

Unit 5: General Staff Functions



FEMA



Unit Objective

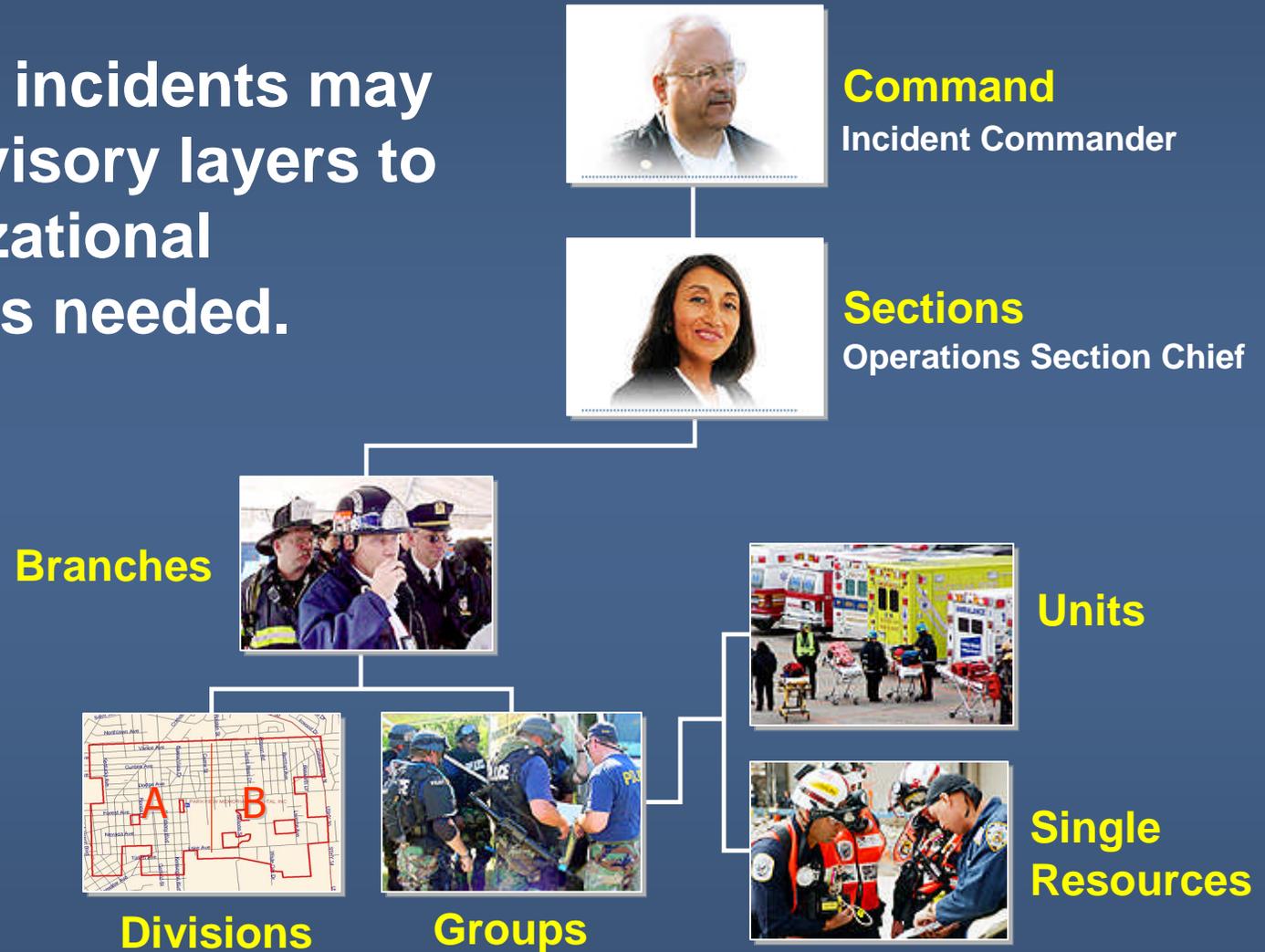
Describe the roles and functions of the General Staff including:

- Operations Section
- Planning Section
- Logistics Section
- Finance/Administration Section



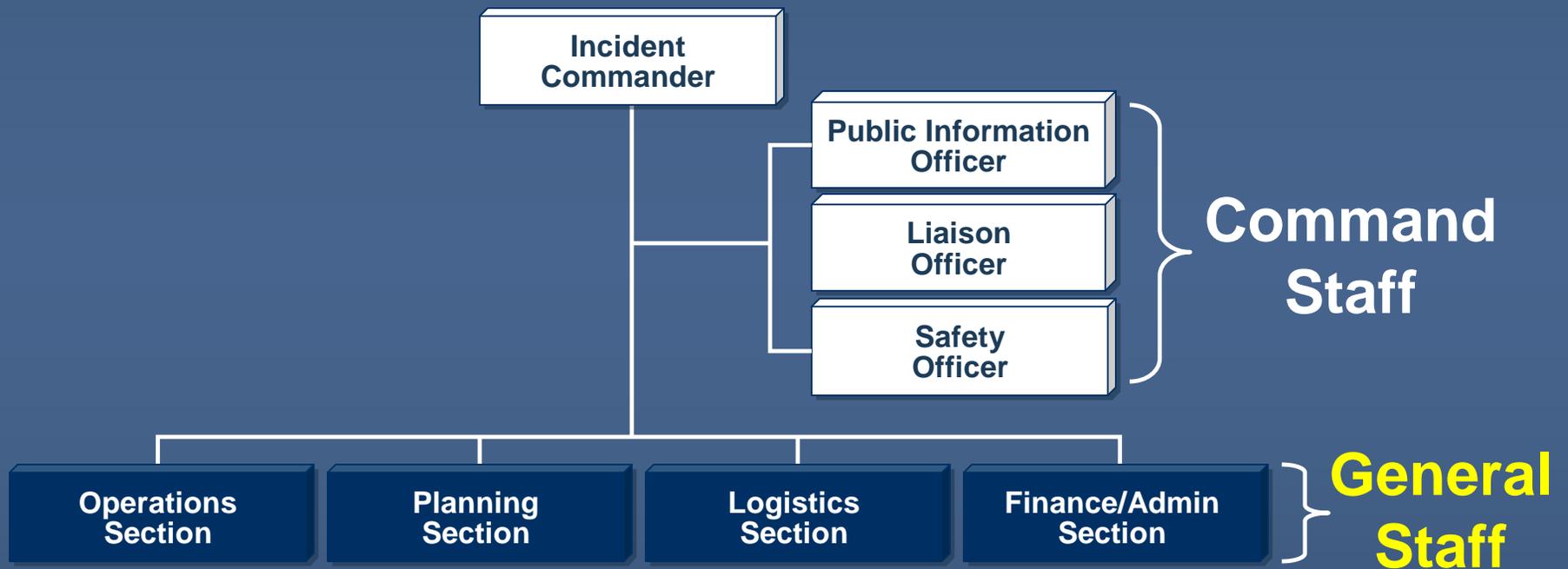
Expanding Incidents

Expanding incidents may add supervisory layers to the organizational structure as needed.



