

FOUNTAIN OFFICE OF EMERGENCY MANAGEMENT (OEM)



COFFEE BREAK TRAINING

Coffee Break Training #3

Topic: General Staff

Learning Objectives:

- Roles and responsibilities.
- Position titles.
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General Staff

To maintain span of control, the Incident Commander may establish the following four Sections: Operations, Planning, Logistics, and Finance/Administration.



The General Staff report directly to the Incident Commander.

General Staff Overview

The General Staff overall responsibilities are summarized below:



In an expanding incident, the Incident Commander first establishes the Operations Section. The remaining Sections are established as needed to support the operation.

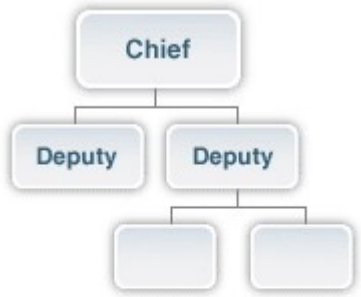
ICS Position Titles

Additional levels of supervision are added as the ICS organization expands. Let's review the ICS supervisory titles:

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

Later, you will learn more about the different organizational elements listed in the above chart.

ICS Section Chiefs and Deputies



As mentioned previously, the person in charge of each Section is designated as a Chief. Section Chiefs have the ability to expand their Sections 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.

Increasing Interagency Coordination



When an incident involves multiple agencies, assigning Deputies from other organizations can increase interagency coordination.

For example, in the case of a bomb threat, Incident Command may be transferred to a first response organization while a campus official may serve as a Deputy. When first responders and campus personnel are integrated into the same ICS organizational structure, valuable information can be shared and crisis decision-making improved.

Operations Section Chief

Typically, the Operations Section Chief is the person with the greatest technical and tactical expertise in dealing with the problem at hand. The Operations Section Chief:

Develops and implements strategy and tactics to carry out the incident objectives.

Organizes, assigns, and supervises the response resources.

Operations Section: Single Resources

Single Resources are individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor. On a smaller incident, the Operations Section may be comprised of an Operations Section Chief and single resources.



Operations Section: Teams

Single resources may be organized into teams. Using standard ICS terminology, the two types of team configurations are:

Task Forces are a combination of **mixed resources** with common



Note that these are examples of possible teams. Teams should be established based on the type of incident and unique requirements of the campus.

- Operating under the direct supervision of a Leader.

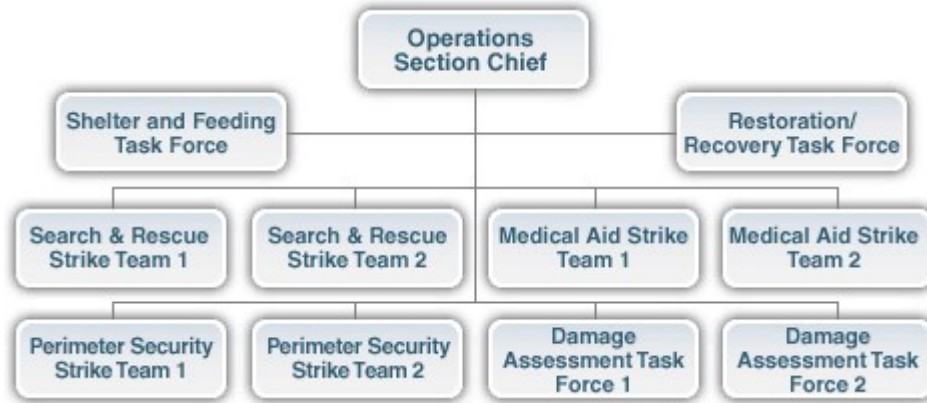
Sample Strike Teams and Task Forces

The Operations Section organization chart shows possible team assignments in a campus incident. Each team would have a Team Leader reporting to the Operations Section Chief.



Note that these are examples of possible teams. Teams should be established based on the type of incident and unique requirements of the campus.

To maintain span of control, each team should be comprised of a Team Leader and no more than five to seven team members. As teams are added, what happens to the Operations Section Chief's span of control?



