

CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

1.2 BRANCH DIRECTOR'S CHECKLIST

- 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 logistics 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 with the Branch.
- i. Maintain Unit Log (ICS Form 214)

CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

2.1 ORGANIZATION The Branch Director is responsible for the implementation of the Incident Action Plan within the Branch. This includes the direction and execution of branch planning for the assignment of resources within the Branch. Branch Directors will be activated only when and as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Operations Chief. The Deputy, if activated must serve in the same operational period as the Director. The Branch Director reports to the Operations Chief (see Figure 2-1).

Operations Chief

Branch
Director

Division/Group
Supervisor

Strike Teams/Task Forces and
Single Resources

Figure 2-1 Branch Director and Incident Command
System Organization

2.2 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Branch Director are stated below. After each responsibility are the procedures for accomplishing that responsibility.

a. Obtaining Briefing from Operations Section Chief

1. Receive incident briefing from Operations Section Chief.
2. Obtain the Incident Action Plan, when available.

b. Provide inputs to Operations Chief for the Incident Action Plan

1. Formulate tentative control operations with subordinates and provide these to Operations Chief for consideration at planning meeting.

2. Review operations within the Branch with Incident Action Plan.
3. Attend planning meetings as requested.
4. Participate in discussion of Incident Action Plan alternatives:

(a) Give special attention to operations within assigned Branch

(b) Make sure that logistics support activities are sufficient to support proposed operations within the Branch

c. Perform Branch Operational Planning

1. Review Incident Action Plan with Division/Group Supervisors within the Branch to include:

(a) Division control operations from Division Assignment List (ICS Form 204)

(b) Resources assigned to each Division/Group

(c) Schedule of activities

(d) Coordination of procedures between Divisions/Groups and between air and ground units.

(e) Logistics support requirements

2. Give specific work tasks to Division/Group Supervisors.

d. Update Branch Planning

1. Determine effectiveness of current Branch operations.

2. Review current Branch and Air Operations activities with Division/Group Supervisors.

3. Review fire behavior prediction information in Incident Action Plan.

4. Estimate immediate and long-range Branch Resource and Logistical requirements.

5. Compare current capabilities with future requirements.

6. Within the scope of the current Incident Action Plan, determine appropriate modifications to current activities and implement (coordinate with Air Operations and other Branches as appropriate).

7. In other than emergency situations, if desired action cannot be accomplished within current Incident Action Plan, recommend to Operations Section Chief changes to current or future plans, along with estimates of additional resources required. In an emergency situation, if it is necessary to modify Incident Action Plan without prior Operations approval, take appropriate action and then notify the Operations Section Chief.

e. Supervise Branch Activities

1. Maintain communications with Division/Group Supervisors.
2. Periodically check work progress on tasks assigned to Divisions/Group.
 - (a) Receive reports of progress
 - (b) Periodically visit each Division/Group area to view activities and determine adequacy of progress
3. Coordinate activities of Branch elements.
 - (a) Establish priorities and resolve problems
 - (b) Ensure that Division/Group are maintaining communications with each other and Air Operations
4. Ensure general welfare and safety of Branch personnel.
5. Resolve logistics problems reported by subordinates.
6. Ensure Division/Group check-ins (personnel reporting to incident) and resource status changes are transmitted to Resources Unit in a timely manner thru appropriate channels.
7. Ensure Division/Group logistical support requests are coordinated thru Branch.
8. Approve any accident and medical reports which originate within the Branch. (These would be prepared on home agency forms.)

f. Report to Operations Section Chief on Branch Activities. Notify the Operations Section Chief upon occurrence of the following events:

1. Inability to fulfill Branch portion of Incident Action Plan (e.g., perimeter moving faster than anticipated, etc.).
2. Need to modify Incident Action Plan and additional resources needed.
3. Surplus resources assigned to Branch.
4. Hazardous situations (e.g., significant wind changes).

5. Significant events (e.g., injury).

6. Problems concerning logistics and other Operations Branches.

g. Coordinate with Air Operations

1. Determine ground to air communication channel assigned to Air Operations (as applicable).

2. Review Division/Group work assignment to determine specific areas or tasks involving direct coordination between Divisions and Air Operations elements, as appropriate.

3. Maintain communications with Air Operations to ensure effective joint operations.

h. Maintain Unit Log

1. Record Branch actions on Unit Log (ICS Form 214).

2. Collect and transmit required records and logs to Documentation Unit, through Operations Section Chief, at the end of each operational period.