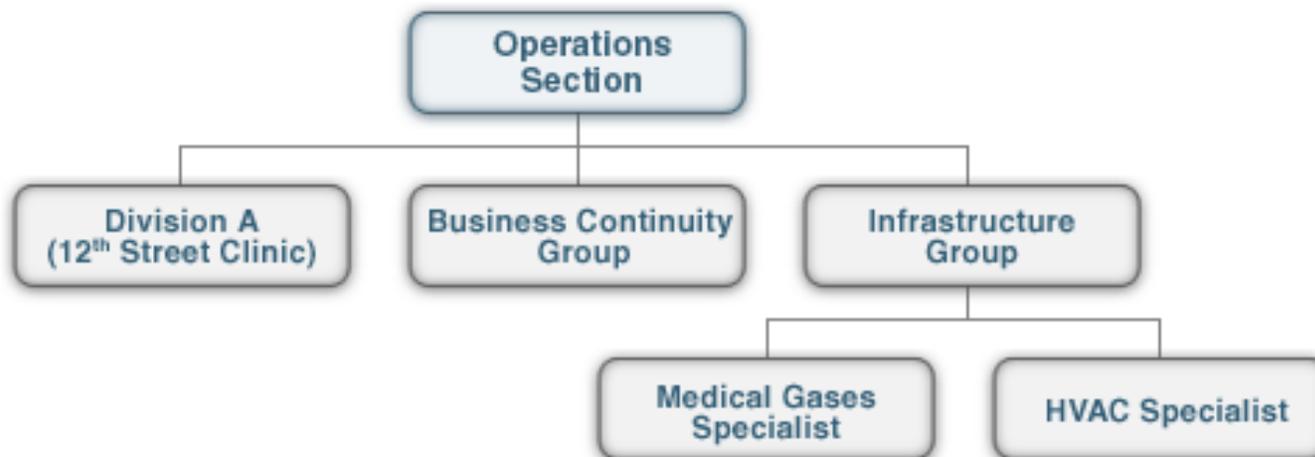
- Established based on the functional needs of an incident.
- Labeled according to the job that they are assigned.
- Managed by a Supervisor.
- Work wherever their assigned task is needed and are not limited geographically.



# Operations Section: Divisions & Groups

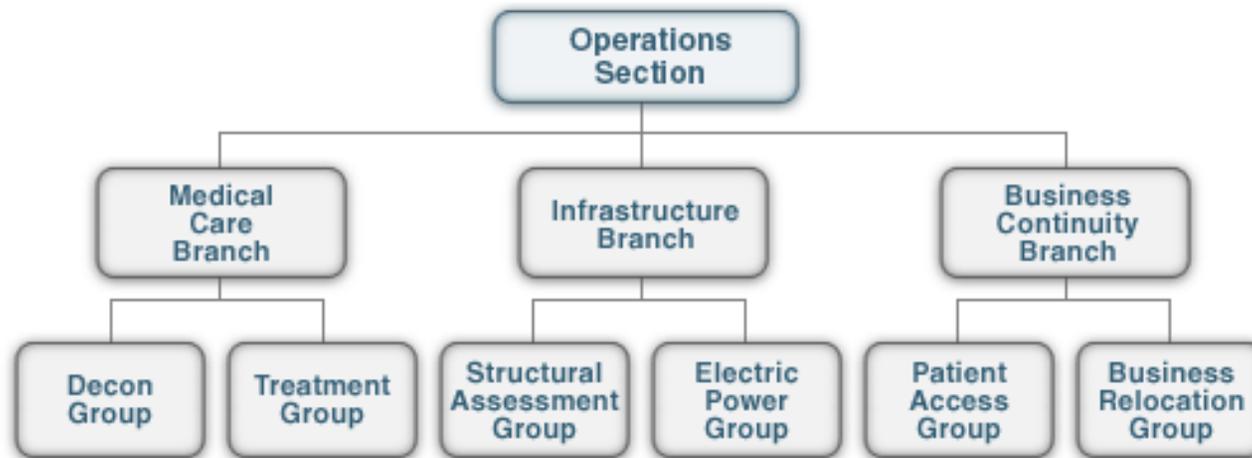
## Divisions and Groups:

- Can be used together on an incident.
- Are at an equal level in the organization. One does not supervise the other.



# Operations Section: Branches

- Established if the number of Divisions or Groups exceeds the span of control.
- Have functional or geographical responsibility for major parts of incident operations.
- Identified by Roman numerals or functional name.
- Managed by a Branch Director.

