



SAN JAC TYPE III INCIDENT MANAGEMENT TEAM POSITION TASKS

Thank you for your interest in the San Jac Type III Incident Management Team. Selection as a member of this team requires that you can perform position-specific tasks and assignments in various conditions. Please review the expected tasks for each team position.

COMMON RESPONSIBILITIES of all San Jac Team members

The following responsibilities apply to all San Jac IMT-2 personnel:

1. Receive assignment, notification, reporting location, reporting time, and travel instructions from your home agency. **MUST BE ABLE TO REPORT TO AN ASSIGNED STAGING AREA WITHIN 2 HOURS OF NOTIFICATION AND MISSION ACCEPTANCE.**
2. Upon arrival at the incident, check in at designated check-in locations. Check-in locations may be found at Incident Command Post, Base or Camps, Staging Areas, Helibases, Division Supervisors (for direct line assignments).
3. Agency representatives from assisting or cooperating agencies report to Liaison Officer at the Command Post after checking in.
4. Receive briefing from immediate supervisor.
5. Acquire work materials.
6. Organize, assign, and brief subordinates.
7. Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit.
8. Ensure continuity using in/out briefings.
9. Respond to demobilization orders.
10. Brief subordinates regarding demobilization.

INCIDENT COMMANDER

On most incidents, a single Incident Commander carries out the Command activity. The Incident Commander is selected through pre-designation, qualifications, or experience.

1. Review common responsibilities.
2. Assess the situation and/or obtain a briefing from the prior Incident Commander.
3. Determine incident objectives and strategies.
4. Establish the immediate priorities.
5. Establish an Incident Command Post.
6. Establish an appropriate organization.
7. Approve and authorize implementation of an Incident Action Plan.
8. Ensure that adequate safety measures are in place.
9. Coordinate activity of all Command and General Staff.
10. Coordinate with key stakeholders and officials through the Liaison Officer.
11. Approve requests for additional resources or for the release of resources.
12. Keep agency or authorizing entity (Responsible Party) informed about incident status.
13. Approve, if appropriate, the use of trainees, volunteers, or auxiliary personnel.
14. Authorize release of information through the Information Officer.
15. Ensure incident funding is available.
16. Coordinate incident investigation responsibilities.
17. Seek appropriate legal counsel.
18. Order the demobilization of incident resources, when appropriate.



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-jurisdictional incidents.

1. Review Common Responsibilities.
2. Determine from the Incident Commander if there are any limits on information release.
3. Develop material for use in news briefings.
4. Obtain Incident Commander approval for news media releases.
5. Inform news media and conduct news briefings.
6. Arrange for tours and other interviews or briefings that may be required.
7. Obtain news media information that may be useful for incident planning.
8. Maintain current information summaries and/or displays on the incident.
9. Provide information on status of incident to assigned personnel.
10. Establish and staff a Joint Information Center (JIC), as necessary.
11. Maintain Unit/Activity Log (ICS 214).

SAFETY OFFICER

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Safety Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required.

1. Review Common Responsibilities.
2. During initial response, document the hazard analysis process addressing hazard identification, personal protective equipment, control zones, and decontamination area.
3. Participate in planning meetings to identify any health and safety concerns inherent in the operations daily workplan.
4. Review the Incident Action Plan for safety implications.
5. Exercise emergency authority to prevent or stop unsafe acts.
6. Investigate accidents that have occurred within incident areas.
7. Ensure preparation and implementation of Site Safety and Health Plan (SSHP) in accordance with the Area Contingency Plan (ACP) and state and Federal OSHA regulations.
8. Assign assistants and manage the incident safety organization.
9. Review and approve the Medical Plan (ICS 206).
10. Maintain Unit/Activity Log (ICS 214).



LIAISON OFFICER

Incidents that are multi-jurisdictional, or involve several agencies, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the point of contact for the assisting and cooperating Agency Representatives and stakeholder groups.