General Staff

This unit focuses on the role of the General Staff in the ICS organizational structure.



Operations Section Chief



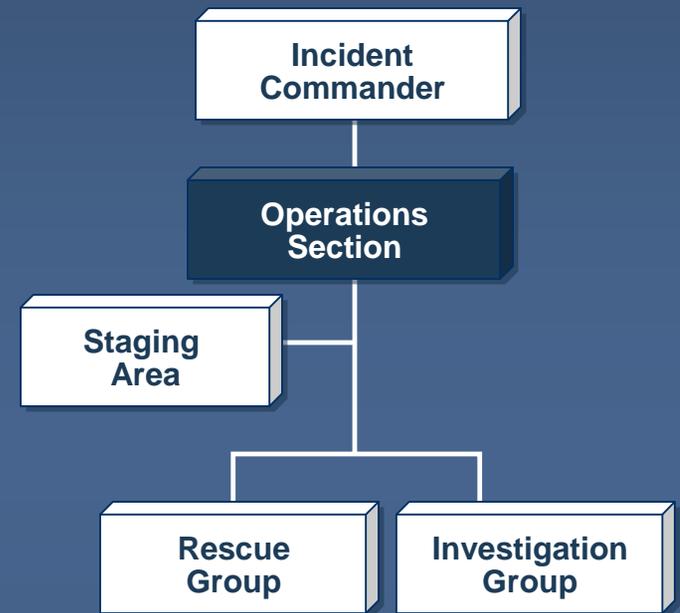
Operations Section Chief

The Operations Section Chief:

- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the tactical field resources.
- Supervises air operations and those resources in a Staging Area.

Operations Section

- 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 special organizations.



Operations Section Challenges



Operations Section Chief

- 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.

Maintaining Span of Control

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

Divisions

Divide an incident geographically.

Groups

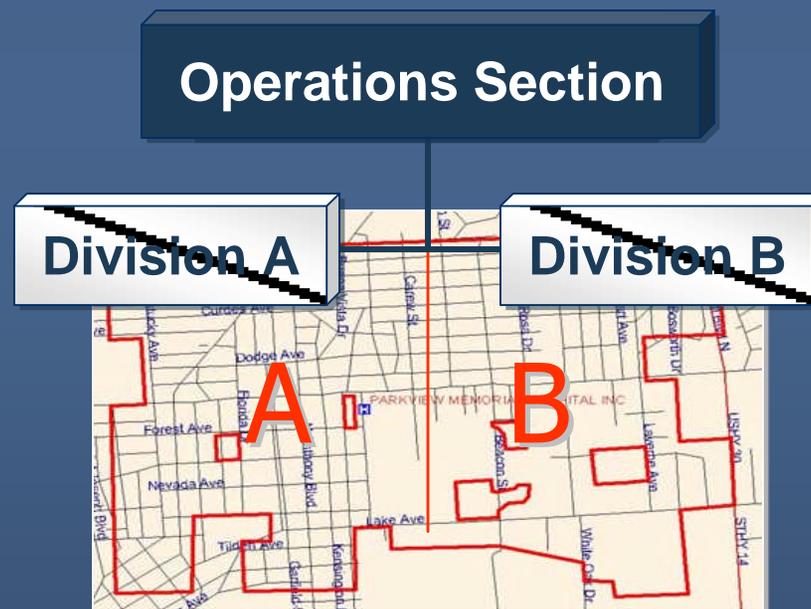
Describe functional areas of operation.

Branches

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

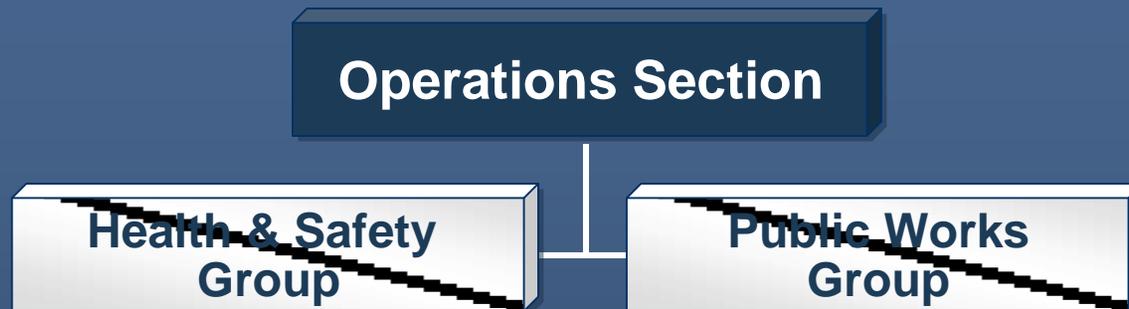
Operations Section: Divisions

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



Operations Section: Groups

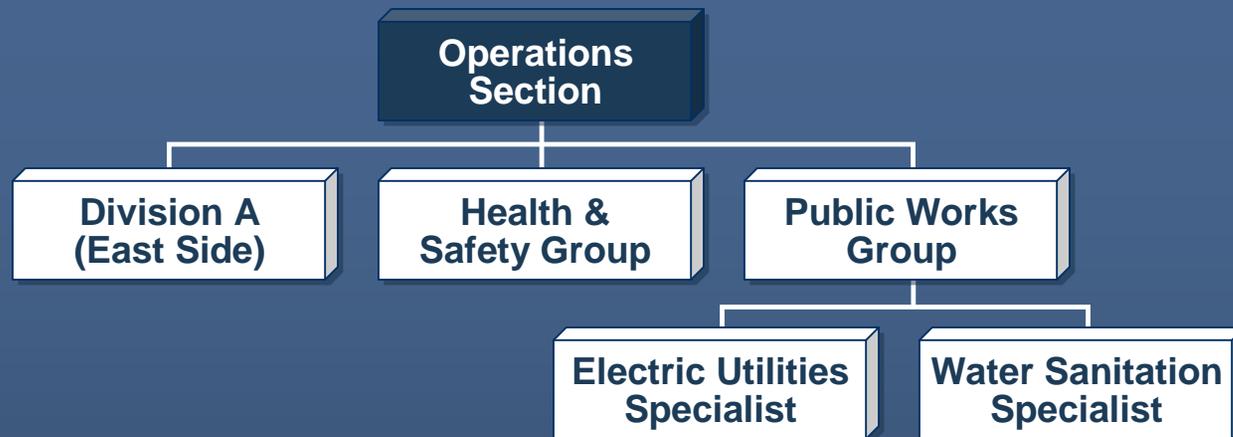
- Established based on the needs of an incident.
- Labeled according to the job that they are assigned.
- Managed by a Supervisor.
- Work wherever their assigned task is needed and are not limited geographically.