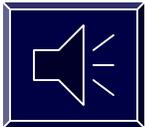


# Audio: Operations Section Challenges

---



Operations  
Section  
Chief



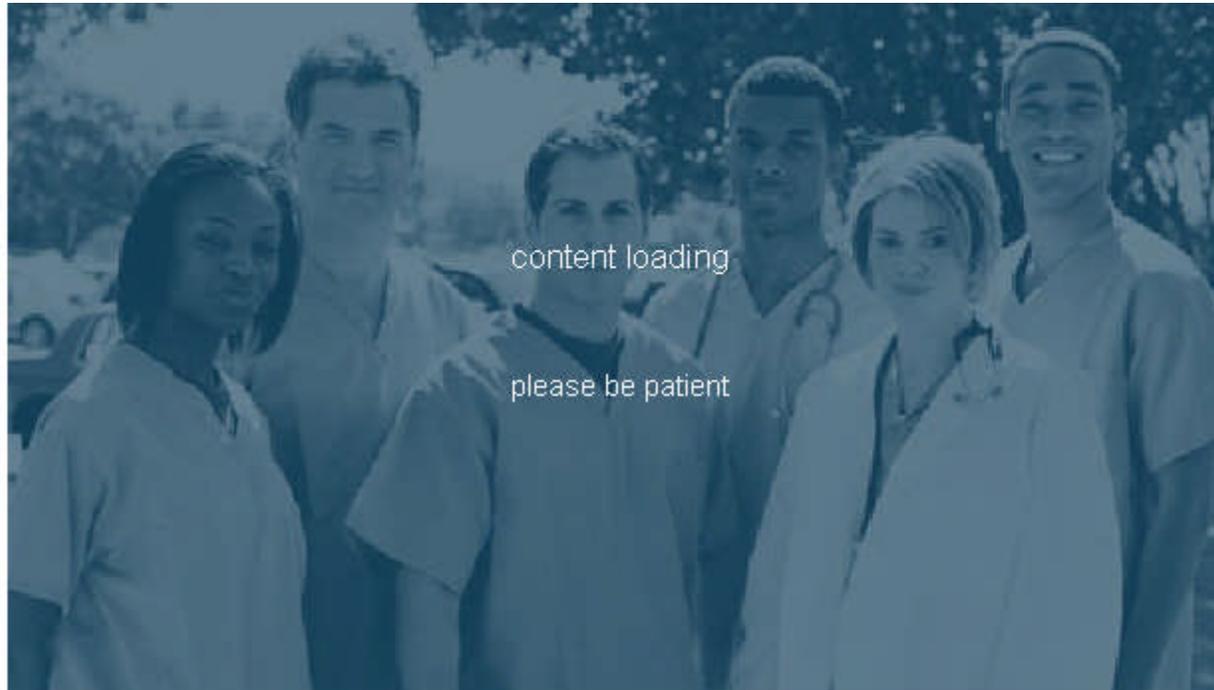
Click icon to play.

## Audio Key Points:

- It is critical to organize field resources and maintain span of control by using Branches and Groups.
- In complex incidents, there may be a Deputy Operations Section Chief.
- The Operations Section Chief depends on the rest of the General Staff for support.

# Video: Expanding and Contracting

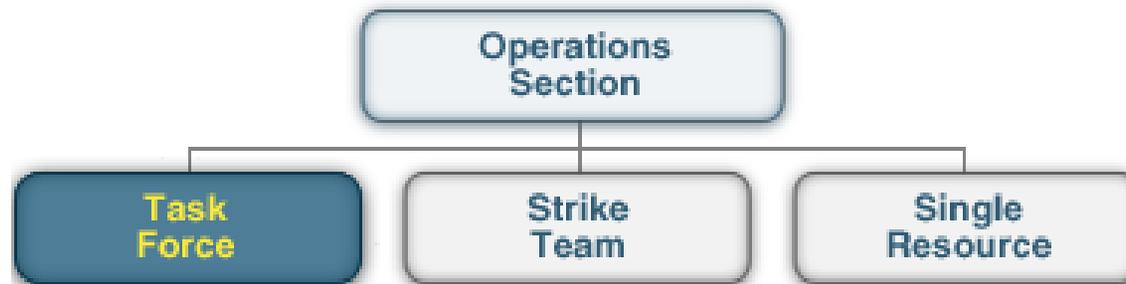
---



# OperationsSection: TaskForces

---

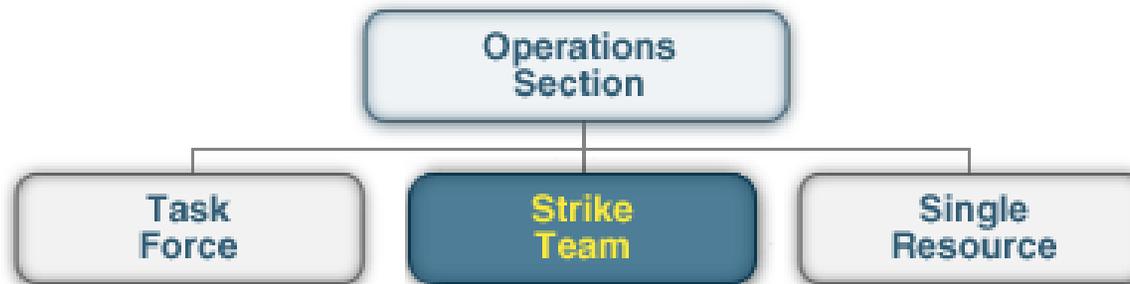
**Task Forces are a combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.**



