INCIDENT COMMANDER

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience. The Incident Commander may have deputies who have the same qualifications as the person for whom they work and they must be ready to take over that position at any time.

Position Checklists

1. Review Common Responsibilities

The following is a checklist applicable to all ICS personnel:

- Receive assignment from your Incident Command Plan, including:
  - Job assignment, e.g., Division Leader, Street Leader designation, overhead position, etc.
  - Reporting location
  - Reporting time
    - Any special communications instructions, e.g., frequency

2. Upon arrival at the incident, check in at designated Check-in location, Check-in may be found at:
   - Incident Command Post
   - Medical Treatment Area
   - Division Command Post
   - Staging Areas
   - If you are instructed to report directly to a line assignment, check in with the Division Supervisor.

3. Receive briefing from immediate supervisor

4. Acquire work materials

5. Supervisors shall maintain accountability of their assigned personnel as to exact locations, personal safety, and welfare at all times, especially when working in or around incident operations

6. Organize and brief subordinates

7. Know your assigned frequency for your area of responsibility and ensure that communication equipment is operating properly

8. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: “Shadow Hills Communications.”

9. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit which falls under Plans.

10. Respond to demobilization orders and brief subordinates regarding demobilization.
Incident Commander Duties and Responsibilities Continued

- Assess the situation and obtain a briefing from the prior Incident Commander
- Determine Incident Objectives and Strategy
- Establish the immediate priorities
- Establish an Incident Command Post
- Establish an appropriate organization
- Ensure planning meetings are scheduled as required
- Approve and authorize the implementation of an Incident Action Plan
- Ensure that adequate safety measures are in place
- Coordinate activity for all Command and General Staff
- Coordinate with key people and officials
- Approve request for additional resources or for the release of resources
- Keep HOA Administrators informed of Incident status
- Authorize release of information to the news media
- Order the demobilization of the incident when appropriate

INFORMATION OFFICER

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Information Officer well be assigned for each incident. The Information Officer may have assistants as necessary, and the assistants may also represent the Homeowners Associations Board. The Information Officer will:

- Review common responsibilities
- Determine from the Incident Commander if there are any limits on information released
- Develop material for use in media briefings
- Obtain Incident Commander’s approval of media releases
- Inform media and conduct media briefings
- Arrange for tours and other interviews or briefings that may be required
- Obtain media information that may be useful to incident planning
- Maintain current information summaries and displays on the incident and provide information on status of incident to assigned personnel

LIAISON OFFICER

Incidents that have other agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one Liaison Office will be assigned for each incident, including incidents operating under Unified Command and Multi-jurisdiction incidents.
Liaison Officer Continued

The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in Sun City Shadow Hills Unified Command. The Liaison Officer will:

• Review common responsibilities
• Be a contact point for Agency Representatives
• Maintain a list of assisting and cooperating agencies and Agency Representatives
• Assist in establishing and coordinating interagency contacts
• Keep agencies supporting the incident aware of incident status
• Monitor incident operations to identify current or potential inter-organizational problems
• Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources

SAFETY OFFICER

The Safety Officer’s function is to develop and recommend measures for assuring personnel safety and to assess and/or anticipate hazardous and unsafe situations. Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may have specific responsibilities such as search and rescue operations, hazardous materials, etc. The Safety Officer has the authority to stop all unsafe operations until corrected. The Safety Officer will:

• Review common responsibilities
• Participate in planning meetings
• Identify hazardous situations associated with the incident
• Review the Incident Action Plan for safety implications
• Exercise emergency authority to stop and prevent unsafe acts
• Investigate accidents that have occurred within the incident area
• Assign assistants as needed
• Review and approve the medical plan
• Develop Hazardous Materials Site Safety Plan as required

OPERATIONS SECTION CHIEF

The Operations Section Director, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution.
Operations Section Chief Continued

The Operations Director also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander. The Operations Section Director will:

• Review common responsibilities
• Develop the Operations Section portion of Incident Action Plan
• Brief and assign Operations Section personnel in accordance with Incident Action Plan
• Supervise Operations Section
• Determine need and request additional resources
• Review suggested list of resources to be released and initiated recommendation for release of resources
• Assemble and disassemble resources assigned to Operations Sections
• Reports information about special activities, events, and occurrences to Incident Commander

BRANCH DIRECTOR

The Branch Directors, when activated, are under the direction of the Operations Section Director, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the Branches. The Branch Directors will:

• Review common responsibilities
• Develop with subordinates alternatives for Branch control operations
• Attend planning meetings at the request of the Operations Section Director
• Review Division/Group Assignment Lists within Branch and modify lists based on effectiveness of current operations
• Assign specific work tasks to Division/Group supervisors
• Supervise Branch operations
• Resolve logistic problems reported by subordinates
• Report to Operations Section Director when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur
• Approve accident and medical reports originating within the Branch

