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Ics assistant operations section chief

Introduction The ICS organization develops about five major features required for any event, whether large or small. For some events, and in some programs, only a few of the organization's functional elements may be required. However, if there is a need to expand the organisation, additional posts are available within the ICS framework to meet virtually every need. The ICS establishes supervisory lines and formal reporting conditions. There is complete unit of command as each position and person in the system has a designated supervisor. Direction and supervision follow established organisational lines at all times. The following are the main responsibilities and duties of all ICS positions. Each agency may have additional responsibilities and more detailed lists of tasks. Click here for an alphabetical list of positions. Incident Commander The responsibility of the Incident Commander is the overall management of the incident. On most events, the command activity is performed by a single event commander. The event manager is selected according to qualifications and experience. The event manager may have a Deputy I.C., which may be from the same agency, or from a assisting body. Deputy positions can also be applied to section and department levels in the ICS organization. Deputy posts must at all times have the same qualifications as the person they work for, as they must be ready to take up that post. Responsibilities: Assess the situation and/or get a briefing from the former event commander. Determine event goals and strategy. Identify the immediate priorities. Create an event command record. Create an appropriate organization. Make sure that planning meetings are scheduled as needed. Approve and approve the implementation of an event action plan. Ensure that appropriate safety measures have been taken. Coordinate activity for all command and general staff. Coordinate with enabled DOCs and EOCs as needed. Coordinate with key personnel 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 support staff. Approve the release of information to the news media. Order demobilization of the event when appropriate. Information Officer The information officer is responsible for developing and releasing information about the incident to the news media, to incident staff and to other relevant agencies and organisations. Only one information officer is assigned for each event, including events that operate under Unified Command and multi-jurisdictional incidents. The information officer may have assistants as needed, and assistants may also represent assistance bodies or jurisdictions. The responsibilities of agencies policies and procedures for the handling of public information. Determine from the event manager whether there are limits to the release of information. Develop material for use in media briefings. Coordinate and validate information with information officers of the Agency's DOCs and EOCs when activated to ensure consistency. Get Incident Commander's approval of press releases. Inform media and make media briefings. Arrange for tours and other interviews or briefings that may be required. Get media information that might be useful for event scheduling. Maintain current information history and/or displays about the event, and enter information about the status of the event to assigned personnel. Maintain device log. Incidents for liaison officers who are multi-agency or have multiple bodies involved may require the creation of a command staff liaison officer. The liaison officer shall be the contact person of the personnel assigned to the incident by assisting or cooperating. These are employees other than those who are on direct tactical duties or those involved in a Unified Command. Responsibilities and tasks: Be a point of contact for representatives of the Agency. Maintain a list of assistance and cooperation bodies and representatives of the Agency . Assist in the establishment and coordination of contacts between the Agency. Keep agencies that support the incident aware of the event status. Monitor event actions to identify current or potential interorganization issues. Participate in planning meetings that provide current resource status, including imitations and the ability to assist the Agency's resources. Maintain device log. Representatives of the Agency In many incidents with multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts. A representative of the Agency shall be a person associated with an incident by a auxiliary or cooperating body who has been delegated the authority to take decisions on matters affecting the Agency's participation in the incident. Representatives of the Agency shall report to the liaison officer or to the incident manager if there is no liaison officer . Responsibilities: Make sure that all agency resources are properly checked in on the incident. Get a briefing from the liaison officer or the event manager. Inform the assistance or cooperating agency staff of the incident that the agency representative's position for the agency in question has been filled. Attend briefings and planning meetings as needed. Provide input on the use of agency resources unless resource technical specialists are assigned from the Agency. Cooperate fully with the Head of Incident and the General Staff on the Agency's involvement in the incident. Ensure the temporary staff associated with the event is improving. Advise the liaison officer on specific agency needs or requirements. Report for the home agency's sending or for on a predetermined schedule. Ensure that all agency staff and equipment are properly processed and released prior to departure. Make sure that all necessary agency forms, reports and documents are complete before departure. Have a debriefing session with liaison officer or incident commander before departure. The function of the Safety Officer is to develop and recommend measures to ensure the safety of staff and to assess and/or anticipate dangerous and unsafe situations. Only one security