OPERATIONS SECTION CHIEF DESCRIPTION

The Operations Section Chief reports directly to the Incident Commander. The incident Operations Section Chief is responsible for the direct management of all incident tactical activities. The Operations Section Chief assists in the formulation of the action plan. It may be desirable for the Operations Section Chief to have a deputy. Deputies from other agencies are encouraged in multi-jurisdictional situations. Deputies should be equally as qualified as the Operations Section Chief to manage the operations on the incident. The deputy's responsibilities will be as delegated by the Operations Section Chief and the deputy must serve in the same operational period as that Operations Section Chief. An Operations Section Chief should be designated for each operational period, and the Operations Section Chief should have direct involvement in the preparations of the action plan for the period of responsibility.

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises operations, organizational elements, and staging areas in accordance with the Incident Action Plan, assists in the formulation of the Incident Action Plan, and directs its execution. The Operations Section Chief also directs the formulation and execution of subordinate 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 vast majority of Operations Section personnel are placed in the field to supervise and accomplish for each shift the tactics as set forth in the Incident Action Plan. The Operations Section Chief must divide their time between the field and the EOC. Because the Operations Section Chief is directly involved in the formation of the Incident Action Plan, they must be included in EOC meetings (e.g., tactics meeting, planning meeting, shift briefing, etc.). Additional Operations Section personnel such as division/group supervisors, strike team/task forces leaders, air operations branch director and others will need to interface with the EOC to provide information on the status of the operational activities. This is usually accomplished in the shift debriefing between operational shift changes.

NOTE: Position descriptions and checklists for Operations Section Chief, Division/Group Supervisor and Strike Team/ Task Force Leaders are provided in this section. Position descriptions and checklists for additional Operations Section positions can be found in the NIIMS Field Operations Guide (ICS-420).
APPENDIX A: OPERATIONS SECTION STAFF RESPONSIBILITIES AND DUTIES
Emergency Operations Center Guide

OPERATIONS SECTION CHIEF RESPONSIBILITIES AND DUTIES

REPORTS TO: Incident Commander

SUPERVISES:
- Staging Area Manager
- Air Operations Director
- Air Support Supervisor
- Air Attack Supervisor
- Branch Director
- Division/Group Supervisors

ICS FORMS PREPARED: ICS-204, 215, 214
ICS FORMS REVIEWED: ICS-201, 205, 216, 220
ICS FORMS APPROVED: N/A

Duties
The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission.

- Obtain briefing from Incident Commander.
  - Receive briefing from Incident Commander and obtain:
    - Incident Commander's Initial Briefing Report (ICS Form-201).
    - Summary of resources dispatched to the incident.
    - Initial instructions concerning work activities.

  - Discuss incident situation with immediate subordinates and obtain control actions planned for subsequent operational period.
  - Review control operations based on information provided by planning section relating to:
    - Resource availability.
    - Situation status.
    - Incident behavior prediction (e.g., fire, flood, volcano, spill, tsunami, etc.).
    - Weather.
    - Communications capability.
    - Environmental impact and cost/resources use information.
  - Develop planned control operations for each division/group.
  - Make resource assignments for each division/group in conjunction with resources unit.
Emergency Operations Center Guide

- **Brief Operations Personnel on Incident Action Plan.**
  - Contact Resources Unit to identify branch directors, division/group supervisors, and air operations personnel who have been dispatched to the incident.
  - Conduct briefing meeting for branch directors, division/group supervisors, and air operations on Incident Action Plan and attachments.
  - Make sure subordinates have the Incident Action Plan.
  - Establish reporting requirements concerning execution of operations portion of the Incident Action Plan.
  - Provide additional information as requested by subordinates.

- **Supervise Operations**
  - Receive information routinely or as requested about operations activities (e.g., work progress, plan modification, changes in direction of fire/spill, etc.) from situation unit field observers and operations personnel.
  - Determine adequacy of operations progress by:
    - Approving changes to Incident Action Plan as necessary.
    - Providing information on above changes to Incident Commander and Planning Section Chief.
  - Implementing necessary changes in operations.
  - Handling unresolved problems within Operations Section.
  - Provide for the general welfare and safety of operations personnel.

- **Establish and Maintain Staging Areas.**
  - Identify:
    - Required location(s) of staging area.
    - Expected number and type of resources to be assembled in each area.
    - Anticipated duration for use of each area.
  - Determine if there is any need for temporary assignment of logistics service and support (fuel tender, food delivery, sanitation) to staging areas.
  - Make arrangements for temporary logistics, if required, by notifying Logistics Section Chief.
  - Assign a Staging Area Manager to each staging area, as appropriate.

