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OPERATIONS SECTION

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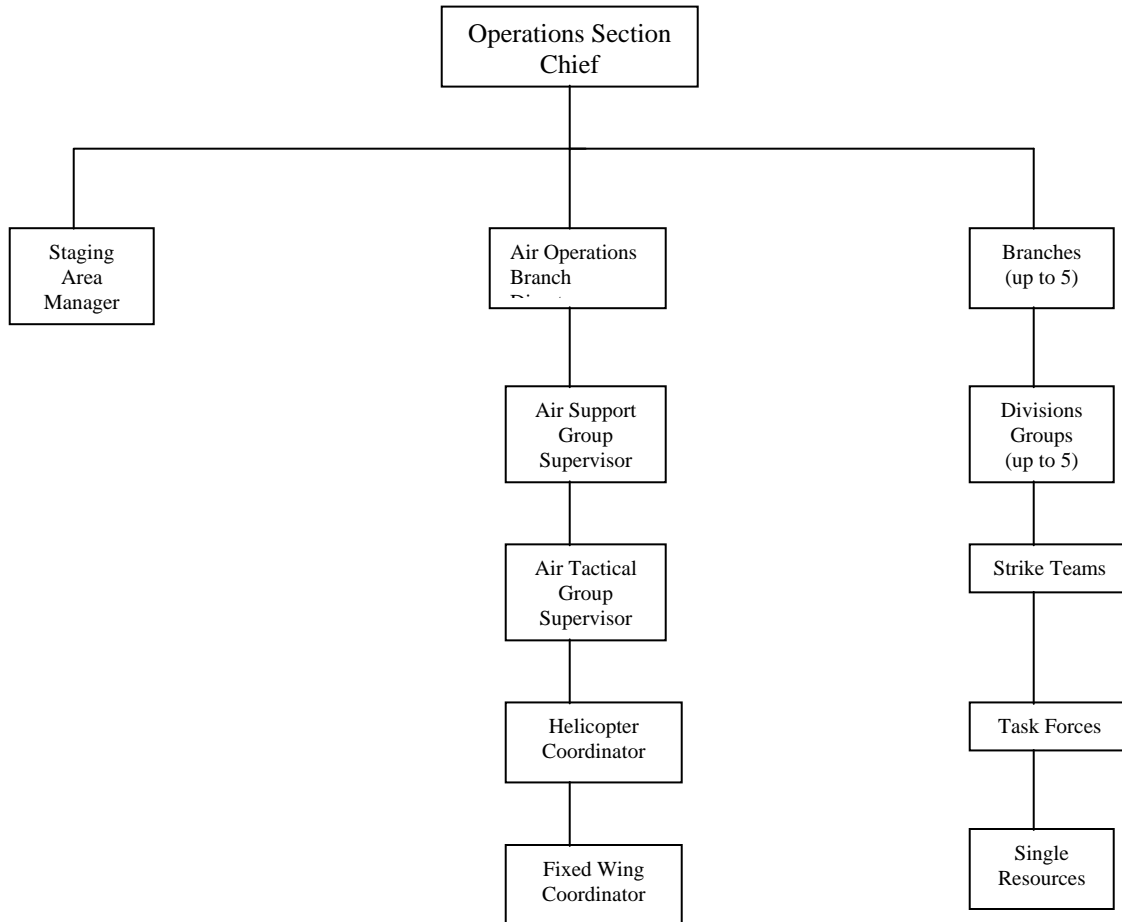
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ORGANIZATIONAL CHART



POSITION CHECKLISTS

OPERATIONS SECTION CHIEF: The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, make expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander.

- a. Review Common Responsibilities (page 1-2).
- b. Develop operations portion of Incident Action Plan.
- c. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- d. Supervise Operations Section.
- e. Determine need and request additional resources.

- f. Recommendation for release of resources.
- g. Assemble and disassemble strike teams assigned to Operations Section.
- h. Report information about special activities, events, and occurrences to Incident Commander.
- i. Maintain Unit/activity Log (ICS Form 214). Review suggested list of resources to be released and initiate

BRANCH DIRECTOR: The Branch Directors when activated, are under the direction of the Operations Section Chief, and are responsible for the implementation of the portion of the Incident Action Plan appropriate to the Branches.

- a. Review Common Responsibilities (page 1-2).
- b. Develop with subordinates alternatives for Branch control operations.
- c. Attend planning meetings at the request of the Operations Section Chief.
- d. Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within Branch. Modify lists based on effectiveness of current operations.
- e. Assign specific work tasks to Division/Group Supervisors.
- f. Supervise Branch operations.
- g. Resolve logistic problems reported by subordinates.
- h. Report to Operations Section Chief when: Incident Action Plan is to be modified; additional resources are needed; surplus resources are available; hazardous situations or significant events occur.
- i. Approve accident and medical reports (home agency forms) originating within the Branch.
- j. Maintain Unit/Activity Log (ICS Form 214).

