Unit 5:
General Staff Functions

Unit Objective

Describe the roles and functions of the General Staff, including:

- **Operations Section**
- **Planning Section**
- **Logistics Section**
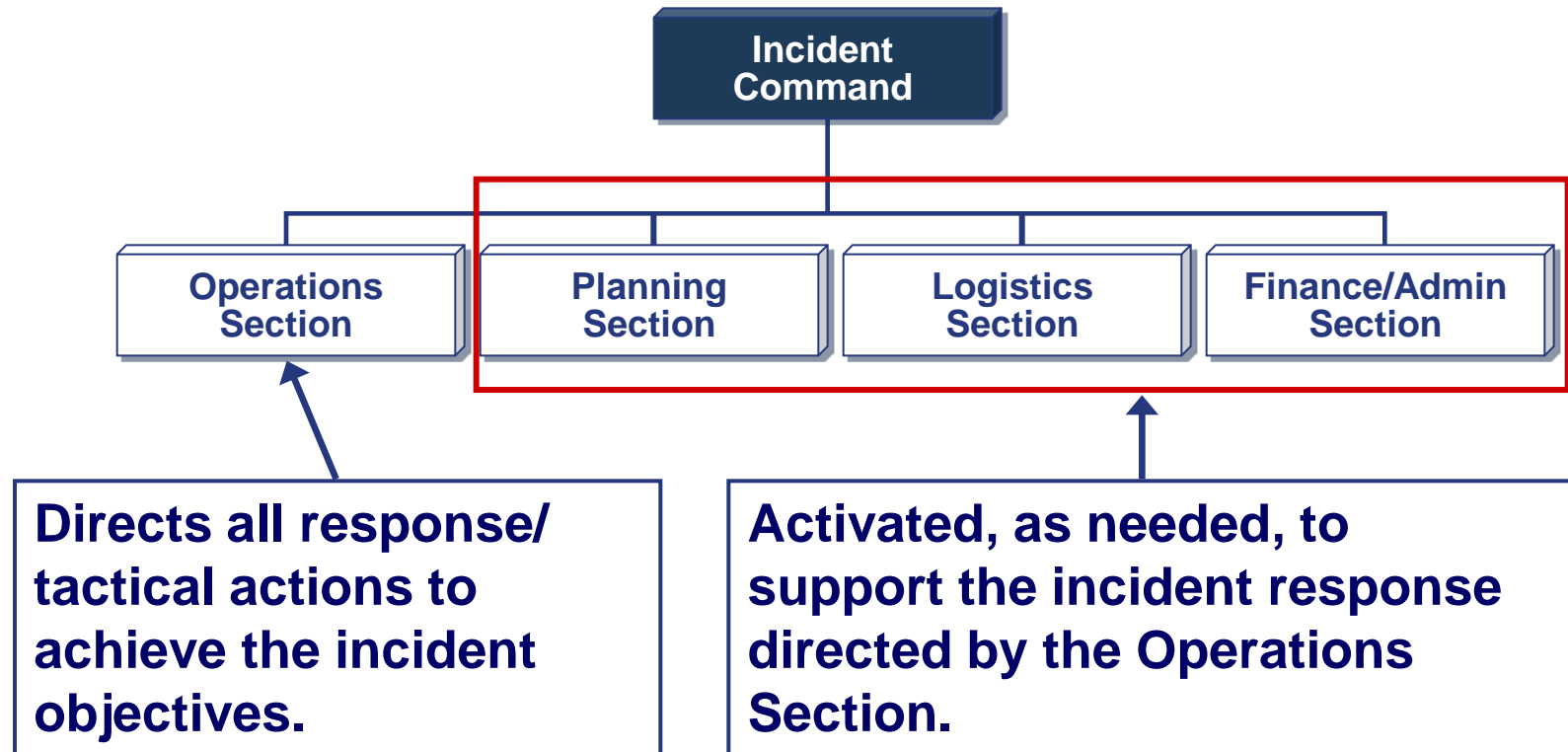- **Finance/Administration Section**

Unit List

- ✓ Course Overview
- ✓ ICS Overview
- ✓ ICS Features & Principles
- ✓ Incident Commander & Command Staff Functions
- → General Staff Functions
- • Unified Command
- • Course Summary – Putting It All Together

General Staff Overview – Expanding Incidents

Incident Command

Operations Section | **Planning Section** | **Logistics Section** | **Finance/Admin Section**

Directs all response/ tactical actions to achieve the incident objectives.

Activated, as needed, to support the incident response directed by the Operations Section.

Expanding Incidents

Expanding incidents may add supervisory layers to the organizational structure as needed.

Command
Incident Commander

Sections
Operations Section Chief

Branches

Units

Divisions

Groups

Single Resources

ICS Supervisory Position Titles

| Organizational Level	Supervisor Title	Support Position Title
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

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ICS Section Chiefs and Deputies

