# Town of Hartford
# Incident Command System
# Field Operations
# Guide

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# Glossary

**Action Plan**
See Incident Action Plan.

**Agency**
An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, and Multi-agency.)

**Agency Administrator or Executive**
Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

**Agency Dispatch**
The agency or jurisdictional facility from which resources are allocated to incidents.

**Agency Representative**
An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

**Air Operations Branch Director**
The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

**Allocated Resources**
Resources dispatched to an incident.

**All-Risk**
Any incident or event, natural or human-caused that warrants action to protect life, property, environment, public health and safety and minimize disruption of governmental, social and economic activities.

**Area Command**
An organization established to: oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

**Assigned Resources**
Resources checked in and assigned work tasks on an incident.

**Assignments**
Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

**Assistant**
Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

**Assisting Agency**
An agency directly contributing tactical or service resources to another agency.

**Available Resources**
Incident-based resources which are ready for deployment.

**Base**
The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

**Branch**
The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

**Cache**
A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Camp**
A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

**Chain of Command**
A series of management positions in order of authority.

**Check-In**

The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

**Chief** The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

**Clear Text** The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing clear text.

**Command** The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post** See Incident Command Post.

**Command Staff** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Communications Unit**
An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Compacts**
Formal working agreements among agencies to obtain mutual aid.

**Compensation/Claims Unit**
Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

**Complex**
Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to Unified Command.

**Cooperating Agency**
An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

**Coordination**
The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch

functions within the limits established by specific agency delegations, procedures, legal authority, etc.

**Coordination Center**
Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Cost Sharing Agreements**
Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident.

**Cost Unit**
Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**County Emergency Board (CEB)**
Every county or comparable subdivision of the United States, Puerto Rico, and the Virgin Islands is covered administratively by an organized USDA CEB. Note: CEB's parallel the Farm Service Agency (FSA) administrative combinations for County FSA Offices. CEB's are composed of representatives of USDA Agencies operating within their respective jurisdiction. The boards constitute the organization responsible for carrying out USDA's national security emergency functions.

**Crew:** See Single Resource.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Demobilization Unit:** Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

**Deputy**
A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Director**
The ICS title for individuals responsible for supervision of a Branch.

**Dispatch**
The implementation of a command decision to move a resource or resources from one place to another.

**Dispatch Center**
A facility from which resources are ordered, mobilized, and assigned to an incident.

**Division**
Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

**Documentation Unit**
Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

**Emergency Management Coordinator/Director**
The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

**Emergency Medical Technician (EMT):** A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**Emergency Operations Center (EOC)**
A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plan**
The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Event**
A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Facilities Unit**
Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

**Field Operations Guide (FOG)** A pocket-size manual of instructions on the application of the Incident Command System.

**Finance/Administration Section**
The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

**Food Unit**
Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

**Function**
In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

**General Staff**
The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. The General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Generic ICS**
Refers to the description of ICS that is generally applicable to any kind of incident or event.

**Ground Support Unit**
Functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

**Group**
Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

**Helibase**
The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

**Helispot**
Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

**Incident**
An occurrence, either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan (IAP)**

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Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

**Incident Base**
Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

**Incident Commander (IC)**
The individual responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP)**
The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

**Incident Command System (ICS)**
A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**Incident Communications Center**
The location of the Communications Unit and the Message Center.

**Incident Management Team**
The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives**
Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Incident Support Organization**
Includes any off-incident support provided to an incident. Examples would be Agency Dispatch centers, Airports, Mobilization Centers, etc.

**Initial Action**
The actions taken by resources which are the first to arrive at an incident.

**Initial Response**
Resources initially committed to an incident.

**Jurisdiction**
The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., city, county, State, or Federal boundary lines) or functional (e.g., police department, health department, etc.). (See Multijurisdiction.)

**Jurisdictional Agency**
The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Landing Zone:** See Helispot.

**Leader**
The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

**Liaison Officer**
A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Life-Safety**
Refers to the joint consideration of both the life and physical well-being of individuals.

**Logistics Section**
The Section responsible for providing facilities, services, and materials for the incident.

**Management by Objectives**
In ICS, this is a top-down management activity which involves a three-step process to achieve the incident goal. The steps are: establishing the incident objectives, selection of appropriate strategy(s) to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes: selection of tactics, selection of resources, resource assignments, and performance monitoring.

**Managers**
Individuals within ICS organizational units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

**Medical Unit**
Functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

**Message Center**
The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

**Mobilization**
The process and procedures used by all organizations Federal, State, and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center**
An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

**Multi-Agency Incident**
An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

**Multi-Agency Coordination (MAC)**
A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

**Multi-Agency Coordination System (MACS)**
The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS.

**Multijurisdiction Incident**
An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

**Mutual Aid Agreement**
Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**National Interagency Incident Management System (NIIMS)**
An NWCG-developed program consisting of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: The Incident Command System, Training, Qualifications and Certification, Supporting Technologies, and Publications Management.

**Officer**
The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

**Operational Period**
The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section**
The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

**Out-Of-Service Resources**
Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

**Overhead Personnel**
Personnel who are assigned to supervisory positions which include Incident Commander, Command Staff, General Staff, Directors, Supervisors, and Unit Leaders.

**Planning Meeting**
A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

**Planning Section**
Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

**Procurement Unit**
Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Information Officer**
A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The Public Information Officer may have assistants.

**Recorders**

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Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

**Reinforced Response**
Those resources requested in addition to the initial response.

**Reporting Locations**
Location or facilities where incoming resources can check-in at the incident. (See Check-in.)

**Resources**
Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

**Resources Unit**
Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

**Safety Officer**
A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Section**
That organization level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance/Administration. The Section is organizationally between Branch and Incident Commander.

**Segment**
A geographical area in which a task force/strike team leader or supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

**Service Branch**
A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

**Single Resource**
An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

**Situation Unit**
Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

**Span of Control**
A supervisory range of three to seven individuals, with the ratio of one-to-five being established as optimum.

**Staging Area:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**State Emergency Board (SEB)**
USDA national security emergency programs, under direction from USDA national headquarters, are administered by a USDA SEB in each State and the Caribbean Area. The boards constitute the organization responsible for carrying out USDA's national security emergency functions.

**Strategy**
The general plan or direction selected to accomplish incident objectives.

**Strike Team**
Specified combinations of the same kind and type of resources, with common communications and a leader.

**Supervisor**
The ICS title for individuals responsible for command of a Division or Group.

**Supply Unit**
Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

**Support Branch**
A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

**Supporting Materials**
Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

**Support Resources**
Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.

**Tactical Direction**
Direction given by the Operations Section Chief which includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.

**Tactics**
Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Task Force**
A combination of single resources assembled for a particular tactical need, with common communications and a leader.

**Team**
See Single Resource.

**Technical Specialists**
Personnel with special skills that can be used anywhere within the ICS organization.

**Time Unit**
Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

**Type**
Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

**Unified Area Command**
A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

**Unified Command**
In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to assign an Incident Commander to the Unified Command. The Incident Commanders in the Unified Command establish a common set of incident objectives and strategies. This type of command structure is accomplished without losing or giving up agency authority, responsibility, or accountability.

**Unit**
The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command**
The concept by which each person within an organization reports to one and only one designated person.

# Incident Command System

## *Introduction*

The ICS organization develops around five major functions that are required on any incident whether it is large or small. For some incidents, and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. ICS establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

The following are the major responsibilities and duties of all ICS positions. Individual agencies may have additional responsibilities and more detailed lists of duties.
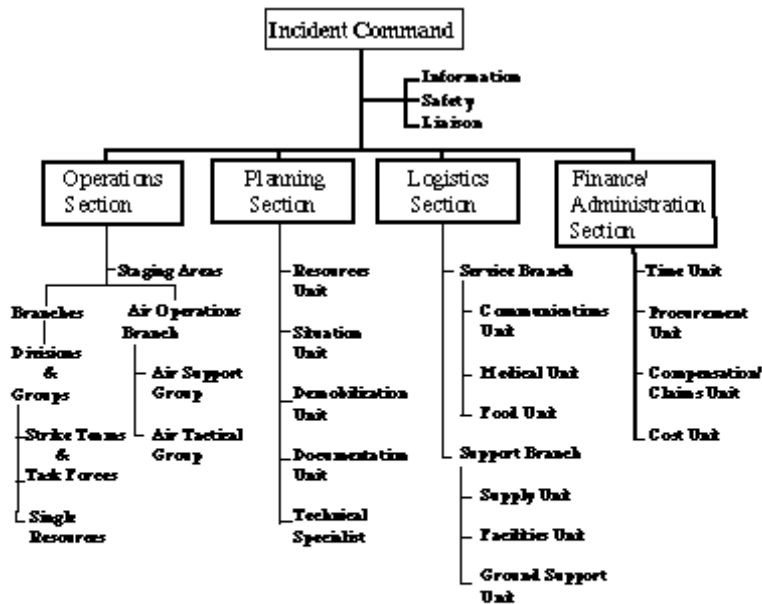


# POSITION DESCRIPTIONS

## Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents a single Incident Commander carries out the command activity. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

## Incident Commander Responsibilities:
• Assess the situation and/or obtain a briefing from the prior Incident Commander.
• Determine Incident Objectives and strategy.
• Establish the immediate priorities.
• Establish an Incident Command Post.
• Establish an appropriate organization.
• Ensure planning meetings are scheduled as required.
• Approve and authorize the implementation of an Incident Action Plan.
• Ensure that adequate safety measures are in place.
• Coordinate activity for all Command and General Staff.
• Coordinate with key people and officials.
• Approve requests for additional resources or for the release of resources.
• Keep agency administrator informed of incident status.
• Approve the use of trainees, volunteers, and auxiliary personnel.
• Authorize release of information to the news media.
• Order the demobilization of the incident when appropriate.

