

Unit 4:

Functional Areas & Positions



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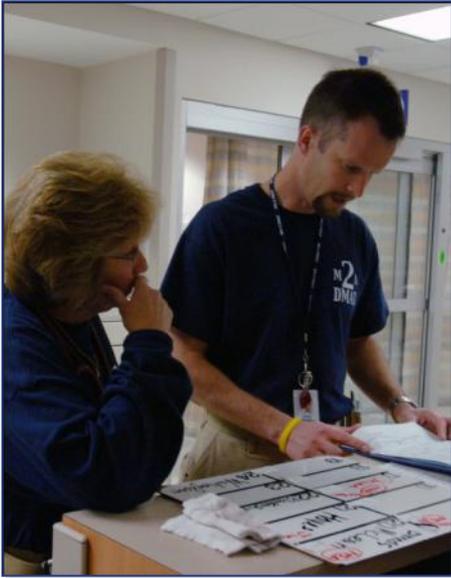
Visual 4.1
Functional Areas & Positions

Unit Objectives

- **Describe the functions of organizational positions within the Incident Command System (ICS).**
- **Identify the ICS tools needed to manage an incident.**
- **Demonstrate the use of an ICS Form 201, Incident Briefing.**



Incident Commander (1 of 2)



Upon arriving at an incident the higher ranking person will either assume command, maintain command as is, or reassign command to a third party.

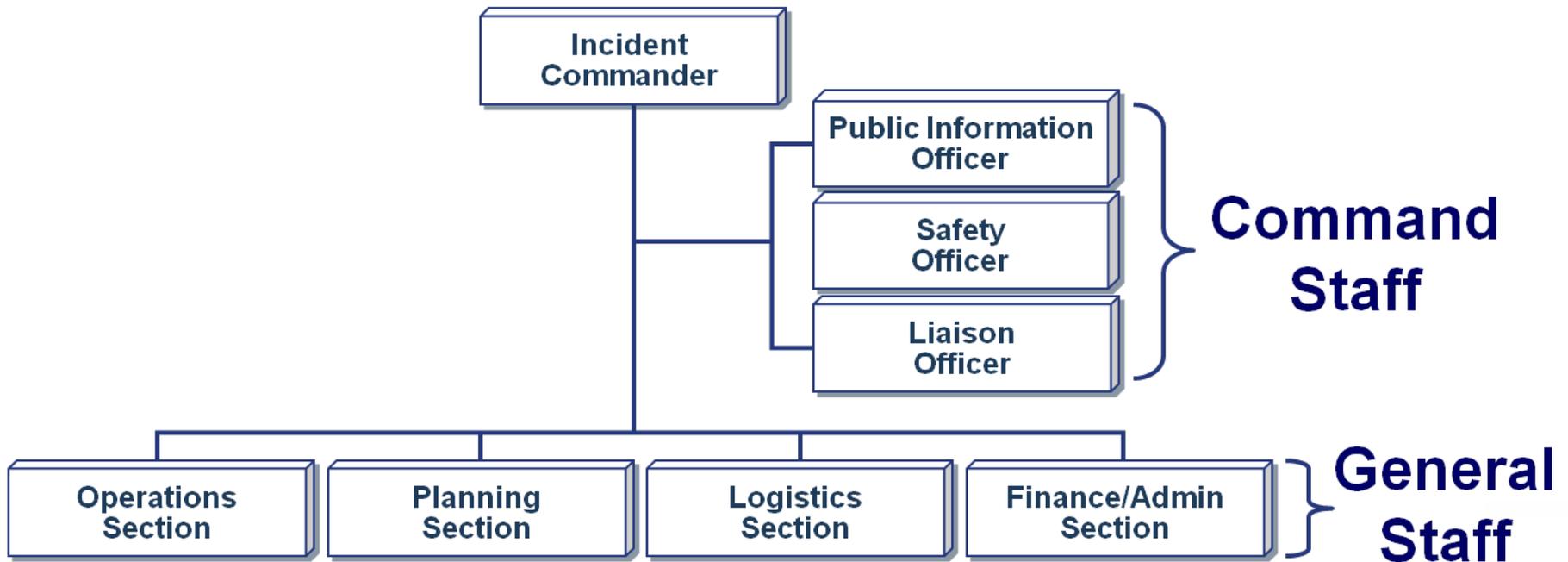
In some situations or agencies, a **lower ranking but more qualified person** may be designated as the Incident Commander.



