
Unit 6: ICS Organization – Part 2

INSTRUCTOR GUIDE

Objectives

At the end of this unit, the participants 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.
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Scope

- Unit Introduction
- Unit Objectives
- General Staff
- Operations Section
 - Audio: Role of Operations Section Chief
 - Maintaining Span and Control
 - Divisions
 - Groups
 - Branches
 - Audio: Operations Section Challenges
 - Video: Operations Section: Expanding and Contracting
 - Task Forces
 - Strike Teams
 - Single Resources
 - Knowledge Review
- Planning Section
 - Audio: Planning Section Chief
 - Planning Section Units
 - Resources Unit
 - Situation Unit
 - Documentation Unit
 - Demobilization Unit
 - Knowledge Review
- Logistics Section
 - Audio: Logistics Section Chief
 - Logistics Section Branches and Units
 - Communications Unit
 - Medical Unit
 - Food Unit
 - Supply Unit
 - Facilities Unit
 - Ground Support Unit
 - Knowledge Review
- Finance/Administration Section
 - Audio: Finance/Administration Section Chief
 - Procurement Unit
 - Time Unit
 - Cost Unit
 - Compensation/Claims Unit

- Knowledge Review
 - General Staff Functions: Case Study
 - Summary
-

Methodology

The instructors will outline this unit's objectives. They will then explain that as incidents expand, there may be need to add supervisory layers to the organization structure. This unit will describe these layers in depth and, specifically, will explain the role of the General Staff in the ICS structure.

The instructors will start with the Operations Section, having the participants listen to an audio clip of an Operations Section Chief describing her role. The instructors will then describe how the Operations Section Chief maintains span of control by using Divisions, Groups, and Branches within the Operations Section. The instructors will explain these supervisory levels and when they are used.

The participants will then listen to an audio clip of an Operations Section Chief describing the challenges of the Operations Section, and watch a video describing how the Operations Section may expand or contract. The instructors will further explain the role of Task Forces, Strike Teams, and Single Resources.

After six questions to ensure comprehension, the instructors will transition to the next section of the unit – the Planning Section. To introduce the Planning Section, the instructors will present an audio clip of a Planning Section Chief describing his job. The instructors will then overview the key Planning Section tasks, and discuss the roles of the four Planning Section Units. To ensure comprehension, the participants will answer questions about which Planning Section Unit they would go to in order to complete a specific task.

The instructors will then identify the tasks of the Logistics Section. The participants will listen to an audio clip of the Logistics Section Chief describing his role. The instructors will then describe the Service Branch and the Support Branch and their corresponding Units. To ensure comprehension, the participants will answer questions about which Logistics Section Unit they would go to in order to complete a specific task.

The instructors will then present an audio clip of a Finance/Administration Section Chief describing her role. The instructors will then outline the major tasks of the Finance/Administration Section. The instructors will then describe each of the four Finance/Administration Section Units. To ensure comprehension, the participants will answer questions about which Unit they would go to in order to complete a specific task.

To summarize the unit, the instructors will present a scenario in which the participants must answer questions that assess their understanding of the role of the General Staff. After discussing the questions based on the scenario, the instructors will ask the participants if they have met the learning objectives for this unit.

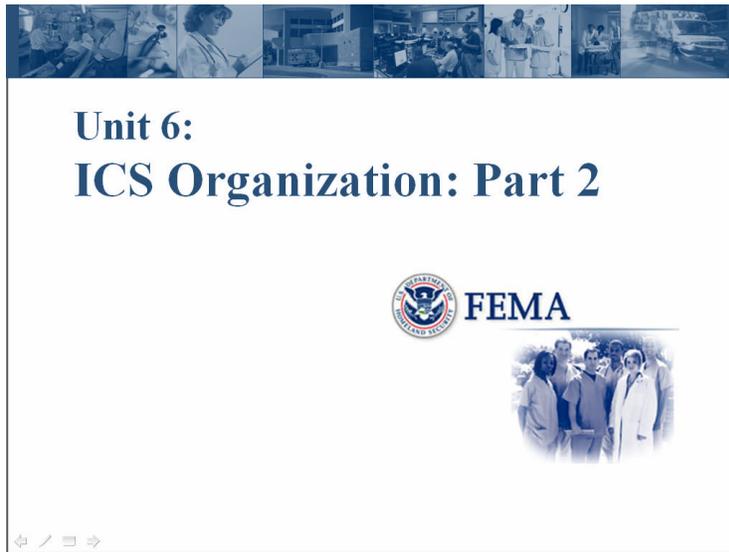
Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Objectives	1 minutes
General Staff	4 minutes
Operations Section	20 minutes
Planning Section	15 minutes
Logistics Section	15 minutes
Finance/Administration Section	15 minutes
General Staff Case Study & Summary	10 minutes
Total Time	1 hour 20 minutes



Visual 6.1



Visual Description: Unit Title Slide

Instructor Notes

Tell the participants that this unit provides an overview of the roles and responsibilities of the General Staff and the principle of expanding and contracting the organization.



Visual 6.2

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.



Visual Description: Unit Objectives

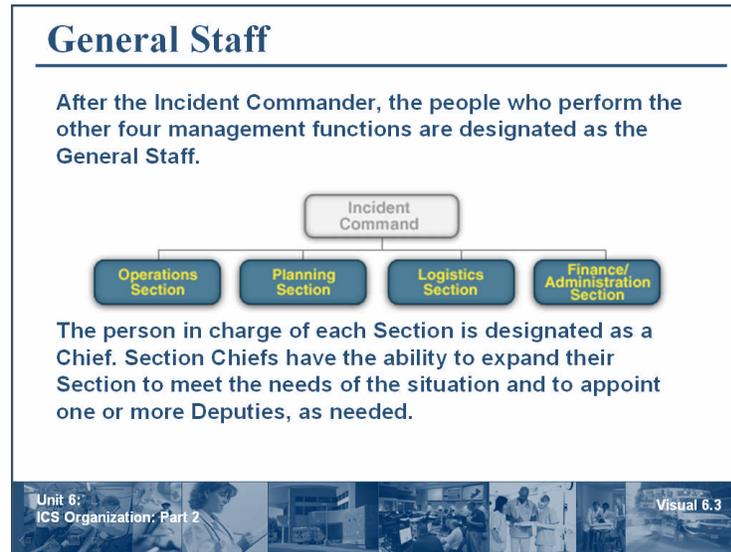
Instructor Notes

Tell participants that by the end of this unit, they 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.