# Command Staff

## *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 multijurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may represent assisting agencies or jurisdictions.

## Information Officer Major Responsibilities and Duties:
Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Information Officer which would generally apply on any incident:
• Determine from the Incident Commander if there are any limits on information release.
• Develop material for use in media briefings.
• Obtain Incident Commander's approval of media releases.
• Inform media and conduct media briefings.
• Arrange for tours and other interviews or briefings that may be required.
• Obtain media information that may be useful to incident planning.
• Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
• Maintain Unit Log.

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## *Liaison Officer and Agency Representatives*

Incidents that are multijurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

## Liaison Officer Major Responsibilities and Duties:

• Be a contact point for Agency Representatives.
• Maintain a list of assisting and cooperating agencies and Agency Representatives.
• Assist in establishing and coordinating interagency contacts.
• Keep agencies supporting the incident aware of incident status.
• Monitor incident operations to identify current or potential inter organizational problems.
• Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
• Maintain Unit Log.

## *Agency Representatives*

In many multijurisdiction incidents, 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 a Liaison Officer.

## Agency Representative Major Responsibilities and Duties

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

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• Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

## *Safety Officer*

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

### Position Description

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

### Safety Officer Major Responsibilities and Duties
• Participate in planning meetings.
• Identify hazardous situations associated with the incident.
• Review the Incident Action Plan for safety implications.
• Exercise emergency authority to stop and prevent unsafe acts.
• Investigate accidents that have occurred within the incident area.
• Assign assistants as needed.
• Review and approve the medical plan.
• Maintain Unit Log.

## THE ICS GENERAL STAFF POSITIONS

The General Staff consists of the following positions:
• Operations Section Chief
• Planning Section Chief
• Logistics Section Chief
• Finance/Administration Section Chief

# Operations Section

## Operations Section Chief Major Responsibilities and Duties

- ❑ Manage tactical operations.
- ❑ Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
- ❑ Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215).
- ❑ Assist in development of the operations portion of the Incident Action Plan.
- ❑ Supervise the execution of the Incident Action Plan for Operations.
- ❑ Maintain close contact with subordinate positions.
- ❑ Ensure safe tactical operations.
- ❑ Request additional resources to support tactical operations.
- ❑ Approve release of resources from assigned status (not release from the incident).
- ❑ Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.
- ❑ Maintain close communication with the Incident Commander.
- ❑ Maintain Unit Log.

## *Branch Director (Branches may be functional or geographic)*

## Branch Director Major Responsibilities and Duties

- ❑ Obtain briefing from the Operations Section Chief.
- ❑ Supervise Branch operations.
- ❑ Develop alternatives for Branch control operations.
- ❑ Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
- ❑ Be prepared to attend incident planning meetings at the request of the Operations Chief.
- ❑ Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- ❑ Assign specific work tasks to Division/Group Supervisors.
- ❑ Monitor and inspect progress and make changes as necessary.
- ❑ Resolve logistics problems reported by subordinates.
- ❑ Maintain Unit Log.

## *Division/Group Supervisor*

## Division/Group Supervisor Major Responsibilities and Duties

- ❑ Obtain briefing from the Operations Section Chief or appropriate Operations Branch Director.
- ❑ Review assignments with subordinates.
- ❑ Inform Resource Unit (if established) of status changes of resources
- ❑ assigned to the Division/Group.
- ❑ Coordinate activities with adjacent Divisions/Groups.

❑ Monitor and inspect progress and make changes as necessary.
❑ Keep supervisor informed of situation and resources status.
❑ Resolve tactical assignment and logistics problems within the Division/Group.
❑ Keep supervisor informed of hazardous situations and significant events.
❑ Ensure that assigned personnel and equipment get to and from their assignments in a timely and orderly manner.
❑ Maintain Unit Log.

## Task Force/Strike Team Leader

### Task Force/ Strike Team Leader Major Responsibilities and Duties

❑ Obtain briefing from supervisor (Division/Group Supervisor, Operations Section Chief, or Incident Commander, depending upon how the incident is organized).
❑ Review assignment with subordinates and assign tasks.
❑ Travel to and from active assignment area with assigned resources.
❑ Monitor and inspect progress and make changes as necessary.
❑ Coordinate activities with adjacent Task Force/Strike Team, single resources, or with a functional group working in the same location.
❑ Keep supervisor advised of situation and resource status.
❑ Retain control of assigned resources while in available or out-of service status.
❑ Maintain Unit Log.

## Single Resource

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

### Single Resource Major Responsibilities and Duties

❑ Obtain briefing from the Division/Group Supervisor or Task Force/Strike Team Leader.
❑ Review assignments.
❑ Obtain necessary equipment/supplies.
❑ Review weather/environmental conditions for assignment area.
❑ Brief subordinates on safety measures.
❑ Monitor work progress.
❑ Ensure adequate communications with supervisor and subordinates.
❑ Keep supervisor informed of progress and any changes.
❑ Inform supervisor of problems with assigned resources.
❑ Brief relief personnel, and advise them of any change in conditions.
❑ Return equipment and supplies to appropriate unit.
❑ Complete and turn in all time and use records on personnel and equipment.

## *Staging Area Manager*

The Staging Area manager reports to the Operations Section Chief or to the Incident Commander if the Operations Section Chief position has not been filled.

### Staging Area Manager Major Responsibilities and Duties

- ❑ Establish layout of Staging Area.
- ❑ Post areas for identification and traffic control.
- ❑ Provide check-in for incoming resources.
- ❑ Determine required resource reserve levels from the Operations Section Chief or Incident Commander.
- ❑ Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums.
- ❑ Maintain and provide status to Resource Unit of all resources in Staging Area.
- ❑ Respond to Operations Section Chief or Incident Commander requests for resources.
- ❑ Request logistical support for personnel and/or equipment as needed.
- ❑ Maintain Staging Area in an orderly condition.
- ❑ Demobilize or move Staging Area as required.
- ❑ Maintain Unit Log.

## *Air Operations Branch Director (Contact VEM for personnel)*

Air operations are extremely complex and the likelihood of air operations being used in an incident in Hartford is extremely remote. In the event air operations are necessary Air Operations Management Personnel should be requested from VT Emergency Management.

### Air Operations Branch Director Major Responsibilities and Duties

- ❑ Obtain briefing from Operations Section Chief.
- ❑ Organize preliminary Air Operations.
- ❑ As appropriate, initiate request for temporary flight restrictions.
- ❑ Participate in the preparation of the Incident Action Plan.
- ❑ Perform Operational Planning for Air Operations.
- ❑ Prepare and distribute the Air Operations Summary Worksheet (ICS Form 220).
- ❑ Supervise air operations branch personnel and coordinate with incident and off-incident personnel and agencies.
- ❑ Evaluate helibase locations.
- ❑ Establish procedures for emergency reassignment of aircraft.
- ❑ Schedule approved flights of non-incident aircraft into the incident area.
- ❑ Evaluate requests for non-tactical use of incident aircraft.
- ❑ Resolve conflicts concerning non-incident aircraft involved in incident over-flights.
- ❑ Monitor for accidents or special incidents.
- ❑ Maintain Unit Log.