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Incident Commander (2 of 2)

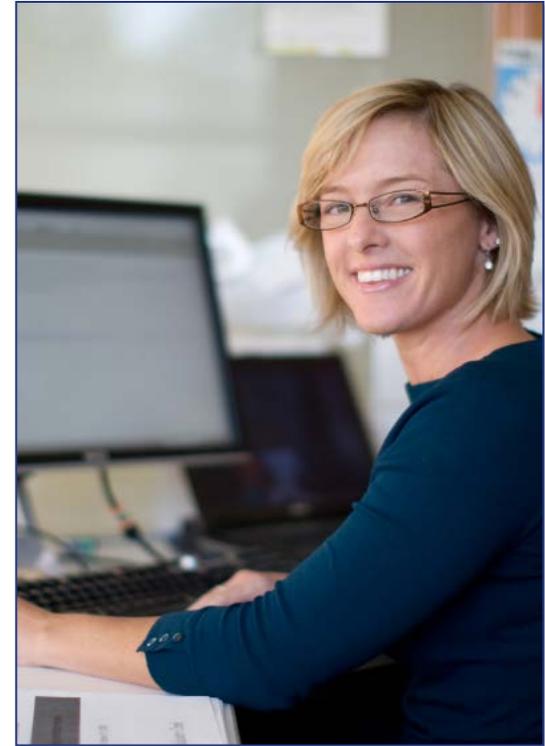
The Incident Commander performs all major ICS Command and General Staff functions unless these functions are activated.



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Deputy Incident Commander

- **Performs specific tasks as requested by the Incident Commander.**
- **Performs the incident command function in a relief capacity.**
- **Represents an assisting agency that may share jurisdiction or have jurisdiction in the future.**

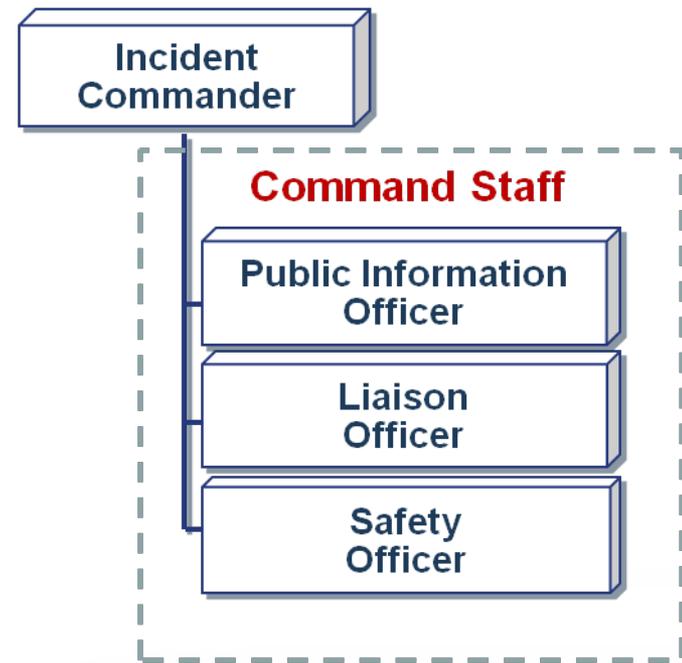


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Command Staff

Command Staff includes the following positions:

- Public Information Officer
- Liaison Officer
- Safety Officer



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Command Staff: Public Information Officer

What are the major responsibilities of the Public Information Officer?



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Command Staff: Safety Officer

What are some examples of types of incidents where you might activate a Safety Officer?