Visual 6.3



Visual Description: General Staff

Instructor Notes

Explain that expansion of an incident may require the delegation of authority for the performance of the other management functions. The people who perform the other four management functions are designated as the **General Staff**. The General Staff is made up of four **Sections**: Operations, Planning, Logistics, and Finance/Administration.

Remind participants that the General Staff reports directly to the Incident Commander.

Explain that 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. Each of the Section Chiefs may have a Deputy, or more than one, if necessary. The Deputy:

- May assume responsibility for a specific portion of the primary position, work as relief, or be assigned other tasks.
- Should always be as proficient as the person for whom he or she works.

Emphasize that in large incidents, especially where multiple disciplines or jurisdictions are involved, the use of Deputies from other organizations can greatly increase interagency coordination.



Visual 6.4

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.

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Visual 6.4

Visual Description: Role of Operations Section Chief

Instructor Notes

Explain that until Operations is established as a separate Section, the Incident Commander has direct control of tactical resources. The Incident Commander will determine the need for a separate Operations Section at an incident or event. When the Incident Commander activates an Operations Section, he or she will assign an individual as the Operations Section Chief.

Explain that the Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.

Tell the participants that they will listen to an audio clip of an Operations Section Chief describing her role.

To play the audio, click on the icon. Total running time for this clip is 21 seconds.

Transcript: Operations Section Chief

I'm responsible for developing and implementing strategy and tactics to carry out the incident objectives. This means that I organize, assign, and supervise all of the tactical resources assigned to an incident, including those resources in a Staging Area.

I work very closely and coordinate my activities with the other members of the Command and General Staff.



Visual 6.5

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/or Labor Pools and other special organizations.



Visual Description: Operations Section

Instructor Notes

Explain that the Operations Section is responsible for directing and coordinating all incident tactical operations.

Review the following key points with the group:

The 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/or Labor Pools and other special organizations.



Visual 6.6

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.

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Visual 6.6

Visual Description: Maintaining Span of Control

Instructor Notes

Explain that the Operations function is where the tactical fieldwork is done and the most incident resources are assigned. Often the most hazardous activities are carried out there. The following supervisory levels can be added to help manage span of control:

- Divisions are used to divide an incident geographically.
- Groups are used to describe functional areas of operation.
- Branches are used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional.

Tell participants that the following screens present more information on Divisions, Groups, and Branches.



Visual 6.7

Operations Section: Divisions

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



Visual Description: Operations Section: Divisions

Instructor Notes

Tell the participants that divisions are used to divide an incident **geographically**. The person in charge of each Division is designated as a **Supervisor**. How the area is divided is determined by the needs of the incident.

Explain that the most common way to identify Divisions is by using alphabet characters (A, B, C, etc.). Other identifiers may be used as long as Division identifiers are known by assigned responders.

Emphasize that the important thing to remember about ICS Divisions is that they are established to **divide an incident into geographical areas of operation**.



Visual 6.8

Operations Section: 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.



Visual Description: Operations Section: Groups

Instructor Notes

Explain that groups are used to describe **functional** areas of operation. The person in charge of each Group is designated as a **Supervisor**.

Explain that the kind of Group to be established will also be determined by the needs of an incident. Groups are normally labeled according to the job that they are assigned (e.g., Business Continuity Group, Infrastructure Group, etc.). Groups will work wherever their assigned task is needed and are not limited geographically.



Visual 6.9

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.



Unit 6:
ICS Organization: Part 2

Visual 6.9

Visual Description: Operations Section: Divisions & Groups

Instructor Notes

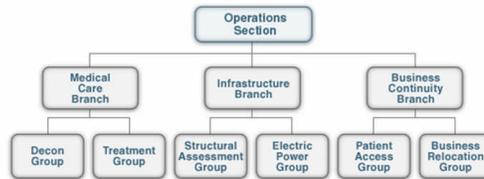
Emphasize that divisions and Groups can be used together on an incident. Divisions and Groups are at an equal level in the organization. One does not supervise the other. When a Group is working within a Division on a special assignment, Division and Group Supervisors must closely coordinate their activities.



Visual 6.10

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.



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Visual 6.10

Visual Description: Operations Section: Branches

Instructor Notes

Explain that if the number of Divisions or Groups exceeds the span of control, it may be necessary to establish another level of organization within the Operations Section, called **Branches**. The person in charge of each Branch is designated as a **Director**. Deputies may also be used at the Branch level. Branches can be divided into Groups or Divisions — or can be a combination of both.

Point out that while span of control is a common reason to establish Branches, additional considerations may also indicate the need to use these Branches, including:

- **Multidiscipline Incidents.** Some incidents have multiple disciplines involved (e.g., Firefighting, Health & Medical, Hazardous Materials, Public Works & Engineering, Energy, etc.) that may create the need to set up incident operations around a functional Branch structure.
- **Multijurisdiction Incidents.** In some incidents it may be better to organize the incident around jurisdictional lines. In these situations, Branches may be set up to reflect jurisdictional boundaries.
- **Very Large Incidents.** Very large incidents may be organized using geographic or functional Branches.



Visual 6.11

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.

Unit 6:
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Visual 6.11

Visual Description: Audio: Operations Section Challenges

Instructor Notes

Explain that while there are any number of ways to organize field responses, Branches and Groups may be used to organize resources and maintain span of control.

Tell the class that they will listen to an audio clip of an Operations Section Chief describing the management challenges associated with her job.

To play the audio, click on the icon. Total running time for this clip is 48 seconds.