- **Section Chiefs may have one or more deputies.**

- **Deputies must be as proficient and qualified as the Section Chief.**
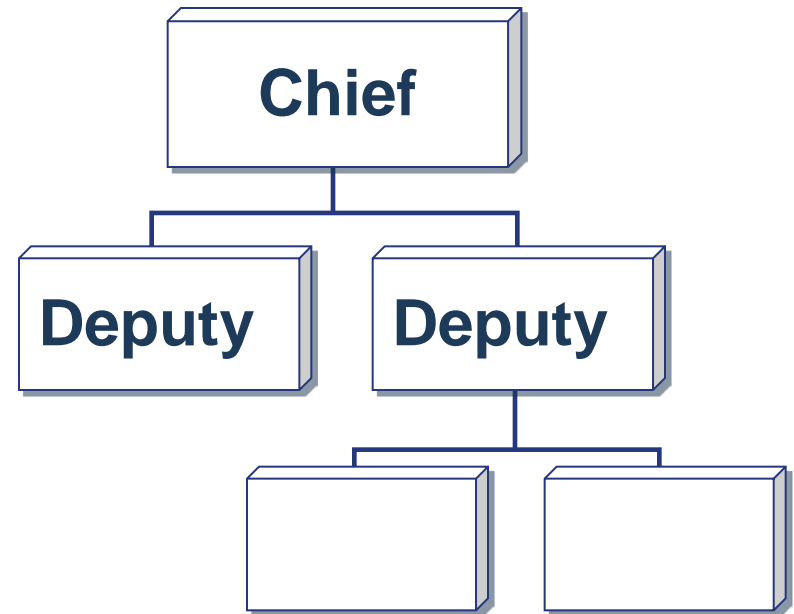
Click on the image to start the video.

Increasing Interagency Coordination

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

Incident Commander

Operations Section Chief

Deputy Operations Section Chief

Operations Section: Major Activities

- **Directs and coordinates all incident tactical operations.**

- **Is typically one of the first organizations to be assigned to the incident.**

- **Expands from the bottom up.**

- **Has the most incident resources.**
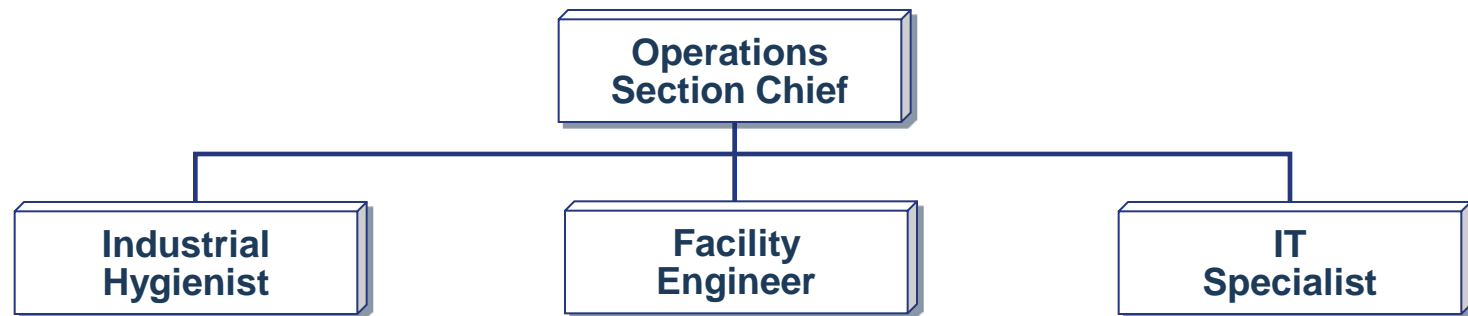
- **May have Staging Areas and special organizations.**

Incident Command

Operations Section

Staging Area

Rescue Group

Investigation Group
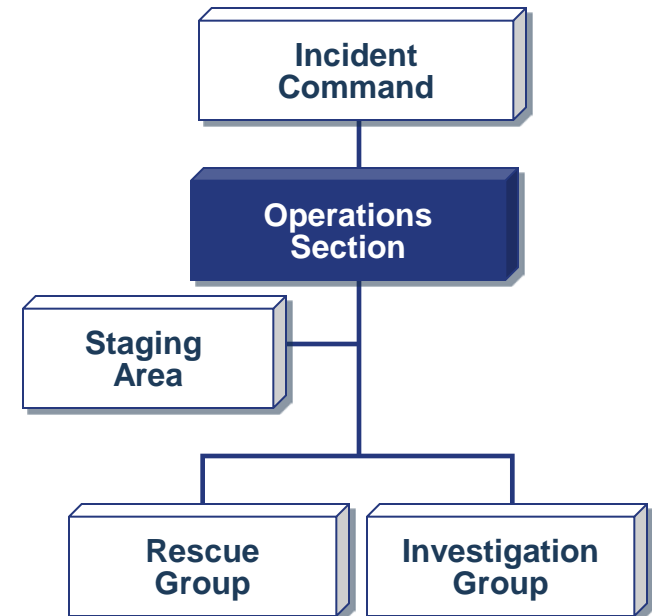
Operations: Single Resources