Operations Section: Divisions & Groups

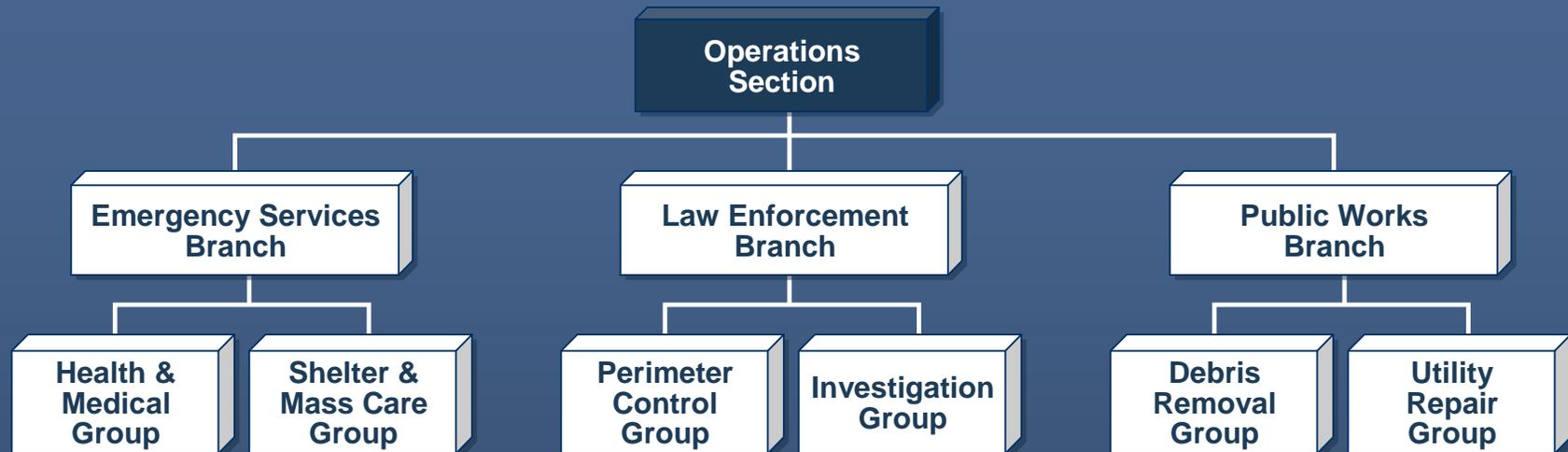
Divisions and Groups:

- 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.



Operations Section: Task Forces

Operations Section

Task Force

Strike Team

Single Resource

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



Operations Section: Strike Teams

Operations Section

Task Force

Strike Team

Single Resource

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.



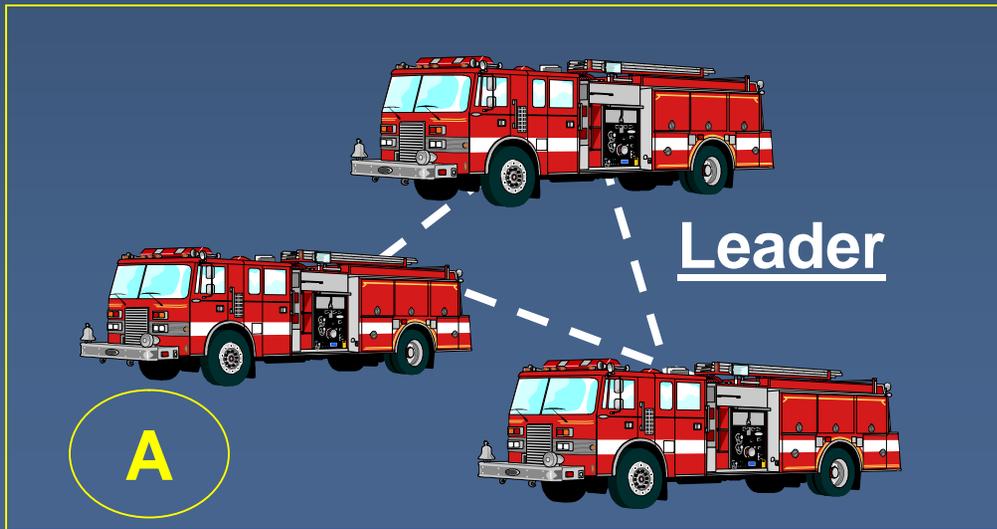
Operations Section: Single Resources



Single Resources may be:

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

Name That Resource . . .



Use of Position Titles

Using specific ICS position titles:

- Provides a common standard for performance expectations.
- Helps to ensure that qualified individuals fill positions.
- Standardizes communication.
- Describes the responsibilities of the position.

ICS Supervisory Position Titles

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

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

Knowledge Review (1 of 5)

Two Supervisors have been dispatched with resources (personnel and equipment) to evacuate homes within the potential hazard zone. One Supervisor has responsibility for the east side of the community and the other has responsibility for the west side.

What type of ICS organizational structure is being described?



Knowledge Review (2 of 5)

Several utility crews have been organized under a single Supervisor in order to coordinate their repairs of downed power lines.

What type of ICS organizational structure is being described?



Knowledge Review (3 of 5)

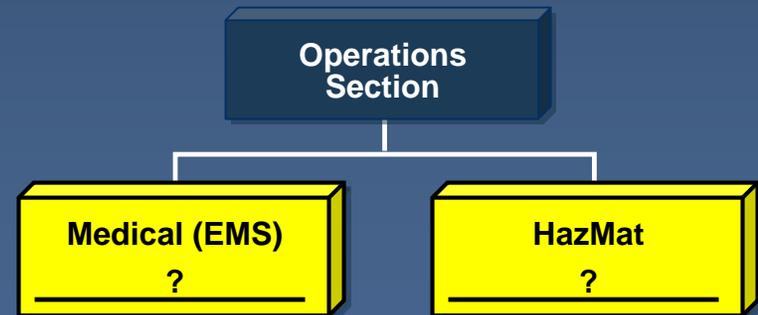
HazMat specialists, sanitation workers, and disposal equipment are grouped together, under the direct supervision of a Leader, to handle the removal of hazardous waste.

What type of ICS organizational structure is being described?