- **Determine Need for Additional Resources.**
  - Evaluate progress of operations:
    - Obtain latest situation report.
    - Obtain latest fire/spill/incident behavior prediction and infrared information, if possible.
  - Receive and evaluate reports from operations personnel.
  - If inadequacies in operations exist, determine the reason(s).
Emergency Operations Center Guide

- **Determine Need for Additional Resources (cont)**
  - If additional resources are required, request them from resources unit and provide:
    - Type and quantity.
    - Time and location of need.
    - Supervisor and communications channel to use.
- **Review Suggested List of Resources to be Released.**
  - Review list of potential resources to be released provided by Planning Section Chief.
  - Evaluate the adequacy of operations by reviewing:
    - Latest situation status information.
    - Latest incident predictions of disaster emergency effects, e.g., fire behavior.
    - Reports from field personnel.
  - Estimate current and future resource requirements.
  - Submit list of resource requirements to Resource Unit.
- **Assemble Strike Team from Resources Assigned to Operations Section.**
  - Periodically review operations control activity to determine need for assembling strike teams from individual resource.
  - Determine strike teams to be assembled by:
    - Type.
    - Location to assemble.
    - Strike team leader.
  - Select specific resources to assign to each strike team.
  - Notify strike team leader and resources to assemble into assigned strike teams by:
    - Preparing a list of assignments.
    - Submitting the list to resources unit who will assign strike team identification numbers and change the status of the assigned resources. (Resources unit will provide the necessary data to the communications center).
  - The specifications for each type of strike team must be followed and all units within a strike team must have a common communications link. If necessary, arrange for additional radio equipment from communications unit.
- **Disassemble Strike Teams Assigned to Operations Section.**
  - Strike teams are not disassembled unless there is a need for specific resources or a need for fewer resources than a strike team. When strike teams are disassembled at the incident, the individual units are identified and status maintained by resources unit.
  - A strike team assembled at the incident may be disassembled for demobilization.
  - Strike teams disassembled for purposes other than demobilization will be reassembled at the earliest possible time (at least prior to their departure from the incident).
Emergency Operations Center Guide

- Review alternative control actions to determine anticipated need for types of resources other than strike teams such as single resources and task forces.
- Review resources status (T-Card display) to identify single resources and strike teams not assigned to operations section including leaders (en route or checked-in).
- Determine if there are an adequate number of single resources to fill above needs.
- Determine strike teams to be disassembled.
- Reassign or release strike team leader.
- Reassign resources to specific missions as applicable. Other units will be assigned to staging areas, base, or camp.
- Notify strike team leaders of disassembly and reassignment of single resources within their strike teams by:
  - Preparing a list of assignments.
  - Submitting list to Communications Center for transmitting assignments.
  - Submitting list to resources unit for changes to status of resources.

- **Initiate Recommendation for Release of Resources.**
  - Designated resources recommended for release by:
    - Type.
    - Quantity.
    - Location.
    - Time.
  - Present recommendations to the Incident Commander with supporting information.

- **Report Special Incidents/Accidents.**
  - Obtain information about special events from:
    - Subordinates.
    - Personal observation.
    - Ground and air operations personnel.
  - Information shall contain:
    - Nature of event.
    - Location.
    - Magnitude.
    - Personnel involved (do not release names of victims or agency over radio).
    - Initial action taken (e.g., helicopter picking up injured).
    - Appropriate subsequent action.
    - Request needed assistance (e.g., additional helicopters for evacuation of injured personnel).
    - Submit report to Incident Commander.

- **Maintain Unit Log (ICS Form-214).**
DIVISION/GROUP SUPERVISOR RESPONSIBILITIES AND DUTIES

REPORTS TO:
- Operations Section Chief
- Branch Director (if activated)

SUPERVISES:
- Strike Team Leaders
- Task Force Leaders
- Single Resources
- Additional staff as assigned

ICS FORMS PREPARED: N/A
ICS FORMS REVIEWED: Incident Action Plan
ICS FORMS APPROVED: N/A

Duties
The Division/Group Supervisor reports to the Operations Section Chief or Branch Director when activated. The Division/Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignments of resources within the division and/or group, and reporting on progress of control operations and status of resources within the division and/or group.

- **Obtain briefing from Operations Section Chief.**
  - Request and receive briefing from Operations Section Chief which includes:
    - Initial Incident Briefing (ICS Form-201)
    - Initial instructions concerning work activities.
  - Obtain the Incident Action Plan.

- **Identify resources assigned to the Division/Group.**
  - Review Division/Group assignment (from Initial Incident Briefing and Incident Action Plan) to identify resources specifically assigned to the Division/Group (types and quantity).
  - Request clarifying information or resolution from immediate supervisor as required.
  - Prepare lists of assigned resources.

- **Review Division/Group assignments.**
  - Review general incident activities with subordinates to determine specific tasks or resources.
• Assign tasks to subordinates by providing time requirements and specific geographic references.

• Implement Incident Action Plan for Division/Group.

• Supervise Division/Group operations.
  o Obtain information concerning progress on assigned tasks from subordinates by:
    ▪ Special request.
    ▪ Periodic/routine reports.
    ▪ Personal survey.
  o Compare progress with assignments (ensuring a coordinated effort between adjoining resources).
  o Take corrective actions as appropriate.
  o Ensure general welfare and safety of Division/Group personnel.
  o Maintain communications with subordinates.