# OperationsSection: StrikeTeams

---

**Strike Teams are a set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.**

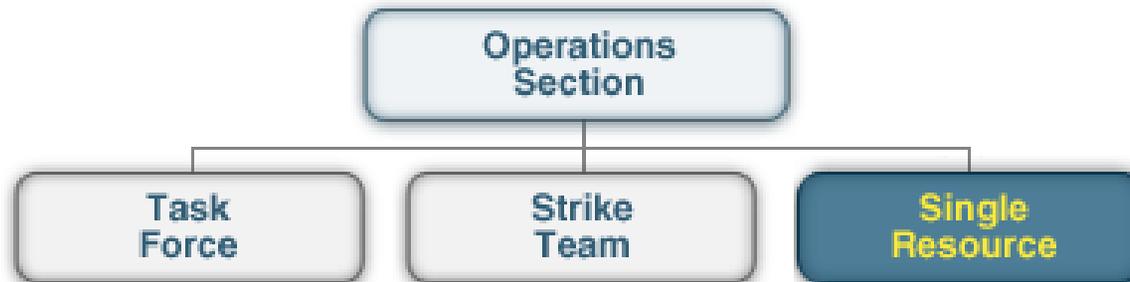


# Operations Section: Single Resources

---

Single Resources may be:

- Individuals.
- A piece of equipment and its personnel complement.
- A crew or team of individuals with an identified supervisor.



# KnowledgeReview (1of 6)

---

**Instructions: Determine the type of ICS organizational structure being discussed.**

**Two Supervisors have been dispatched with resources (personnel and equipment) to evacuate clinics within the potential hazard zone. One Supervisor has responsibility for the East Side clinics and the other has responsibility for the West Side clinics.**

# KnowledgeReview (2of 6)

---

**Instructions: Determine the type of ICS organizational structure being discussed.**

**Several nurses, a security officer, and an environmental specialist are grouped together under a single supervisor for the purpose of decontaminating victims of a mass casualty incident involving chemicals.**

# KnowledgeReview (3of 6)

---

**Instructions: Determine the type of ICS organizational structure being discussed.**

**An industrial hygienist has been assigned to assess the safety of the air and environmental impact of a flood at an urgent care clinic operated by your hospital.**

# KnowledgeReview (4of 6)

---

**Instructions: Determine the type of ICS organizational structure being discussed.**

**Registered nurses, with the same equipment, training, and capability, are being used to respond to an incident. The nurses are using a common communications system under the direct supervision of a Leader within the hospital.**

# KnowledgeReview (5of 6)

---

**Instructions:** Determine the type of ICS organizational structure being discussed.

As incident objectives and resources expand, the Operations Section Chief begins organizing resources into functional areas that are managed by a Supervisor.

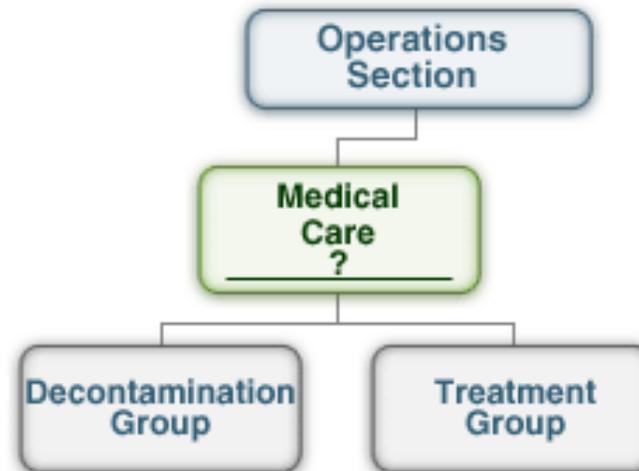


# KnowledgeReview (6of 6)

---

**Instructions:** Determine the type of ICS organizational structure being discussed.

As the operation expands even further, the Operations Section Chief appoints a Director to manage the Groups.

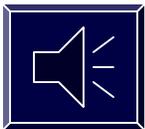


# Audio:Planning SectionChief

---



Planning  
Section  
Chief



Click icon to play.

## Audio Key Points:

### The Planning Section Chief:

- Gathers, analyzes, and disseminates information and intelligence.
- Manages the planning process.
- Compiles the Incident Action Plan.
- Manages Technical Specialists.