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Command Staff: Liaison Officer

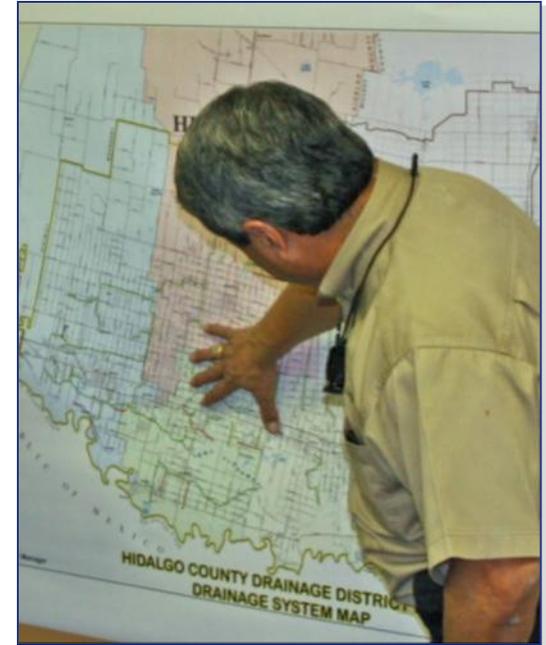
What are the major responsibilities of the Liaison Officer?



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Assistants

- Are subordinates of principal Command Staff positions.
- Must have technical capability, qualifications, and responsibility subordinate to the primary position.
- May also be assigned to Unit Leaders.



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Visual 4.10
Functional Areas & Positions

Assisting Agency



An assisting agency provides personnel, services, or other resources to the agency with direct responsibility for incident management.



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Visual 4.11
Functional Areas & Positions

Cooperating Agency

- **A cooperating agency supplies assistance other than direct operational or support functions or resources to the incident management effort.**

An assisting agency has direct responsibility for incident response, whereas a cooperating agency simply offers assistance.



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Agency Representative

An Agency Representative:

- Is an individual assigned to an incident from an assisting or cooperating agency.
- Is a delegated authority to make decisions on matters affecting that agency's participation at the incident.



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Expanding Incidents

An Incident Commander can activate and delegate authority to:

- **Section Chiefs.**
- **Branch Directors.**
- **Division or Group Supervisors.**
- **Team or Unit Leaders.**

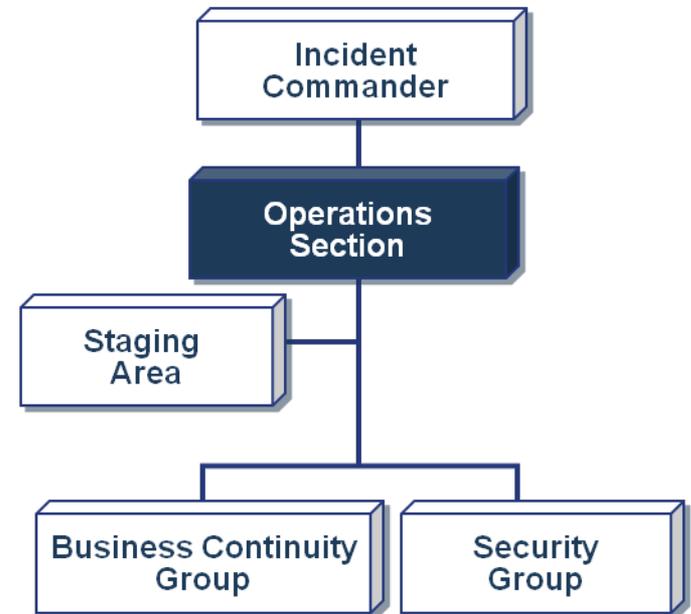


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Visual 4.14
Functional Areas & Positions

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 resources.**
- **May have Staging Areas and special organizations.**



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Operations Section Chief

- **Is responsible to the Incident Commander for the direct management of all incident-related operational activities.**
- **Establishes tactical objectives for each operational period.**
- **Has direct involvement in the preparation of the Incident Action Plan.**
- **May have one or more Deputies assigned.**



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Operations Section: Staging Areas



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Visual 4.17
Functional Areas & Positions

Operations Section: Staging Areas

Staging Areas:

- Are set up at the incident.
- Consist of resources that are assigned and ready for deployment.

Out-of-service resources are NOT located at the Staging Area.