officer will be assigned for each incident. The security consultant may have assistants as needed, and assistants may also represent auxiliary agencies or jurisdictions. Security assistants may have specific responsibilities such as air operations, hazardous materials, etc. Responsibilities: Attend planning meetings. Identify dangerous situations related to the incident. Review the Security Impact Action Plan. Take the emergency authority to stop and prevent unsafe actions that are outside the scope of the Action Plan. Investigate accidents that have occurred in the incident area. Assign assistants as needed. Review and approve the medical plan. Maintain device log. ICS General Staff Positions General Staff consists of the following positions: Operations Section Chief Responsibilities: Manage tactical operations. Interact with the next level lower in the section (Branch, Division/Group) to develop the operation portion of the event action plan. Request the resources needed to implement operational tactics as part of the evolution of the Event Plan (ICS 215). Assist in the development of the operation part of the event action plan. Monitor the implementation of the Operations Event Plan. Stay in close contact with child positions. Ensure safe tactical operations. Request additional resources to support tactical operations. Approve the release of resources from assigned status (not release from the event). Make or approve appropriate changes to the event action plan during the operational period as needed. Maintain close communication with the event manager. Coordinate with activated operations sections on the agency's DOCs and EOCs. Maintain device log. Branch Director (Branches may be functional or geographical) responsibilities: Get briefing from the head of the operations department. Oversee the operation of the branch. Develop alternatives to branch operations as needed. Interact with operations section chief and other branch directors to develop tactics to implement event strategies. Be prepared to participate in event planning meetings at the request of the operations manager. Review the division/group assignments in the department and the report status to the operations section manager. Assign specific tasks to Monitor and inspect progress and make do Necessary. Fix logistics issues reported by subordinates. Maintain device log. Departmental/group supervisory responsibilities: Get a briefing from the head of the operations department or the relevant operations department director. Review assignments with children. Inform the resource unit (if-created) about status changes to resources assigned to the department/group. Coordinate activities with adjacent departments/groups. Monitor and inspect progress and make changes as needed. Keep the supervisor informed about the situation and resource status. Solve tactical task and logistics problems in the division/group. Keep the supervisor informed of dangerous situations and significant incidents. Ensure that the assigned personnel and equipment get to and from their tasks in a timely and orderly manner. Maintain device log. Task Force/Strike Team, Platoon or Squad Leader Responsibilities: Get briefing from supervisor (Division/Group Supervisor, Operations Section Chief or Incident Commander, depending on how the event is organized). Review assignment with child and assign tasks. Travel to and from an active assignment area with assigned resources. Monitor and inspect progress and make changes as needed. Coordinate activities with adjacent Task Force/Strike Team, Platoon, Squad, or with other functional groups working in the same location. Keep the supervisor informed of the situation and resource status. Keep control of assigned resources while they are available or out of service status. Maintain device log. Single resource The person in charge of a single tactical resource will bear the unit designation of the resource. Responsibilities: Get briefing from division/group supervisor or task force/strike team, platoon or team leader. Review assignments. Get the necessary equipment/supplies. Review weather/environmental conditions for the assignment area. Brief subordinates on security measures. Monitor work progress. Ensure adequate communication with supervisors and subordinates. Keep the supervisor informed of progress and any changes. Inform the supervisor of problems with assigned resources. Brief emergency personnel, and advise them of any changes in conditions. Return equipment and supplies to the relevant unit. Complete and turn in all time and use records on personnel and equipment. Temporary Area Manager The staging area manager reports to the operations section manager or to the event manager if the operations section manager position is not occupied. Note: In some disciplines, the temporary area is established as part of the logistics section, which requires the temporary area manager to report to the logistics manager. However, regardless of section assignment, the tasks for the staging area manager remain the same. Responsibilities: Create the layout of the staging area. Identification and traffic control. Enter check-in for incoming resources. Determine Determine For example, you can use resource reserve levels from the operations section manager, logistics manager, or event manager. Advise Operations Section Chief, Logistics Chief or Incident Commander when reserve levels reach minimum amount. Maintain and set the status of the resource unit for all resources in the staging area. Because operations section manager, logistics manager, or resource event manager. Request logistical support for personnel and/or equipment as needed. Temporarily maintain area in an orderly condition. Demobilize or move temporary area as needed. Maintain device log. Air Operations Branch Director Responsibility Get briefing from Operations Section Chief. Organize the initial air operations. Where appropriate, initiate a request for temporary flight restrictions. Participate in the preparation of the event action plan. Conduct operational planning for air operations. Prepare and distribute