1. Review Common Responsibilities.
2. Provide a point of contact for assisting and cooperating Agency Representatives.
3. Identify Agency Representatives from each agency, including communications link and location.
4. Maintain a list of assisting and cooperating agency and stakeholder group contacts.
5. Assist in establishing and coordinating interagency contacts.
6. Keep agencies supporting incident aware of incident status.
7. Monitor incident operations to identify current or potential interorganizational issues and advise Incident Command, as appropriate.
8. Participate in planning meetings; provide current resource status information, including limitations and capabilities of assisting agency resources.
9. Provide information and support to local government officials and stakeholder groups.
10. Maintain Unit/Activity Log (ICS 214).

AGENCY REPRESENTATIVES

In many incidents involving multiple jurisdictions, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of the Liaison Officer.

1. Review Common Responsibilities.
2. Ensure that all agency resources are properly checked-in at the incident.
3. Obtain briefing from the Liaison Officer or Incident Commander.
4. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
5. Attend briefings and planning meetings, as required.
6. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
7. Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
8. Ensure the well-being of agency personnel assigned to the incident.
9. Advise the Liaison Officer of any special agency needs or requirements.
10. Report to home agency or headquarters on a prearranged schedule.
11. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
12. Ensure that all required agency forms, reports, and documents are complete prior to departure.
13. Meet with the Liaison Officer or Incident Commander for debriefing prior to departure.



OPERATIONS SECTION CHIEF

The Operations Section Chief, a member of the General Staff, is responsible for managing all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety and Health Plan; directs the preparation of unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plans as necessary; and reports such to the Incident Commander.

1. Review Common Responsibilities.
2. Develop operations portion of Incident Action Plan.
3. Brief and assign operations personnel in accordance with Incident Action Plan (IAP).
4. Supervise execution of the Incident Action Plan for Operations.
5. Request resources needed to implement Operation's tactics as part of the IAP development.
6. Ensure safe tactical operations.
7. Make, or approve, expedient changes to the Incident Action Plan during the operational period, as necessary.
8. Approve suggested list of resources to be released from assigned status (not released from the incident).
9. Assemble and disassemble teams/task forces assigned to operations section.
10. Report information about changes in IAP implementation, or special activities and occurrences to Incident Commander as well as to Planning Section Chief and Information Officer.
11. Maintain Unit/Activity Log (ICS 214).

PLANNING SECTION CHIEF

The Planning Section Chief, a member of the General Staff, is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies for the incident.

1. Review Common Responsibilities.
2. Activate Planning Section units.
3. Assign available personnel already on site to ICS organizational positions, as appropriate.
4. Collect and process information about the incident.
5. Supervise Incident Action Plan (IAP) preparation.
6. Provide input to the Incident Command and Operations Sections Chief in preparing the IAP.
7. Participate in planning and other meetings, as required.
8. Establish information requirements and reporting schedules for all ICS organizational elements.
9. Determine need for any specialized resources in support of the incident.
10. Provide Resources Unit with the Planning Section's organizational structure, including names and locations of assigned personnel.
11. Assign Technical Specialists, where needed.
12. Assemble information on alternative strategies.
13. Assemble and disassemble Strike Teams or Task Forces, as necessary.
14. Provide periodic predictions on incident potential.
15. Compile and display incident status summary information.
16. Provide status reports to appropriate requesters.
17. Advise General Staff of any significant changes in incident status.
18. Incorporate the incident Traffic Plan other supporting plans in the Incident Action Plan.
19. Instruct Planning Section Units in distribution and routing of incident information.
20. Prepare resource release recommendations for submission to Incident Command.
21. Maintain Section records.
22. Maintain Unit/Activity Log (ICS 214).



LOGISTICS SECTION CHIEF

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident response. The Logistics Section Chief participates in developing and implementing the Incident Action Plan, and activates and supervises Branches and Units within the Logistics Section.