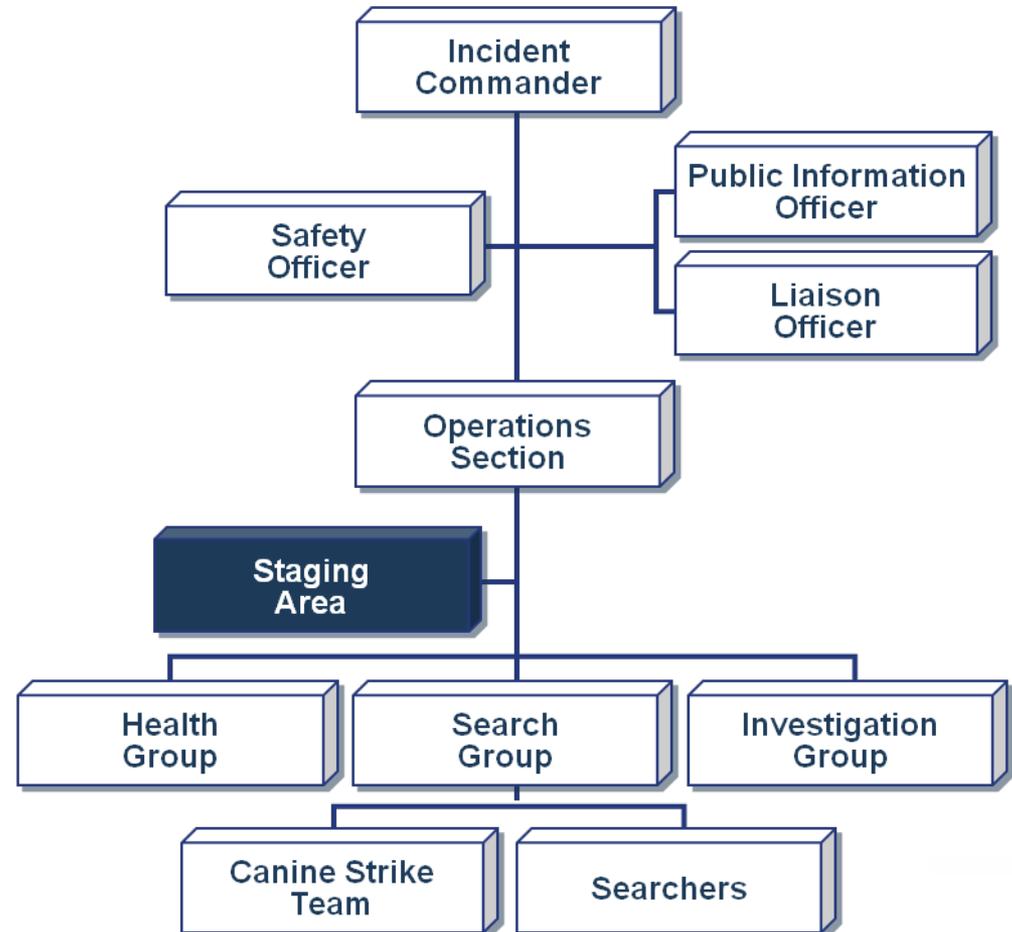


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Staging Areas: Chain of Command

Once designated, a Staging Area Manager will:

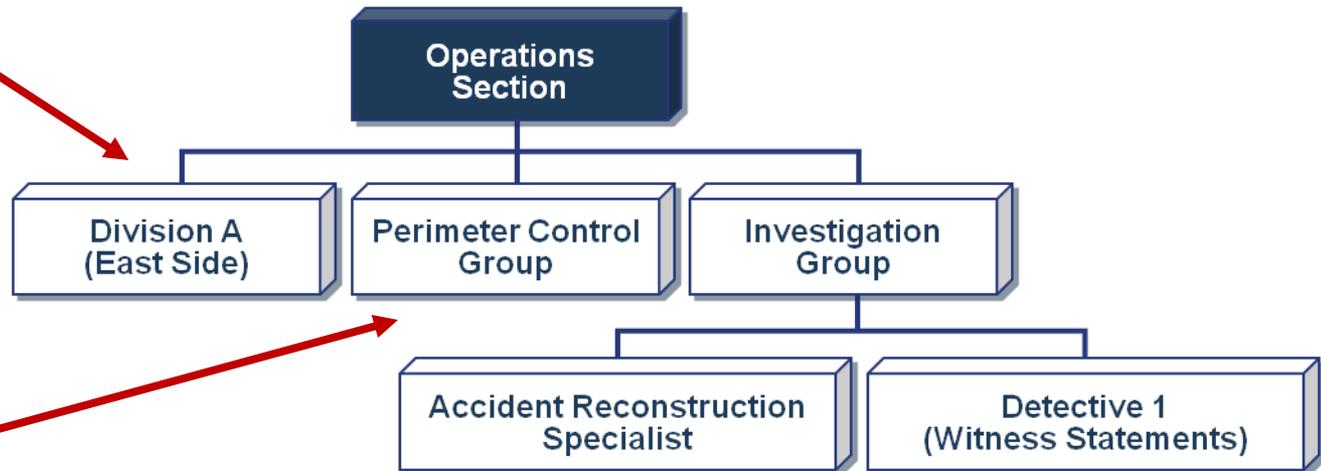
- Be assigned.
- Report to the Operations Section Chief.



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Divisions and Groups

Divisions: Organize incident resources by geographical area.

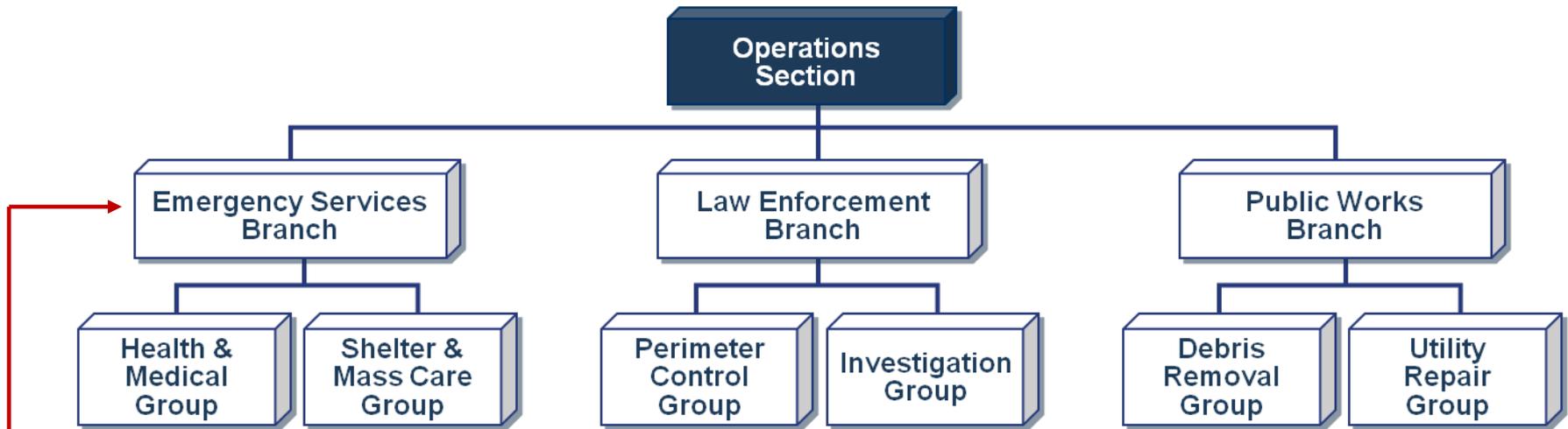


Groups: Divide incident resources into functional areas, not necessarily within a single geographic division. Groups may be assigned to work within existing boundaries or across multiple divisions.