## *Air Tactical Group Supervisor*

### Air Tactical Group Supervisor Major Responsibilities and Duties
- Check-in and receive incident assignment (usually via radio).
- Obtain briefing from Air Operations Branch Director or Operations Section Chief. If possible, obtain a copy of the current Incident Action Plan.
- Determine type and quantity of aircraft (fixed-wing and helicopters) operating on the incident; report to Air Operations Branch Director.
- Determine potential availability of additional aircraft resources and their approximate flight time to the incident.
- Make recommendations to Air Operations Branch Director regarding adequacy of available aircraft to accomplish incident objectives.
- Based upon the Incident Action Plan, manage all air tactical activities.
- Establish and maintain communications with (as appropriate):
  - Pilots
  - Air Operations
  - Helicopter Coordinator
  - Air Tanker/Fixed-Wing Coordinator
  - Air Support Group (e.g., Helibase Manager)
  - Fixed-wing bases
- Coordinate flights in restricted air space by non-incident aircraft or non-tactical flights (flight approval to be granted by the Air Operations Branch Director).
- Report on violations of restricted air space area by non-incident aircraft.
- Receive briefing from the Air Operations Branch Director on air traffic external to the incident.
- Recommend tactical strategy to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).
- Advise Air Operations Branch Director of tactical recommendations, and keep the Director updated on all air activities.
- Report conflicts or potential conflicts in the air traffic control system caused by incident air activities.
- Report accidents and incidents to the Air Operations Branch Director.
- Supervise the Helicopter Coordinator and the Air Tanker/ Fixed-Wing Coordinator.

## *Helicopter Coordinator*

### Helicopter Coordinator Major Responsibilities and Duties
- Check-in and receive incident assignment.
- Obtain briefing from the Air Tactical Group Supervisor or Air Operations Branch Director.
- Determine type and quantity of aircraft (fixed-wing and helicopter) operating within incident assignment area; report to the Air Tactical Group Supervisor.
- Determine whether available helicopters are capable of accomplishing incident objectives; report to the Air Tactical Group Supervisor.

- Survey and report on potential problems within incident assignment area (other aircraft hazards, ground hazards, etc.).
- Coordinate air traffic control procedures with:
    - Pilots
    - Air Operations Branch Director
    - Air Tactical Group Supervisor
    - Air Tanker/Fixed-Wing Coordinator
    - Air Support Group (usually Helibase Manager)
- Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with:
    - Air Tactical Group Supervisor
    - Incident Communications Unit
    - Local agency dispatch center (as necessary)
- Assign and ensure use of appropriate operating frequencies by incident helicopters. Frequencies will be in the Incident Communications Plan or established by the Air Tactical Group Supervisor.
- With the Air Tactical Group Supervisor, coordinate and make geographical assignments for helicopter operations.
- Implement and monitor all air safety requirements and procedures.
- Ensure that approved night flying procedures are being followed.
- Supervise all helicopter activities:
- Receive assignments
- Brief pilots
- Assign missions
- Report on mission completion; reassign as directed
- Coordinate activities with:
    - Air Tactical Group Supervisor
    - Air Tanker/Fixed-Wing Coordinator
    - Air Support Group Supervisor
    - Ground Personnel
- Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of problems or potential problems (e.g., aircraft malfunction, maintenance difficulties).
- Request equipment or assistance as needed.
- Immediately report accidents or incidents to Air Tactical Group Supervisor and Air Operations Branch Director.
- Maintain records of activities.

## *Air Tanker/Fixed-Wing Coordinator*

### Air Tanker/Fixed-Wing Coordinator Major Responsibilities and Duties
- Check-in and receive incident assignment (usually via radio).
- Obtain briefing from Air Tactical Group Supervisor or Air Operations Branch Director.
- Determine type and quantity of aircraft (fixed-wing and helicopter) operating within incident area of assignment.

- ❑ Determine fixed-wing aircraft capabilities and limitations.
- ❑ Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of problems or potential problems (e.g., hazards, aircraft malfunctions, and maintenance difficulties).
- ❑ As needed, coordinate air traffic control procedures with:
  - o Pilots
  - o Air Operations
  - o Air Tactical Group Supervisor
  - o Helicopter Coordinator
  - o Air Support Group (usually Helibase Manager)
- ❑ Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with:
  - o Air Tactical Group Supervisor
  - o Incident Communications Unit
  - o Local agency dispatch center
- ❑ Implement all air safety requirements and procedures.
- ❑ Supervise all fixed-wing aircraft activities:
  - o Receive assignments
  - o Brief pilots
  - o Assign missions
  - o Report on mission completion; reassign as directed
- ❑ Coordinate activities as appropriate with:
  - o Air Tactical Group Supervisor
  - o Helicopter Coordinator
  - o Ground operations personnel
- ❑ As necessary, provide information to ground resources.
- ❑ Request equipment or assistance as needed.
- ❑ Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
- ❑ Maintain records of activities.

Major functions performed at helibases, helispots, and air bases include:
• Providing fuel and other supplies.
• Maintenance and repair of aircraft (not at helispots).
• Supplies, equipment and personnel loading and offloading.
• Retardant mixing and loading.
• Maintaining records of aircraft activity.
• Enforcement of safety regulations.

Helibase or helispot managers, under the direction of the Air Support Group Supervisor, are responsible for all helicopters on the ground and during take-off and landing.

## Air Support Group Supervisor

### Air Support Group Supervisor Major Responsibilities and Duties

- ❑ Check in and obtain briefing from Air Operations Branch Director or Operations Section Chief.

- ❑ Review Incident Action Plan and Air Operations Summary Worksheet (prepared by Air Operations Branch Director).
- ❑ Provide input to Air Operations Branch Director for incident planning.
- ❑ Keep the Air Operations Branch Director updated on Air Support Group activities.
- ❑ Identify resources/supplies on order for Air Support Group; review adequacy of retardant and dust abatement chemicals for use at helibases and helispots.
- ❑ Request special air support items from Logistics Section.
- ❑ Working with the Air Operations Branch Director, identify helibase and helispot locations, taking into consideration:
  - ○ Safety -- Is the facility safe for operation? Are approach and departure routes clear of obstructions?
  - ○ Flight routes -- Do helicopters fly over residential areas?
  - ○ Will locations allow expansion and 24-hour operations?
  - ○ Are adequate and easily accessible fuels, maintenance, safety and support resources in close proximity to the base?
- ❑ If helibases are located adjacent to major roads, determine need for traffic control and implement control measures.
- ❑ Determine personnel and equipment needs at each helibase and helispot; review with the Air Operations Branch Director.
- ❑ Monitor and ensure compliance with each agency's requirements for day and night operations.
- ❑ Inform Air Operations Branch Director of night flying capability.
- ❑ Coordinate special requests for air logistics.
- ❑ Coordinate with airbases supporting the incident.
- ❑ Obtain assigned ground-to-air frequency for helibase and helispot operations from Communications Plan (ICS Form 205) or Communications Unit Leader.
- ❑ Ensure the establishment and activation of air traffic control procedures between helibase and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator, and Air Tanker/Fixed-Wing Coordinator.
- ❑ Supervise the implementation of dust abatement procedures at helibase and helispots.
- ❑ Provide crash/rescue service for helibases and helispots.
- ❑ Maintain Unit Log.

## Helibase Manager

### Helibase Major Responsibilities and Duties
- ❑ Receive briefing from the Air Support Group Supervisor.
- ❑ Review Incident Action Plan, including Air Operations Summary Worksheet (ICS Form 220).
- ❑ Participate in Air Support Group planning.
- ❑ Upon reporting to assigned helibase, brief pilots and assigned personnel.
- ❑ Keep Air Support Group Supervisor updated on helibase activities.
- ❑ Ensure that helibase is adequately posted and cordoned.

❑ Manage resources/supplies dispatched to helibase; as needed, order additional resources from Air Support Group Supervisor.
❑ Coordinate air traffic control procedures at the helibase with:
  o Pilots
  o Air Support Group Supervisor
  o Air Tactical Group Supervisor
  o Helicopter Coordinator
  o Takeoff and Landing Controller
❑ Post copies of work schedule and other organizational information at each helibase, including assigned radio frequencies and helispot organization.
❑ Supervise loading operations, including any retardant mixing that might be required.
❑ Supervise helicopter fueling, maintenance, and repair services.
❑ Supervise manifesting and loading of personnel and cargo.
❑ Ensure that dust abatement procedures are in use at helibases and helispots.
❑ Ensure that adequate security is in place at each helibase and helispot.
❑ Ensure that crash/rescue services are provided for the helibase.
❑ Respond to special requests for air logistics.
❑ Supervise the maintenance of all agency records, including reports of helicopter activities, Check-In List (ICS Form 211) and Unit Log (ICS Form 214).
❑ Solicit and record pilot input concerning selection and adequacy of helispots, communications, air traffic control, operational concerns, and safety problems.