Knowledge Review (4 of 5)

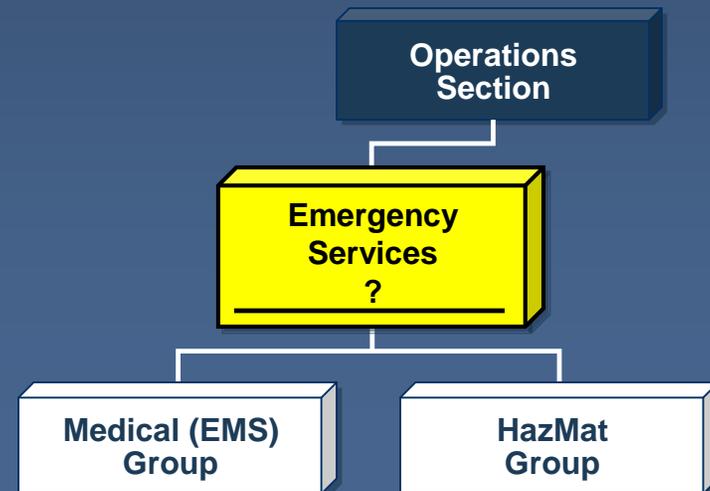
As incident objectives and resources expand, the Operations Section Chief begins organizing resources into functional areas that are managed by a Supervisor.



On the organizational chart, the title of each component would be a _____.

Knowledge Review (5 of 5)

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



On the organizational chart, the title of the organizational component managed by a Director would be called the Emergency Services _____.

Planning Section Chief



Planning Section Chief

The Planning Section Chief:

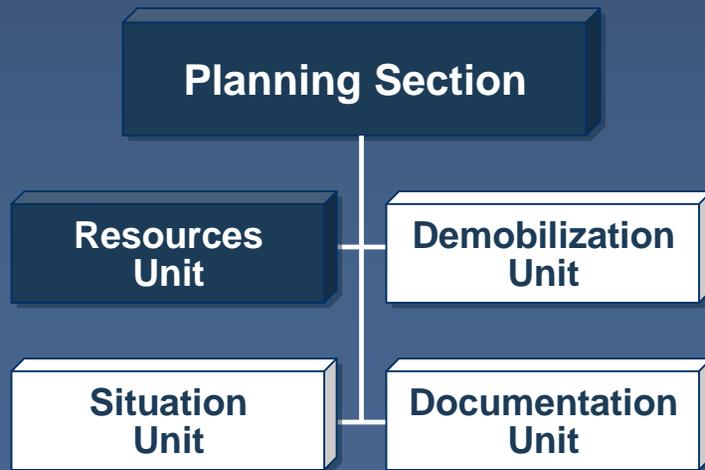
- Gathers, analyzes, and disseminates information and intelligence.
- Manages the planning process.
- Compiles the Incident Action Plan.
- Manages Technical Specialists.

Planning Section

- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan.
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for Technical Specialists assigned to an incident.



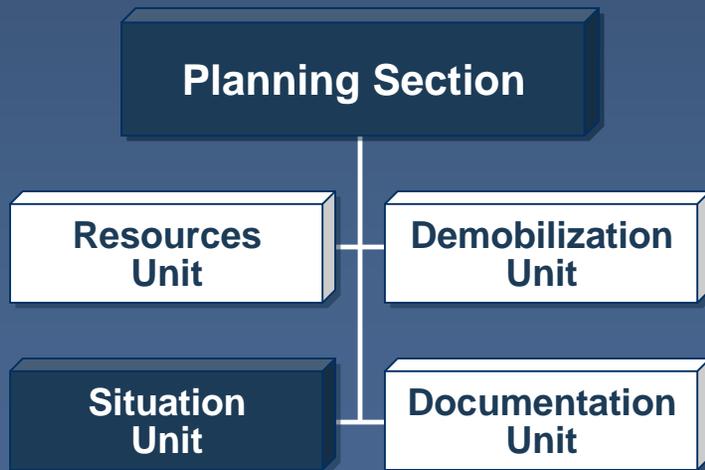
Planning Section: Resources Unit



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



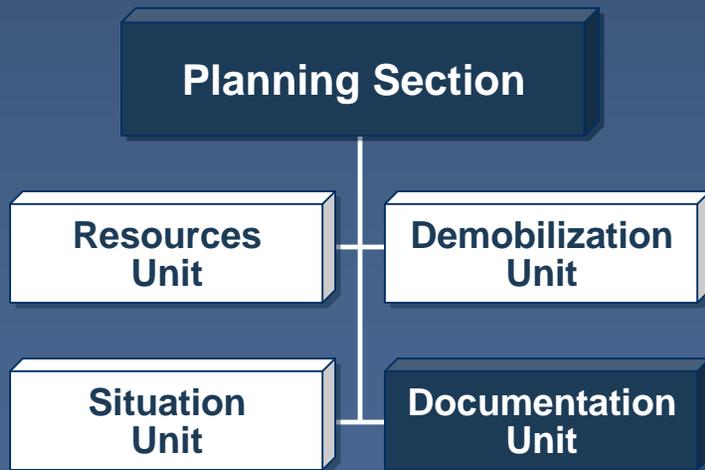
Planning Section: Situation Unit



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



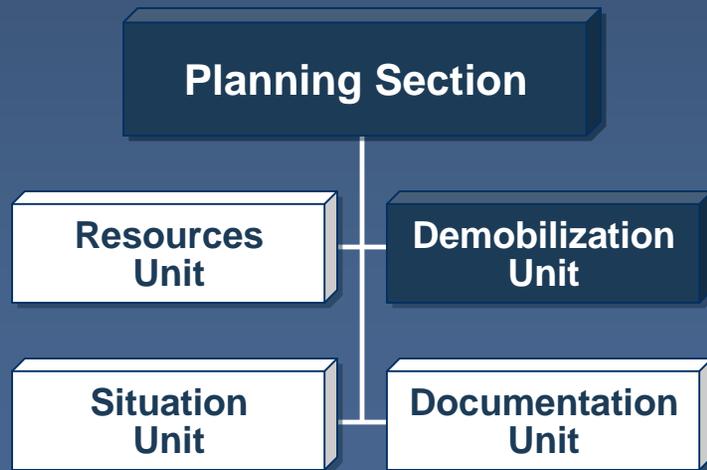
Planning Section: Documentation Unit



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



Planning Section: Demobilization Unit



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

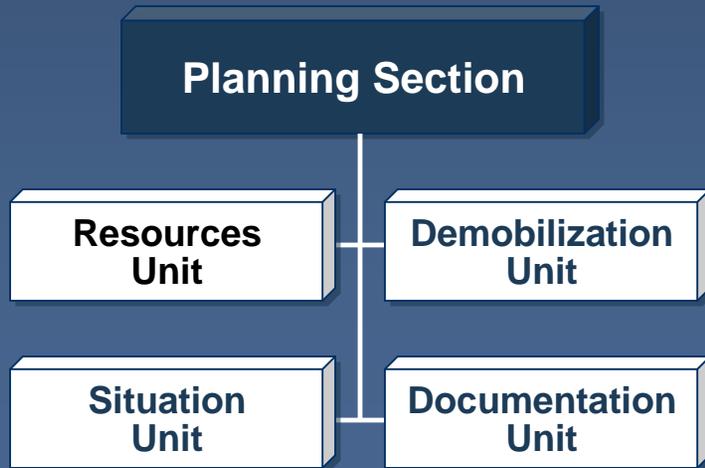


Planning Section: Technical Specialists

- Provide special expertise useful in incident management and response.
- May be assigned to work in the Planning Section or in other Sections.

