

Appendix B: Command and General Staff Roles

U.S. Fire Administration (USFA)

Type 3 All-Hazards Incident Management Team
(AHIMT) Introduction

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Command and General Staff Roles

Incident Command (IC) is responsible for the overall management of the incident.

- Has clear authority and knowledge of agency policy.
- Ensures incident safety.
- Establishes an Incident Command Post.
- Obtains a briefing from prior IC and assesses the situation.
- Establishes immediate priorities.
- Determines incident objectives and strategies to be followed.
- Establishes the level of organization needed AND monitors the operations and effectiveness of that organization.
- Approves and implements the IAP.
- Coordinates activity of the Command and General Staff.
- Approves requests for additional resources or for the release of resources.
- Approves the use of trainees, volunteers, and auxiliary personnel.
- Authorizes release of information to the news media.
- Orders demobilization of the incident when appropriate.
- Ensures incident after-action reports are complete.
- Displays command presence.

Public Information Office (PIO) develops and releases information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

- Provides effective instructions to the public and reduces the workload for other staff.
- Identifies trends in media and the outside perception of the incident.
- Determines from the IC any limits on information release.
- Develops information for use in media briefings.
- Obtains IC approval of media news releases.
- Conducts periodic media briefings.
- Arranges for tours and other interviews or briefings that may be required.
- Monitors and forwards media information that may be useful to incident planning.
- Maintains current information summaries and/or displays on the incident.
- Makes information about the incident available to incident personnel.
- Participates in the Planning Meeting.

Liaison Officer (LOFR) is the contact for the personnel assigned to the incident by assisting or cooperating agencies.

- Maintains coordination and communication between the AHIMT, other agencies, and stakeholders.
- Acts as a point of contact for agency representatives and other entities.
- Maintains a list of assisting and cooperating agencies and agency representatives.
- Assists in the setup and coordination of interagency contacts.
- Monitors incident operations to identify current or potential interorganizational problems.
- Participates in Planning Meetings, provides current resource status, including limitations and capability of agency resources.
- Provides agency specific demobilization information and requirements.

Safety Officer (SOF) develops and recommends measures to assure personnel safety and to assess and/or anticipate hazardous and unsafe situations.

- Acts as subject matter expert and eyes and ears in the field.
- Discussions of strategy and tactics includes the SOF.
- Monitors for hazardous situations.
- Develops safety procedures and safety plan.
- Has authority to stop unsafe acts outside the scope of the IAP.
- Participates in Planning Meetings.
- Reviews the IAP for safety implications.
- Assigns assistants qualified to evaluate special hazards.
- Reviews and approves the Medical Plan.
- Ensures safety messages and briefings are made.

Operations Section Chief (OSC) manages tactical operations.

- Relieves IC of personal supervision of the tactical resources.
- Helps in the development of strategy.
- Provides a “reality check”.
- Implements the Operations portion of the IAP.
- Supervises the execution of the Operations portion of the IAP.
- Makes or approves expedient changes to the Operations portion of the IAP.
- Maintains close communication with the IC.
- Monitors to ensure resources are following restrictions on tactical activities.
- May have direct access to critical resources.
- Manages tactical operations.
- Ensures interaction with other agencies takes place.

- Maintains close contact with subordinate positions.
- Assures safe tactical operations.
- Requests additional resources to support tactical operations.
- Approve releases of resources from active assignments (not release from the incident).

Planning Section Chief (PSC) collects, evaluates, processes, and disseminates information for use at the incident.

- Manages the gathering, analysis, and packaging of incident information.
- Collects and manages all incident-relevant operational data.
- Provides input to the IC and OSC for use in the preparation of the IAP.
- Supervises preparation of the IAP.
- Conducts and facilitates Planning Meetings.
- Incorporates traffic, medical, communications plans, and other supporting material into the IAP.
- Reassigns personnel already onsite to ICS organizational positions as appropriate.
- Establishes information requirements and procedures for Planning Section units (e.g., Resources, Situation Units).
- Determines need for specialized resources to support the incident.
- Assembles and disassembles Task Forces and Strike Teams not assigned to Operations.
- Establishes specialized data collection systems as necessary (e.g., weather).
- Assembles information on alternative strategies and contingency plans.
- Provides periodic predictions on incident potential.
- Reports any significant changes in incident status.
- Compiles and displays incident status information.
- Oversees preparation of the Demobilization Plan.

Logistics Section Chief (LSC) provides all incident support needs, with the exception of aviation support.

- Looks ahead and helps the AHIMT establish and order logistical support needs before they are actually needed.
- Constantly discusses the availability and response times of resources with the OSC.
- Manages all incident logistics.
- Provides logistics input to the IAP.
- Develops the communications, medical, and traffic plans as required.
- Briefs Logistics branch directors and unit leaders as needed.
- Identifies anticipated and known incident service and support requirements.
- Requests additional resources as needed.
- Oversees demobilization of the Logistics Section.

Finance Section Chief (FSC) is responsible for the management of all financial aspects of an incident.

- Manages financial risk, cost tracking, compensation and claims, and cost-benefit analysis.
- Handles other administrative issues.
- Manages all financial aspects of an incident.
- Provides financial and cost-analysis information as requested.
- Ensures compensation and claims functions relative to the incident are being addressed.
- Gathers pertinent information from briefings with responsible agencies.
- Develops an operating plan for the Finance/Admin Section; fills section supply and support needs.
- Meets with assisting and cooperating agency representatives as needed.
- Maintains daily contact with agency(s) administrative headquarters on finance matters.
- Ensures that all personnel time records are accurately completed and transmitted to home agencies, per policy.
- Provides financial input for demobilization planning.
- Ensures that all obligation documents initiated at the incident are properly prepared and completed.
- Briefs agency administrative personnel on all incident-related financial issues that need attention or follow-up.