On a smaller incident, the Operations Section may be comprised of an Operations Section Chief and single resources.

```
                    ┌─────────────────────┐
                    │     Operations      │
                    │   Section Chief      │
                    └─────────────────────┘
           ┌────────────────┼────────────────┐
  ┌─────────────┐   ┌─────────────┐   ┌─────────────┐
  │  Industrial │   │   Facility  │   │     IT      │
  │  Hygienist  │   │   Engineer  │   │  Specialist │
  └─────────────┘   └─────────────┘   └─────────────┘
```
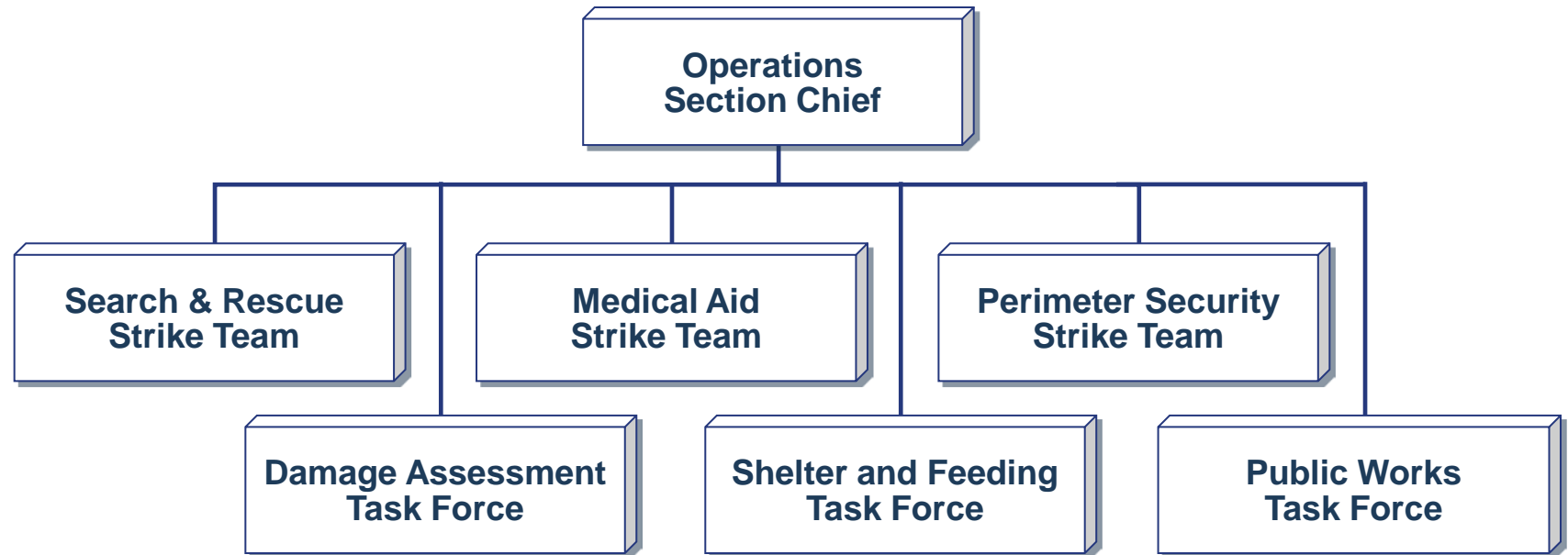
Operations: Teams

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

- **Task Forces, which are a <u>combination of mixed resources</u> with common communications supervised by a Leader.**

- **Strike Teams, which include all <u>similar resources</u> with common communications supervised by a Leader.**

Sample Strike Teams and Task Forces

Operations Section Chief
- Search & Rescue Strike Team
  - Damage Assessment Task Force
- Medical Aid Strike Team
  - Shelter and Feeding Task Force
- Perimeter Security Strike Team
  - Public Works Task Force

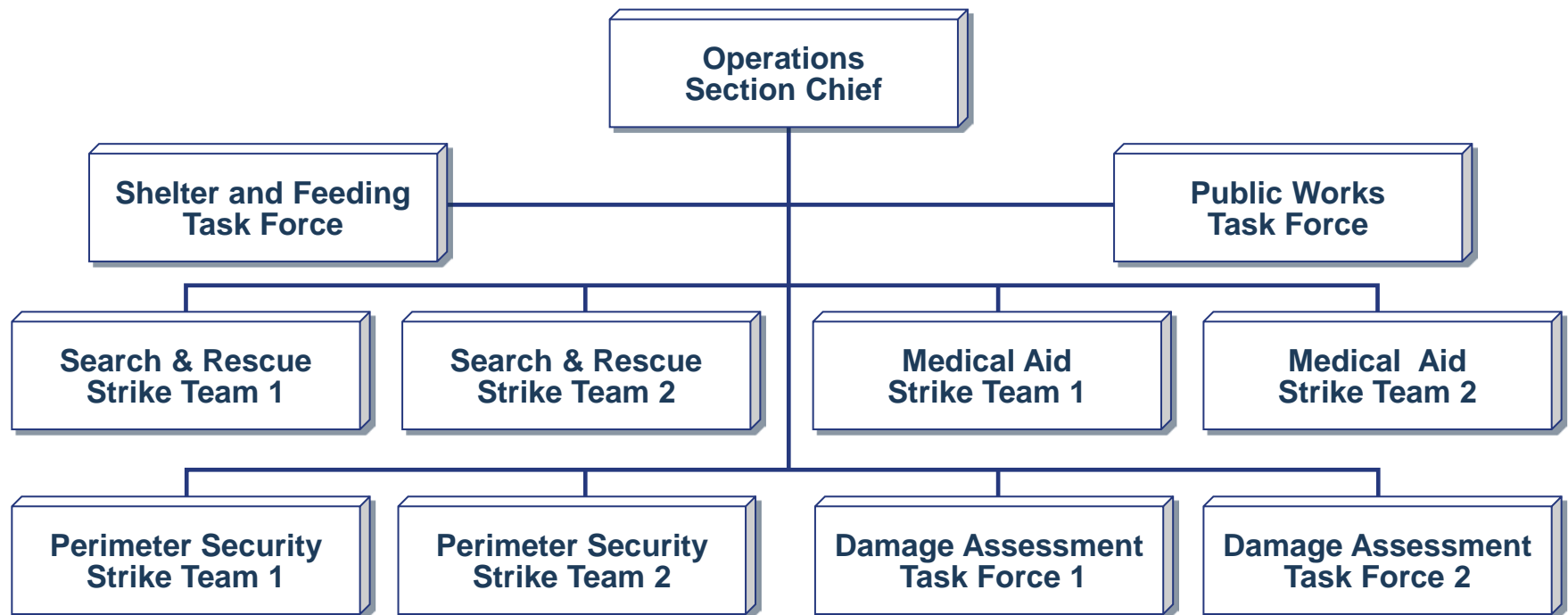# Activity: Operations Section

Instructions: Working as a team . . .