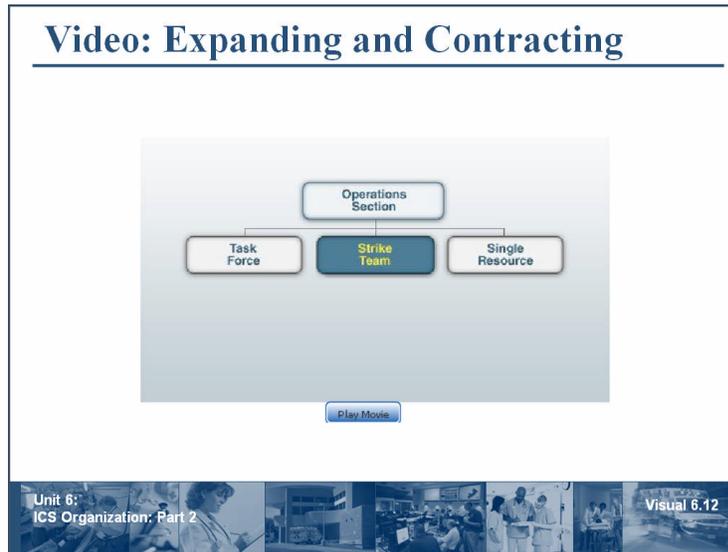
Transcript: Operations Section Challenges

In a recent incident, there were hundreds of resources deployed to the Operations Section. I couldn't possibly manage them all directly. Trying to do so would result in inefficient resource management at best, and personal injury at worst. While there are any number of ways to organize resources, I might decide to use Branches for each agency, as well as Groups, to organize resources and maintain the recommended span of control of one supervisor to five resources.

It can be a big job and with all of the tactics often needed in an incident, I have to depend on my Branch Directors to help me. For complex incidents, I may also have a Deputy. I also depend on the rest of the General Staff to support me. I can't develop detailed situation analyses - or worry about where the staff and meals are coming from or who's paying for them - and still do my job.



Visual 6.12



Visual Description: Video Presentation: Operations Section: Expanding and Contracting

Instructor Notes

Introduce the video by explaining that it will describe how the Operations Section can expand and contract based on the needs of the incident. A complete transcript of the video appears on the next page.

Instructions for playing video: The videos are activated by a single click on the play button in Slide Show mode. The videos will not work unless you are in Slide Show mode.

Total running time for the video is 2:05.

Transcript: Operations Section: Expanding and Contracting

The Incident Commander or Operations Section Chief at an incident may work initially with only a few single resources or staff members.

The Operations Section usually develops from the bottom up. The organization will expand to include needed levels of supervision as more and more resources are deployed.

Task Forces are a combination of mixed resources with common communications operating under the direct supervision of a Leader. Task Forces can be versatile combinations of resources and their use is encouraged. The combining of resources into Task Forces allows for several resource elements to be managed under one individual's supervision, thus lessening the span of control of the Supervisor.

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. Strike Teams are highly effective management units. The foreknowledge that all elements have the same capability and the knowledge of how many will be applied allows for better planning, ordering, utilization and management.

Single Resources may be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.

As we covered earlier, it is important to maintain an effective span of control. Maintaining span of control can be done easily by grouping resources into Divisions or Groups.

Another way to add supervision levels is to create Branches within the Operations Section.

At some point, the Operations Section and the rest of the ICS organization will contract. The decision to contract will be based on the achievement of tactical objectives. Demobilization planning begins upon activation of the first personnel and continues until the ICS organization ceases operation.



Visual 6.13

Operations Section: Task Forces

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



Visual Description: Operations Section: Task Forces

Instructor Notes

Explain that **Task Forces** are a combination of mixed resources with common operating communications supervised by a Task Force Leader.



Visual 6.14

Operations Section: Strike Teams

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.



Visual Description: Operations Section: Strike Teams

Instructor Notes

Explain that **Strike Teams** are a set number of resources of the same kind and type supervised by a Strike Team Leader.



Visual 6.15

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.



Visual Description: Operations Section: Single Resources

Instructor Notes

Explain that **Single Resources** may be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor.



Visual 6.16

Knowledge Review (1 of 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.



Visual Description: Determine the type of ICS organizational structure being described: 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.

Instructor Notes

Tell the participants to review the situation on the visual:

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.

Ask the participants the following question:

What type of ICS organizational structure is being described?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is Divisions. Divisions are used to divide an incident geographically. The person in charge of each Division is designated as a Supervisor.

These resources (personnel and equipment) would be organized into Divisions because they are assigned different geographic areas to evacuate.



Visual 6.17

Knowledge Review (2 of 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.



Visual Description: Determine the type of ICS organizational structure being described: 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.

Instructor Notes

Tell the participants to review the situation on the visual:

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.

Ask the participants the following question:

What type of ICS organizational structure is being described?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is a Task Force. Task Forces are a combination of mixed resources with common operating communications supervised by a Task Force Leader.



Visual 6.18

Knowledge Review (3 of 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.



Visual Description: Determine the type of ICS organizational structure being described: 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.

Instructor Notes

Tell the participants to review the situation on the visual:

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.

Ask the participants the following question:

What type of ICS organizational structure is being described?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is a Single Resource.



Visual 6.19

Knowledge Review (4 of 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.



Visual Description: Determine the type of ICS organizational structure being described: 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.

Instructor Notes

Tell the participants to review the situation on the visual:

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.

Ask the participants the following question:

What type of ICS organizational structure is being described?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is a Strike Team. Strike Teams are a set number of resources of the same kind and type supervised by a Strike Team Leader.



Visual 6.20

Knowledge Review (5 of 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.



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Visual 6.20

Visual Description: Determine the type of ICS organizational structure being described: As incident objectives and resources expand, the Operations Section Chief begins organizing resources into functional areas that are managed by a Supervisor.

Instructor Notes

Tell the participants to review the situation on the visual:

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

Ask the participants the following question:

What type of ICS organizational structure is being described?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is a Group. Groups are used to describe functional areas of operation.



Visual 6.21

Knowledge Review (6 of 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.



Unit 6:
ICS Organization: Part 2

Visual 6.21

Visual Description: Determine the type of ICS organizational structure being described: As the operation expands even further, the Operations Section Chief appoints a Director to manage the Groups.

Instructor Notes

Tell the participants to review the situation on the visual:

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

Ask the participants the following question:

What type of ICS organizational structure is being described?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is a Branch.



Visual 6.22

Audio: Planning Section Chief



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.

Unit 6:
ICS Organization: Part 2

Visual 6.22

Visual Description: Audio: Planning Section Chief

Instructor Notes

Explain that the Incident Commander will determine if there is a need for a Planning Section and designate a Planning Section Chief. If no Planning Section is established, the Incident Commander will perform all planning functions. It is up to the Planning Section Chief to activate any needed additional staffing.