# PlanningSection

---

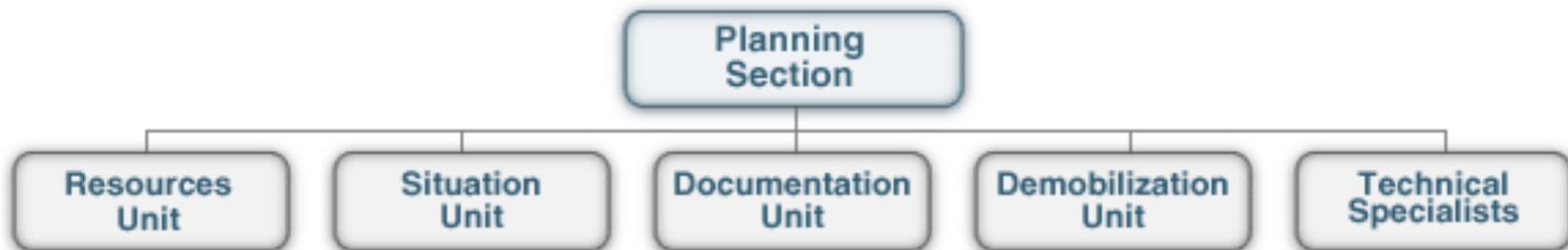
The major activities of the Planning Section may include:

- **Collecting, evaluating, and displaying incident information.**
- **Preparing and documenting Incident Action Plans.**
- **Conducting long-range and/or contingency planning.**
- **Developing plans for demobilization.**
- **Maintaining incident documentation.**
- **Tracking resources assigned to the incident.**

# PlanningSection Units

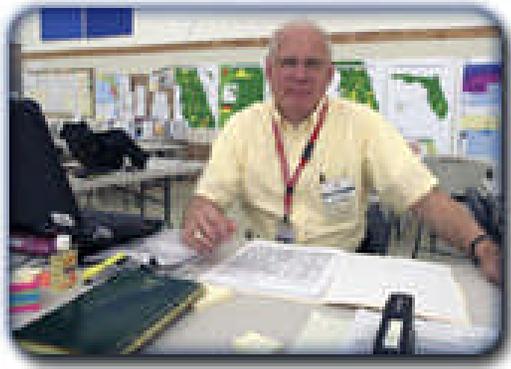
---

The Planning Section can be further staffed with four Units. In addition, Technical Specialists may be assigned to work in the Planning Section.



# PlanningSection: ResourcesUnit

---



- **Conducts all check-in activities and maintains the status of all incident resources.**
- **Plays a significant role in preparing the written Incident Action Plan.**

# PlanningSection: SituationUnit

---



- **Collects and analyzes information on the current situation.**
- **Prepares situation displays and situation summaries.**
- **Develops maps and projections.**

# PlanningSection: DocumentationUnit

---



- Provides duplication services, including the written Incident Action Plan.
- Maintains and archives all incident-related documentation.

# PlanningSection: DemobilizationUnit

---



**Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner.**

# KnowledgeReview (1of 3)

---

If you needed copies made of the Incident Action Plan, which Unit would you go to?



# KnowledgeReview (2of 3)

---

If you needed a map of the incident area, which Unit would you go to?



# KnowledgeReview (3of 3)

---

If you needed to check in  
at an incident,  
which Unit  
would you go to?

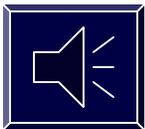


# Audio: Logistics Section Chief

---



Logistics  
Section  
Chief



Click icon to play.

## Audio Key Points:

### The Logistics Section Chief:

- Provides resources and services required to support incident activities.
- Develops portions of Incident Action Plan and forwards them to Planning Section.
- Contracts for and purchases goods and services needed at the incident.

# LogisticsSection

---

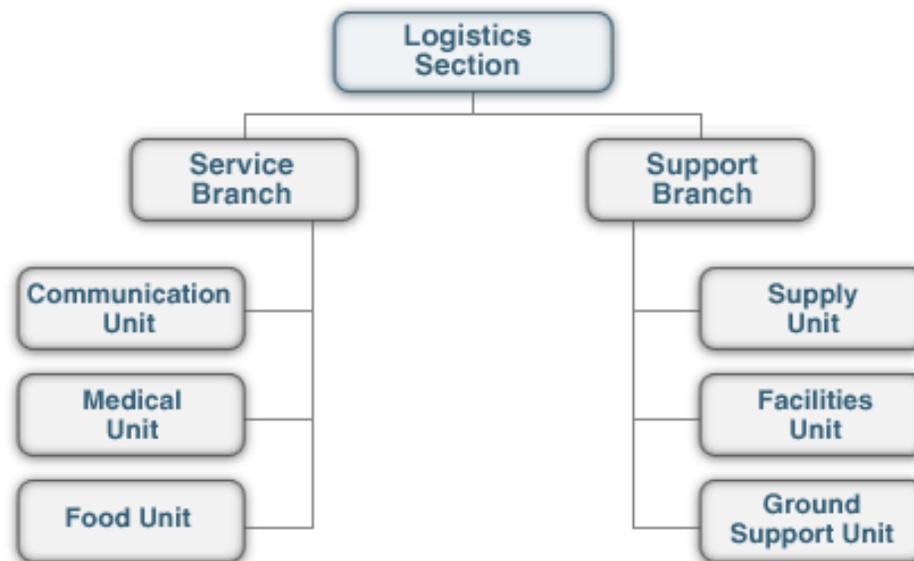
The Logistics Section is responsible for all of the services and support needs, including:

- Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.
- Providing communication planning and resources.
- Setting up food services.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to incident personnel.

# Logistics Section Branches and Units

The Logistics Section can be further staffed by two Branches and six Units.

Not all of the Units may be required; they will be established based on need. The titles of the Units are descriptive of their responsibilities.



# Service Branch: Communication Unit

---



- Prepares and supports the Incident Communication Plan (ICS Form 205).
- Distributes and maintains communications equipment.
- Supervises the Incident Communications Center.
- Ensures adequate communications over the incident.

# Service Branch: Medical Unit

---



- **Develops the Medical Plan (ICS Form 206).**
- **Provides first aid and light medical treatment for personnel assigned to the incident.**
- **Prepares procedures for a major medical emergency.**
- **Does not provide medical care for the public.**

# Service Branch: Food Unit

---



- **Supplies the food and potable water.**
- **Obtains equipment and supplies to operate food service facilities.**

# Support Branch: Supply Unit

- Determines the type and amount of supplies needed to support the incident.
- Orders, receives, stores, and distributes supplies.
- Services nonexpendable equipment.
- Places all resource orders.
- Maintains inventory of supplies and equipment.



# SupportBranch: FacilitiesUnit

---

- Sets up and maintains facilities.



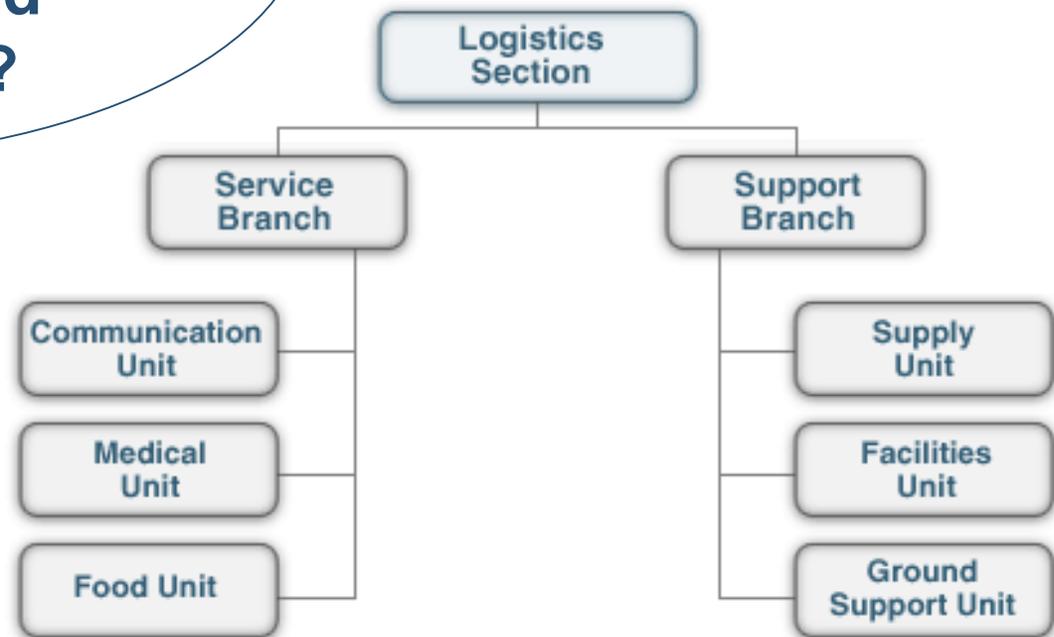
# Support Branch: Ground Support Unit

- Prepares the Transportation Plan.
- Arranges for, activates, and documents the fueling and maintenance of ground resources.
- Arranges for transportation of personnel, supplies, food, and equipment.