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Branches



Branches:

- 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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Air Operations Branch

The Air Operations Branch:

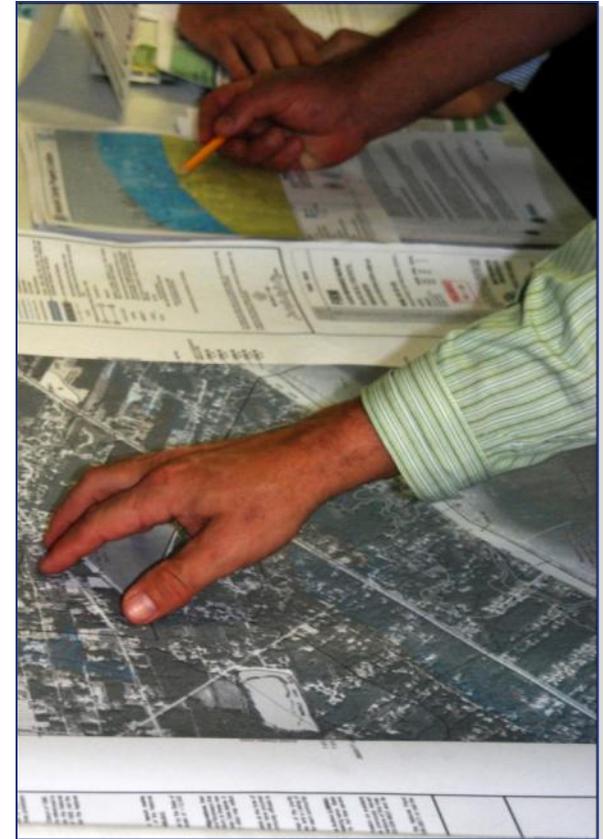
- Is activated to coordinate the use of aviation resources.
- Is managed by the Air Operations Branch Director, who reports to the Operations Section Chief.
- May include the following functional groups:
 - Air Support Group
 - Air Tactical Group



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Planning Section

- Maintains resource and situation status.
- Prepares an Incident Action Plan and Demobilization Plan.
- Develops strategies.
- Provides documentation services.
- Provides a location for technical specialists.



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Functional Areas & Positions

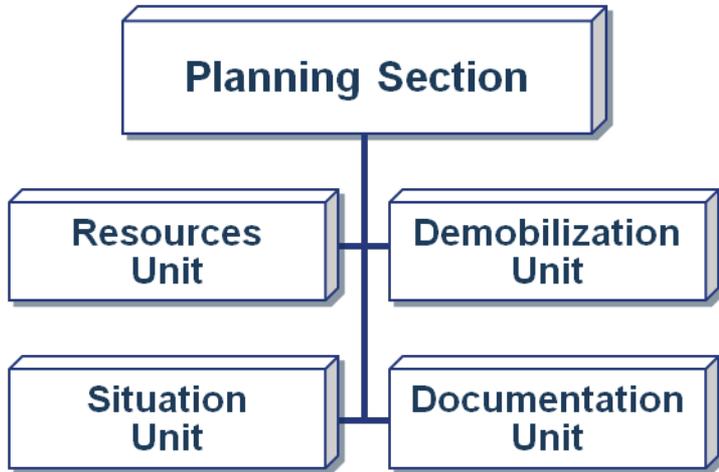
Planning Section Key Personnel

- **The Planning Section will have a Planning Section Chief.**
- **The Planning Section Chief may have a Deputy.**
- **Technical Specialists (advisors with special skills) will initially report to and work within the Planning Section.**



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Planning Section Units



What are the major responsibilities of each Planning Unit?

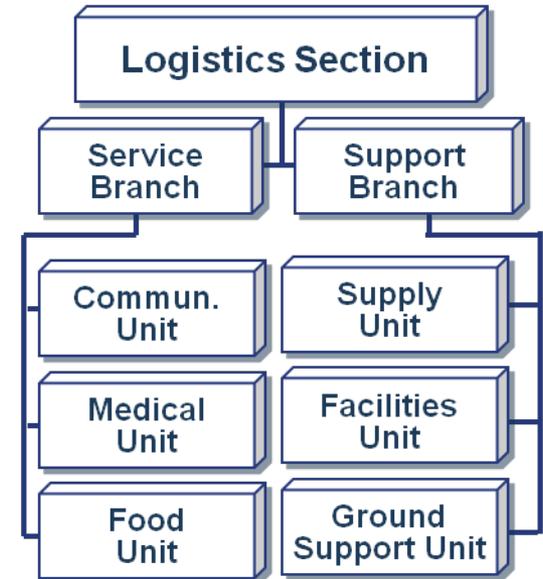


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Logistics Section

Responsible for:

- **Communications.**
- **Medical support to incident personnel.**
- **Food for incident personnel.**
- **Supplies, facilities, and ground support.**



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Visual 4.26
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Logistics Section: Service Branch



The Service Branch may be made up of a:

- **Communications Unit.**
- **Medical Unit.**
- **Food Unit.**



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Visual 4.27
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Logistics Section: Support Branch

The Support Branch includes the:

- Supply Unit.
- Facilities Unit.
- Ground Support Unit.