## Helispot Manager

### Helispot Manager Major Responsibilities and Duties

❑ Receive briefing from Helibase Manager.
❑ Review Incident Action Plan, including Air Operations Summary Worksheet (ICS Form 220).
❑ Report to assigned helispot.
❑ Review and take steps to alleviate potential hazards/problems, including: Adequate dust control Debris that may blow into rotor systems Excessively steep touchdown slope Insufficient rotor clearance
❑ Coordinate with pilots for safe and efficient landing and takeoffs, and loading and unloading.
❑ Manage all resources/supplies assigned to helispot.
❑ As needed, request special air support items from Helibase Manager.
❑ Keep Helibase Manager informed of all helispot activities.
❑ As needed, coordinate air traffic control and communications with:
  o Pilots
  o Helibase Manager
  o Helicopter Coordinator
  o Air Tanker/Fixed-Wing Coordinator
  o Air Tactical Group Supervisor
❑ Ensure the availability of crash/rescue resources.
❑ Supervise or perform retardant or other resource loading.

❑ Manifest and load personnel and cargo as required.
❑ Maintain agency records and reports regarding helicopter activities.

## *Deck Coordinator*

### Deck Coordinator Major Responsibilities and Duties
❑ Receive briefing from Helibase Manager.
❑ Review Air Operations Summary Worksheet (ICS Form 220).
❑ Establish and mark landing pads.
❑ Establish emergency landing areas.
❑ Ensure that crash/rescue procedures are fully understood by deck personnel.
❑ Ensure that deck area and emergency landing areas are posted.
❑ Review adequacy of personnel to safely load and unload personnel and cargo; order additional staff as needed.
❑ Supervise deck management personnel (Loadmasters and Parking Tenders).
❑ Ensure that all assigned personnel are posted to the daily organization chart.
❑ Maintain vehicle control procedures.
❑ As needed, perform or supervise dust control procedures.
❑ Ensure proper manifesting and load calculations.
❑ Ensure that air traffic control is coordinated with the Landing and Takeoff Coordinator.
❑ Maintain appropriate agency records.

## *Loadmaster*

### Loadmaster Major Responsibilities and Duties
❑ Obtain briefing from Deck Coordinator.
❑ Review Air Operations Summary Worksheet (ICS Form 220).
❑ Ensure the proper posting of loading and unloading areas.
❑ Manifest and load personnel and cargo; supervise loading and unloading crews.
❑ Review crash/rescue procedures with loading and unloading crews.
❑ Ensure that sling load equipment is safe.
❑ Coordinate with Takeoff and Landing Controller.

## *Parking Tender*

### Parking Tender Major Responsibilities and Duties
❑ Receive briefing from the Deck Coordinator.
❑ Supervise landing pad activities (e.g., personnel and helicopter movement, vehicle traffic, etc.).
❑ Review crash/rescue procedures.
❑ Tend fire extinguisher during any fueling operations.
❑ Ensure that any required agency procedures and checklists are being followed.
❑ Review safety procedures with passengers.
❑ Ensure that the landing pad is properly marked and maintained (e.g., dust/debris abatement).

❑ Ensure that helicopter pilot support needs are met.
❑ Check personnel seatbelts, cargo restraints and helicopter doors.

## Take-off and Landing Controller

### Take-off Landing Controller Major Responsibilities and Duties

❑ Receive briefing from Helibase Manager.
❑ Review Air Operations Summary Worksheet (ICS Form 220).
❑ Perform thorough check of radio system.
❑ Coordinate helicopter flight routes and patterns with Helibase Radio Operator.
❑ Maintain communications with all incoming and outgoing helicopters.
❑ Maintain constant communications with Helibase Radio Operator.
❑ Coordinate with Deck Coordinator and Parking Tender prior to commencing operations and during operations.

## Helibase Radio Operator

### Helibase Radio Operator Major Responsibilities and Duties

❑ Receive briefing from Helibase Manager.
❑ Review Air Operations Summary Worksheet (ICS Form 220).
❑ Establish helibase communication system.
❑ Ensure that orders/communications from Air Operations Branch Director are relayed to Helibase Manager.
❑ Verify daily radio frequencies with Helibase Manager.
❑ Establish and post helicopter identification call numbers.
❑ Establish and enforce proper radio procedures.
❑ Receive clearance from Air Tactical Group Supervisor prior to launching helicopters.
❑ Maintain constant communications with helicopters and Takeoff and Landing Controller.
❑ Maintain a log of all helicopter takeoff/landings, ETAs, ETDs, and flight route check-ins.
❑ Supervise helicopter time keeping.
❑ Immediately notify Helibase Manager of any overdue or missing helicopters.
❑ Review crash/rescue procedures.

## Helicopter Timekeeper

### Helicopter Timekeeper Major Responsibilities and Duties

❑ Receive briefing from the Helibase Radio Operator.
❑ Review Air Operations Summary Worksheet (ICS Form 220).
❑ Determine number of assigned helicopters (by agency).
❑ Determine agencies' helicopter timekeeping needs.
❑ Record operating time for all helicopters.
❑ Obtain required timekeeping forms from agencies.
❑ As necessary, complete all agency time reports.

# Planning Section

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff.

There are four units within the Planning Section that can be activated as necessary:
1. Resources Unit
2. Situation Unit
3. Documentation Unit
4. Demobilization Unit

## *Planning Section Chief*

### Planning Section Chief Major Responsibilities and Duties
❑ Collect and process situation information about the incident.
❑ Supervise preparation of the Incident Action Plan.
❑ Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
❑ Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
❑ Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
❑ Determine need for any specialized resources in support of the incident.
❑ If requested, assemble and disassemble strike teams and task forces not assigned to operations.
❑ Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
❑ Assemble information on alternative strategies.
❑ Provide periodic predictions on incident potential.
❑ Report any significant changes in incident status.
❑ Compile and display incident status information.
❑ Oversee preparation of Incident demobilization plan.
❑ Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.
❑ Maintain Unit Log.

## *Unit Leader Responsibilities*

In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit listings below:
❑ Obtain briefing from Section Chief.
❑ Participate in incident planning meetings, as required.
❑ Determine status of unit activities.
❑ Confirm dispatch and estimated time of arrival of staff and supplies.
❑ Assign specific duties to staff; supervise staff.

❑ Develop and implement accountability, safety and security measures for personnel and resources.
❑ Supervise demobilization of unit, including storage of supplies.
❑ Provide Supply Unit Leader with a list of supplies to be replenished.
❑ Maintain unit records, including Unit Log.

## Resources Unit

This unit is responsible for maintaining the status of all assigned resources (primary and support) at an incident. It achieves this through:
❑ Overseeing the check-in of all resources.
❑ Maintaining a status-keeping system indicating current location and status of all resources.
❑ Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

## Resources Unit Major Responsibilities and Duties

❑ Establish check-in function at incident locations.
❑ Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
❑ Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
❑ Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
❑ Maintain and post the status and location of all resources.
❑ Maintain master roster of all resources checked in at the incident.
❑ A Check-In Recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to an incident.

## Situation Unit

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

## Situation Unit Major Responsibilities and Duties

❑ Begin collection and analysis of incident data as soon as possible.
❑ Prepare, post, or disseminate resource and situation status information as required, including special requests.
❑ Prepare periodic predictions or as requested.
❑ Prepare the Incident Status Summary Form (ICS Form 209).
❑ Provide photographic services and maps if required.

Three positions report directly to the Situation Unit Leader:

1. Display Processor -- Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
2. Field Observer -- Collects and reports on situation information from the field.

3. Weather Observer -- Collects current weather information from the weather service or an assigned meteorologist.

## Documentation Unit

The Documentation Unit is responsible for the maintenance of accurate, up to date incident files. The Documentation Unit will also provide duplication services. Incident files will be stored for legal, analytical, and historical purposes.

### Documentation Unit Major Responsibilities and Duties

❑ Set up work area; begin organization of incident files.
❑ Establish duplication service; respond to requests.
❑ File all official forms and reports.
❑ Review records for accuracy and completeness; inform appropriate units of errors or omissions.
❑ Provide incident documentation as requested.
❑ Store files for post-incident use.

## Demobilization Unit

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

### Demobilization Unit Major Responsibilities and Duties

Review incident resource records to determine the likely size and extent of demobilization effort.
Based on above analysis, add additional personnel, work space and supplies as needed.

❑ Coordinate demobilization with Agency Representatives.
❑ Monitor ongoing Operations Section resource needs.
❑ Identify surplus resources and probable release time.
❑ Develop incident check-out function for all units.
❑ Evaluate logistics and transportation capabilities to support demobilization.
❑ Establish communications with off-incident facilities, as necessary.
❑ Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
❑ Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
❑ Distribute demobilization plan (on and off-site).
❑ Ensure that all Sections/Units understand their specific demobilization responsibilities.
❑ Supervise execution of the incident demobilization plan.
❑ Brief Planning Section Chief on demobilization progress.