1. Review the scenario presented in the Student Manual.

2. Develop an organization chart depicting how the Operations Section could be organized into teams.

3. List the responsibilities of each team.

4. Be prepared to present in 15 minutes.

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Operations: Too Many Teams!

Additional levels of supervision must be added as the number of teams expands.
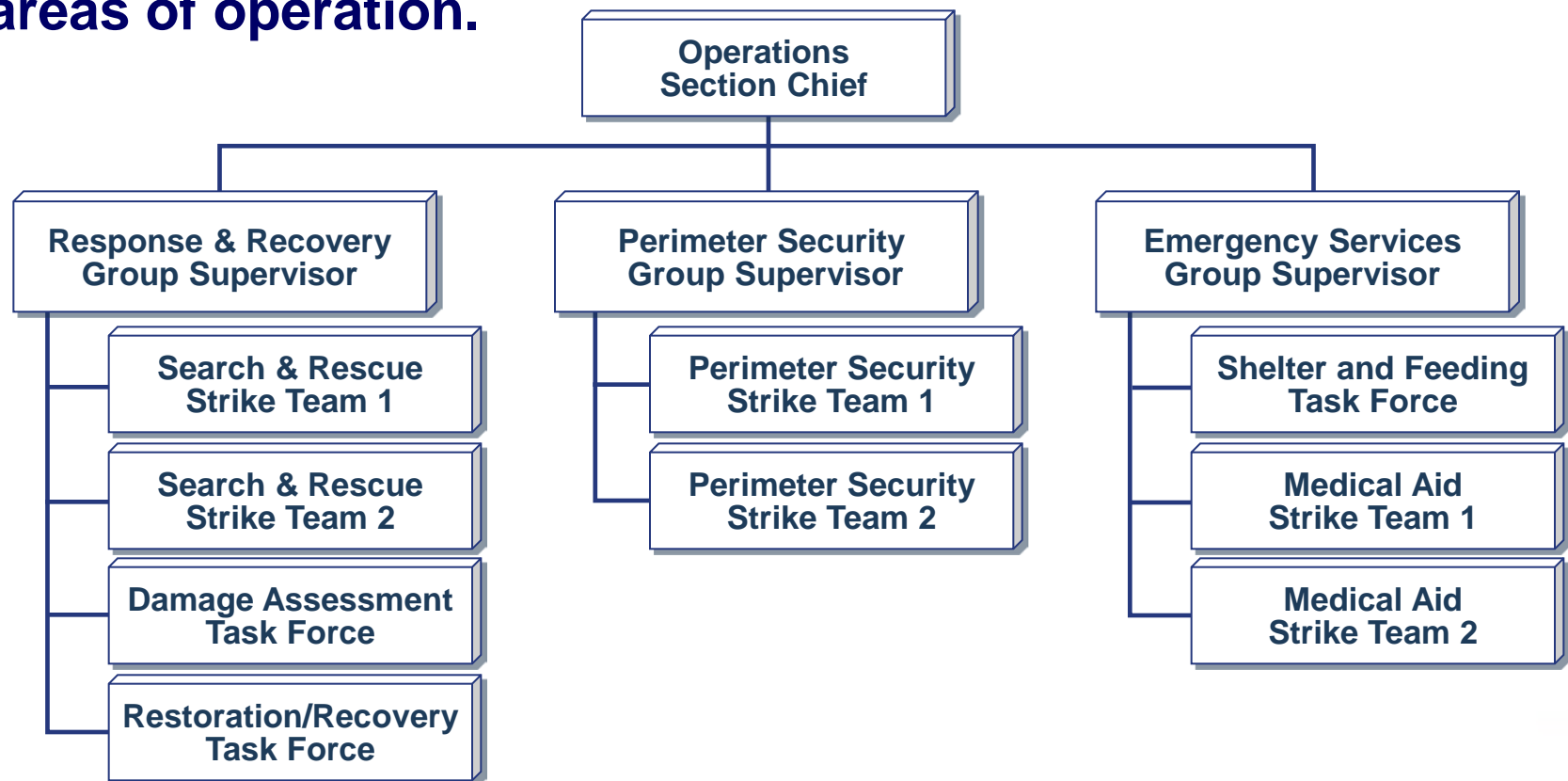
The Solution: Add Functional Groups

Groups, led by a Supervisor, are used to perform functional areas of operation.