• Ensure that incident communications and/or Resources Status Unit is advised of all changes in status of resources assigned to the Division/Group.

• Determine need for assistance on assigned work tasks.
  o Identify need for additional assistance due to slow progress or unexpected events by:
    ▪ Reports from subordinates.
    ▪ Monitoring work progress.
    ▪ Personal observation.
  o Determine with subordinates appropriate corrective actions.
  o Determine assistance required to implement corrective action (e.g., split assignment with another Division/Group, request additional resources, etc.).
  o Coordinate with Operations Section Chief and request assistance.

• Coordinate activities with other Division/Groups.
  o Identify Division/Groups working adjacent from briefing and Incident Action Plan.
  o Determine communication channels assigned to Division/Groups from current Incident Action Plan.
  o Review Division/Group assignments to determine specific areas or tasks involving coordination.
  o Maintain communications with other Division/Groups.
Emergency Operations Center Guide

- **Submit situation and resources status information to the Operations Section Chief.**
  - Gather information to include in the report by monitoring work progress, personal observations, and reports from subordinates. The report will contain:
    - Summary of resource utilization.
    - Work progress.
    - Changes from assignment.
  - Inform Operations Section Chief of the following information as appropriate:
    - Conditions affecting Division/Group operations.
    - Hazardous conditions.
    - Situation status in assigned work area.

- **Report special occurrences or events such as injuries or illness to the Operations Section Chief.**
  - Receive reports of events from subordinates or personal observations of events:
    - Nature of event.
    - Location.
    - Magnitude.
    - Personnel involved.
    - Initial action taken.
    - Appropriate subsequent action.
  - Request assistance required from the incident communications center or other sources as appropriate (e.g., first aid from medical unit).
  - Report to Operations Section Chief or other incident personnel as appropriate.

- **Resolve logistics problems within the Division/Group.**
  - Identify logistics problems by:
    - Reviewing logistics elements of Incident Action Plan to determine if it meets operational needs.
    - Reports of logistics problems from subordinates.
    - Personal observations.
  - Obtain the following information concerning logistical problems such as:
    - Nature and magnitude.
    - Description of any involved equipment.
  - Submit recommendation for problem resolution through normal channels.
  - If the problem is not resolved directly with Logistics Units, request resolution from Operations Section Chief.

- **Participate in the development of the Incident Action Plan for the next operational period.**
  - Review current situation within the Division/Group with subordinates and through personal observation.
  - As requested, attend meeting with Operations Section Chief and other Division/Group Supervisors.
Emergency Operations Center Guide

- **Respond to information requests from other team elements.**
  - Receive requests for specific information from Situation and Resource Units and other personnel (e.g., resource assignments and work assignments).
  - Determine the source of requested information.
  - Provide information or direct the requesting party to the source of desired information.

- **Report status of assigned resources.**
  - Make appropriate changes to strike team/task force and single resources status states as required by the operations situation.
  - Ensure that status changes are understood and acknowledged by assigned resources.
  - Transmit status change information on assigned resources to communications center for input to Resources Status Unit.
  - Report status changes to Operations Section Chief as appropriate.

- **Maintain Unit Log (ICS Form-214).**
STRIKE TEAM/TASK FORCE LEADER RESPONSIBILITIES AND DUTIES

REPORTS TO:
- Operations Section Chief
- Branch Director (if activated)
- Division/Group Supervisor (if activated)

SUPERVISES:
- Strike Team Members
- Task Force Members

ICS FORMS PREPARED: N/A
ICS FORMS REVIEWED: Incident Action Plan
ICS FORMS APPROVED: N/A

Duties
The Strike Team/Task Force Leader reports to a Division and/or Group Supervisor and is responsible for performing tactical assignments assigned to the strike team or task force. The Strike Team/Task Force Leader reports work progress, resources status, and other important information to a Division/Group Supervisor, and maintains work records on assigned personnel.

- **Obtain briefing from Operations Section Chief or Division/Group Supervisor.**
  - Receive briefing and initial instructions concerning work assignments.
  - Obtain the Incident Action Plan when available.

- **Review assignments with subordinates and assign tasks.**
  - Review Strike Team/Task Force assignment and general incident activities with subordinate personnel to determine specific tasks for Strike Team/Task Force resources.
  - Assign tasks to subordinate personnel by providing time requirements and specific geographic references.

- **Monitor work progress when necessary and make changes.**
  - Obtain information concerning progress on assigned tasks from subordinate personnel by:
    - Special requests to personnel.
    - Periodic routine reports from personnel.
    - Personal survey.
  - Compare progress with assignments (assuring a coordinated effort between adjacent resources).
  - Take corrective action, as appropriate.
• Monitor work progress when necessary and make changes (cont).
  o Ensure general welfare and safety of Strike Team/Task Force personnel.
  o Maintain communications with subordinates.