Tell the group that they will listen to an audio clip of a Planning Section Chief describing his job.

To play the audio, click on the icon. Total running time of this clip is 46 seconds.

Transcript: Planning Section Chief

My job is to gather and analyze information so that we'll be ready for tomorrow and the next day. I'm responsible for intelligence and information gathering, analysis, and dissemination. Also, our section manages the planning process and compiles the Incident Action Plan using input from the rest of the organization.

For large incidents, and when the Incident Commander has directed, we will develop a written Incident Action Plan. I also may be responsible for managing the activities of Technical Specialists who are individuals with technical knowledge that will be useful in the management of this incident.

I work closely with the Incident Commander and other members of the General Staff to be sure that information is shared effectively and results in an efficient planning process to meet the needs of the Incident Commander and Operations.



Visual 6.23

Planning Section

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.



Visual Description: Planning Section

Instructor Notes

Explain that 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.



Visual 6.24

Planning Section Units

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



Visual Description: Planning Section Units

Instructor Notes

Point out that the Planning Section can be further staffed with four Units. In addition, Technical Specialists who provide special expertise useful in incident management and response may also be assigned to work in the Planning Section. Depending on the needs, Technical Specialists may also be assigned to other Sections in the organization.



Visual 6.25

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.



Visual Description: Planning Section: Resources Unit

Instructor Notes

Explain that the **Resources Unit** conducts all check-in activities and maintains the status of all incident resources. The Resources Unit plays a significant role in preparing the written Incident Action Plan.



Visual 6.26

Planning Section: Situation Unit



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



Visual Description: Planning Section: Situation Unit

Instructor Notes

Explain that the **Situation Unit** collects and analyzes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.



Visual 6.27

Planning Section: Documentation Unit



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



Visual Description: Planning Section: Documentation Unit

Instructor Notes

Explain that the **Documentation Unit** provides duplication services, including the written Incident Action Plan. Maintains and archives all incident-related documentation.



Visual 6.28

Planning Section: Demobilization Unit



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



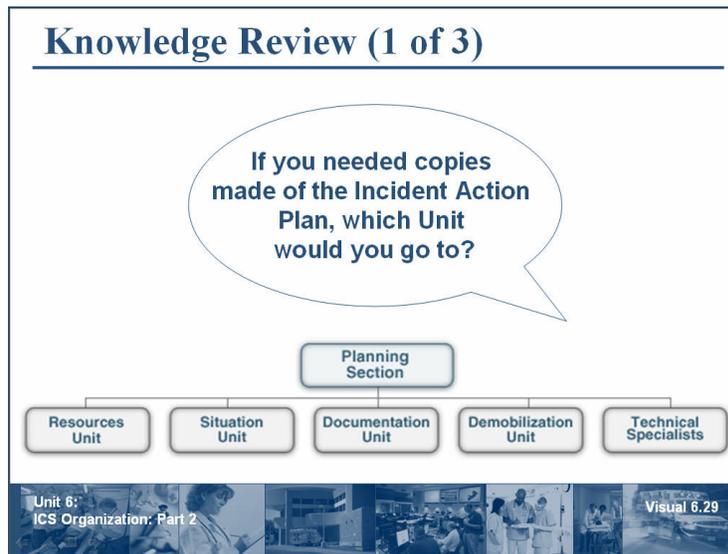
Visual Description: Planning Section: Demobilization Unit

Instructor Notes

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



Visual 6.29



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

Instructor Notes

Ask the participants the following question:

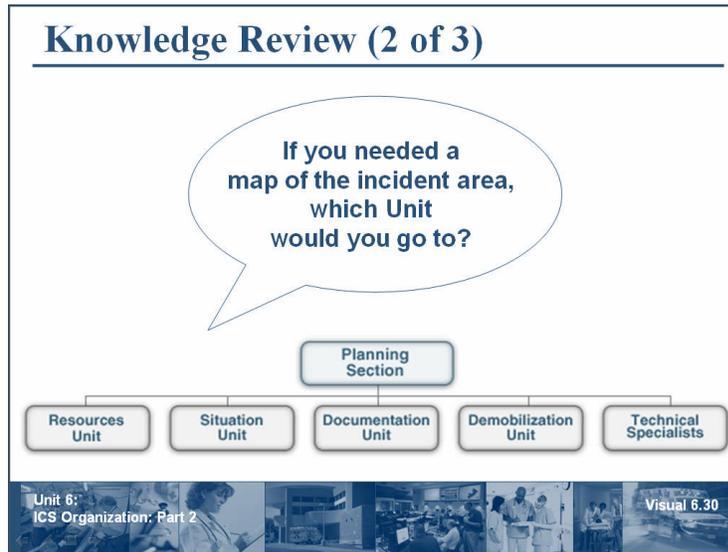
If you needed copies made of the Incident Action Plan, which Planning Section Unit would you go to?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Documentation Unit. The Documentation Unit provides all duplication services.



Visual 6.30



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

Instructor Notes

Ask the group the following question:

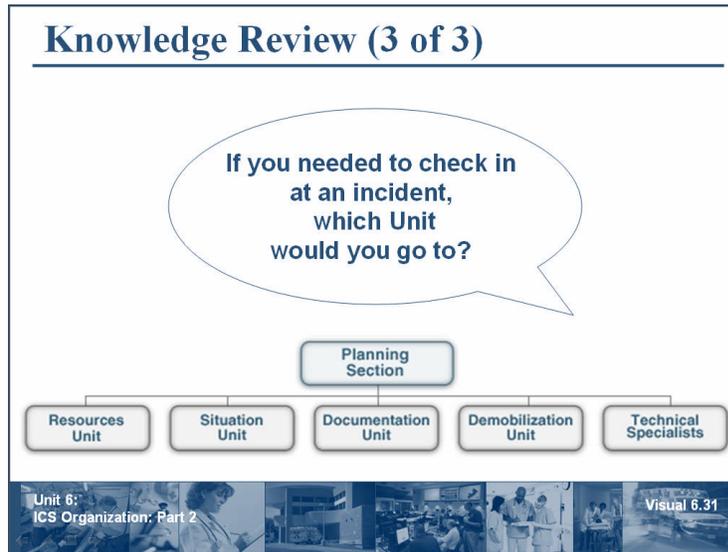
If you needed a map of the incident area, which Planning Section Unit would you go to?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Situation Unit. The Situation Unit develops maps and projections and prepares situation displays and situation summaries.