Operations Section Chief

- Response & Recovery Group Supervisor
  - Search & Rescue Strike Team 1
  - Search & Rescue Strike Team 2
  - Damage Assessment Task Force
  - Restoration/Recovery Task Force
- Perimeter Security Group Supervisor
  - Perimeter Security Strike Team 1
  - Perimeter Security Strike Team 2
- Emergency Services Group Supervisor
  - Shelter and Feeding Task Force
  - Medical Aid Strike Team 1
  - Medical Aid Strike Team 2
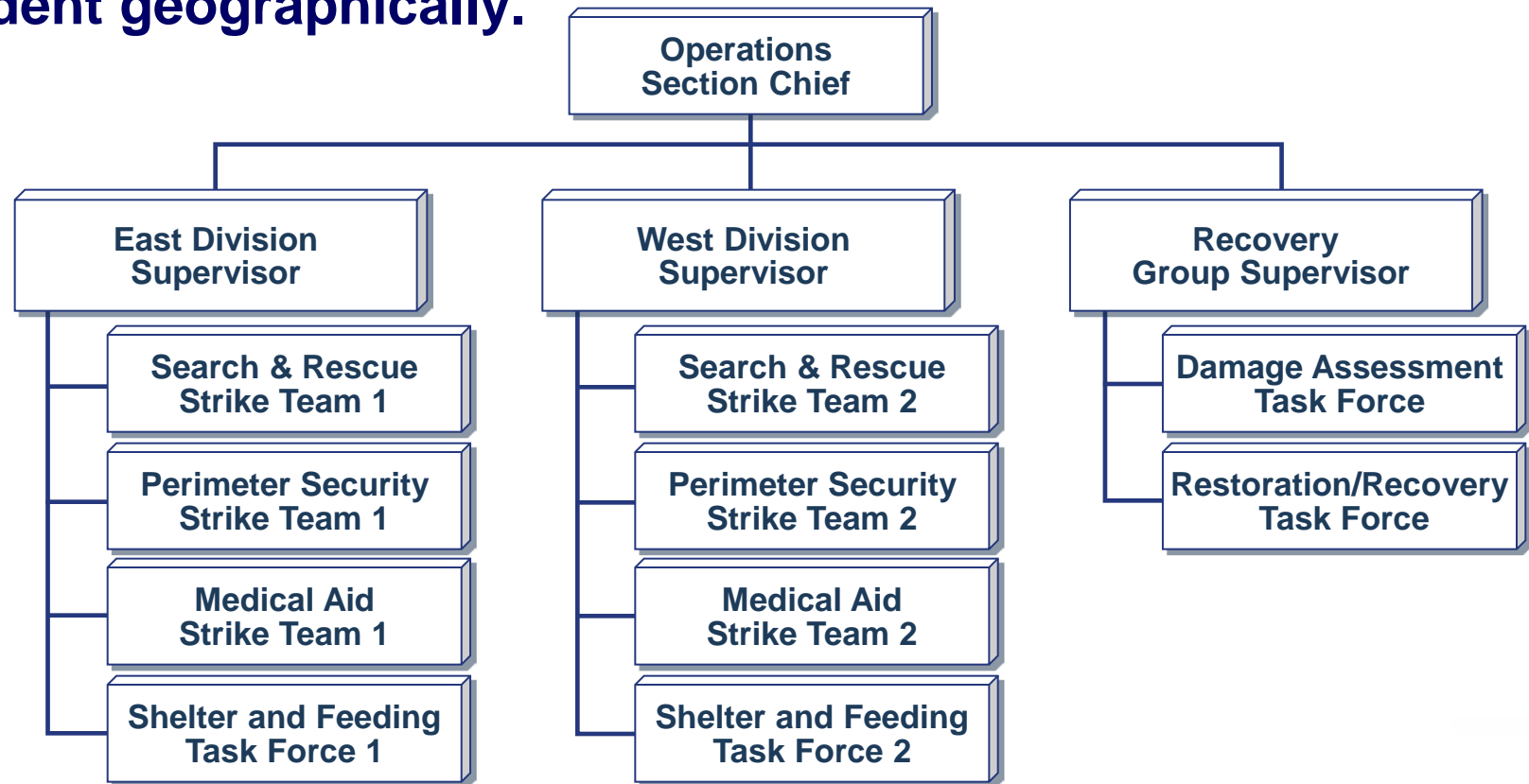
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Geographic Divisions & Groups

Divisions, led by a Supervisor, are used to divide an incident geographically.