• Determine need for assistance on assigned work task.
  o In performing this function, the Strike Team/Task Force leader must use personal judgment in determining whether a temporary reduction in capability (e.g., equipment failure, personnel sickness, etc.) warrants a request for the replacement of a Strike Team/Task Force resource. Procedures for requesting assistance are as follows:
    ▪ Identify need for assistance.
    ▪ Determine appropriate corrective action.
    ▪ Determine assistance required to implement corrective action.
    ▪ Coordinate with Division/Group Supervisor and request assistance.

• Coordinate activities with adjacent Strike Team/Task Forces and Single Resources.
  o Identify resources working adjacent to, or coordinating with, Strike Team/Task Force (e.g., Strike Team working adjacent; air operations resources operating within assigned area) from briefings and Incident Action Plan.
  o Determine communication channels assigned to adjacent resources from current Incident Action Plan.
  o Review Strike Team assignment to determine specific areas or tasks involving coordination.
  o Maintain communications with assigned resources.

• Submit situation and resource status information to Division/Group Supervisor or Operations Section Chief.
  o Gather information to include in report by monitoring work progress, personal observations, and reports from subordinates. Information is collected on:
    ▪ Situation status in assigned work areas.
    ▪ Deviation from assignment.
      □ Conditions affecting strike team operations.
    ▪ Hazardous conditions.
    ▪ Work progress.
    ▪ Resource availability.
    ▪ Effectiveness of air operations within assigned area.
  o Assemble information and submit to supervisor.

• Report special occurrences or events such as injuries or illness to the Division/Group Supervisor or Operations Section Chief.
  o Receive reports of events from Strike Team/Task Force personnel or personal observations of events:
    ▪ Nature of event.
    ▪ Location.
    ▪ Magnitude.
    ▪ Personnel involved.
    ▪ Initial action taken.
    ▪ Appropriate subsequent action.
  o Request assistance required from the Incident Communications Center or other sources as appropriate (e.g., first aid from medical unit).
Emergency Operations Center Guide

- **Request Logistics support.**
  - In performing this task, the Strike Team/Task Force Leader must use personal judgment in determining whether the need for support warrants a request for replacement of the Strike Team/Task Force resource or placement of the Strike Team/Task Force in out-of-service status.
  - Identify support required (e.g., fuel, repairs, etc.)
  - Verify validity of requests and obtain information needed from Logistics Units.
    - Nature of request.
    - Location.
    - Identification of equipment involved.
    - Schedule for assistance.
  - Notify Division/Group Supervisor if Strike Team/Task Force component is out of service or if logistical needs are not filled within a reasonable period of time.

- **Report status/location changes.**
  - Keep Division/Group Supervisor or Operations Section Chief informed of any significant change in status.
  - Inform Division/Group Supervisor of any location changes within the division (changes in work location of resources within a division do not require notification of Resources Status Unit).

- **Maintain Unit Log (ICS Form-214).**
PLANNING SECTION CHIEF DESCRIPTION

The Planning Section Chief is responsible for the collection, evaluation, management, and dissemination of all operational information concerning the incident. Information is needed to understand the current situation, predict probable course of incident events, prepare alternative strategies, and coordinate and mobilize all available resources into an effective management organization. The Planning Section Chief is also responsible for the preparation of Incident Action Plans completed for each operational work shift and for future planning covering the duration of the incident.

The Planning Section Chief reports directly to the Incident Commander. It may be desirable for the Planning Section Chief to have a deputy.

The Planning Section may be divided into four primary units: Resource Status, Situation Status, Documentation, and Demobilization Units, and may have a number of technical specialists to assist in evaluating the incident and forecasting requirements for additional personnel and equipment.

The persons in charge of these units are known as Unit Leaders. The Planning Section Chief shall appoint Unit Leaders as needed for the incident response, and the Unit Leaders will appoint staff as needed to fulfill their functions.

NOTE: Position descriptions and checklists for each unit are provided in this section.
PLANNING SECTION CHIEF RESPONSIBILITIES AND DUTIES

REPORTS TO: Incident Commander

SUPERVISES:
- Planning section unit leaders:
- Resource Status Unit
- Situation Status Unit
- Documentation Unit
- Demobilization Unit

ICS FORMS PREPARED: ICS-214, 215, 307
ICS FORMS REVIEWED: Incident Action Plan
ICS FORMS APPROVED: ICS-204, 209, 225

Duties
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.

- Obtain briefing from Incident Commander.
  - Summary of resources dispatched to the incident (ICS Form-201).
  - Initial instructions concerning Planning Section work priorities.
- Obtain work materials from plans section kit.
- Activate Planning Section units as necessary.
  - Estimate personnel and work schedules required.
  - Appoint individuals to fill positions in Planning Section.
- Reassign initial response personnel to Incident Management Team positions as appropriate.
- Establish information requirements and reporting schedules for the Incident Management Team.
  - Ensure Information Officer is informed of the status of the emergency response.
  - Provide Logistic Section Chief with information on resources (e.g., personnel, equipment, and supplies) and the status of resources related to the response.
  - Ensure all legal requirements are complied with and communicated to the Incident Commander and IMTs Section Chiefs.
• **Notify Resources Status Unit of Planning Section Units activated, including names and locations of assigned personnel.**