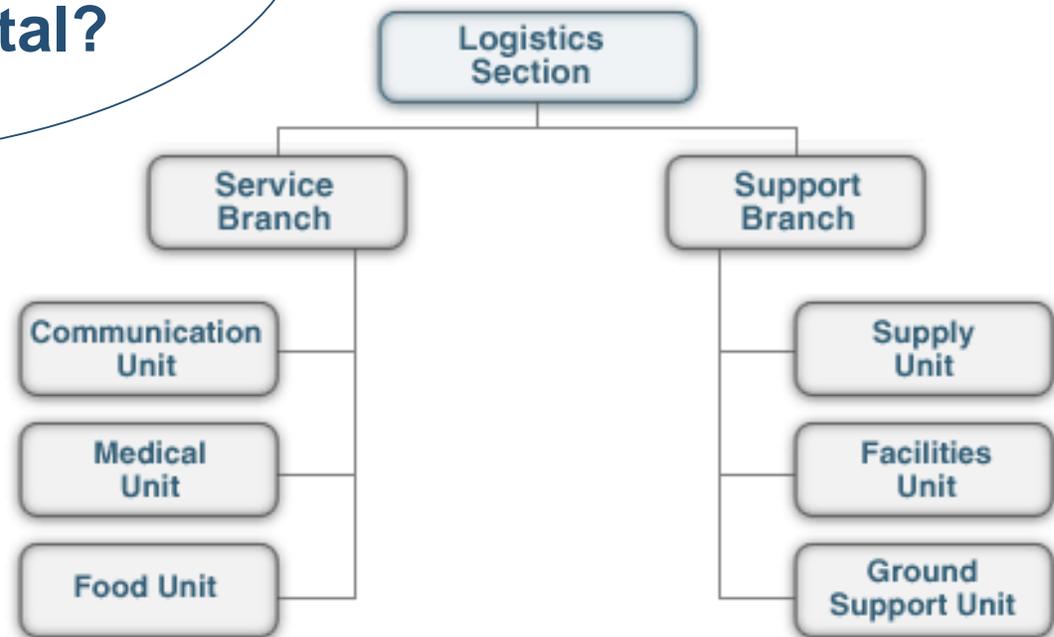
# KnowledgeReview (1of 4)

If the lighting at the Incident Command Post was not operating properly, which Unit would do the repairs?



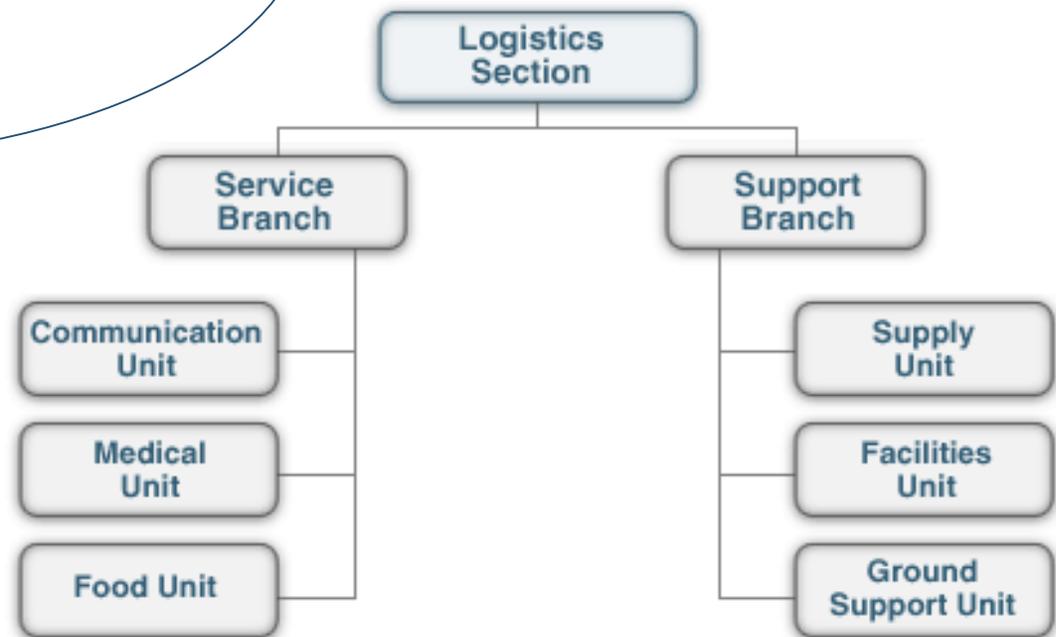
# KnowledgeReview (2of 4)

Which Unit would arrange transport of personnel across town to the main hospital?