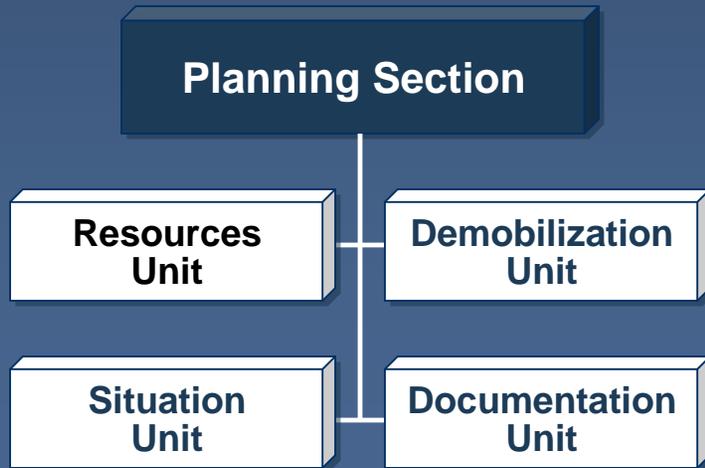


Knowledge Review (1 of 3)



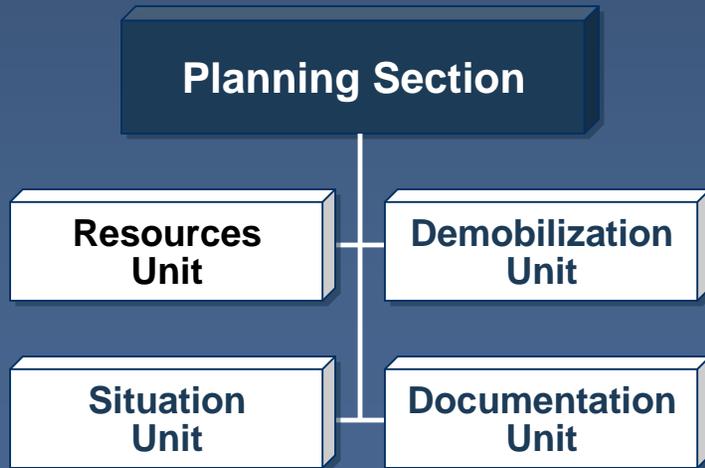
If you needed copies made of the Incident Action Plan, which Unit would you go to?

Knowledge Review (2 of 3)



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

Knowledge Review (3 of 3)



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

Logistics Section

Responsible for:

- **Communications.**
- **Medical support to incident personnel.**
- **Food for incident personnel.**
- **Supplies.**
- **Facilities.**
- **Ground support.**



Logistics Section Chief



Logistics Section Chief

The Logistics Section Chief:

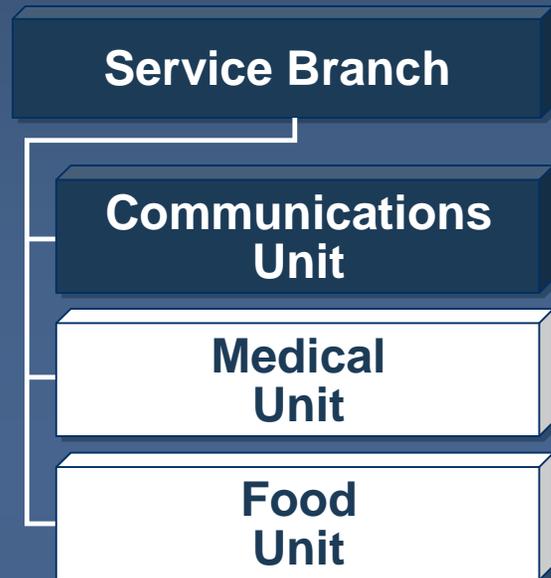
- Provides resources and services required to support incident activities.
- Develops portions of Incident Action Plan and forwards them to Planning Section.
- Contracts for and purchases goods and services needed at the incident.

Logistics Section: Service Branch

The Service Branch may be made up of the following Units:

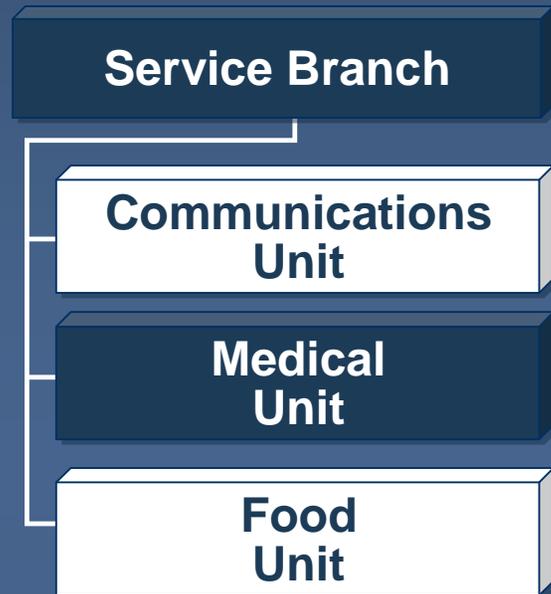


Service Branch: Communications Unit



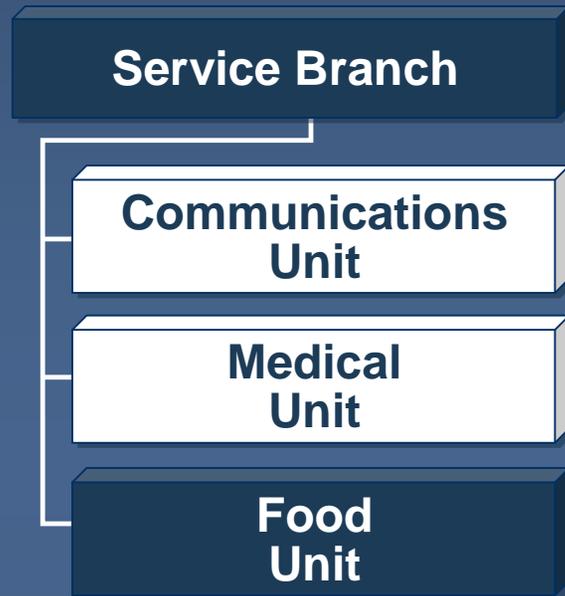
- Prepares and supports the Incident Communication Plan (ICS Form 205).
- Distributes and maintains communications equipment.
- Supervises the Incident Communications Center.
- Ensures adequate communications over the incident.