• **Supervise preparation of Incident Action Plan.**
  - Establish information requirements and reporting schedules for use in preparing Incident Action Plan.
  - Present general control objectives including alternatives.
  - Participate in discussion of specific control operations being considered and provide detailed information concerning resource availability, situation status, weather and ocean conditions, communications capabilities and needs, and environmental impact assessments.
  - Verify that all operations support and resources needs are coordinated with Logistics Section prior to release of the Incident Action Plan.
  - Ensure that local jurisdictions are contacted for situation reports.
  - Document and distribute the Incident Action Plan to appropriate units after approval by the Incident Commander. Ensure system is established to distribute material and information to local jurisdictions.
  - Coordinate Incident Action Plan changes with General Staff personnel and distribute those changes.

• **Assemble information on alternative strategies.**
  - Review current situation status, resource status, weather conditions, and prediction reports for current incident status.
  - Develop alternative strategies using necessary personnel.
  - Identify critical resources required to implement alternative incident control operations.
  - Document alternatives for presentation to Incident Commander and staff.

• **Assemble and disassemble Strike Teams not assigned to operations.**

• **Identify need for use of specialized resources.**
  - Request personnel with required special knowledge/experience to be assigned to Planning Section.
  - Ensure that systems are established that will facilitate the collection, analysis, verification, and dissemination of information on the status of critical response resources.

• **Perform operational planning for Planning Section.**

• **Provide periodic predictions on incident potential.**
  - Obtain latest incident prediction information from technical specialists and other resources as appropriate.
Emergency Operations Center Guide

- Compile and display incident status summary information.
  - Display the Incident Management Team personnel assignments showing the chain of command (ICS Form-207).
  - Receive information from: Situation Status Unit, Resources Status Unit, Technical Specialists, incident prediction (including weather, aftershocks, ocean conditions, tsunami predictions, etc.), infrared imagery, or visual aerial observations.
  - Specify location and method of display.
  - Repeat procedures at intervals specified by the Incident Commander or upon occurrence of significant events.

- Advise General Staff of any significant changes in incident status.
  - Provide information needed by the IMT Section Chiefs for coordination and mitigation of the incident.
  - Identify geographical areas, municipalities, cities, or villages especially vulnerable to the incident.
  - Provide information related to areas requiring temporary assistance to protect against or mitigate danger, damage, or loss from the incident.

- Develop incident transportation plan.

- Supervise Planning Section Units.

- Prepare and distribute Incident Commander's orders.
  - Document all formal operational orders given by the Incident Commander.
  - Identify organizational elements responsible for executing orders given as necessary.
  - Review trends and issues that may need to be addressed.

- Instruct Planning Section Units in distribution of incident information.

- Ensure that normal agency information collection and reporting requirements are being met.

- Prepare recommendations for release and demobilization of resources for submission to the Incident Commander.

- Maintain Unit Log (ICS Form-214).
The Resource Status Unit (RESTAT) is primarily responsible for verification that IMT personnel are properly checked in, preparation and processing of resources status change information, preparation and maintenance of displays, charts and lists which reflect the current status and location of critical resources, transportation and support equipment; and maintenance of Check-in Lists of resources assigned to the incident. The Resource Status Unit Leader reports to the Planning Section Chief.

Information on the location and status of equipment and personnel is recorded on T-Cards or a resource tracking system, resource summary forms, organization charts, and assignment lists, posted on a display located in the EOC. Information on all personnel assigned to the IMT is recorded on Check-in List (ICS Form-211) at the various check-in locations and transmitted to the Resource Status Unit for inclusion in the master Check-in List.
Emergency Operations Center Guide

RESOURCE STATUS UNIT LEADER RESPONSIBILITIES AND DUTIES

REPORTS TO: Planning Section Chief

SUPERVISES:
- Check-in Recorder
- Status Recorder
- Unit staff as assigned

ICS FORMS REVIEWED: Incident Action Plan
ICS-308
ICS FORMS APPROVED: N/A

Duties
The Resource Status Unit Leader is responsible for: establishing all incident check-in activities, the preparation and processing of resource status change information, the preparation and maintenance of displays, charts, and lists that reflect the current status and location of critical resources, transportation and support vehicles, and to maintain a master Check-in List of resources assigned to an incident.

- Report to and obtain briefing and special instructions from Planning Section Chief.
- Establish check-in functions at incident locations. (Check-in List, ICS Form-211).
- Using the Incident Briefing Form (ICS Form-201), prepare and maintain the EOC display including the organization chart (ICS Form-207), resource allocation (ICS Form 201, 204), and deployment sections.
- Assign duties to Resources Status Unit personnel.
- Confirm dispatch and estimated time of arrival of ordered Resource Status Unit personnel. Request additional personnel or release of excess personnel.
- Establish contacts with incident facilities by telephone or through communications center and begin maintenance of resource status.
- Participate in Planning Section meetings as required by the Planning Section Chief.
Emergency Operations Center Guide

- **Gather, post, and maintain incident resource status.**
  - Dispatch communication centers for designations and ETA's for units dispatched to the incident.
  - Check-in List (ICS Form-211) for information on resources as they arrive at the EOC or the scene of the incident and are checked in.
  - Incident Communications Centers for status change information on resources, transportation, and support vehicles.
  - Incident Briefing Form (ICS Form-201) for status change information on equipment and personnel currently at the incident and those en-route. Similar information can be obtained from the Incident Action Plan.
  - Planning meetings and tactics meetings for information on critical resources assigned to meet future operational needs.
  - Transportation Unit for current status information on transportation and support vehicle inventories.
  - Special instructions from the Planning Section Chief on status of the disaster.