DIVISION SUPERVISOR

The Division Supervisor reports to the Operations Section Director (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resource within the Division, and reporting on the progress of control operations and status of resources within the Division. The Division Supervisor will:
Division Supervisor Continued

- Review common responsibilities
- Implement Incident Action Plan for Division
- Provide Incident Action Plan to Street Leaders when available
- Identify increments assigned to the Division
- Review Division assignments and incident activities with subordinates and assign tasks
- Ensure that Incident Communications and Resources Unit is advised of all changes in status of resources assigned to the Division
- Coordinate activities with adjacent Divisions
- Determine need for assistance on assigned tasks
- Submit situation and resources status information to Branch Director or Operations Section Director
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner
- Resolve logistics problems within the Division
- Participate in the development of Branch plans/Operational plans for the next operational period
- Maintain all necessary documentation

STREET LEADERS/TASK FORCE LEADERS

Street Leaders/Task Force Leaders reports to a Division Supervisor and is responsible for performing tactical assignments assigned to the Street Leader. The Leader reports work progress, resources status, and other important information to a Division Supervisor and maintains work records on assigned personnel. Street Leaders/Task Force Leaders will:

- Review common responsibilities
- Review assignments with subordinates and assign tasks
- Monitor work progress and make changes when necessary
- Coordinate activities with adjacent street leaders, task forces, and single resources
- Travel to and from active assignment area with assigned resources
- Retain control of assigned resources while in available or out of service status
- Submit situation and resource status information to Division Supervisor
- Maintain all necessary documentation

STAGING AREA MANAGER

The Staging Area Manager is responsible for managing all activities within a Staging Area. The Staging Area Manager will:
Staging Area Manager Continued

• Review common responsibilities
• Proceed to Staging Area
• Establish Staging Area layout
• Determine any support needs
• Establish check-in function as appropriate and post areas for identification and traffic control
• Respond to request for resource assignments. (Note: This may be direct from the Operations Section or the Incident Communications Center)
• Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area
• Determine required resource levels from the Operations Manager. Advise the Operations Manager when reserve levels reach minimum levels
• Maintain and provide status to Resource Unit of all resources in Staging Area
• Demobilize Staging Area in accordance with Incident Demobilization Plan
• Maintain all necessary documentation

PLANNING SECTION CHIEF

The Planning Section Chief, a member of the Incident Commander’s General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to understand the current situation, predict probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Chief will:

• Review common responsibilities
• Collect and process situation information about the incident
• Provide input to the Incident Commander and Operations Section Chief in preparing the incident Action Plan
• Determine need for any specialized resources in support of the incident
• Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
• Provide periodic predictions on incident potential
• Report any significant changes in incident status
• Compile and display incident status information
• Oversee preparation and implementation of Incident Demobilization Plan
• Incorporate plans, (e.g., Traffic, Medical, Site Safety, and Communications) into the Incident Action Plan
• Maintain all necessary documentation
RESOURCE UNIT LEADER

The Resources Unit Leader is responsible for maintaining the status of all assigned resources at the incident. This is achieved by overseeing the check-in of all resources, maintaining a status keeping system indicating current location and status of all resources, and maintenance of a master list of all resources. The Resource Unit Leader will:

• Review common responsibilities
• Establish check-in function at incident locations
• Prepare Organization Assignment List and Organization Chart
• Prepare appropriate parts of Division Assignment Lists
• Prepare and maintain the Command Post display including organization chart and resource allocation and deployment
• Maintain master roster of all resources checked in at the incident
• A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident assigned resources

SITUATION UNIT LEADER

The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps, and intelligence information. The Situation Unit Leader will:

• Review common responsibilities
• Begin collection and analysis of incident data as soon as possible
• Prepare, post, or disseminate resource and situation status information as required, including special requests
• Provide photographic services and maps if required

FIELD OBSERVER

The field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader. The Field Observer will:

• Review common responsibilities
• Determine: Location, Type of information required, Time limits, and methods of communications and transportation
• Perform Field Observer responsibilities to include but not limited to the following: perimeters of incident, rate of spread, weather conditions, hazards and escape routes and safe areas, and progress of operations resources
• Be prepared to identify all facility locations (e.g., Branch and Division boundaries)
• Report information to Situation Unit Leader by established procedure
Field Observer Continued

- Report immediately any condition observed which may cause danger and safety hazard to personnel
- Gather intelligence that will lead to accurate predictions

DOCUMENTATION UNIT LEADER

The documentation Unit Leader is responsible for the maintenance of accurate, up to date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and his historical purposes. The Documentation Unit Leader will:
- Review common responsibilities
- Set up work area and begin organization of the incident files
- File all official forms and reports
- Review records for accuracy and completeness; inform appropriate units of errors or omission
- Provide incident documentation as requested
- Store files for post-incident use