Service Branch: Medical Unit



- Develops the Medical Plan (ICS Form 206).
- Provides first aid and light medical treatment.
- Prepares procedures for a major medical emergency.

Service Branch: Food Unit



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

Logistics Section: Support Branch

Support Branch

Supply Unit

Facilities Unit

Ground Support Unit



Support Branch: Supply Unit



- Assists in determining 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.

Support Branch: Facilities Unit



- Sets up and maintains facilities.
- Provides managers for Base and Camps.
- Provides facility security and maintenance services (sanitation, lighting, cleanup).



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.



Knowledge Review (1 of 4)



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

Knowledge Review (2 of 4)



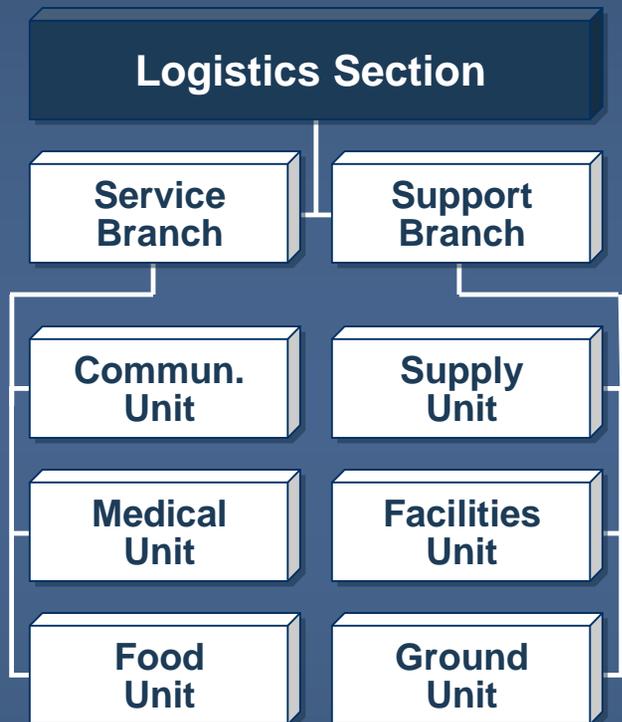
Which Unit would arrange transport of personnel from the northernmost point of the incident area to the Base?

Knowledge Review (3 of 4)



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

Knowledge Review (4 of 4)



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

Finance/Administration Section Chief

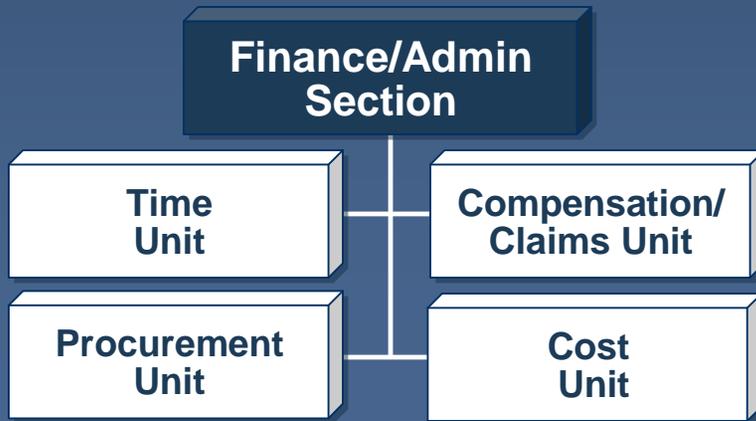


Finance/Administration
Section Chief

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.

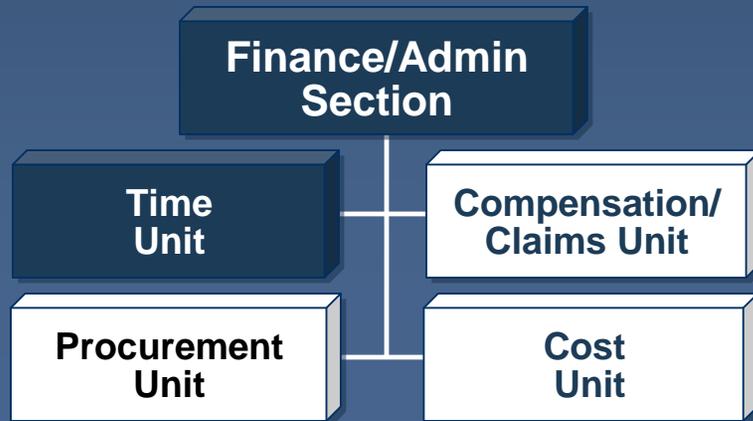
Finance/Administration Section



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

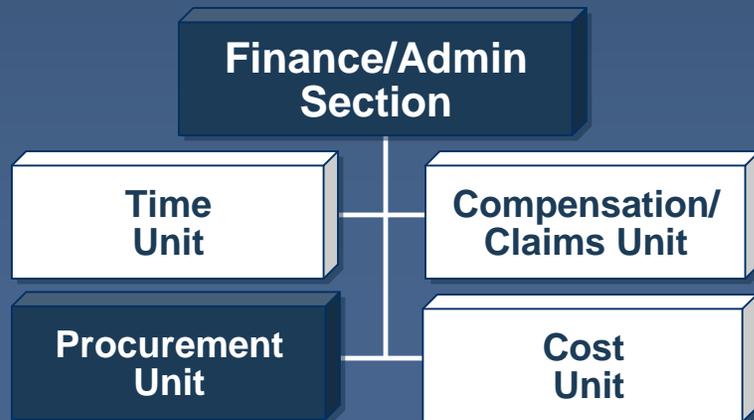


Finance/Admin Section: Time Unit



Responsible for incident personnel time recording.