Complex Incidents

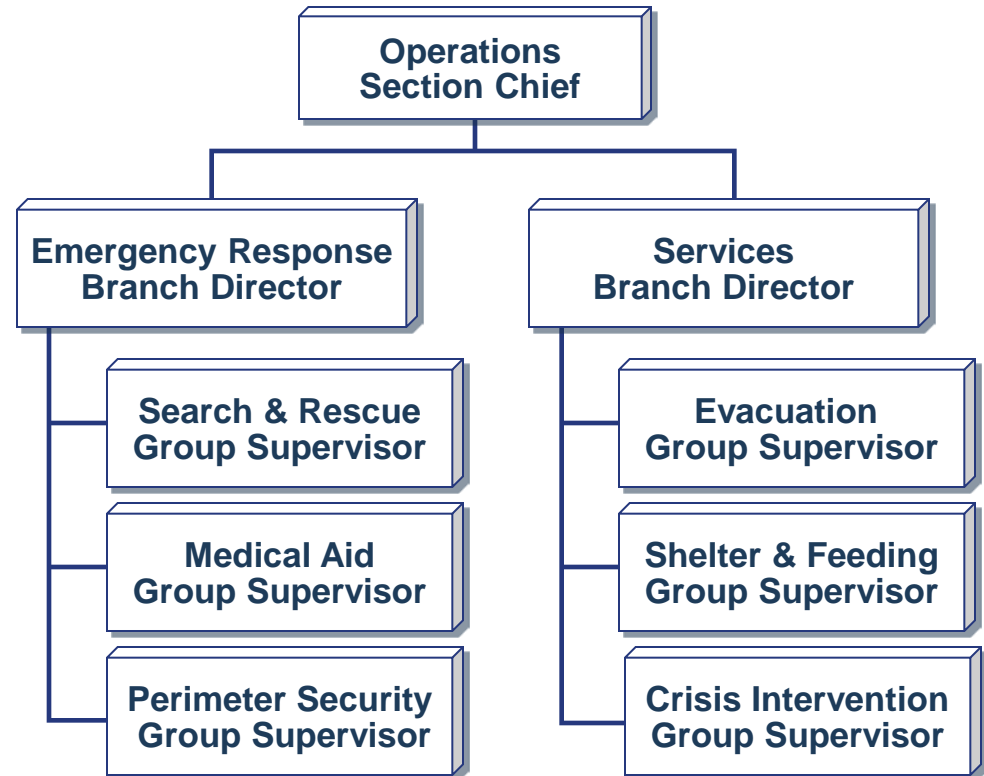**Adding Branches helps to:**

- **Supervise Groups and Divisions.**

- **Further reduce span of control.**

```
                    Operations
                   Section Chief
                         |
        +----------------+----------------+
        |                                 |
Emergency Response                    Services
Branch Director                    Branch Director
        |                                 |
 Search & Rescue                     Evacuation
 Group Supervisor                  Group Supervisor
        |                                 |
  Medical Aid                     Shelter & Feeding
 Group Supervisor                 Group Supervisor
        |                                 |
 Perimeter Security              Crisis Intervention
 Group Supervisor                 Group Supervisor
```
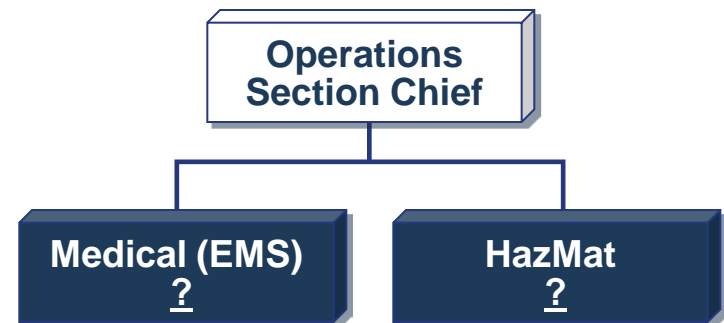
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Activity: Organizing the Ops Section (1 of 3)

Instructions: Working individually . . .

1. Review each scenario and organization chart presented in the Student Manual.

2. Write the correct title missing from each organization chart.

3. Be prepared to share your answers in 5 minutes.

```
           Operations
          Section Chief
               |
       _____|_____
      |                 |
 Medical (EMS)        HazMat
      ?                 ?
```

Activity: Organizing the Ops Section (2 of 3)

<u>Instructions</u>: Working individually . . .

1. Review each scenario and organization chart presented in the Student Manual.

2. Write the correct title missing from each organization chart.

3. Be prepared to share your answers in 5 minutes.

```
           Operations
          Section Chief
         ┌──────┴──────┐
    ┌────────┐    ┌────────┐
    │ North  │    │        │
    │   ?    │    │        │
    └────────┘    └────────┘
```

Activity: Organizing the Ops Section (3 of 3)

<u>Instructions</u>: Working individually . . .

1. Review each scenario and organization chart presented in the Student Manual.

2. Write the correct title missing from each organization chart.

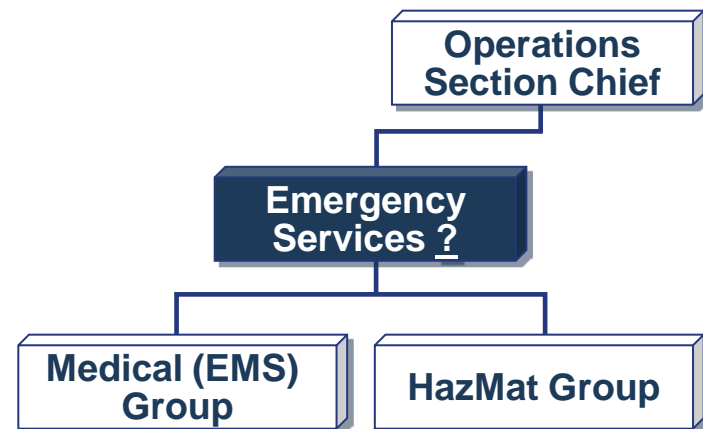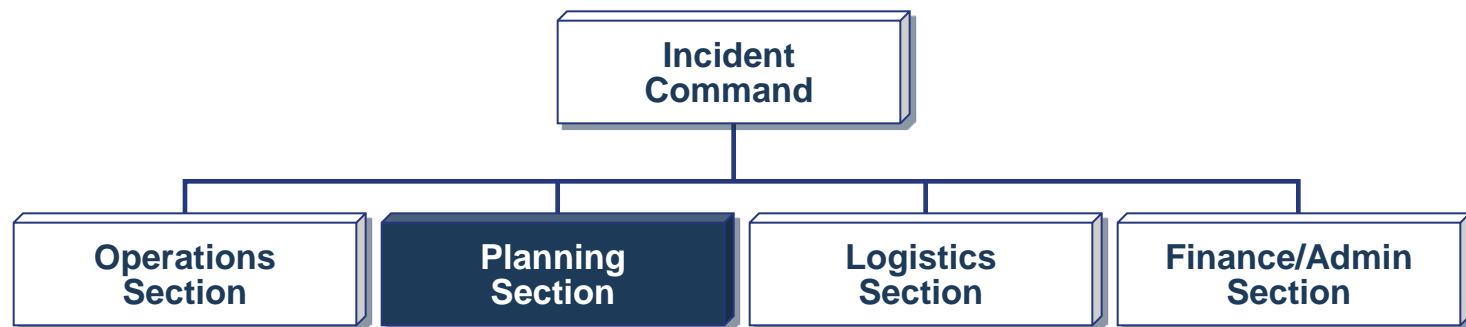3. Be prepared to share your answers in 5 minutes.

```
                    Operations
                  Section Chief
                         |
                  Emergency
                  Services ?
                  /          \
         Medical (EMS)      HazMat Group
            Group
```
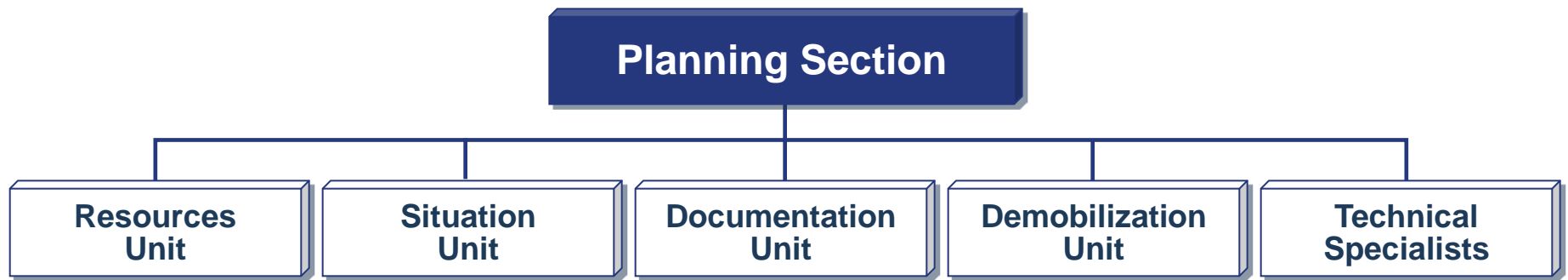
Planning Section: Major Activities