## *Technical Specialists*

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required. In the Planning Section, Technical Specialists may report to the following:

❑   Planning Section Chief
❑   A designated Unit Leader

# Logistics Section

All incident support needs are provided by the Logistics Section, with the exception of aviation support. The Air Support Group in the Air Operations Branch handles aviation support. The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

Six units may be established within the Logistics Section:
1. Supply Unit
2. Facilities Unit
3. Ground Support Unit
4. Communications Unit
5. Food Unit
6. Medical Unit

The Logistics Section Chief will determine the need to activate or deactivate a unit.

If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

## *Logistics Section Chief*

### Logistics Section Chief Major Responsibilities and Duties
- ❑ Manage all incident logistics.
- ❑ Provide logistical input to the IC in preparing the Incident Action Plan.
- ❑ Brief Branch Directors and Unit Leaders as needed.
- ❑ Identify anticipated and known incident service and support requirements.
- ❑ Request additional resources as needed.
- ❑ Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- ❑ Supervise requests for additional resources.
- ❑ Oversee demobilization of Logistics Section.

## *Supply Unit*

The Supply Unit is responsible for ordering, receiving, processing and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including:
- ❑ Tactical and support resources (including personnel).
- ❑ All expendable and non-expendable support supplies.

### Supply Unit Major Responsibilities and Duties
- ❑ Provide input to Logistics Section planning activities.
- ❑ Provide supplies to Planning, Logistics, and Finance/Administration Sections.
- ❑ Determine the type and amount of supplies en route.
- ❑ Order, receive, distribute, and store supplies and equipment.

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❑ Respond to requests for personnel, equipment, and supplies.
❑ Maintain an inventory of supplies and equipment.
❑ Service reusable equipment, as needed.

Two Managers report directly to the Supply Unit Leader:

1. Ordering Manager -- Places all orders for incident supplies and equipment.
2. Receiving and Distribution Manager -- Receives and distributes all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment.

For some applications, a Tool and Equipment Specialist may be assigned to service and repair all hand tools. The specialist reports to the Receiving and Distribution Manager.

## *Facilities Unit*

This unit is responsible for set up, maintenance and demobilization of all incident support facilities except Staging Areas. The Facilities Unit will also provide security services to the incident as needed.

### Facilities Unit Supply Unit Major Responsibilities and Duties

❑ Participate in Logistics Section/Support Branch planning activities.
❑ Determine requirements for each incident facility.
❑ Prepare layouts of facilities; inform appropriate unit leaders.
❑ Activate incident facilities.
❑ Obtain and supervise personnel to operate facilities, including Base and Camp Managers.
❑ Provide security services.
❑ Provide facility maintenance services, e.g., sanitation, lighting, etc.
❑ Demobilize base and camp facilities.

Three managers report directly to the Facilities Unit Leader. When established at an incident, they have important responsibilities.

1. Security Manager -- Provides safeguards necessary for protection of personnel and property from loss or damage. Duties of the Security Manager will include but are not limited to:
   - Establish contacts with local law enforcement agencies as required.
   - Contact the resource use specialists (if assigned) or Agency Representatives to discuss any special custodial requirements which may affect operations.
   - Request required personnel to accomplish work assignments.
   - Ensure that support personnel are qualified to manage security problems.
   - Develop a security plan for incident facilities.
   - Adjust the security plan for personnel and equipment changes and release.
   - Coordinate security activities with appropriate incident personnel.
   - Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.

- ▪ Prevent theft of all property.
- ▪ Investigate and document all complaints and suspicious occurrences.
- ▪ Demobilize in accordance with the Incident Demobilization Plan.

2. Base Manager -- Ensures that appropriate sanitation, security, and facility management services are in place at the Base. Duties of the Base Manager will include but are not limited to:
   - ▪ Determine requirements for establishing an Incident Base.
   - ▪ Understand and comply with established restrictions.
   - ▪ Determine personnel support requirements.
   - ▪ Obtain necessary equipment and supplies.
   - ▪ Ensure that all facilities and equipment necessary for base support operations are set up and functioning.
   - ▪ Make sleeping area assignments.
   - ▪ Ensure strict compliance with applicable safety regulations.
   - ▪ Ensure that all facility maintenance services are provided.
   - ▪ Ensure that adequate security and access control measures are being applied.
   - ▪ Demobilize Base when directed.

3. Camp Manager -- On large incidents, one or more camps may be established. Camps may be in place several days or they may be moved to various locations.
   - ▪ Determine or establish number of personnel assigned to camp.
   - ▪ Determine any special requirements or restrictions on facilities or operations.
   - ▪ Obtain necessary equipment and supplies.
   - ▪ Ensure that all sanitation, shower, and sleeping facilities are set up and properly functioning.
   - ▪ Make sleeping arrangements and assignments.
   - ▪ Provide direct supervision for all facility maintenance and security services.
   - ▪ Ensure strict compliance with safety regulations.
   - ▪ Ensure that all camp-to-base communications are centrally coordinated.
   - ▪ Ensure that all camp-to-base transportation scheduling is centrally coordinated.
   - ▪ Provide overall coordination of camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
   - ▪ Demobilize the camp in accordance with the Incident Action Plan.

## Ground Support Unit

The Ground Support Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

## Ground Support Unit Supply Unit Major Responsibilities and Duties

❑ Participate in Support Branch/Logistics Section planning activities.
❑ Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
❑ Order maintenance and repair supplies (e.g., fuel, spare parts).
❑ Provide support for out-of-service equipment.
❑ Develop the Incident Traffic Plan. (Should be done by a person experienced in traffic management.)
❑ Maintain an inventory of support and transportation vehicles.
❑ Record time use for all incident-assigned ground equipment (including contract equipment).
❑ Update the Resources Unit with the status (location and capability) of transportation vehicles.
❑ Maintain a transportation pool on larger incidents as necessary.
❑ Maintain incident roadways as necessary.

An Equipment Manager reports to the Ground Support Unit Leader and is responsible for the service, repair, and fuel for all equipment; transportation and support vehicle services; and to maintain equipment use and service records.

## *Communications Unit*

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.

## Communications Supply Unit Major Responsibilities and Duties

❑ Advise on communications capabilities/limitations.
❑ Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
❑ Establish and supervise the Incident Communications Center and Message Center.
❑ Establish telephone, computer links, and public address systems.
❑ Establish communications equipment distribution and maintenance locations.
❑ Install and test all communications equipment.
❑ Oversee distribution, maintenance and recovery of communications equipment, e.g., portable radios and FAX machines.
❑ Develop and activate an equipment accountability system.
❑ Provide technical advice on:
  o Adequacy of communications system
  o Geographical limitations
  o Equipment capabilities
  o Amount and types of equipment available
  o Potential problems with equipment

## *Food Unit*

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

### Food Unit Supply Unit Major Responsibilities and Duties

- ❑ Determine food and water requirements.
- ❑ Determine method of feeding to best fit each facility or situation.
- ❑ Obtain necessary equipment and supplies and establish cooking facilities.
- ❑ Ensure that well-balanced menus are provided.
- ❑ Order sufficient food and potable water from the Supply Unit.
- ❑ Maintain an inventory of food and water.
- ❑ Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- ❑ Supervise caterers, cooks, and other Food Unit personnel as appropriate.

## *Medical Unit*

The Medical Unit will develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.
Note that the provision of medical assistance to the public or victims of the emergency is an operational function, and would be done by the Operations Section and not by the Logistics Section Medical Unit.

### Medical Unit Supply Unit Major Responsibilities and Duties

- ❑ Determine level of emergency medical activities prior to activation of Medical Unit.
- ❑ Acquire and manage medical support personnel.
- ❑ Prepare the Medical Emergency Plan (ICS Form 206).
- ❑ Establish procedures for handling serious injuries of responder personnel.
- ❑ Respond to requests for:
    - ○ medical aid
    - ○ medical transportation
    - ○ medical supplies
- ❑ Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel.

# Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated.

There are four units which may be established within the Finance/Administration Section:

1. Time Unit
2. Procurement Unit
3. Compensation/Claims Unit
4. Cost Unit

## Finance/Administration Section Chief

### Finance/Administration Section Chief Supply Unit Major Responsibilities and Duties

- ❑ Manage all financial aspects of an incident.
- ❑ Provide financial and cost analysis information as requested.
- ❑ Gather pertinent information from briefings with responsible agencies.
- ❑ Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- ❑ Determine need to set up and operate an incident commissary.
- ❑ Meet with Assisting and Cooperating Agency Representatives as needed.
- ❑ Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- ❑ Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- ❑ Provide financial input to demobilization planning.
- ❑ Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- ❑ Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.

## Time Unit

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies, and managing commissary operations if established at the incident. As applicable, personnel time records will be collected and processed for each operational period.