Visual 6.31



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

Instructor Notes

Ask the participants the following question:

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

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Resources Unit. The Resources Unit conducts all check-in activities and maintains the status of all incident resources.



Visual 6.32

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.

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Visual 6.32

Visual Description: Audio: Logistics Section Chief

Instructor Notes

Explain that the Incident Commander will determine if there is a need for a Logistics Section at the incident, and designate an individual to fill the position of the Logistics Section Chief. If no Logistics Section is established, the Incident Commander will perform all logistical functions. The size of the incident, complexity of support needs, and the incident length will determine whether a separate Logistics Section is established. Additional staffing is the responsibility of the Logistics Section Chief.

Tell the group that they will now hear an audio clip in which the Logistics Section Chief describes his role in the ICS.

To play the audio, click on the icon. Total running time of this clip is 48 seconds.

Transcript: Logistics Section Chief

Logistics can make or break an incident response. I assist the Incident Commander by providing the resources and services required to support incident activities. I coordinate my activities very closely with the other members of the Command and General Staff.

The Logistics Section develops several portions of the written Incident Action Plan and forwards them to the Planning Section. Logistics and Finance have to work closely to contract for and purchase goods and services needed at the incident. I may have up to six Unit Leaders who report to me. When an incident becomes highly complex, I need them all. So, I would have to reduce my span of control by ordering Service and Support Branch Directors to supervise the Unit Leaders.



Visual 6.33

Logistics Section

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.



Visual Description: Logistics Section

Instructor Notes

Explain that 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.

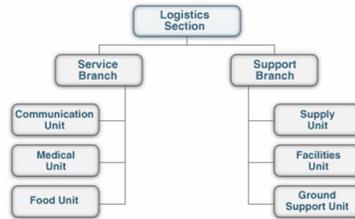


Visual 6.34

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.



Unit 6:
ICS Organization: Part 2

Visual 6.34

Visual Description: Logistics Section Branches and Units

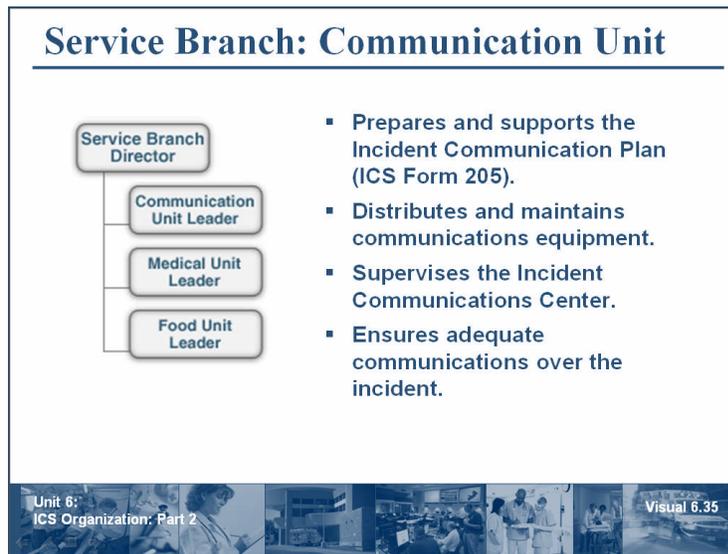
Instructor Notes

Point out that the Logistics Section can be further staffed by two Branches and six Units.

Explain that 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.



Visual 6.35



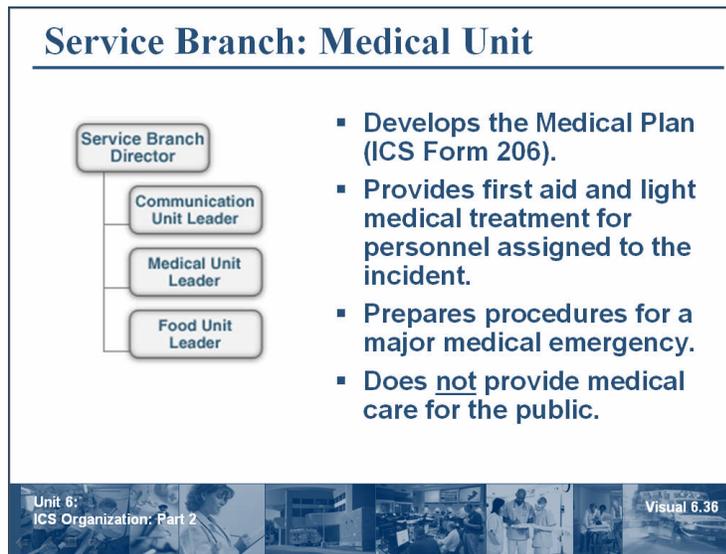
Visual Description: Service Branch: Communication Unit

Instructor Notes

Explain that the **Communication Unit** prepares and implements the Incident Communication Plan (ICS-205), distributes and maintains communications equipment, supervises the Incident Communications Center, and establishes adequate communications over the incident.



Visual 6.36



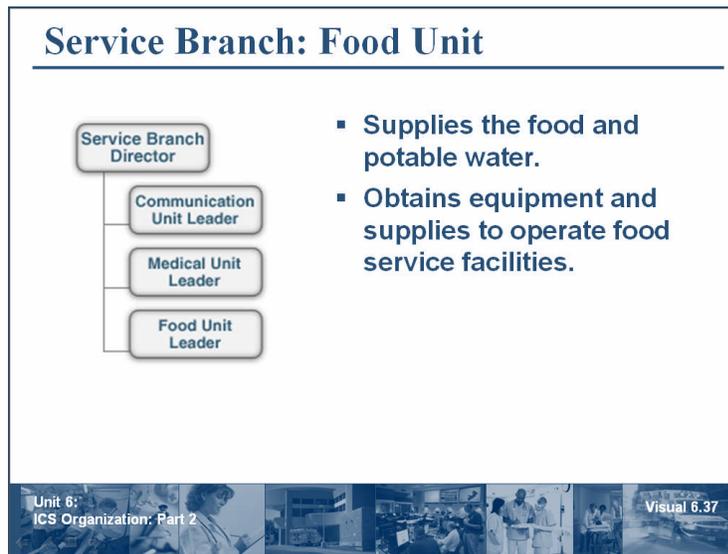
Visual Description: Service Branch: Medical Unit

Instructor Notes

Explain that the **Medical Unit** develops the Medical Plan (ICS-206), provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency. It does **not** provide medical care for the public.