- **Gather, post, and maintain resource status of transportation, and support vehicles and personnel.**
  - T-Cards (ICS Form-219).
  - T-Card racks.
  - Status Change Cards (ICS Form-210).
  - Print outs from the resource tracking computer system.

- **Maintain master roster of all resources checked-in at the incident.**
  - Respond to requests for the following kinds of information:
    - Total number of IMT personnel on the incident.
    - Total number of personnel assigned to each section and/or unit.
    - Location of a specific tactical resource.

- **Prepare Organization Assignment List (ICS Form-203) and Organization Chart (ICS Form-207).**
  - Obtain organization information and names of all IMT personnel that includes:
    - Incident Commander and Command Staff.
    - Section Chiefs.
    - Branch Directors.
    - Group Supervisors.
    - Unit Leaders.
    - Support Personnel.
  - Receive changes to organization staffing.
  - Once prepared, the Organization Chart (ICS Form-207) becomes part of the Incident Action Plan.
Emergency Operations Center Guide

• Prepare appropriate parts of Division/Group Assignment Lists (ICS Form-204).
  o The Division/Group Assignment Lists should be prepared prior to, or for each operational period and should be attached to the Incident Action Plan.
  o Division/Group Assignment List contains the following information:
    ▪ The branch number and division/group name and/or letter.
    ▪ Identification (designator) of single resources assigned to the division/group to include name of leader and number of personnel.
    ▪ A statement of the control objectives assigned to the group.
    ▪ Any special instructions (e.g., safety message (ICS Form-223)).

• Provide resource summary information to Situation Unit as requested.

• Receive order to demobilize Resources Unit.

• Dismantle and store Resource Unit displays.

• List expendable supplies for replenishing, and file with Supply Unit Leader.

• Maintain Unit Log (ICS Form-214).
SITUATION STATUS UNIT LEADER DESCRIPTION & ORGANIZATIONAL CHART

The Situation Status Unit (SITSTAT) is primarily responsible for the collection and organization of incident status and situation information, and the evaluation, analysis, and display of that information for use by IMT personnel. The Situation Status Unit Leader is responsible for ensuring these major functions are performed by unit personnel. The Situation Status Unit reports to the Planning Section Chief.

The Situation Status Unit implements a monitoring/intelligence gathering program to provide required information on the locations affected by the incident. In addition, it relies upon elements of the IMT for additional information to develop a detailed description of the incident and to provide intelligence to the General Staff in the form of displays and briefings. To support the data collection effort, the Situation Status Unit monitors and receives radio and television transmissions to obtain information concerning control operations and other information the unit needs to maintain a current description of the incident. Phone conversations, Incident Status Summaries, and reports from affected areas are also employed in obtaining information relative to management of the division.
SITUATION STATUS UNIT LEADER RESPONSIBILITIES AND DUTIES

REPORTS TO: Planning Section Chief

SUPERVISES:
- Field Observers
- Display Processors
- Unit staff as assigned

ICS FORMS PREPARED: ICS 209, 214, 225, 307
ICS FORMS APPROVED: Incident Action Plan
ICS FORMS REVIEWED: N/A

Duties
The Situation Status Unit Leader is responsible for the collection and organization of incident status and situation information. He/she is also responsible for the evaluation, analysis, and display of that information for use by IMT personnel, agency dispatchers and the EOC.

- Obtain briefing and special instructions from the Planning Section Chief.
  - Obtain copies of the Initial Briefing Form (ICS Form-201), Incident Status Summaries (ICS Form-209) and other reports.
- Prepare and maintain EOC display.
- Assign duties to Situation Unit personnel.
- Confirm dispatch and estimated time of arrival of ordered Situation Unit personnel. Request additional personnel or release of excess personnel as appropriate.
- Collect incident data at earliest possible opportunity and continue for duration of incident.
  - Before the Situation Unit can display information on maps and charts, or prepare forms or reports, it may be necessary to organize and evaluate a large amount of data. Several steps and procedures may assist in performing this activity:
    - Sort the data into required categories of information (e.g., geographic areas, municipalities, cities, or villages especially vulnerable to the incident, values and risk data, incident facilities locations, etc.).
    - Review all data for completeness, accuracy, and relevancy.
    - Make preliminary posting on displays in Situation Unit work area.
    - Request missing and/or additional information.
Emergency Operations Center Guide

- Analyze information for inclusion in the Incident Action Plan, Incident Status Summaries (ICS Form-209), status boards, maps, displays, and briefings.
- Ensure that information has been verified prior to use by IMT personnel.
- Distribute the information to IMT personnel and other requesting personnel and organizations, on an as-needed basis.
- Establish weather data collection systems when necessary.
- Advise Planning Section Chief of any significant changes in the status of the incident.