DEMOBILIZATION UNIT LEADER

The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all incidents require specific demobilization instructions. The Demobilization Unit Leader will:
- Review common responsibilities
- Review incident resource records to determine the size and extent of demobilization effort from each Division
- Monitor ongoing Operations Section resource needs
- Identify surplus resources and probable release time and develop incident check-out function for all units
- Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures
- Ensure that all Sections/Units understand their specific demobilization responsibilities
- Brief Planning Section Director on demobilization progress

LOGISTICS SECTION CHIEF

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services and material in support of the incident. The Section Manager participates in development and implementation of the Incident Action Plan and
activates and supervises the Branches and Units within the Logistics Section. The Logistics Section Director will:
Logistics Section Chief Continued

- Review common responsibilities
- Assign work locations and preliminary work tasks to Section personnel
- Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel
- Assemble and brief Branch Directors and Unit Leaders
- Identify service and support requirements for planned and expected operations
- Provide input to and review Communications Plan, Medical Plan and Traffic Plan
- Coordinate and process requests for additional resources
- Advise on current service and support capabilities and estimate future service and support requirements
- Receive Demobilization Plan from Planning Section
- Recommend release of unit resources in conformity with Demobilization Plan
- Ensure general welfare and safety of Logistics Section personnel
- Maintain all necessary documentation

SERVICE BRANCH DIRECTOR

The Service Branch Director, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the Management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical and Food Units. The Service Branch Director will:

- Review common responsibilities
- Determine level of service required to support operations
- Confirm dispatch of Branch personnel
- Participate in planning meetings of Logistics Section personnel
- Organize and prepare assignments for Service Branch personnel
- Inform Logistics Manager of Branch activities
- Resolve Service Branch problems
- Maintains all necessary documentations

COMMUNICATIONS UNIT LEADER

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Director, is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center; distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment. The Communications Unit Leader will:
Communications Unit Leader Continued

- Review common responsibilities
- Determine unit personnel needs
- Prepare and implement the Incident Radio Communications Plan
- Ensure the Incident Communications Center and Message Center are established
- Establish appropriate communications distribution/maintenance locations with base
- Ensure communications systems are installed and tested
- Ensure and equipment accountability system is established
- Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan
- Provide technical information as required on adequacy of communications systems currently in operation, geographic limitation on communications systems, amount and types of equipment available, and anticipated problems in the use of communications equipment
- Supervise Communications Unit activities
- Maintain records on all communications equipment as appropriate
- Ensure equipment is tested and repaired
- Recover equipment from relieved or released units

MEDICAL UNIT LEADER

The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Director, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident victims, and preparation of report and records. The Medical Unit Leader will:

- Review common responsibilities
- Participate in Logistics Section/Service Branch planning activities
- Establish Medical Unit
- Prepare the Medical Plan
- Prepare procedures for major medical emergency
- Declare major medical emergency as appropriate
- Respond to requests for medical aid, medical transportation, and medical supplies
- Prepare and submit necessary documentation

SUPPORT BRANCH DIRECTOR

The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units. The Support Branch Director will:
Support Branch Director Continued

- Review common responsibilities
- Obtain work materials
- Recruit Support Branch personnel to the incident
- Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director
- Prepare initial organization and assignments for support operations
- Assemble and brief Support Branch personnel and determine if assigned Branch resources are sufficient
- Maintain surveillance of assigned units work progress and inform Section Manager of activities
- Resolve problems associated with requests from Operations Section
- Maintain all necessary documentation

THE SUPPLY UNIT LEADER

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies, receiving and storing all supplies for the incident, maintaining an inventory of supplies, and servicing non-expendable supplies and equipment. The Supply Unit Leader will:

- Review common responsibilities
- Participate in Logistics Section/Support Branch planning activities
- Determine the type and amount of supplies needed for the incident
- Develop and implement safety and security requirements
- Order, receive, distribute, and store supplies and equipment
- Receive and respond to requests for personnel, supplies, and equipment
- Maintain inventory of supplies and equipment
- Service reusable equipment
- Submit reports to the Support Branch Director

SECURITY MANAGER

The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage. The Security Manager will:

- Review common responsibilities
- Establish contacts with local law enforcement agencies and private security as needed
- Request required personnel support to accomplish work assignments, and ensure that support personnel are qualified to manage security problems
- Develop Security Plan for incident facilities
Security Manager Continued

- Coordinate security activities with appropriate incident personnel
- Keep peace, prevent assaults, and settle disputes through coordinated efforts
- Prevent theft of all community properties and personal property
- Document all complaints and suspicious occurrences

FINANCE/ADMINISTRATION SECTION DIRECTOR

The Finance/Administration Section Director is responsible for all financial, administrative, and cost analysis aspects of the incident. The Finance/Administration Section Director will:
- Provides financial and cost analysis information as requested
- Brief agency administrative personnel on all incident related financial issues needing attention or follow-up prior to leaving incident
- Maintains all necessary documentation