Visual 6.37



Visual Description: Service Branch: Food Unit

Instructor Notes

Explain that the **Food Unit** supplies the food and potable water for all incident facilities and personnel, and obtains the necessary equipment and supplies to operate food service facilities.



Visual 6.38

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.



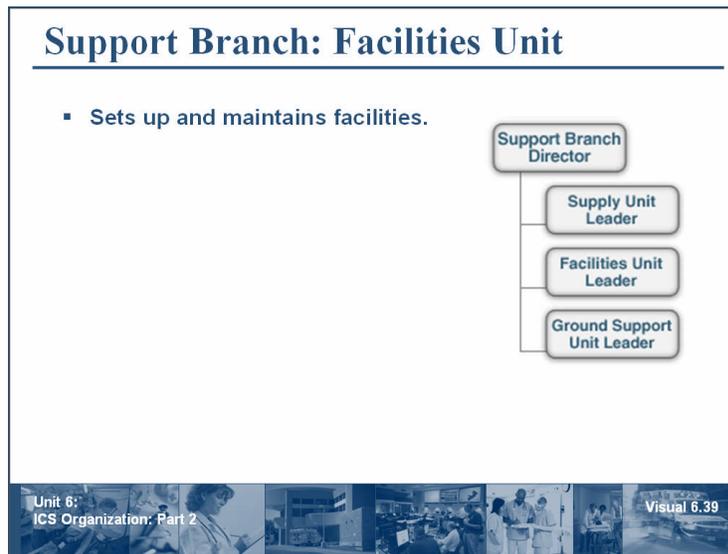
Visual Description: Support Branch: Supply Unit

Instructor Notes

Explain that the **Supply Unit** determines the type and amount of supplies needed to support the incident. The Unit orders, receives, stores, and distributes supplies, and services nonexpendable equipment. All resource orders are placed through the Supply Unit. The Unit maintains inventory and accountability of supplies and equipment.



Visual 6.39



Visual Description: Support Branch: Facilities Unit

Instructor Notes

Explain that the **Facilities Unit** sets up and maintains required facilities to support the incident.



Visual 6.40

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.



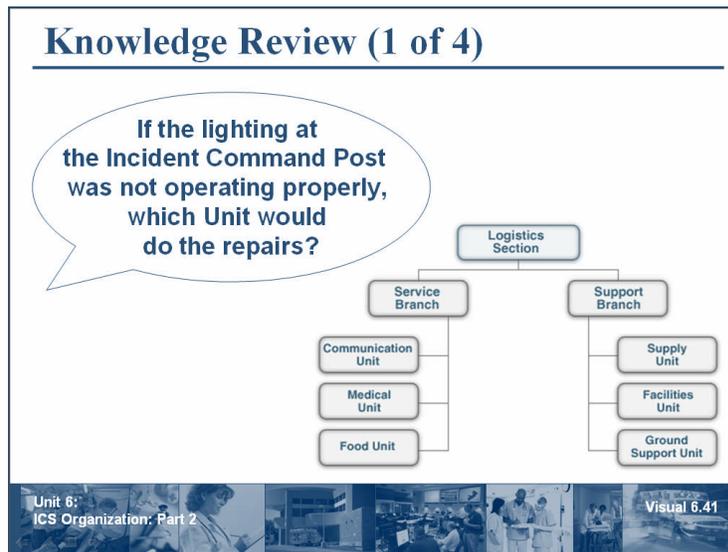
Visual Description: Support Branch: Ground Support Unit

Instructor Notes

Explain that the **Ground Support Unit** prepares the Transportation Plan. Arranges for, activates, and documents the fueling, maintenance, and repair of ground resources. Arranges for the transportation of personnel, supplies, food, and equipment.



Visual 6.41



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

Instructor Notes

Ask the participants the following question:

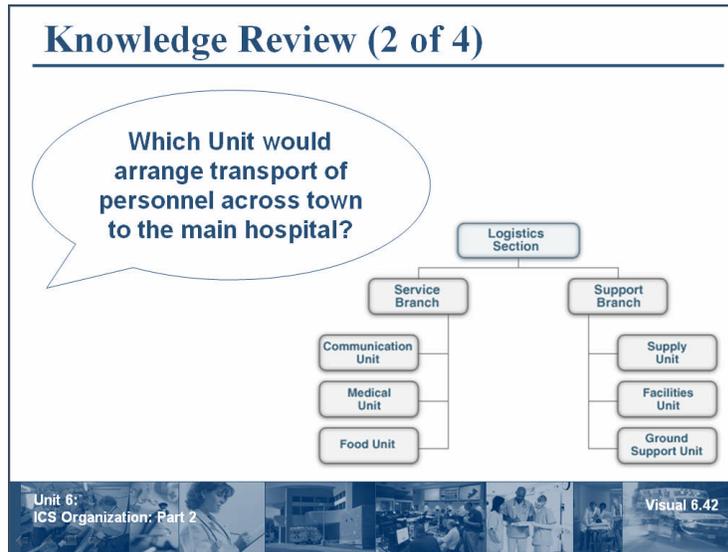
If the lighting at the Incident Command Post was not operating properly, which Unit would do the repairs?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Facilities Unit. The Facilities Unit is responsible for facility security and facility maintenance services such as sanitation, lighting, and cleanup.



