

ICS COMMAND STAFF POSITIONS

ALL ICS COMMAND AND GENERAL STAFF POSITIONS REQUIRE THE COMPLETION OF THE FOLLOWING TRAINING COURSES:

**ICS 100 Introduction to ICS
ICS 200 Basic ICS
ICS 300 Intermediate ICS
ICS 400 Advanced ICS
IS 700 NIMS Introduction
IS 800-B National Response Framework**

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 a Deputy I.C., who may be from the same agency, or from an assisting agency. Deputy positions may also be used at section and branch levels of the ICS organization. Deputy positions must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

Responsibilities:

- Assess the situation and/or 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 activated DOCs and EOCs as required.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

Incident Commander for Foreseeable Campus Emergencies:

**Assistant Vice President for Public Safety & Security/Chief of Police
Assistant Chief of Police
Fire Marshal**

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 will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents.

The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Responsibilities

Agencies have different policies and procedures relative to the handling of public information.

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Coordinate and validate information with Information Officers at agency DOCs and EOCs when activated, to ensure consistency.
- 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/or displays on the incident and provide information on status of incident to assigned personnel.
- Maintain Unit Log.

Information Officer for Foreseeable Campus Emergencies:

**AVC/AVP, University Relations
Executive Director, Communications
Director, Media Relations**

UHS NIMS Command and General Staff Positions

LIAISON OFFICER

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. 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 a Unified Command.

Responsibilities and Duties:

- Be a contact point for Agency Representatives .
- Maintain a list of assisting and cooperating agencies and Agency Representatives .
- Assist in establishing and coordinating inter-agency 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 imitations and capability of assisting agency resources.
- Maintain Unit Log.

Liaison Officer for Foreseeable Campus Emergencies:
AVC/AVP, Legal Affairs/General Counsel
Executive Associate to the Chancellor/President
Assistant VC for Planning & Initiatives

UHS NIMS Command and General Staff Positions

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 operational period of an incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety Assistants may have specific responsibilities such as air operations, hazardous materials, etc.

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 that are outside the scope of the Incident Action Plan.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan.
- Maintain Unit Log.

Safety Officer for Foreseeable Campus Emergencies:

Assistant Chief of Police

Fire Marshal

Director of Environmental Health and Risk Management

ICS GENERAL STAFF POSITIONS

OPERATIONS SECTION

The Operations Section is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Incidents can include acts of terrorism, wildland and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other incidents requiring an emergency response.

Operations Section Chief directly manages all incident tactical activities and implements the IAP. The Operations Section Chief may have one or more deputies (preferably from other agencies in multijurisdictional incidents). Deputies will be qualified to a similar level as the Operations Section Chief. An Operations Section Chief should be designated for each operational period and will have direct involvement in the preparation of the IAP for the period of responsibility.

Responsibilities:

- Manage tactical operations. Interact with next level lower in the Section, (Branch, Division/Group) to develop the operations portion of the Incident Action Plan. Request resources needed to implement Operational tactics as a part of the Incident Action Plan development (ICS 215).
- Assist in development of the Operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations. Maintain close contact with subordinate positions. Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Coordinate with activated Operations Sections at agency DOCs and EOCs.
- Maintain Unit Log.

Operations Section Chief for Foreseeable Campus Emergencies:

AVC/AVP, Plant Operations

AVP, Student Affairs Administration

Executive VC/VP, Academic and Faculty Affairs

PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning/Intelligence Section Chief who is a member of the General Staff. There are four units within the Planning/Intelligence Section that can be activated as necessary:

- **Resources Unit**
- **Situation Unit**
- **Documentation Unit**
- **Demobilization Unit**

Planning/Intelligence Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the IAP for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions.

Responsibilities:

- Collect and process situation information about the incident.
- Supervise preparation of the Incident Action Plan.
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning/Intelligence Section units (e.g., Resources, Situation Unit).
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams, task forces, platoons, or squads not assigned to operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.
- Coordinate with Planning/Intelligence Sections at activated agency DOCs and EOCs
- Maintain Unit Log.

UHS NIMS Command and General Staff Positions

Planning/Intelligence Section Chief for Foreseeable Campus Emergencies:
Lieutenant, Emergency Management/Professional Services
Director, Planning
Manager, Telecommunications

LOGISTICS SECTION

All incident support needs are provided by the Logistics Section, with the exception of aviation support. Aviation support is handled by the Air Support Group in the Air Operations Branch. The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

Six units may be established within the Logistics Section:

- **Support Branch**
 - **Supply Unit**
 - **Facilities Unit**
 - **Ground Support Unit**

- **Service Branch**
 - **Communications Unit**
 - **Food Unit**
 - **Medical Unit**

Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section.

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

Responsibilities:

- Manage all incident logistics.
 - Provide logistical input to the IC in preparing the Incident Action Plan.
 - Brief Branch Directors and Unit Leaders as needed.
 - Identify anticipated and known incident service and support requirements.
 - Request additional resources as needed.
 - Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
 - Supervise requests for additional resources.
 - Coordinate with activated Logistics Sections at agency DOCs and EOCs.
 - Oversee demobilization of Logistics Section.
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UHS NIMS Command and General Staff Positions

Logistics Section Chief for Foreseeable Campus Emergencies:

AVP, University Services

Director, Purchasing

Associate Director, Residential Life and Housing Operations

FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. There are four units which may be established within the Finance/Administration Section:

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

Finance/Administration Section Chief tracks and reports to the IC the financial “burn rate” as the incident progresses. This allows the IC to forecast the need for additional funds before operations are affected negatively. This is particularly important if significant operational assets are under contract from the private sector. The Section Chief may also need to monitor cost expenditures to ensure that statutory rules that apply are met. Close coordination with the Planning Section and Logistics Section is also essential so that operational records can be reconciled with financial documents.

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the [Finance/Administration Section](#); fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating [Agency Representatives](#) as needed.
- Maintain daily contact with agency DOCs or EOCs on Finance/Administration matters. This is particularly critical in proclaimed disasters where State and Federal reimbursement is likely.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

UHS NIMS Command and General Staff Positions

Finance/Administration Section Chief for Foreseeable Campus Emergencies:
Executive Director, Finance
Director of Environmental Health & Risk Management
AVC/AVP, Finance