Unit 4: Incident Commander and Command Staff Functions
Unit Objectives

- Identify the five major ICS management functions.
- Identify the position titles associated with the Command Staff.
- Describe the role and function of the Incident Commander.
- Describe the role and function of the Command Staff.
# Management Function Descriptions

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
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<tr>
<td>Incident Command</td>
<td>• Establishes incident objectives, strategies, and priorities.</td>
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<td>• Assume overall responsibility for the incident.</td>
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<td>Operations</td>
<td>• Determines tactics and resources for achieving objectives.</td>
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<td>• Directs the tactical response.</td>
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<td>Planning</td>
<td>• Collects and analyzes information.</td>
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<td>• Tracks resources.</td>
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<td>• Maintains documentation.</td>
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<tr>
<td>Logistics</td>
<td>• Provides resources and needed services.</td>
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<tr>
<td>Finance/Administration</td>
<td>• Accounts for expenditures, claims, and compensation.</td>
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<td></td>
<td>• Procures needed resources.</td>
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</tbody>
</table>

**Visual 4.3**

Incident Commander and Command Staff Functions
Incident Commander

The Incident Commander is responsible for all ICS management functions until delegated.
Why is it critical to establish command from the beginning of an incident?
Delegating Incident Management Functions

Remember: The Incident Commander only creates those Sections that are needed. If a Section is not staffed, the Incident Commander will personally manage those functions.
Incident Commander Responsibilities

The Incident Commander is responsible for:

- Ensuring incident safety.
- Providing information to internal and external stakeholders.
- Establishing and maintaining liaison with other agencies participating in the incident.
Discussion Question

Who has overall responsibility at an incident scene?
Deputy Incident Commander

A Deputy Incident Commander may be designated to:

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity.
- Represent an assisting agency that shares jurisdiction.
Discussion Question

What needs to occur before the Deputy Incident Commander assumes control?
Expanding the Organization

Command Staff: Provide information, safety, and liaison services for the entire organization.

General Staff: Delegated functional responsibilities.

- Incident Commander
- Command Staff:
  - Planning Section
  - Logistics Section
  - Finance/Admin Section
- Public Information Officer
- Safety Officer
- Liaison Officer
- Operations Section
- Planning Section
- Logistics Section
- Finance/Admin Section
Command Staff Overview

Click on the image to start the video.
Public Information Officer (PIO)

The Public Information Officer:
- Advises the Incident Commander on information dissemination and media relations.
- Obtains information from and provides information to the Planning Section, the community, and the media.

The Incident Commander approves information that the PIO releases.
The Safety Officer:

- Advises the Incident Commander on issues regarding incident safety.
- Works with Operations to ensure safety of field personnel.
- Ensures safety of all incident personnel.
The Liaison Officer:

- Assists the Incident Commander by serving as point of contact for representatives from other response organizations.
- Provides briefings to and answers questions from supporting organizations.
Discussion Question

Who within your organization is qualified to serve as Command Staff?
Activity: Command Staff Roles

Instructions: Working as a team . . .

1. Review the case study presented in your Student Manual.

2. Identify which Command Staff positions would be assigned.

3. Next, determine what specific activities the Incident Commander would delegate to each Command Staff member.

4. Select a spokesperson. Be prepared to present in 10 minutes.
Summary

Are you now able to:

- Identify the five major ICS management functions?
- Identify the position titles associated with the Command Staff?
- Describe the role and function of the Incident Commander?
- Describe the role and function of the Command Staff?