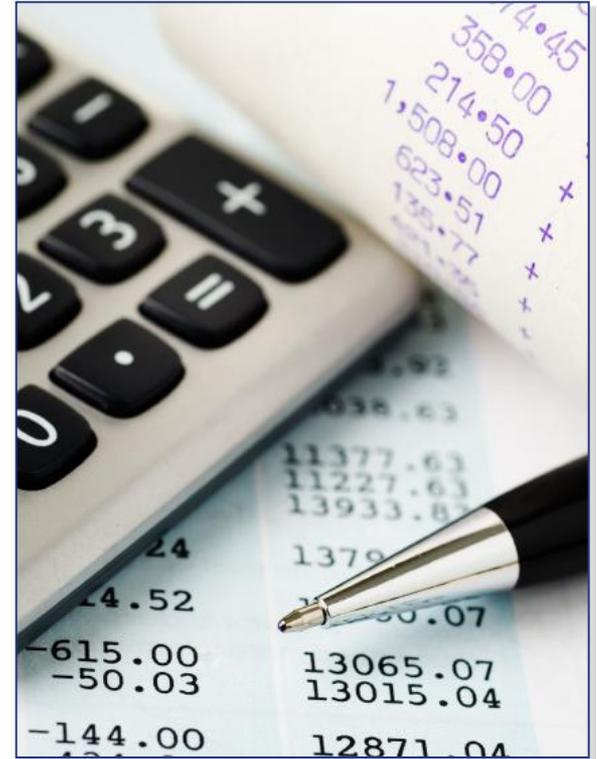


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Visual 4.28
Functional Areas & Positions

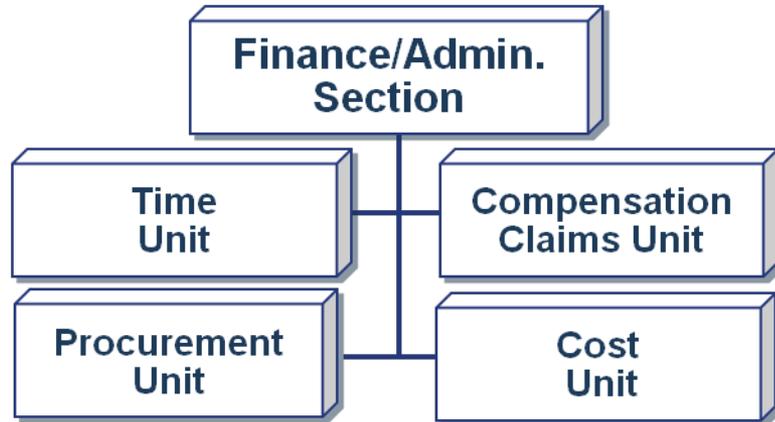
Finance/Administration Section

- Is established when incident management activities require finance and other administrative support services.
- Handles claims related to property damage, injuries, or fatalities at the incident.



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Finance/Administration Section



What are the major responsibilities of each Finance and Administration Unit?



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Visual 4.30
Functional Areas & Positions

ICS Tools

- ICS Forms
- Position description and responsibilities document
- Emergency Operations Plan
- Agency policies and procedures manual
- Maps



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Visual 4.31
Functional Areas & Positions

ICS Forms

- **Purpose** – What function does the form perform?
- **Preparation** – Who is responsible for preparing the form?
- **Distribution** – Who needs to receive this information?