- **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.**

```
                    Incident
                    Command
                        |
    ┌───────────┬───────┴───────┬───────────────┐
Operations    Planning      Logistics      Finance/Admin
Section       Section        Section          Section
```

Planning Section: Units

Planning Section
- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialists

Activity: Planning Section Units

Instructions: Working individually . . .
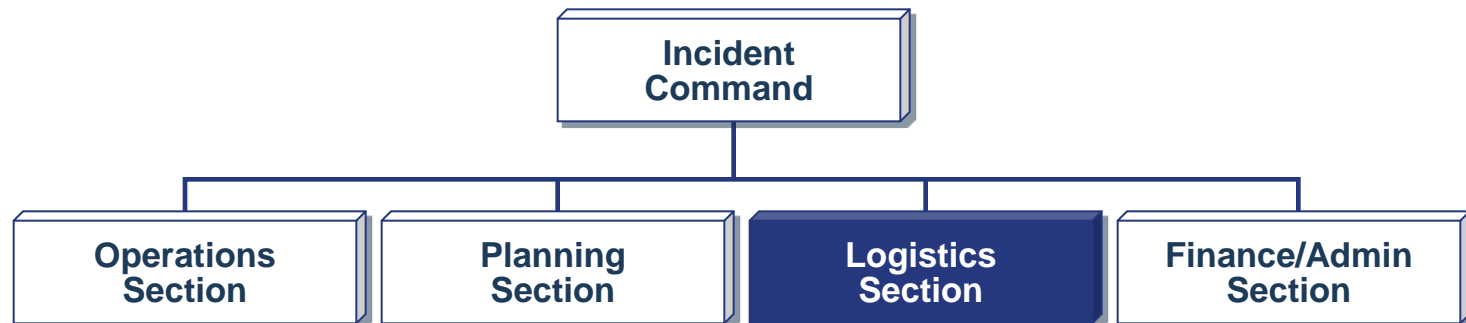
1. Review the Planning Section chart in your Student Manual.

2. Determine which of the Units would:

   - Maintain a record of actions taken during an incident.

   - Provide a map of the incident area.

   - Oversee check-in procedures.