DIVISION/GROUP SUPERVISOR: The Division/Group Supervisor reports to the Operations Section Chief (or Branch Director when activated). The Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the Division/Group, and reporting on the progress of control operations and status of resources within the Division/Group.

- a. Review Common Responsibilities (page 1-2).
- b. Implement Incident Action Plan for Division/Group.

- c. Provide Incident Action Plan to Strike Team Leaders, when available.
- d. Identify increments assigned to the Division/Group.
- e. Review Division/Group assignments and incident activities with subordinates and assign tasks.
- f. Ensure that Incident Communications and/or Resources Unit is advised of all changes in status of resources assigned to the Division/Group.
- g. Coordinate activities with adjacent Divisions/Groups.
- h. Determine need for assistance on assigned tasks.
- i. Submit situation and resources status information to Branch Director or Operations Section Chief.
- j. Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness) to immediate supervisor.
- k. Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- l. Resolve logistics problems within the Division/Group.
- m. Participate in the development of Branch plans for next operational period.
- n. Maintain Unit/Activity Log (ICS Form 214).

STRIKE TEAM/TASK FORCE LEADER: The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The Leader reports work progress, resources status, and other important information to a Division/Group Supervisor, and maintains work records on assigned personnel.

- a. Review Common Responsibilities (page 1-2).
- b. Review assignments with subordinates and assign tasks.
- c. Monitor work progress and make changes when necessary.
- d. Coordinate activities with adjacent strike teams, task forces and single resources.
- e. Travel to and from active assignment area with assigned resources.
- f. Retain control of assigned resources while in available or out-of-service status.

- g. Submit situation and resource status information to Division/Group Supervisor.
- h. Maintain Unit/Activity Log (ICS Form 214).

SINGLE RESOURCE: The person in charge of a single tactical resource will carry the unit designation of the resource.

- a. Review Common Responsibilities (page 1-2).
- b. Review assignments.
- c. Obtain necessary equipment/supplies.
- d. Review weather/environmental conditions for assignment area.
- e. Brief subordinates on safety measures.
- f. Monitor work progress.
- g. Ensure adequate communications with supervisor and subordinates.
- h. Keep supervisor informed of progress and any changes.
- i. Inform supervisor of problems with assigned resources.
- j. Brief relief personnel, and advise them of any change in conditions.
- k. Return equipment and supplies to appropriate unit.
- l. Complete and turn in all time and use records on personnel and equipment.

STAGING AREA MANAGER: The Staging Area Manager is responsible for managing all activities within a Staging Area.

- a. Review Common Responsibilities (page 1-2).
- b. Proceed to Staging Area.
- c. Establish Staging Area layout.
- d. Determine any support needs for equipment, feeding, sanitation and security.
- e. Establish check-in function as appropriate.
- f. Post areas for identification and traffic control.
- g. Request maintenance service for equipment at Staging Area as appropriate.
- h. Respond to request for resource assignments. (Note: This may be direct from Operations Section or via the Incident Communications Center).
- i. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- j. Determine required resource levels from the Operations Section chief.

- k. Advise the Operations Section Chief when reserve levels reach minimums.
- l. Maintain and provide status to Resource Unit of all resources in Staging Area.
- m. Maintain Staging Area in orderly condition.
- n. Demobilize Staging Area in accordance with Incident Demobilization Plan.
- o. Maintain Unit/Activity Log (ICS Form 214).

AIR OPERATIONS BRANCH MANAGER: The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects—those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, suggested modifications to specific tactical actions in the Incident Action Plan) are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

- a. Review Common Responsibilities (page 1-2).
- b. Organize preliminary air operations.
- c. Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).
- d. Participate in preparation of the Incident Action Plan through Operation Section Chief. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- h. Supervise all Air Operations activities associated with the incident.
- i. Evaluate helibase locations.
- j. Establish procedures for emergency reassignment of aircraft.
- k. Schedule approved flights of non-incident aircraft in the restricted

air space area.

- l. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- m. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- n. Consider requests for non-tactical use of incident aircraft.
- o. Resolve conflicts concerning non-incident aircraft.
- p. Coordinate with Federal Aviation Administration (FAA).
- q. Update air operations plans.
- r. Report to the Operations Section Chief on air operations activities.
- s. Report special incidents/accidents.
- t. Arrange for an accident investigation team when warranted.
- u. Maintain Unit/Activity Log (ICS Form 214).

OPERATIONS SECTION PLANNING CYCLE GUIDE