### Time Unit Supply Unit Major Responsibilities and Duties

- ❑ Determine incident requirements for time recording function.
- ❑ Contact appropriate agency personnel/representatives.
- ❑ Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.

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- ❑ Maintain separate logs for overtime hours.
- ❑ Establish commissary operation on larger or long-term incidents as needed.
- ❑ Submit cost estimate data forms to Cost Unit as required.
- ❑ Maintain records security.
- ❑ Ensure that all records are current and complete prior to demobilization.
- ❑ Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

Two positions may report to the Time Unit Leader:

1. Personnel Time Recorder -- Oversees the recording of time for all personnel assigned to an incident. Also records all personnel-related items, e.g., transfers, promotions, etc.
2. Commissary Manager -- Establish, maintain, and demobilize commissary. Also responsible for commissary security.

## Procurement Unit

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The unit is also responsible for maintaining equipment time records.

The Procurement Unit establishes local sources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.

### Procurement Unit Major Responsibilities and Duties

- ❑ Review incident needs and any special procedures with Unit Leaders, as needed.
- ❑ Coordinate with local jurisdiction on plans and supply sources.
- ❑ Obtain Incident Procurement Plan.
- ❑ Prepare and authorize contracts and land use agreements, as needed.
- ❑ Draft memoranda of understanding.
- ❑ Establish contracts and agreements with supply vendors.
- ❑ Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- ❑ Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- ❑ Interpret contracts and agreements; resolve disputes.
- ❑ Coordinate with Compensation/Claims Unit for processing claims.
- ❑ Coordinate use of imprest funds as required.
- ❑ Complete final processing of contracts and send documents for payment.
- ❑ Coordinate cost data in contracts with Cost Unit Leader.

## Equipment Time Recorder

Oversees the recording of time for all equipment assigned to an incident. Also posts all charges or credits for fuel, parts, service, etc., used by equipment.

## Compensation/Claims Unit

In ICS, Compensation-for-Injury and Claims are contained within one Unit. Separate personnel may perform each function, however, given their differing activities. These

functions are becoming increasingly important on many kinds of incidents. Compensation-for-Injury oversees the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential.

Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

## Compensation Claims Unit Major Responsibilities and Duties

❑ Establish contact with incident Safety Officer and Liaison Officer (or Agency Representative if no Liaison Officer is assigned).
❑ Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
❑ Establish a Compensation-for-Injury work area within or as close as possible to the Medical Unit.
❑ Review Incident Medical Plan.
❑ Review procedures for handling claims with Procurement Unit.
❑ Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
❑ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

Two specialists report to the Compensation/Claims Unit Leader.

1. Compensation-for-Injury Specialist -- Administers financial matters arising from serious injuries and deaths on an incident. Work is done in close cooperation with the Medical Unit.
2. Claims Specialist -- Manages all claims-related activities (other than injury) for an incident.

## *Cost Unit*

The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

## Cost Unit Major Responsibilities and Duties

Coordinate with agency headquarters on cost reporting procedures.
Collect and record all cost data.
Develop incident cost summaries.
Prepare resources-use cost estimates for the Planning Section.
Make cost-saving recommendations to the Finance/Administration Section Chief

# Emergency Operations Center

## *EOC Management and Operations: Responsibilities*

**1. Assist in the location and design of an EOC.**

*Participate in the following activities involved in the location and design of the EOC.*
◊     Form/convene planning team/committee.
◊     Use a hazard/vulnerability analysis to assist in locating/designing an EOC.
◊     Define functions performed in the EOC.
◊     Determine the number of personnel required to operate the EOC.
◊     Determine space requirements for the EOC.
◊     Determine funding requirements for the EOC.
◊     Assess and evaluate functional layout (i.e., operational efficiency) of the EOC.
◊     Develop contingency plan for interim operations.

**2. Assist in the preparation of the EOC for operations (i.e. fully functioning capability).**

*Participate in the following activities in preparing the EOC for operations.*
◊     Assist in determining telecommunications requirements.
◊     Assist in defining life support requirements.
◊     Assist in determining operating equipment/supplies needed.
◊     Ensure that procedures are in place to maintain support systems and
◊     equipment.

**3. Assist in staffing, training, and briefing EOC personnel.**

*Participate in the following activities related to staffing, training, and briefing of EOC personnel.*

◊     Identify job positions.
◊     Help compile assignments.
◊     Maintain and update an EOC personnel contact list.
◊     Establish notification procedures.
◊     Exercise and evaluate SOPs.
◊     Conduct briefings for EOC personnel.

**4. Manage and operate the EOC.**

*Participate in the following activities related to managing and operating the EOC.*

◊     Implement activation procedures.
◊     Assist in the maintenance (or setting up of procedures for maintenance) of
◊     telecommunications.

◊   Ensure that procedures are in place for operating the EOC during an
◊   emergency.
◊   Ensure that procedures are in place for maintaining operating equipment and
◊   supplies.
◊   Ensure that SOPs are accessible and available to EOC personnel.
◊   Supervise EOC staff.
◊   Monitor personnel for symptoms of stress.
◊   Conduct briefings and debriefings.
◊   Initiate and monitor systems for the documentation of reduction in need for
◊   EOC services.
◊   Ensure that systems are in place for archiving records.
◊   Ensure that procedures are in place to restock/resupply the EOC.
◊   Evaluate SOPs and the EOP.

# Organizational Chart: Hazardous Materials-Reinforced Response Organization

**Incident Commander**

Safety Officer

PIO

Ass't Safety Officer Haz Mat

Liaison Officer

| Operations | Planning | Logistics | Finance |
|---|---|---|---|

Staging Area(s)

Situation Unit

Resources Unit

Demobilization Unit

Service Branch

Support Branch

Time Unit

Procurement Unit

| Haz Mat Branch | Fire Suppression Branch | Law Enforcement Branch | Emergency Medical Branch |
|---|---|---|---|

Entry

Group or Division

Security

Triage

Communications Unit

Ground Support

Site Access Control

Group or Division

Evacuation

Treatment

Medical Unit

Facilities Unit

Decontamination

Rapid Intervention

Transport

Responder Rehabilitation

Supply Unit

Referenc/Research

Food Unit

Technical SSpecialist(s)

Sample Organizational Chart: This Organizational charts should be modified to fit the needs of the incident.

# Organizational Chart: Multi-Casualty; Multi-Branch Organization

**Incident Commander**

- Safety Officer
- PIO
- Ass't. Safety Officer Haz-Mat
- Liaison Officer
- Information / Intelligence Officer

**Operations**
- Staging Area(s)
  - USAR Branch
  - Fire Suppression Branch
  - Law Enforcement Branch
    - Security
    - Evacuation
  - Emergency Medical Branch
    - Triage
    - Treatment
    - Transport

**Planning**
- Situation Unit
- Resources Unit
- Demobilization Unit

**Logistics**
- Service Branch
  - Communications Unit
  - Medical Unit
  - Responder Rehabilitation
  - Food Unit
- Support Branch
  - Ground Support
  - Facilities Unit
  - Supply Unit

**Finance**
- Time Unit
- Procurement Unit

Sample Organizational Chart: This Organizational charts should be modified to fit the needs of the incident.

# Organizational Chart: Urban Search and Rescue Multi-Branch Organization

**Unified Command**

Safety Officer

PIO

Ass't Safety Officer USAR

Liaison Officer

Information / Intelligence

Operations

Planning

Logistics

Finance

Staging Area(s)

Situation Unit

Resources Unit

Demobilization Unit

Service Branch

Support Branch

Time Unit

Procurement Unit

USAR Branch

Haz-Mat Branch

Law Enforcement

Emergency Medical

Public Works

Communications Unit

Ground Support

USAR Group

Perimeter Control

Triage

Debris Removal

Medical Unit

Facilities Unit

Hazard Control

Traffic Control

Treatment

Utilities Group

Responder Rehabilitation

Supply Unit

Fire Suppression

Crime Scene Investigation

Transport

Food Unit

Rapid Intervention

Force Protection

Sample Organizational Chart: This Organizational charts should be modified to fit the needs of the incident.