3. Be prepared to share your answers in 5 minutes.

Logistics Section: Major Activities

- **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.**
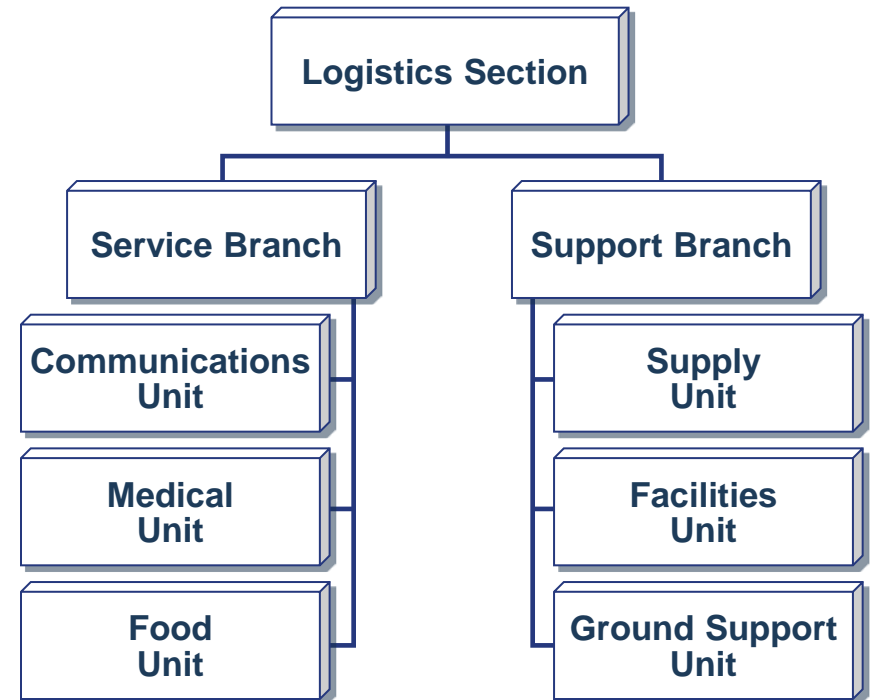
- **Providing medical services for injured personnel.**

```
                    ┌─────────────────┐
                    │    Incident     │
                    │    Command      │
                    └─────────────────┘
                             │
    ┌──────────────┬─────────┴────────┬──────────────┐
┌──────────┐  ┌──────────┐  ┌──────────────┐  ┌──────────────┐
│Operations│  │ Planning │  │  Logistics   │  │ Finance/Admin│
│ Section  │  │ Section  │  │   Section    │  │   Section    │
└──────────┘  └──────────┘  └──────────────┘  └──────────────┘
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Logistics Section: Branches and Units

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

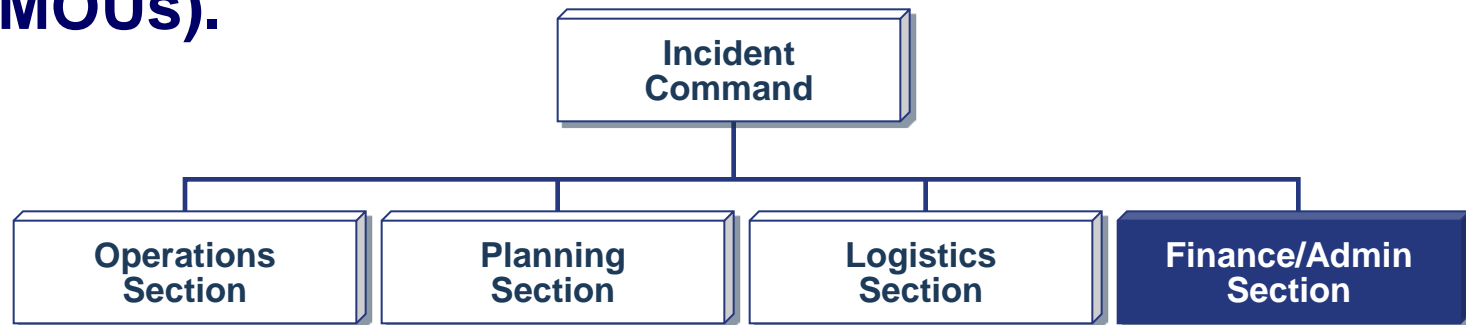- **The titles of the Units are descriptive of their responsibilities.**

Logistics Section
- Service Branch
  - Communications Unit
  - Medical Unit
  - Food Unit
- Support Branch
  - Supply Unit
  - Facilities Unit
  - Ground Support Unit

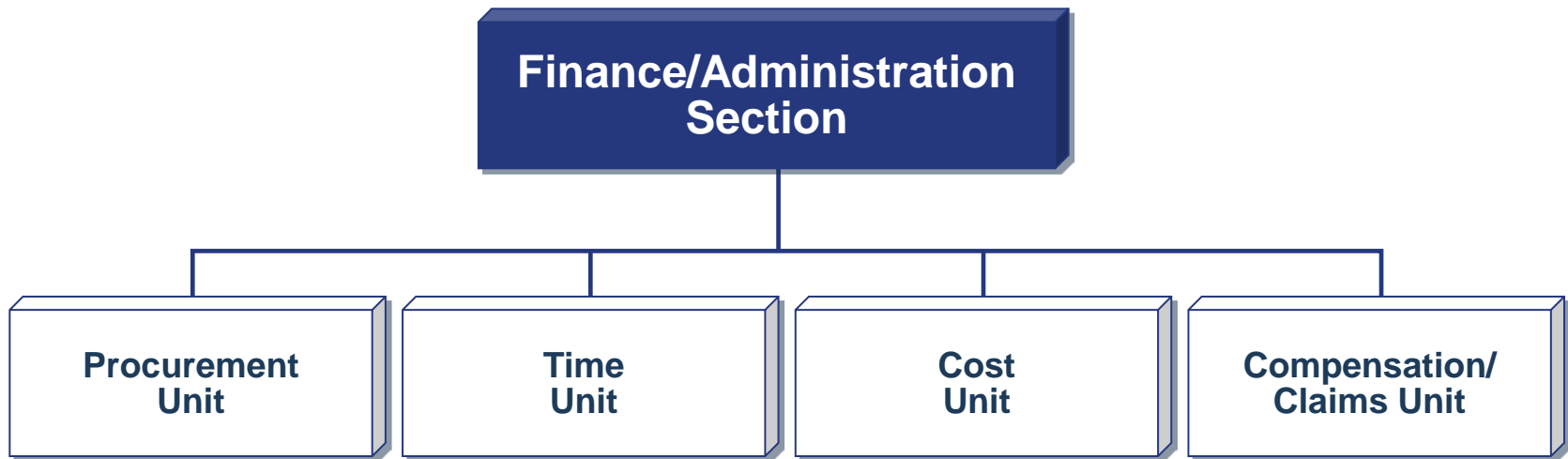# Finance/Administration Section: Major Activities

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 MOUs).**

```
                    Incident
                    Command
                        |
     _____|_____
    |              |              |              |
 Operations     Planning      Logistics    Finance/Admin
 Section        Section       Section       Section
```

Finance/Administration Section: Units

Finance/Administration Section

Procurement Unit

Time Unit

Cost Unit

Compensation/ Claims Unit

Activity: Section Chiefs

Instructions: Working individually . . .

1. Review the table of statements presented in the Student Manual.

2. Identify the correct Section Chief for each statement.

3. Be prepared to share your answers in 5 minutes.

Activity: General Staff Functions

Instructions: Working as a team . . .

1. Review the scenario presented in your Student Manual.

2. Use what you've learned to answer the questions in each part of the activity. Write your answers on chart paper.

3. When you've answered each set of questions, move on to the next page.

4. Select a spokesperson. Be prepared to discuss your answers with the class in 15 minutes.

Summary

Are you able to describe the roles and functions of the:

- **Operations Section?**
- **Planning Section?**
- **Logistics Section?**
- **Finance/Administration Section?**

Unit List

- ✓ **Course Overview**
- ✓ **ICS Overview**
- ✓ **ICS Features & Principles**
- ✓ **Incident Commander & Command Staff Functions**
- ✓ **General Staff Functions**
- → **Unified Command**
- • **Course Summary – Putting It All Together**