UNIT LOG		1. Incident Name		
4. Unit Name/Designators		5. Unit Leader (Name a		
7.		Pe		
Name		ICS		
INCIDENT CHECK-IN LIST				
Check one:				
<input type="checkbox"/> Personnel	<input type="checkbox"/> Handcrew	<input type="checkbox"/> Misc.		
<input type="checkbox"/> Engines	<input type="checkbox"/> Dozers			
<input type="checkbox"/> Helicopters	<input type="checkbox"/> Aircraft			
4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:				
Agency	Single	Kind	Type	I.D. No/Name



ICS Form 201, Incident Briefing

- Incident situation (map, significant events)
- Incident objectives
- Summary of current actions
- Status of resources assigned or ordered for the incident or event

ICS Form 201			
INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Map Sketch			
<h2>Incident Briefing Form</h2>			
ICS 201 Page 1 of 4		5. Prepared by (Name and Position)	

Refer to your Student Manual for a complete sample.

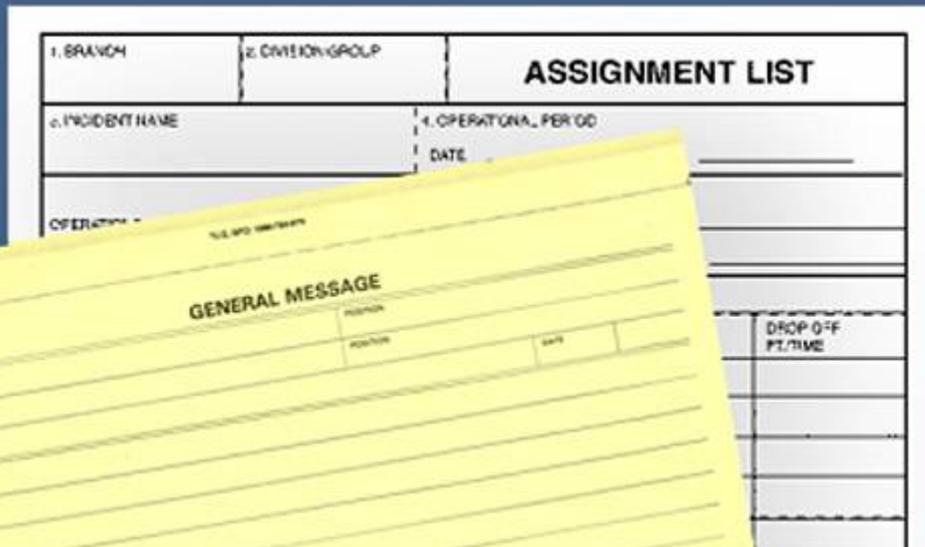


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Visual 4.33
Functional Areas & Positions

Other Commonly Used ICS Forms

- ICS Form 204, Assignment List
- ICS Form 211, Check-In List
- ICS Form 213, General Message
- ICS Form 214, Unit Log



1. BRANCH
2. DIVISION/GROUP
ASSIGNMENT LIST
3. INCIDENT NAME
4. OPERATIONAL PERIOD
DATE
OPERATION
TO: FROM: DATE
MESSAGE
DROP OFF
PT/TIME



UNIT LOG 1. INCIDENT NAME
4. UNIT NAME/DESIGNATORS 5. UNIT LEADER (NAME AND POSITION)
7. PERSONNEL ROSTER ASSIGNED
NAME ICS POSITION
TIME

CHECK-IN LIST 1. INCIDENT NAME
4. PERSONNEL (UNIT/FACILITY AGENCY NAME, OFFICE, PHONE NUMBER BY UNIT) - NUMBER OF STAFF
5. CHECK-IN TIME
6. SYSTEMS/PROGRAMS/STAFF
7. SHEET OF (TOTAL)



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Activity: Using ICS Form 201

Instructions: Working with your team . . .

- 1. Read the scenario in your Student Manual.**
- 2. Complete the missing elements in the ICS Form 201, Incident Briefing, including:**
 - Section 4**
 - Section 5**
 - Section 6**
- 3. Choose a spokesperson and be prepared to present your work in 30 minutes.**



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Summary

Are you now able to:

- **Describe the functions of organizational positions within the Incident Command System (ICS)?**
- **Identify the ICS tools needed to manage an incident?**
- **Demonstrate the use of an ICS Form 201, Incident Briefing?**



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