air operations summary journal (ICS Form 220). Monitor air operations branch personnel and coordinate with incident and off-incident personnel and agencies. Rate helibase locations. Establish procedures for the redeployment of aircraft in an emergency. Schedule approved non-event flights to the event area. Assess requests for non-tactical use of incident aircraft. Resolve disputes concerning aircraft not involved in overflights in connection with incidents. Monitor for accidents or special incidents. Maintain device log. Air Tactical Group Supervision: Responsibility for Helicopter Coordinators: Air Tanker/Fixed-Wing Coordinator (Fire Operations only) Responsibilities: Check-in and receive incident assignment (usually via radio). Get briefing from Air Tactical Group Supervisor or Air Operations Branch Director. Determine the type and quantity of aircraft (fixed wing and helicopter) operating within the incident area. Determine fixed wing aircraft capacities and limitations. Maintain continuous observation of assigned area and inform air tactical group supervisor about problems or potential problems (e.g. hazards, aircraft failures, maintenance difficulties). Coordinate air traffic control procedures as needed with: Coordinate the use of communication frequencies for ground-to-air and air-to-air communications with: Implement all aviation safety requirements and procedures. Monitor all fixed-wing aircraft activities: Receive tasks Brief pilots Assign missions Report at mission end: reallocate as directed Coordinate activities, where appropriate, with: If necessary provide information to ground resources. Request equipment or assistance as needed. Report immediate accidents or incidents to the Air Tactical Group Supervisor and Air Operations Branch Director. Maintain records of activities. Major functions performed on helibases, helispots, and air bases include: Provided fuel and other supplies. Maintenance of planes (not at helispots). Supplies, equipment and personnel loading and off-loading. Retardant mixture and load. Maintenance of aircraft activity registrations. Enforcement of safety regulations. Air Support Group Supervisor Responsibility: Check in and get briefing from Air Operations Branch Director or Operations Section Chief. Review the event action plan and air operations summary journal (prepared by Air Operations Branch Director). Enter input to air operations branch director for scheduling events. Keep the Air Operations Branch Director up to date on Air Support Group's activities. Identify resources/supplies to order for the Air Support Group review the adequacy of retarded chemicals and dust reduction chemicals for use in helibls and helispots. Request special air support elements from the logistics section. In cooperation with the Air Operations Branch Director, you need to identify helibase and helispot locations, taking into account: Safety - Is the facility safe for operation? Are approach and departure routes free of obstacles? Flight paths - Do helicopters fly over residential areas? Will locations allow expansion and 24-hour operation? Are adequate and easily accessible fuel, maintenance, safety and support resources close to the base? If helibases are located next to major roads, determine the need for traffic control and implement control measures. Determine the personnel and equipment needs at each helibase and helispot; review with the Air Operations Branch Director. Monitor and ensure compliance with each agency's requirements for day and night operations. Inform Air Operations Branch Director about night flight capacity. Coordinate special requests for air logistics. Coordinate with air bases that support the event. Assign ground-to-air frequency for helibase and helispot operations from the Communication Plan (ICS Form 205) or the head of the communications unit. Ensure the establishment and activation of air traffic control procedures between helibase and helispots and flight tactical group supervisor, helicopter coordinator, and air tanker/fixed wing coordinator. Oversee the implementation of dust control procedures at helibase and helispots. Provide crash/rescue service for helibases and helispots. Maintain device log. Helibase Manager Responsibility: Receive briefing from Air Support Group Supervisor. Review the event action plan, including the Summary Journal for Air Operations (ICS Form 220). Participate in air support group planning. After reporting to assigned helibase, short pilots and assigned personnel. Keep Air Support Group Supervisor updated on helibase activities. Make sure the helibase is correctly posted and cordoned off. Manage resources/consumption supplies that are sent to the helibase, as needed, order additional resources from the Air Support Group Supervisor. Coordinate on helibsen with: Send copies of the work and other organizational information on each helibase, including assigned radio frequencies and helispot organization. Monitor the load, including any delayed mixing. Monitor helicopter fuel, maintenance and repair. Oversee the manifests and vices of personnel and cargo. Make sure that the dust reduction procedures are in use for helibls and helispots. Make sure there is sufficient security at each helibase and helispot. Ensure that collision/rescue services are provided to the helibsen. Bes can respond to special requests for air logistics. Monitor the maintenance of all agency records, including reports on helicopter activities, check-in list (ICS Form 211) and Unit Log (ICS Form 214). Request and record pilot inputs on the selection and adequacy of helispots, communications, air traffic control, operational problems and safety problems. Helispot Manager Responsibility: Receive briefing from Helibase Manager. Review the event action plan, including the Summary Journal for Air Operations (ICS Form 220). Report to assigned helispot. Review and take steps to mitigate potential hazards/problems, including: Adequate dust control Debris that can blow into rotor systemsNe Excessively steep brake slope Insufficient

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