Visual 6.42



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

Instructor Notes

Ask the group the following question:

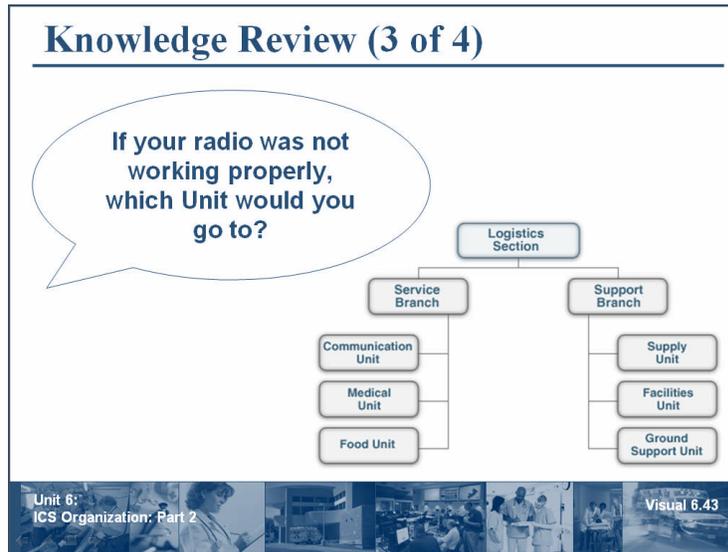
Which Unit would arrange transport of personnel across town to the main hospital?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Ground Support Unit. The Ground Support Unit arranges transportation of personnel, supplies, food, and equipment.



Visual 6.43



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

Instructor Notes

Ask the group the following question:

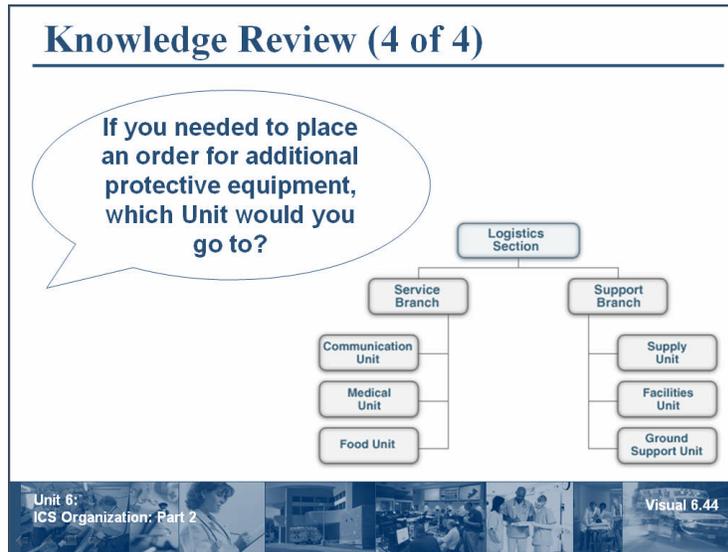
If your radio was not working properly, which Logistics Section Unit would you go to?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Communications Unit. The Communications Unit distributes and maintains communications equipment such as radios.



Visual 6.44



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

Instructor Notes

Ask the group the following question:

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

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Supply Unit. All resource orders are placed through the Supply Unit.



Visual 6.45

Audio: Finance/Administration Section Chief



Finance/Administration
Section
Chief



Click icon to play.

Audio Key Points:

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.

Unit 6:
ICS Organization: Part 2

Visual 6.45

Visual Description: Audio: Finance/Administration Section Chief

Instructor Notes

Explain that the Incident Commander will determine if there is a need for a Finance/Administration Section at the incident and designate an individual to fill the position of the Finance/Administration Section Chief.

Explain that if no Finance/Administration Section is established, the Incident Commander will perform all finance functions.

Tell the group that they will now hear an audio clip in which the Finance/Administration Section Chief describes her role in the ICS.

To play the audio, click on the icon. Total running time of this clip is 1:33.

Transcript: Finance/Administration Section Chief

I'm the one who worries about paying for the response efforts. I'm responsible for all of the financial and cost analysis aspects of an incident. These include contract negotiation, tracking personnel and equipment time, documenting and processing claims for accidents and injuries occurring at the incident, and keeping a running tally of the costs associated with the incident. Sometimes I wish I had financial veto authority, but I don't.

Because of the large scope of some incidents, the number of organizations involved, and the amount of financial activity it will generate, I might need to activate all four units that report to me. These include the Time, Cost, Compensation and Claims, and Procurement Units. I coordinate with all members of the Command and General Staff, but I work most closely with Logistics to be sure that we are able to contract for and procure the resources necessary to manage an incident.



Visual 6.46

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:



Unit 6:
ICS Organization: Part 2

Visual 6.46

Visual Description: Finance/Administration Section

Instructor Notes

Explain that the Finance/Administration Section is set up for any incident that requires incident-specific financial management. The Finance/ Administration Section is responsible for:

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

Explain that there are four available units under the Finance/Administration Section:

- Procurement Unit
- Time Unit
- Cost Unit
- Compensation/Claims Unit

Emphasize that more and more larger incidents are using a Finance/Administration Section to monitor costs. Smaller incidents may also require certain Finance/Administration support.

For example, the Incident Commander may establish one or more Units of the Finance/Administration Section for such things as procuring special equipment, contracting with a vendor, or making cost estimates for alternative response strategies.



Visual 6.47

Finance/Admin Section: Procurement Unit

Responsible for administering all financial matters pertaining to:

- Vendor contracts.
- Leases.
- Fiscal agreements.



Visual Description: Finance/Administration Section: Procurement Unit

Instructor Notes

Explain that the **Procurement Unit** responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.



Visual 6.48

Finance/Admin Section: Time Unit

Responsible for incident personnel time recording.



Visual Description: Finance/Administration Section: Time Unit

Instructor Notes

Explain that the **Time Unit** responsible for incident personnel time recording.



Visual 6.49

Finance/Admin Section: Cost Unit

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



Visual Description: Finance/Administration Section: Cost Unit

Instructor Notes

Explain that the **Cost Unit** collects all cost data, performs cost effectiveness analyses, provides cost estimates, and makes cost savings recommendations.