1. Review Common Responsibilities.
2. Plan organization of Logistics Section.
3. Assign work locations and preliminary work tasks to Section personnel.
4. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
5. Assemble and brief Branch Directors and Unit Leaders.
6. Participate in Incident Action Plan preparation.
7. Identify service and support requirements for planned and expected operations.
8. Provide input to, and review, Communications Plan and Medical Plan.
9. Coordinate and process requests for additional resources.
10. Review Incident Action Plan and estimate Section needs for next operational period.
11. Advise on current service and support capabilities.
12. Prepare service and support elements of the Incident Action Plan.
13. Estimate future service and support requirements.
14. Provide input to Demobilization Plan as required by Planning Section.
15. Recommend release of unit resources in conformance with Demobilization Plan.
16. Ensure general welfare and safety of Logistics Section personnel.
17. Maintain Unit/Activity Log (ICS 214).

FINANCE/ADMINISTRATION SECTION CHIEF

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

1. Review Common Responsibilities.
2. Attend briefing with responsible company/agency to gather information.
3. Attend planning meetings to gather information on overall strategy.
4. Determine resource needs.
5. Develop an operating plan for Finance/Administration function on incident.
6. Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
7. Inform members of the Unified Command and General Staff when Section is fully operational.
8. Meet with assisting and cooperating company/agency representatives, as required.
9. Provide input in all planning sessions on financial and cost analysis matters.
10. Maintain daily contact with company/ agency(s) administrative headquarters on finance matters.
11. Ensure that all personnel time records are transmitted to home company/agency according to policy.
12. Participate in all demobilization planning.
13. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
14. Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident.



UNIT LEADER RESPONSIBILITIES (COMMON RESPONSIBILITIES)

Common responsibilities that must be accomplished by all Unit Leaders (on following pages) include:

1. Participate in incident planning meetings, as required.
2. Determine current status of unit activities.
3. Confirm dispatch and estimated time of arrival of staff and supplies.
4. Assign specific duties to staff; supervise staff.
5. Determine resource needs.
6. Develop and implement accountability, safety, and security measures for personnel and resources.
7. Supervise demobilization of unit, including storage of supplies.
8. Provide Supply Unit Leader with a list of supplies to be replenished.
9. Maintain unit records, including Unit/Activity Log (ICS 214).

RESOURCES UNIT LEADER – reports to Planning Section Chief

The Resources Unit Leader (RUL) is responsible for maintaining the status of all resources (primary and support) at an incident. The RUL achieves this by developing and maintaining a master list of all resources, including check-in, status, current location, etc. This unit is also responsible for preparing parts of the Incident Action Plan (ICS 203, 204 & 207) and compiling the entire plan in conjunction with other members of the ICS, (e.g., Situation Unit, Operations, Logistics) and determining the availability of resources.

1. Review Common Responsibilities and Unit Leader Responsibilities.
2. Obtain briefing and special instructions from the Planning Section Chief.
3. Participate in Planning Meetings, as required.
4. Establish check-in function at incident locations.
5. Using the Incident Briefing (ICS 201), prepare and maintain the Incident Situation Display (organization chart and resource allocation and deployment sections).
6. Establish contacts with incident facilities to track resource status.
7. Gather, post, and maintain incident resource status.
8. Maintain master roster of all resources checked in at the incident.
9. Prepare Organization Assignment List (ICS 203) and Organization Chart (ICS 207).
10. Prepare appropriate parts of Assignment Lists (ICS 204).
11. Provide status reports to appropriate requesters.

SITUATION UNIT LEADER – reports to Planning Section Chief

The Situation Unit Leader is responsible for collecting and evaluating information about the current, and possible future, response operations. This responsibility also includes compiling and providing information to the GIS Specialist(s) for mapping the current and possible future situation, and preparing reports for the Planning Section Chief.

1. Review Common Responsibilities and Unit Leader Responsibilities.
2. Obtain briefing and special instructions from the Planning Section Chief.
3. Participate in planning meetings, as required.
4. Prepare and maintain Incident Situation Display.
5. Collect and maintain current incident data.
6. Prepare periodic predictions, as requested by the Planning Section Chief.
7. Prepare, post, and disseminate resource / situation status information, as required in the Incident Information Center.
8. Prepare the Incident Status Summary (ICS 209).