- **Prepare predictions of incident events at periodic intervals or upon request of the Planning Section Chief.**
  - As appropriate, develop and initiate a monitoring/intelligence gathering program to ensure the exact location and boundaries of the incident.
  - Monitoring/intelligence gathering program can include visual observations as well as the use of remote sensing equipment.
  - Monitoring/intelligence gathering should be done in conjunction with the technical evaluation and IMT personnel involved with damage assessment. The timing of monitoring/intelligence gathering missions should be coordinated to provide the required information for the planning meeting and preparation of the Incident Action Plan.

- **Post data on unit work displays and EOC displays at scheduled intervals.**
  - Select appropriate maps based on location of incident.
  - Trim and post maps on EOC displays and in Situation Unit work area. The situation display at the EOC should accommodate topographic maps or charts of the affected areas.
  - Prepare Mylar overlays for use with the base maps and charts. Use the recommended color coding which allows for drawing over previously displayed information with later data.
  - Post chart and map symbols. Use the common USGS map symbols to display situation information on overlays.
  - Update the display periodically so that current information is available to EOC personnel (e.g., communities affected, aftershocks information, tsunami forecasting, etc.).

- **Participate in planning meetings as required.**

- **Prepare the Incident Status Summary form (ICS Form-209).**
  - An Incident Status Summary Form (ICS Form-209) will be prepared by the situation unit in cooperation with the Resource Unit prior to each planning meeting.
Emergency Operations Center Guide

- Once completed, the Status Summary Form is submitted to the Documentation Unit for duplicating and distribution to the General Staff, coordinating agencies, and affected communities. The form contains the following types of information.
  - IMT General Staff assignments.
  - Jurisdictional, assisting, and cooperating agencies involved.
  - Incident origin (e.g., epicenter of earthquake, location of hazmat release, etc.).
  - Incident situation (e.g., personnel evacuated or hospitalized, extent of damage, etc.).
  - Current weather.
  - Critical resources assigned to the incident.
  - Other information as requested.
- Ensure that reports are updated on a periodic basis and unnecessary data is removed from the reports.
- Note trends and issues that may need to be addressed by Section Chiefs.

- Prepare transportation plan, external and internal to the incident, for approval by the Planning Section Chief.

- Provide photographic and video services and maps.
  - In addition to maintaining the EOC map and chart displays, the Situation Unit is responsible for creating the maps and charts that accompany the Incident Action Plan and also for acquiring specialized maps and charts at the request of the General Staff personnel. Features to be included on these maps and charts may include:
    - Outstanding terrain and ocean features.
    - Division/Branch/Group locations and areas of responsibility.
    - Staging areas and other incident facilities.
    - Hazardous areas.
    - Aid stations.
    - Wind speed and direction.
    - Incident origin.
  - Include the same basic map symbols on the Incident Action Plan maps as is used on the EOC situation display.
  - Give originals of the Incident Action Plan maps to the Documentation Unit for reproduction.
  - Photographic and video services can be provided through the Situation Unit to authorized IMT personnel.
  - Photographers required for the incident are assigned to the Situation Unit, which responds on a priority basis.
  - Photography may be used for accident coverage, recording of operations activities, public information releases, damages assessment, etc.
  - The Situation Unit Leader coordinates arrangements for timely photo processing, either through on site lab or via contract service by a commercial processing firm.
Emergency Operations Center Guide

- Provide resource and situation status information in response to specific requests.
  - Monitor televised, electronic, print media and other sources for information.
- Maintain Situation Unit records.
- Receive order to demobilize unit.
- Dismantle unit displays and place in storage.
- List expendable supplies that need replenishing and file with Supply Unit.
- Maintain Unit Log (ICS Form-214).
This Page Intentionally Blank
The Documentation Unit Leader is primarily responsible for maintaining accurate and complete IMT files, providing duplication services for IMT personnel, packing and storing original incident files for legal, analytical, and historical purposes. The Documentation Unit Leader reports to the Planning Section Chief.
DOCUMENTATION UNIT LEADER RESPONSIBILITIES AND DUTIES

REPORTS TO: Planning Section Chief

SUPERVISES: Unit staff as assigned

<table>
<thead>
<tr>
<th>ICS FORMS PREPARED:</th>
<th>ICS-214, 307</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS FORMS REVIEWED:</td>
<td>Incident Action Plan</td>
</tr>
<tr>
<td>ICS FORMS APPROVED:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Duties

The Documentation Unit Leader is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and packaging and storing incident files for legal, analytical, and historical purposes.