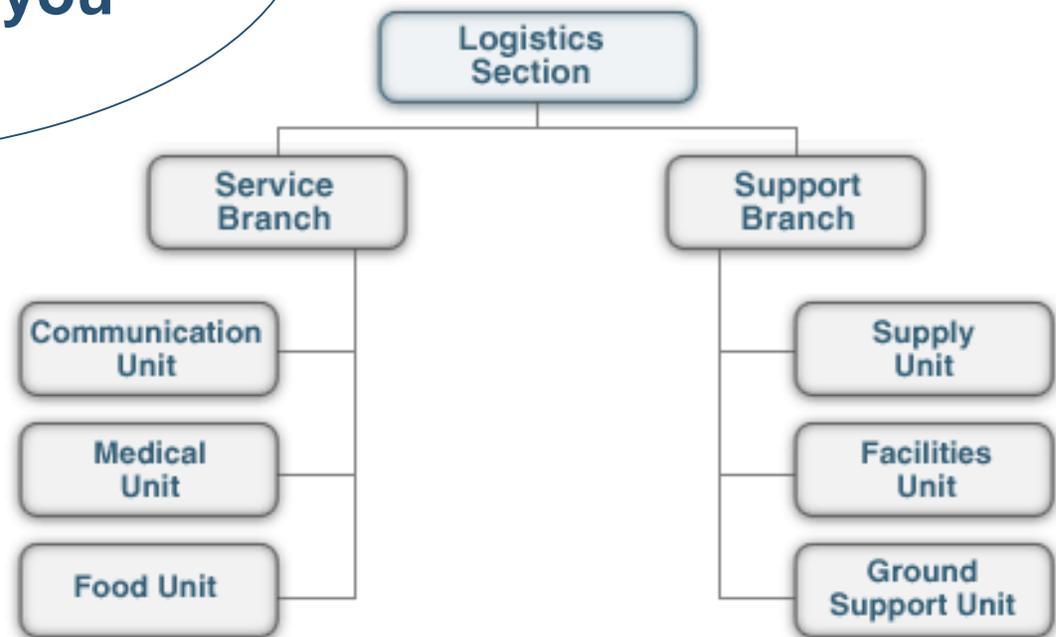
# Knowledge Review (3 of 4)

If your radio was not working properly, which Unit would you go to?



# KnowledgeReview (4 of 4)

If you needed to place an order for additional protective equipment, which Unit would you go to?



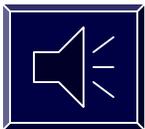
# Audio: Finance/Administration Section Chief

---

## Audio Key Points:



Finance/Administration  
Section  
Chief



Click icon to play.

### The Finance/Admin Section Chief:

- Is responsible for financial and cost analysis.
- Oversees contract negotiations.
- Tracks personnel and equipment time.
- Processes claims for accidents and injuries.
- Works with Logistics to ensure resources are procured.

# Finance/Administration Section

---

The Finance/Administration Section is responsible for:

- Contract negotiation and monitoring
- Timekeeping
- Cost analysis
- Compensation for injury or damage to property

There are four available units under the Finance/Administration Section:



# Finance/AdminSection: ProcurementUnit

---

Responsible for administering all financial matters pertaining to:

- Vendor contracts.
- Leases.
- Fiscal agreements.



# Finance/AdminSection: TimeUnit

---

Responsible for incident personnel time recording.



# Finance/AdminSection: CostUnit

---

- Collects all cost data.
- Performs cost effectiveness analyses.
- Provides cost estimates.
- Makes cost savings recommendations.



# Finance/AdminSection: Comp/ClaimsUnit

---

Responsible for management and direction of administrative matters pertaining to:

- Compensation for injury, and
- Claims related activities kept for the incident.



# KnowledgeReview (1of 3)

---

If you wanted to confirm that your pay was correct, which Unit would you go to?



# Knowledge Review (2 of 3)

---

If you were injured  
at an incident,  
which Unit would  
you go to?



# KnowledgeReview (3of 3)

---

**If you needed to  
lease equipment,  
which Unit would  
you go to?**



# GeneralStaff Functions:Case Study(1 of3)

---

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

**The Scenario:** Saturday afternoon, 4:43 pm. A severe earthquake impacts a community of 40,000. The most senior doctor, the Emergency Department Physician in Charge, on call at the East Side Hospital announces the implementation of the hospital's Emergency Operations Plan, and begins organizing the response. The doctor knows that the hospital is about to receive a flood of earthquake victims. The initial ICS organization is established.

In the ICS organization described above, Emergency Department Physician in Charge has assumed which role?