COMMUNICATIONS UNIT LEADER – reports to Logistics Section Chief

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing communications equipment; supervising the Incident Communications Center; distributing communications equipment to incident personnel; and communications equipment maintenance and repair.

1. Review Common Responsibilities and Unit Leader Responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine unit personnel needs.
4. Advise on communications capabilities/limitations.
5. Prepare and implement the incident Radio Communications Plan (ICS 205).
6. Ensure the Incident Communications Center and Message Center are established.
7. Set up telephone and public address systems.
8. Establish appropriate communications distribution/maintenance locations.
9. Ensure communications systems are installed and tested.
10. Ensure an equipment accountability system is established.
11. Ensure personal portable radio equipment from cache is distributed per radio plan.
12. Provide technical information, as required on:
 - a. Adequacy of communications systems currently in operation.
 - b. Geographic limitation on communications systems.
 - c. Equipment capabilities.
 - d. Amount and types of equipment available.
 - e. Anticipated problems in the use of communications equipment.
13. Supervise Communications Unit activities.
14. Maintain records on all communications equipment, as appropriate.
15. Ensure equipment is tested and repaired.
16. Recover equipment from relieved or released units.
17. Maintain Unit/Activity Log (ICS 214).

MEDICAL UNIT LEADER – reports to Logistics Section Chief

The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for developing the Medical Emergency Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparing reports and records. The Medical Unit may assist Operations in supplying medical care and assistance to civilian casualties at the incident, but it is not intended to provide medical services to the public.

1. Review Common Responsibilities and Unit Leader Responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Participate in Logistics Section/Service Branch planning activities.
4. Determine level of emergency medical activities performed prior to activation of Medical Unit.
5. Activate Medical Unit.
6. Prepare the Medical Plan (ICS 206).
7. Prepare procedures for major medical emergency.
8. Declare major medical emergency, as appropriate.
9. Respond to requests for medical aid.
10. Respond to requests for medical transportation.
11. Respond to requests for medical supplies.
12. Prepare medical reports and submit, as directed.
13. Maintain Unit/Activity Log (ICS 214).



FOOD UNIT LEADER – reports to Logistics Section Chief

The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for determining feeding requirements at all incident facilities, including: menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general maintenance of the food service areas.

1. Review Common Responsibilities and Unit Leader Responsibilities.
2. Obtain briefing from Service Branch Director or Logistics Section Chief.
3. Determine location of working assignment, and number and location of personnel to be fed.
4. Determine method of feeding to best fit each situation.
5. Obtain necessary equipment and supplies to operate food service facilities.
6. Set up Food Unit equipment.
7. Prepare menus to ensure incident personnel receive well-balanced meals.
8. Ensure that sufficient potable water is available to meet all incident needs.
9. Ensure that all appropriate health and safety measures are taken.
10. Supervise cooks and other Food Unit personnel.
11. Keep inventory of food on hand and receive food orders.
12. Provide Supply Unit Leader food supply orders.
13. Maintain Unit/Activity Log (ICS 214).

SUPPLY UNIT LEADER – reports to Logistics Section Chief

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

1. Review Common Responsibilities and Unit Leader Responsibilities.
2. Obtain a briefing from the Support Branch Director or Logistics Section Chief.
3. Participate in Logistics Section/Support Branch planning activities.
4. Provide Kits to Planning, Logistics and Finance Sections.
5. Determine the type and amount of supplies enroute.
6. Arrange for receiving ordered supplies.
7. Review Incident Action Plan for information on operations of the Supply Unit.
8. Develop and implement safety and security requirements.
9. Order, receive, distribute, and store supplies and equipment and coordinate contracts and resource orders with the Finance Section.
10. Receive, and respond to, requests for personnel, supplies, and equipment.
11. Maintain inventory of supplies and equipment.
12. Coordinate service of reusable equipment.
13. Submit reports to the Support Branch Director.
14. Maintain Unit/Activity Log (ICS 214).