The Solution: Add Groups or Divisions

Groups = Functional Areas

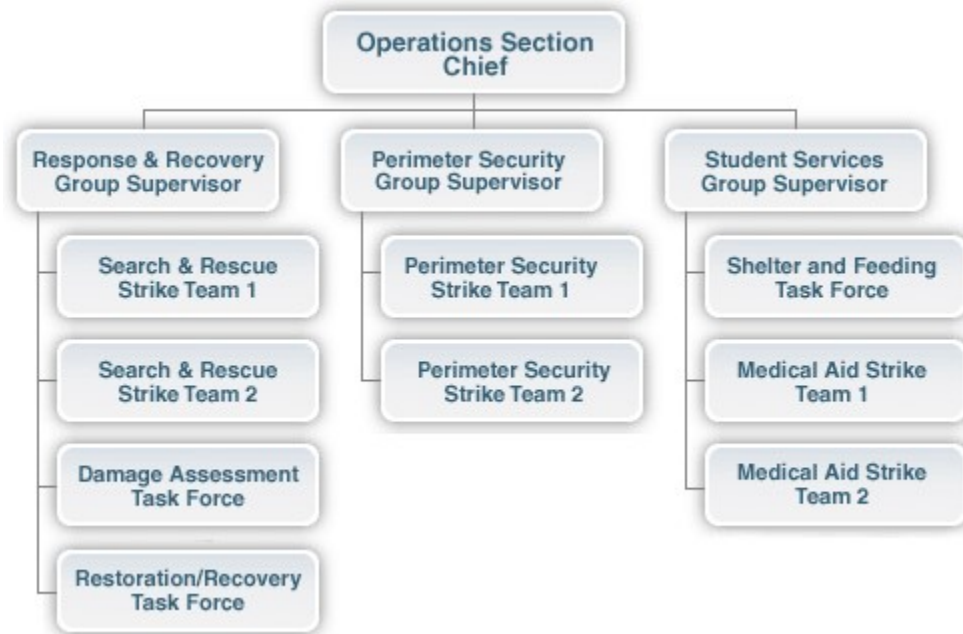
Divisions = Geographic Areas

On a large, complex incident the Operations Section may become very large. Using the ICS principle of modular organization, the Operations Section may add the following elements to manage span of control:

- **Groups** are used to describe functional areas of operation.
- **Divisions** are used to divide an incident geographically.

Maintaining Span of Control: Groups

The organizational chart below illustrates how Groups can be used to maintain span of control within the Operations Section.



Maintaining Span of Control: Groups and Divisions (Geographic Areas)

The organizational chart below illustrates how Groups and Divisions can be used together to maintain span of control within the Operations Section. The use of Divisions would be effective if the incident covered a large or isolated area of the campus. Note this complex organization would include both campus and community responders.



Operations Section: Establishing Branches



The Operations Section Chief may add Branches to supervise Groups and Divisions and further reduce his or her span of control.

The person in charge of each Branch is designated as a **Director**.

Review the chart.

Planning Section

The Incident Commander will determine if there is a need for a Planning Section and if so, will 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.

Planning Section: Major Activities

The major activities of the Planning Section may include:

- Collecting, evaluating, and displaying incident intelligence and information.
- Preparing and documenting Incident Action Plans.
- Tracking resources assigned to the incident.
- Maintaining incident documentation.
- Developing plans for demobilization.



Planning Section: Units

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.



Logistics Section

The Incident Commander will determine if there is a need for a Logistics Section at the incident, and if so, will designate an individual to fill the position of the Logistics Section Chief.

The Logistic Section Chief helps make sure that there are adequate resources (personnel, supplies, and equipment) for meeting the incident objectives.

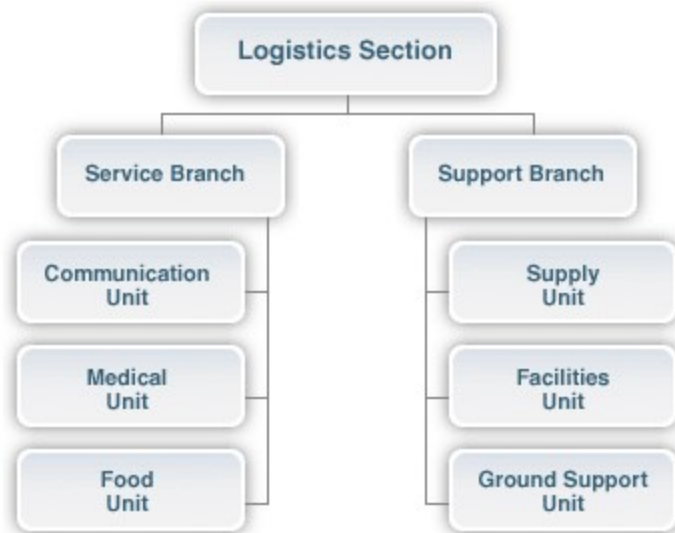
Logistics Section: Major Activities

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 for responders.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to **incident personnel (not injured students)**.



Logistics Section: Branches and Units



The Logistics Section can be further staffed by two Branches and six Units.

The titles of the Units are descriptive of their responsibilities.

Finance/Administration Section

The Incident Commander will determine if there is a need for a Finance/Administration Section at the incident, and if so, will designate an individual to fill the position of the Finance/Administration Section Chief. Finance/Administration Section: Major Activities

Finance/Administration Section: Major Activities

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.
- Documentation for reimbursement (e.g., under Memorandums of Understanding (MOUs)).



Finance/Administration Section: Units

The Finance/Administration Section may staff four Units.