- Obtain briefing from Planning Section Chief.
- Establish work areas.
  - Ensure adequate clerical support in place for shorthand, duplication, and to assist in the documentation process.
- Establish and organize incident files.
  - To facilitate the establishment and maintenance of the EOC files, the following file headings are suggested:
    - Incident Briefings.
    - Incident Action Plan (include in this file all original attachments to the Action Plan).
    - Situation Status.
    - Unit Logs.
    - Check-in Lists.
  - Each official form or report will be filed and the information in the EOC files will be sequenced chronologically. Forms to be filed are:
    - Incident Action Plan.
      - Organization Chart (ICS Form-207).
      - Group Assignment Lists (ICS Form-204).
      - Incident Communications Plan (ICS Form-205).
      - Medical Plan (ICS Form-206).
      - Topographic map or charts.
    - Incident Status Summary (ICS Form-209).
    - Check-in List (ICS Form-211).
    - Unit Logs (ICS Form-214).
    - Support Vehicle Inventory (ICS Form-218).
    - Air Operations Summary Worksheet (ICS Form-220).
In addition, the following information should be obtained from the indicated sources:

- Estimate of incident expenditures for the previous 24 hour period, total costs to date, and projected total costs from the Finance Section Chief.
- Information about resources threatened or lost.
- Equipment maintenance records from Transportation Unit and Air Support Unit.
- Pilot and Aircraft records from Air Operations.

The documentation to be filed should be original documentation including the Unit Logs. Polaroid photographs and videos can be utilized through the Situation Unit to document EOC maps, display boards, and damage assessment surveys performed in the field.

These data should be reviewed for completeness and accuracy, and corrections should be requested as appropriate. The IMT files should be stored in a convenient, secure location.

- Establish duplication service, and respond to requests.
- Retain and file duplicate copies of official forms and reports.
- Accept and file reports and forms submitted to unit by incident organizations.
- Check the accuracy and completeness of records submitted for files.
- Correct errors or omissions by contacting appropriate IMT units.
- Provide duplicates of forms and reports to authorized requesters.
- Prepare incident documentation for Planning Section Chief when requested.
- Maintain, retain, and store incident files for after incident use.
- Maintain Unit Log (ICS Form-214).
Emergency Operations Center Guide

DEMOBILIZATION UNIT LEADER DESCRIPTION & ORGANIZATIONAL CHART

The demobilization of the resources and personnel from a major incident is a team effort involving all elements of the Incident Management Team.

The Demobilization Unit is formed when a major incident occurs, both to develop the Demobilization Plan and to coordinate and support the implementation of that plan throughout the IMT.

Several units of the IMT, primarily the Logistics Section, will be responsible for assisting in the demobilization effort. It is desirable that these units also participate in the preparation of the plan. The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and assisting sections/units in ensuring that an orderly, safe, and cost effective demobilization of personnel and equipment is accomplished. The Demobilization Plan will be incorporated in the long term planning process.

Individual agencies and organizations involved in the incident response may have additional procedures to follow for demobilization.

![Organizational Chart]

Planning Section Chief

Demobilization Unit Leader

Additional Staff
DEMobilization Unit Leader Responsibilities and Duties

REPORTS TO: Planning Section Chief
SUPERVISES: Unit staff as assigned

<table>
<thead>
<tr>
<th>ICS FORMS PREPARED:</th>
<th>ICS-214, 307</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS FORMS REVIEWED:</td>
<td>Incident Action Plan</td>
</tr>
<tr>
<td>ICS FORMS APPROVED:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Duties
The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and assisting incident sections/units in ensuring that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident.

- Obtain briefing from Planning Section Chief.
- Review incident resource records (Initial Briefing Form, ICS Form-201; Check-in List, ICS Form-211 and T-cards, ICS Form-219) to determine probable size of demobilization effort.
- Assess and fill unit needs for additional personnel, workspace, and supplies.
- Obtain Incident Commander's objectives, priorities, and constraints on demobilization.
- Meet with agency representatives to determine:
  - Agencies not requiring formal demobilization.
  - Personal rest and safety needs.
  - Coordination procedures with cooperating assisting agencies.
- Be aware of ongoing operations sections resource needs.
- Obtain identification and description of surplus resources, and probable release times.
- Determine finance, supply, and other incident checkout stops.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Establish communications link with appropriate off-incident facilities.
• Prepare Demobilization Plan including the following sections:
  o GENERAL: Discussion of demobilization procedure.
  o RESPONSIBILITIES: Specific implementation responsibilities and activities.
  o RELEASE PRIORITY: According to agency and kind and type of resources.
  o RELEASE PROCEDURES: Detailed steps and process to be followed.
  o DIRECTORIES: Maps, telephone numbers, instructions, and other needed items.
• Obtain approval of Demobilization Plan from Planning Section Chief.
• Distribute plan to each processing point on and off incident.
• Ensure that all sections/units understand their responsibilities within the Demobilization Plan.
• Monitor implementation of Demobilization Plan.
• Assist in the coordination of Demobilization Plan.
• Brief Planning Section Chief on progress of demobilization.
• Complete all records prior to departure.
• Maintain Unit Log (ICS Form-214).