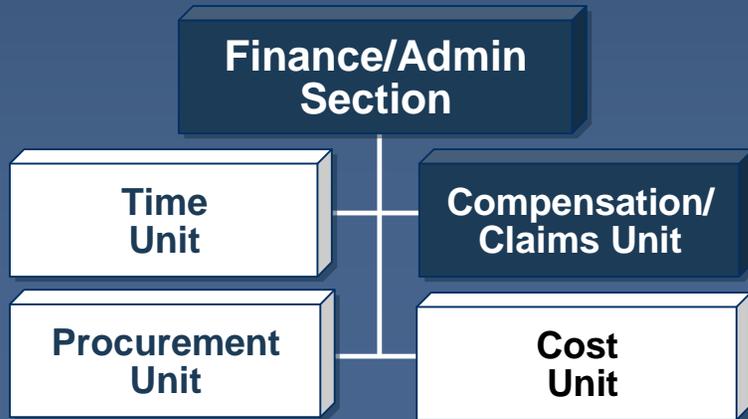
Finance/Admin Section: Procurement Unit



Responsible for administering all financial matters pertaining to:

- Vendor contracts.
- Leases.
- Fiscal agreements.

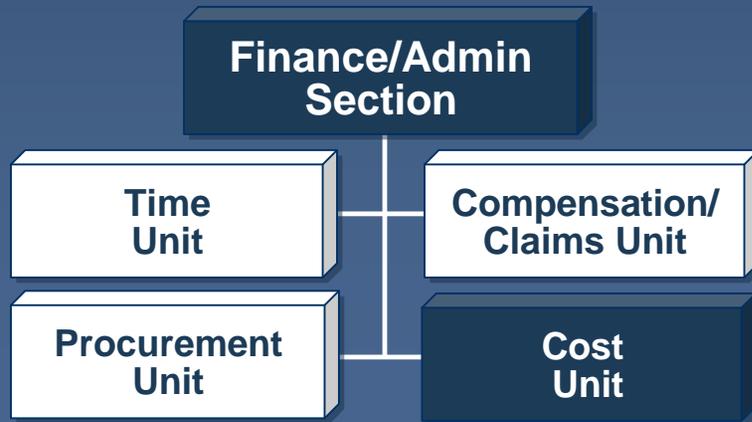
Finance/Admin Section: Comp/Claims Unit



Responsible for management and direction of administrative matters pertaining to:

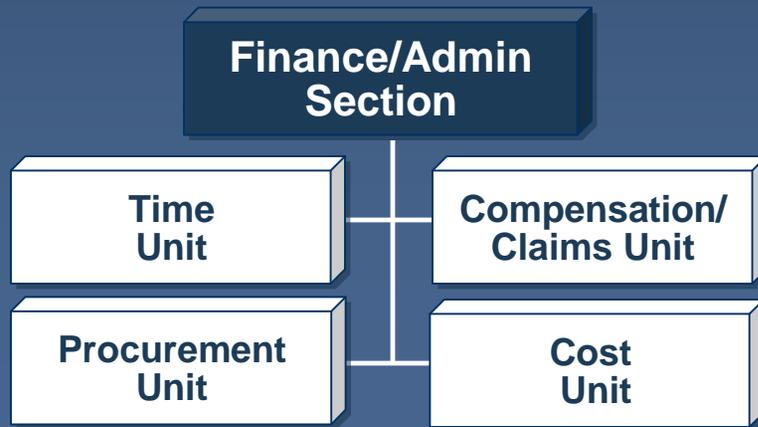
- Compensation for injury.
- Claims-related activities kept for the incident.

Finance/Admin Section: Cost Unit



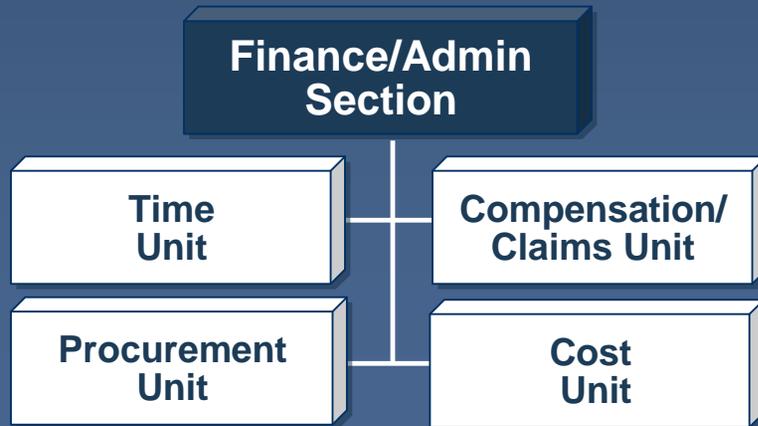
- Collects all cost data.
- Performs cost effectiveness analyses.
- Provides cost estimates.
- Makes cost savings recommendations.

Knowledge Review (1 of 3)



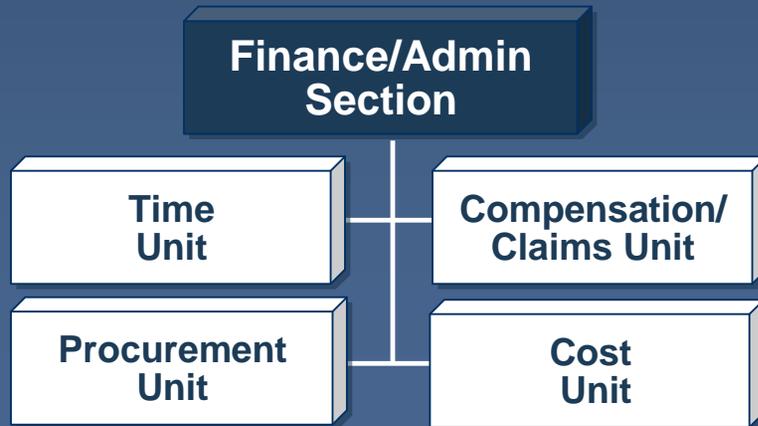
If you wanted to confirm that your pay was correct, which Unit would you go to?

Knowledge Review (2 of 3)



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

Knowledge Review (3 of 3)



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

General Staff Functions: Case Study (1 of 7)

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

The Scenario: At 4:30 p.m. on a chilly autumn day, a parent calls 911 to report a missing 3-year-old child. The child was outside playing and may have wandered off into a vast wooded area adjacent to the home. A local police officer arrives at the scene, establishing the initial ICS organization.

In the ICS organization described above, Police Officer Unit 1 has assumed which role?



General Staff Functions: Case Study (2 of 7)

The Scenario Continues:

A Police Chief arrives at the scene, along with news crews and numerous volunteers.