Visual 6.50

Finance/Admin Section: Comp/Claims Unit

Responsible for management and direction of administrative matters pertaining to:

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



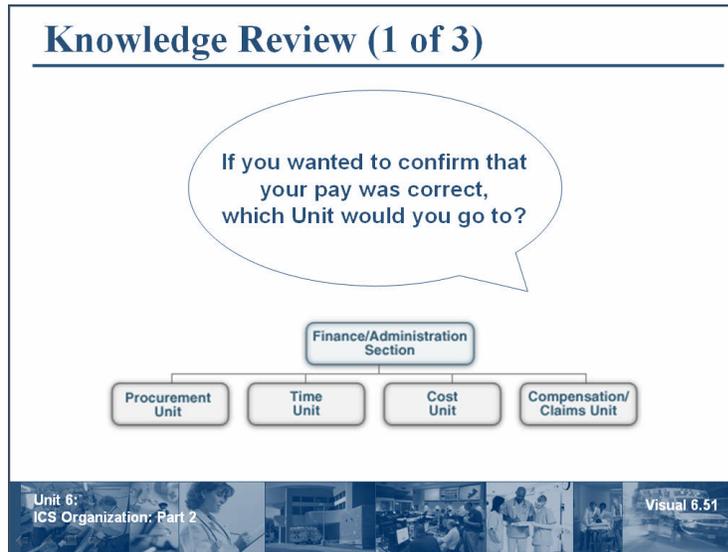
Visual Description: Finance/Administration Section: Compensation/Claims Unit

Instructor Notes

Explain that the **Compensation/Claims Unit** responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities kept for the incident.



Visual 6.51



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

Instructor Notes

Ask the group the following question:

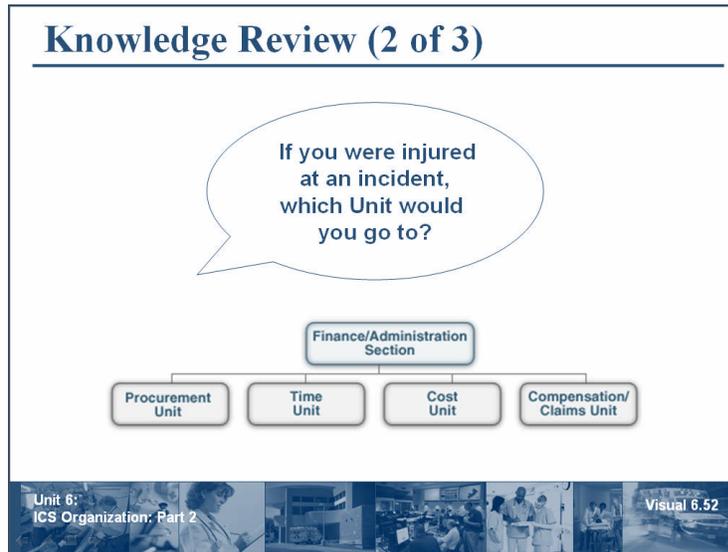
If you wanted to confirm that your pay was correct, which Unit would you go to?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Time Unit. The Time Unit is responsible for incident personnel time recording.



Visual 6.52



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

Instructor Notes

Ask the group the following question:

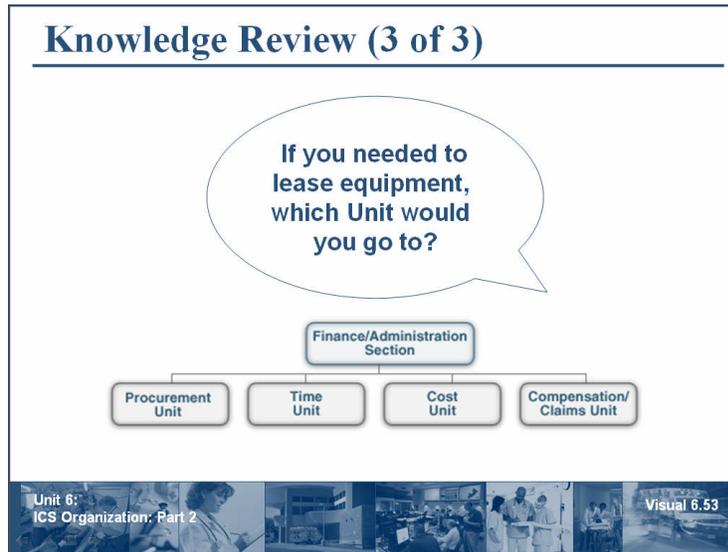
If you were injured at an incident, which Unit would you go to?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Compensation/Claims Unit. This Unit is responsible for the management of all matters pertaining to compensation for injury and claims-related activities.



Visual 6.53



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

Instructor Notes

Ask the group the following question:

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

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Procurement Unit. This Unit administers all financial matters pertaining to vendor contracts, leases, and fiscal agreements.



Visual 6.54

General Staff Functions: Case Study (1 of 3)

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



Visual Description: General Staff Functions: Case Study: Read the scenario developments and answer the question below.

Instructor Notes

Tell the participants to review the scenario described on the visual.

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.

Ask the group the following question:

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

Allow time to respond.

If not mentioned, tell the participants that the correct answer is the Incident Commander. The Emergency Department Physician in Charge was the first on the scene and was responsible for establishing the initial ICS organization. He or she was functioning as the Incident Commander.



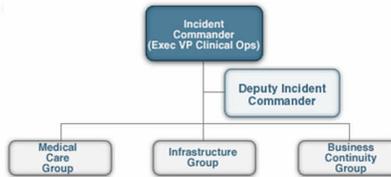
Visual 6.55

General Staff Functions: Case Study (2 of 3)

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?



Unit 6:
ICS Organization: Part 2

Visual 6.55

Visual Description: General Staff Functions: Case Study: Read the scenario developments and answer the question below.

Instructor Notes

Tell the group to review the scenario described on the visual.

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.

Ask the class the following question:

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

If not mentioned, tell the participants that the correct answer is Supervisor.



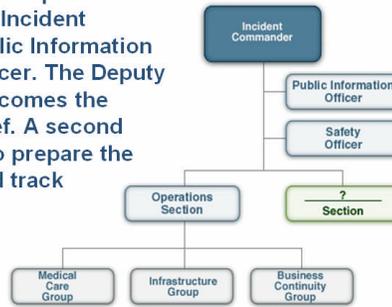
Visual 6.56

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?



Unit 6:
ICS Organization: Part 2

Visual 6.56

Visual Description: General Staff Functions: Case Study: Read the scenario developments and answer the question below.

Instructor Notes

Tell the group to review the scenario described on the visual.

Scenario: 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.

Ask the class the following question:

What is the correct title of the second section?

If not mentioned, tell the participants that the correct answer is the Planning Section. As part of its many responsibilities, the Planning Section prepares and documents the Incident Action Plan (IAP).



Visual 6.57

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.



Visual Description: Objectives Review

Instructor Notes

Ask participants if they are now 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.