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.
## ICS Supervisory Position Titles

<table>
<thead>
<tr>
<th>Organizational Level</th>
<th>Supervisor Title</th>
<th>Support Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
</tr>
<tr>
<td>General Staff (Section)</td>
<td>Chief</td>
<td>Deputy</td>
</tr>
<tr>
<td>Branch</td>
<td>Director</td>
<td>Deputy</td>
</tr>
<tr>
<td>Division/Group</td>
<td>Supervisor</td>
<td>N/A</td>
</tr>
<tr>
<td>Unit</td>
<td>Leader</td>
<td>Manager</td>
</tr>
<tr>
<td>Strike Team/Task Force</td>
<td>Leader</td>
<td>Single Resource Boss</td>
</tr>
</tbody>
</table>
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.
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.
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 Hygienist
- Facility Engineer
- IT 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 combination of mixed resources with common communications supervised by a Leader.

- **Strike Teams**, which include all similar resources 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.
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.

- **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
Geographic Divisions & Groups

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

Operations
Section Chief

East Division
Supervisor

- Search & Rescue
  Strike Team 1

- Perimeter Security
  Strike Team 1

- Medical Aid
  Strike Team 1

- Shelter and Feeding
  Task Force 1

West Division
Supervisor

- Search & Rescue
  Strike Team 2

- Perimeter Security
  Strike Team 2

- Medical Aid
  Strike Team 2

- Shelter and Feeding
  Task Force 2

Recovery
Group Supervisor

- Damage Assessment
  Task Force

- Restoration/Recovery
  Task Force
Complex Incidents

Adding Branches helps to:

- Supervise Groups and Divisions.
- Further reduce span of control.
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.
Activity: Organizing the Ops Section (2 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.
Activity: Organizing the Ops Section (3 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.
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.
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.
The Logistics Section can be further staffed by two Branches and six Units.

The titles of the Units are descriptive of their responsibilities.
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).
Finance/Administration Section: Units

- 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?