Emergency  
Department  
Physician in Charge

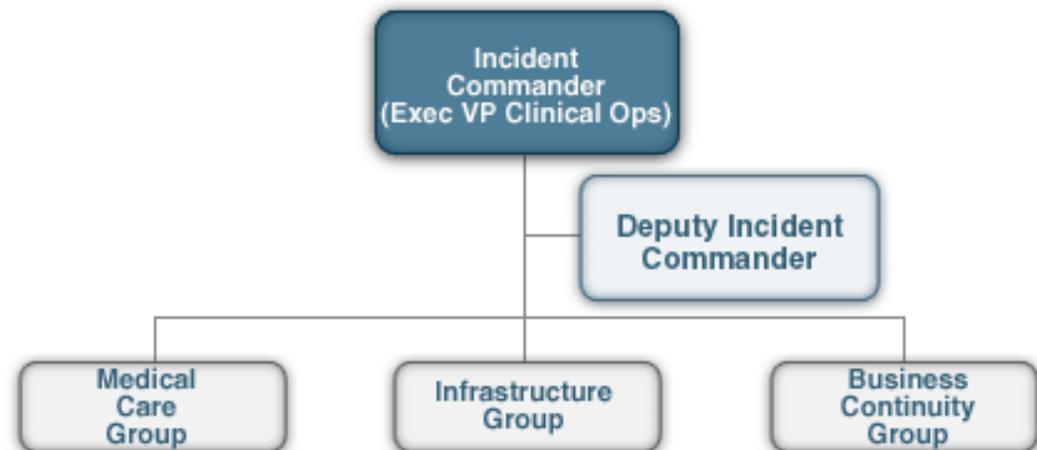
# GeneralStaff Functions:Case Study(2 of3)

---

## The Incident Continues:

The hospital's Executive Vice President of Clinical Operations arrives at the hospital and assumes command after a briefing from the initial Incident Commander. A Deputy Incident Commander is also now assisting with Command Staff functions. In addition, three Groups have been established.

What is the correct position title for the individuals in charge of the Groups?

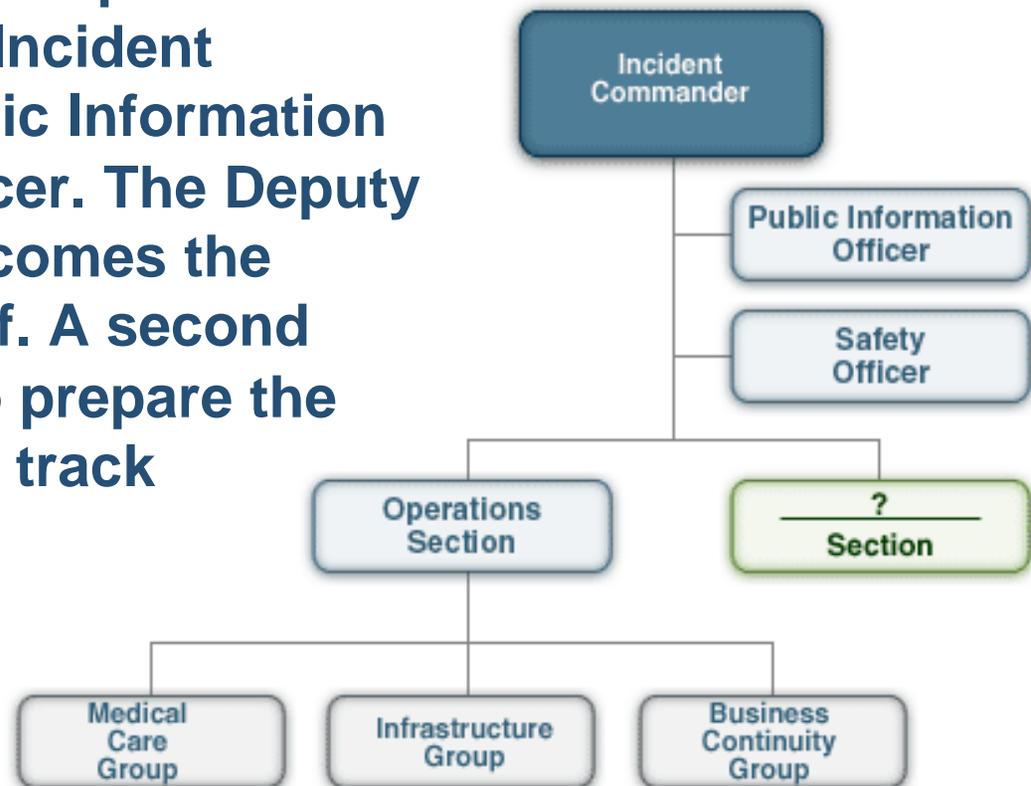


# General Staff Functions: Case Study (3 of 3)

## The Incident Expands Further:

As the complexity of the response activities increases, the Incident Commander adds a Public Information Officer and a Safety Officer. The Deputy Incident Commander becomes the Operations Section Chief. A second Section is established to prepare the Incident Action Plan and track resources.

What is the correct title of the second section?



# Objectives Review

---

**You should now be able to:**

- **Describe the role and function of the Operations Section.**
- **Describe the role and function of the Planning Section.**
- **Describe the role and function of the Logistics Section.**
- **Describe the role and function of the Finance/Administration Section.**