# Organizational Chart: Terrorism Incident with Casualties Multi-Branch Organization

```
                                    Unified
                                    Command
                                        |
                     Safety Officer --------- PIO
                          |
                     Ass't Safety
                        Officer
                          |
                      Liaison
                      Officer
                          |
   ----------------------------------------------------------------------------
   |              |                              |                |            |
Operations    Planning                      Logistics         Finance    Information /
                                                                          Intelligence
```

| Operations | Planning | | | Logistics | | Finance | |
|---|---|---|---|---|---|---|---|
| Staging Area(s) | Situation Unit | Resources Unit | Demobilization Unit | Service Branch | Support Branch | Time Unit | Procurement Unit |

| USAR Branch | Law Enforcement | Emergency Medical | Public Works | Communications Unit | Ground Support |
|---|---|---|---|---|---|
| USAR Group | Perimeter Control | Triage | Debris Removal | Medical Unit | Facilities Unit |
| Hazard Control | Traffic Control | Treatment | Utilities Group | Responder Rehabilitation | Supply Unit |
| Fire Suppression | Crime Scene Investigation | Transport | | Food Unit | |
| Rapid Intervention | Force Protection | | | | |

Sample Organizational Chart: This Organizational charts should be modified to fit the needs of the incident.

# Organizational Chart Environmental Emergency: Severe Weather, Flooding etc.

```
                        Unified Command,
                    Emergency Mgmt, Police,
                        Public Works

                    PIO          Liaison Officer

    Operations      Planning              Logistics              Finance

Staging Area(s)   Situation  Resources  Demobilization   Service Branch  Support Branch   Time Unit  Procurement Unit

Public Works    Law          Evacuation          Communications    Ground Support
                Enforcement                       Unit

      Debris      Traffic Control   Transportation    Medical Unit    Facilities Unit
      Removal     Group

      Hazard      Security      Shelter Management,   Responder       Supply Unit
      Control Group            American Red Cross     Rehabilitation

                                                      Food Unit
```

Sample Organizational Chart: This Organizational charts should be modified to fit the needs of the incident.

# ICS Forms

The following section contains commonly used ICS forms.  A complete set of instructions is on your CD as a PDF file called ICS FormsInstuctions. The selection of forms used at an incident will vary based on the complexity and duration of the incident.

The Table below identifies commonly used ICS forms.

| Form No. | Form Name | Responsible to Prepare |
|----------|-----------|------------------------|
| 202 | Incident Objectives | Resource Unit |
| 203 or 207 | Organization List/Chart | Resource Unit |
| 204 | Assignments List | Resource Unit/Planning Recorder |
| 205 | Communications Plan | Communications Unit |
| 206 | Medical Plan | Medical Unit |
| 220 | Air Operations Summary | Air Operations Branch Director |
| None | Traffic Plan | Ground Support Unit |
| None | Safety Plan | Safety Officer |
| None | Map | Situation Unit |
| None | Demobilization Plan | Demobilization Unit |

| **201: INCIDENT BRIEFING** | 1. Incident Name | 2. Date | 3. Time |
|---|---|---|---|

| 4. Map Sketch |
|---|
| |

| 5. Current Organization |
|---|
| |

| Page  of | 6. Prepared by (Name and Position) |
|---|---|

**ICS 201 Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Distribution. After the initial briefing of the Incident Commander and General Staff, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit.

| 6.  Resources Summary | | | | |
|---|---|---|---|---|
| Resources Ordered | Resource Identification | ETA | On Scene | Location/Assignment |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| 7.  Summary of Current Actions |
|---|
| |

| Page      of | |
|---|---|

**ICS 201 Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Distribution. After the initial briefing of the Incident Commander and General Staff, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit.

| **202: INCIDENT OBJECTIVES** | 1. Incident Name | 2. Date | 3. Time |
|---|---|---|---|
| | | | |

| 4. Operational Period |
|---|
| |

| 5. General Control Objectives for the Incident (include alternatives) |
|---|
| |

| 6. Weather Forecast for Period |
|---|
| |

| 7. General Safety Message |
|---|
| |

| 8. | Attachments (mark if attached) | |
|---|---|---|

| ☐ Organization List - ICS 203 | ☐ Medical Plan - ICS 206 | ☐ (0ther) |
|---|---|---|
| ☐ Div. Assignment Lists - ICS 204 | ☐ Incident Map | ☐ |
| ☐ Communications Plan - ICS 205 | ☐ Traffic Plan | ☐ |

| 9. Prepared by (Planning Section Chief) | 10. Approved by (Incident Commander) |
|---|---|
| | |

**ICS 202: Preparation.** An Incident Action Plan is completed following each formal planning meeting conducted by the Incident Commander and the Command and General Staff. The plan must be approved by the Incident Commander prior to distribution. **Distribution.** Sufficient copies of the Incident Action Plan, will be reproduced and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit leader levels.

## 202: INCIDENT OBJECTIVES

| | | |
|---|---|---|
| 1. Incident Name | 7. General Safety Message | 3. Time |

**4. Operational Period**

**5. General Control Objectives for the Incident (include alternatives)**

**8.**               Attachments (

- ☐ Organization List - ICS 203     ☐ Me
- ☐ Div. Assignment Lists - ICS 204     ☐ Inc
- ☐ Communications Plan - ICS 205     ☐ Tra

**9. Prepared by (Planning Section Chief)**

## 203: ORGANIZATION ASSIGNMENT LIST

**1. Incident Name**

| 2. Date | 3. Time |
|---|---|

**4. Operational Period**

| Position | Name | |
|---|---|---|
| **5.** | **Incident Commander and Staff** | |
| Incident Commander | | |
| Deputy | | |
| Safety Officer | | |
| Information Officer | | |
| Liaison Offier | | |
| **6.** | **Agency Representative** | |
| Agency | Name | |

**6. Weather Forecast for Period**

**ICS 203Preparation**. Prepared and maintained by the Resources Unit under the direction of the Planning Section Chief. Distribution. Th Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

| | |
|---|---|
| | |
| | |
| | |
| | |

| 7. Planning Section | |
|---|---|
| Chief | |
| Deputy | |
| Resources Unit | |
| Situation Unit | |
| Documentation Unit | |
| Demobilization Unit | |
| Technical Specialists | |
|   Human Resources | |
|   Training | |
| | |
| | |
| | |

| 8. Logistics Section | |
|---|---|
| Chief | |
| Deputy | |
| Supply Unit | |
| Facilities Unit | |
| Ground Support Unit | |
| Communications Unit | |
| Medical Unit | |
| Security Unit | |
| Food Unit | |

| 9. Operations Section | | |
|---|---|---|
| Chief | | |
| Deputy | | |

| a. Branch I - Division/Groups | | |
|---|---|---|
| Branch Director | | |
| Deputy | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |

| b. Branch II - Division/Groups | | |
|---|---|---|
| Branch Director | | |
| Deputy | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |

| c. Branch III - Division/Groups | | |
|---|---|---|
| Branch Director | | |
| Deputy | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |

| d. Air Operations Branch | |
|---|---|
| Air Operations Branch Director | |
| Air Attack Supervisor | |
| Air Support Supervisor | |

**ICS 203Preparation**. Prepared and maintained by the Resources Unit under the direction of the Planning Section Chief. Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

| | |
|---|---|
| Helicopter Coordinator | |
| Air Tanker Coordinator | |

| 10. | Finance Section |
|---|---|
| Chief | |
| Deputy | |
| Time Unit | |
| Procurement Unit | |
| Compensation/Claims Unit | |
| Cost Unit | |

Prepared by (Resource Unit Leader)

**ICS 203Preparation**. Prepared and maintained by the Resources Unit under the direction of the Planning Section Chief. Distribution. The Organization Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

| **204: DIVISION ASSIGNMENT LIST** | 1. Branch | 2. Division/Group |
|---|---|---|
| 3. Incident Name | 4. Operational Period  Date:     Time: | |

| 5. | Operations Personnel | | |
|---|---|---|---|
| Operations Chief | | Division/Group Supervisor | |
| Branch Director | | Air Attack Supervisor No. | |

| 6. | | Resources Assigned this Period | | | |
|---|---|---|---|---|---|
| Strike Team/Task Force/ Resource Designator | Leader | Number Persons | Trans. Needed | Drop Off PT./Time | Pick Up PT./Time |
| | | | | | |
| | | | | | |
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| | | | | | |

7. Control Operations

8. Special Instructions

| 9. | | Division/Group Communication Summary | | | | | |
|---|---|---|---|---|---|---|---|
| Function | Frequency | System | Channel | Function | Frequency | System | Channel |
| Command | | King NIFC | | Logistics | | King NIFC | |
| Tactical Div/Group | | King NIFC | | Air to Ground | | King NIFC | |

| Prepared by (Resource Unit Leader) | Approved by (Planning Section Chief) | Date | Time |
|---|---|---|---|
| | | | |

**ICS 204** Preparation. The Assignment List is normally prepared by the Resources Unit using guidance by the Incident Objectives (ICS Form 202), Operational Planning Worksheet (ICS Form 215), and Operations Section Chief. The Assignment List must be approved by the Planning Section Chief. When approved, it is attached to the Incident Objectives as part of the Incident Action Plan. Distribution. The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio.