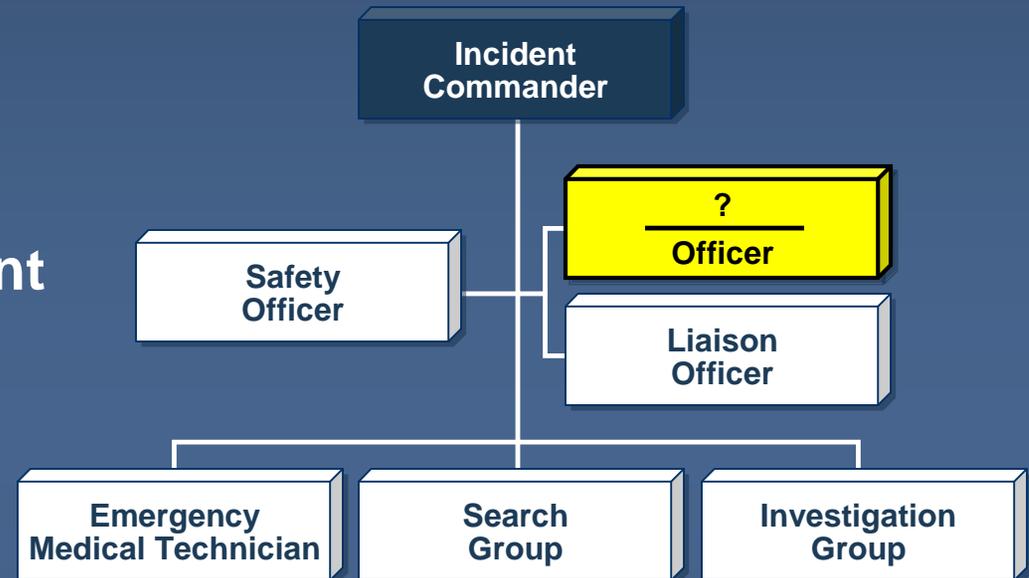
What must happen before the Chief assumes the Incident Commander role?



General Staff Functions: Case Study (3 of 7)

The Scenario Continues:

A transfer of command briefing occurs and the Chief assumes the Incident Commander role. All Command Staff positions are filled.



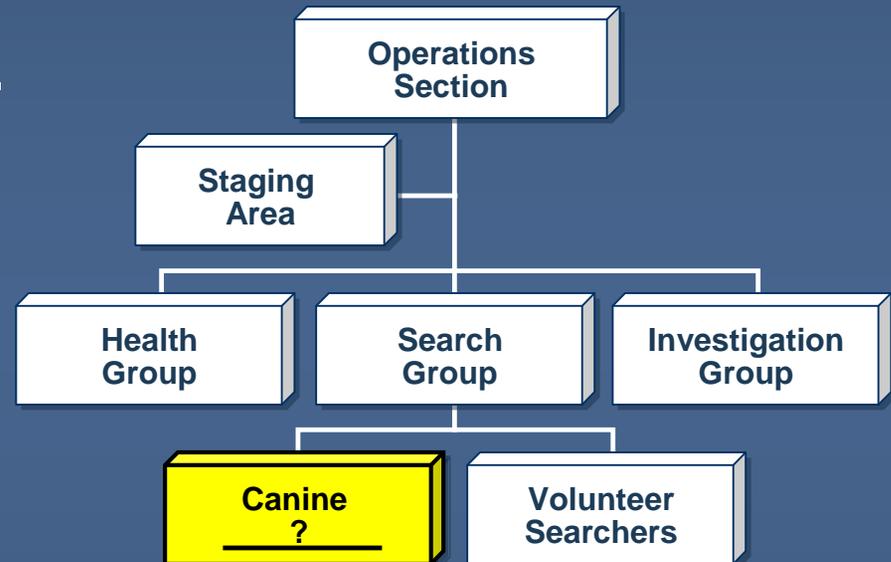
What is the correct title of the Command Staff member who will manage the media and ensure that the correct messages are communicated?

General Staff Functions: Case Study (4 of 7)

The Scenario Continues:

The Incident Commander establishes an Operations Section.

Within the Search Group, four canine search teams are assigned. The teams have identical resources. The teams are using common communications and are operating under the direct supervision of a Leader.



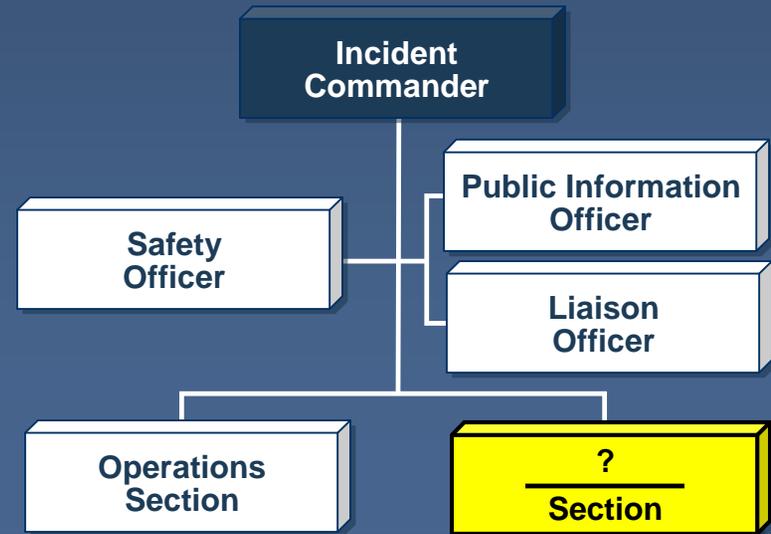
What is the correct title of this organization?

If the resources continue to expand, what might the Operations Section Chief do?

General Staff Functions: Case Study (5 of 7)

The Scenario Continues:

After the first hour, the Incident Commander establishes a second Section that will develop the Incident Action Plan and track the status of resources on the scene.



What is the correct title of this Section?

General Staff Functions: Case Study (6 of 7)

The Scenario Continues:

As night falls, more than 100 personnel are on the scene searching for the missing child. Given the number of personnel on the scene, there is a need to provide meals, food, first aid, and rest areas for responders.



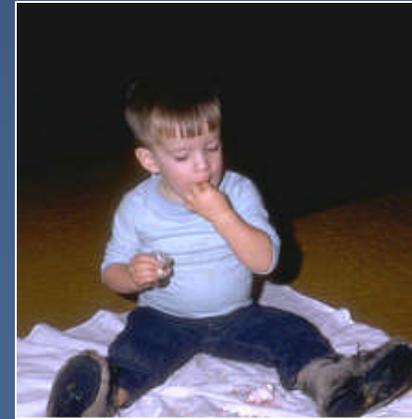
Which Section is responsible for providing these support resources?

General Staff Functions: Case Study (7 of 7)

The Scenario Continues:

Just before noon the child is found.

Which resources would you demobilize first? Why?



Summary

Are you able to describe the roles and functions of the:

- Operations Section?
- Planning Section?
- Logistics Section?
- Finance/Administration Section?