| 205: INCIDENT RADIO COMMUNICATIONS PLAN | 1. Incident Name | 2. Date/Time Prepared | 3. Operational Period Date/Time |
|---|---|---|---|

| 4. Basic Radio Channel Utilization | | | | | |
|---|---|---|---|---|---|
| Radio Type/Cache | Channel | Function | Frequency/Tone | Assignment | Remarks |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

5. Prepared by (Communications Unit)

**ICS 205: Preparation.** The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Distribution. The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is placed on Assignment Lists.

| 206: MEDICAL PLAN | 1. Incident Name | 2. Date Prepared | 3. Time Prepared | 4. Operational Period |
|---|---|---|---|---|

### 5. Incident Medical Aid Station

| Medical Aid Stations | Location | Paramedics Yes | No |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### 6. Transportation

#### A. Ambulance Services

| Name | Address | Phone | Paramedics Yes | No |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

#### B. Incident Ambulances

| Name | Location | Paramedics Yes | No |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

### 7. Hospitals

| Name | Address | Travel Time Air | Ground | Phone | Helipad Yes | No | Burn Center Yes | No |
|---|---|---|---|---|---|---|---|---|
| DHMC | Medical Center Dr. Lebanon NH | | | 606 650 7000 | x | | x | |
| VAMC | 125 Veterans Dr. White River Jct. | | | 802 295 9363 | x | | | x |
| Alice Peck Day | 125 Mascoma StLebanon NH | | | 603 448 3121 | | x | | x |
| Mt. Ascutney Hosp | 289 County Rd. Windsor VT | | | 802 674 7400 | x | | | x |
| Gifford Medical Ctr | 44 S. Main St. Randolph VT | | | 802 7287000 | x | | | x |
| Springfield Hosp. | 25 Ridgewood RD Springfield VT | | | 802 885 2151 | x | | | |
| Valley Regional | 243 Elm St. Claremont NH | | | 603 542 7771 | | | | |

**ICS 206 Preparation.** The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.
**Distribution**. The Medical Plan may be an attachment to the Incident Objectives, or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on Assignment Lists.

| Rutland Regional | 160 Allen St Rutland VT | | | 802 775 7111 | | | | |
|---|---|---|---|---|---|---|---|---|

| 8.  Medical Emergency Procedures |
|---|
|  |

| Prepared by (Medical Unit Leader) | 10. Reviewed by (Safety Officer) |
|---|---|
|  |  |

**ICS 206 Preparation.** The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer. **Distribution.** The Medical Plan may be an attachment to the Incident Objectives, or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on Assignment Lists.

Incident Commander

| Safety Officer |
| Liaison Officer or Agency Representative |
| Information Officer |

Incident Name _____
Operational Period _____
Date _____　　Time _____

Operations Section Chief

Planning Section Chief

Logistics Section Chief

Finance Section Chief

Staging Area Manager

Branch Director

Branch Director

Air Operations Director

Resources Unit Leader

Situation Unit Leader

Demobilization Unit Leader

Documentation Unit Leader

Technical Specialists

Communications Unit Leader

Medical Unit Leader

Food Unit Leader

Security Unit Leader

Supply Unit Leader

Facilities Unit Leader

Ground Support Unit Leader

Time Unit Leader

Procurement Unit Leader

Comp/Claims Unit Leader

Cost Unit Leader

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Division/Group Supervisor

Air Support Supervisor

Air Attack Supervisor

Helibase Manager

Helicopter Coordinator

Helispot Manager

Air Tanker Coordinator

Fixed Wing Base Coordinator

**ICS 207 Preparation.** The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur. **Distribution**. When completed, the chart is posted on the display board located at the Incident Command Post.

ICS 207

NFES 1332

**ICS 207 Preparation.** The organization chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur. **Distribution**. When completed, the chart is posted on the display board located at the Incident Command Post.

# 209: INCIDENT STATUS SUMMARY
## FS-5100-11

| 1. Date/Time | 2. ☐ Initial ☐ Update ☐ Final | 3. Incident Name | 4. Incident Number |
|---|---|---|---|

| 5. Incident Commander | 6. Jurisdiction | 7. County | 8. Type Incident | 9. Location | 10. Started Date/Time |
|---|---|---|---|---|---|

| 11. Cause | 12. Area Involved | 13. % Controlled | 14. Expected Containment Date/Time | 15. Estimated Controlled Date/Time | 16. Declared Controlled Date/Time |
|---|---|---|---|---|---|

| 17. Current Threat | 18. Control Problems |
|---|---|

| 19. Est. Loss | 20. Est Savings | 21. Injuries | Deaths | 22. Line Built | 23. Line to Build |
|---|---|---|---|---|---|

| 24. Current Weather | 25. Predicted Weather | 26. Cost to Date | 27. Est. Total Cost |
|---|---|---|---|
| WS   Temp   WD   RH | WS   Temp   WD   RH | | |

### 28. Agencies

| 29. Resources Kind of Resource | | | | | | | | | | | | | | | | | | | | | | | TOTALS | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST |
| ENGINES | | | | | | | | | | | | | | | | | | | | | | | | |
| DOZERS | | | | | | | | | | | | | | | | | | | | | | | | |
| CREWS   Number of Crews: | | | | | | | | | | | | | | | | | | | | | | | | |
|   Number of Crew Personnel: | | | | | | | | | | | | | | | | | | | | | | | | |
| HELICOPTERS | | | | | | | | | | | | | | | | | | | | | | | | |
| AIR TANKERS | | | | | | | | | | | | | | | | | | | | | | | | |
| TRUCK COS. | | | | | | | | | | | | | | | | | | | | | | | | |
| RESCUE/MED. | | | | | | | | | | | | | | | | | | | | | | | | |
| WATER TENDERS | | | | | | | | | | | | | | | | | | | | | | | | |
| OVERHEAD PERSONNL | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | |

| 30. Cooperating Agencies |
|---|

| 31. Remarks |
|---|
| |

| 32. Prepared by | 33. Approved by | 34. Sent to: Date   Time   By |
|---|---|---|

**ICS 209 Preparation**. The Incident Status Summary is prepared by the Situation Unit. Resource information should be obtained from the Resources Unit. It is scheduled for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required at more frequent intervals by the intervals by the Incident Commander or Planning Section Chief. Distribution. When completed, the form is duplicated and copies are distributed to the Incident Commander and staff, and all Section Chiefs, Planning Section Unit Leaders, and Agency Dispatch Centers. It is also posted on the display board located at the Incident Command Post.

## 209: INCIDENT STATUS SUMMARY
## FS-5100-11

| 1. Date/Time | 2. ☐ Initial ☐ Update ☐ Final | 3. Incident Name | 4. Incident Number |
|---|---|---|---|

| 5. Incident Commander | 6. Jurisdiction | 7. County | 8. Type Incident | 9. Location | 10. Started Date/Time |
|---|---|---|---|---|---|

| 11. Cause | 12. Area Involved | 13. % Controlled | 14. Expected Containment Date/Time | 15. Estimated Controlled Date/Time | 16. Declared Controlled Date/Time |
|---|---|---|---|---|---|

| 17. Current Threat | 18. Control Problems |
|---|---|

| 19. Est. Loss | 20. Est Savings | 21. Injuries | Deaths | 22. Line Built | 23. Line to Build |
|---|---|---|---|---|---|

| 24. Current Weather<br>WS   Temp<br>WD   RH | 25. Predicted Weather<br>WS   Temp<br>WD   RH | 26. Cost to Date | 27. Est. Total Cost |
|---|---|---|---|

### 28. Agencies

| 29. Resources | | | | | | | | | | | | | | | | | | | | | | | | TOTALS | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Kind of Resource | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | SR | ST | | SR | ST |
| ENGINES | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOZERS | | | | | | | | | | | | | | | | | | | | | | | | | |
| CREWS   Number of Crews: | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Crew Personnel: | | | | | | | | | | | | | | | | | | | | | | | | | |
| HELICOPTERS | | | | | | | | | | | | | | | | | | | | | | | | | |
| AIR TANKERS | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRUCK COS. | | | | | | | | | | | | | | | | | | | | | | | | | |
| RESCUE/MED. | | | | | | | | | | | | | | | | | | | | | | | | | |
| WATER TENDERS | | | | | | | | | | | | | | | | | | | | | | | | | |
| OVERHEAD PERSONNL | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | | |

**ICS 211 Preparation**. The Check-in List is initiated at a number of incident locations including:
1. Staging areas, base, camps, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.
2. Incident Communications Center Manager (in the Communications Center) records the information and also gives it to the Resources Unit as soon as possible.
3. Check in at the ICP will be done by a recorder at the Resources Unit.

**Distribution.** Check-in Lists, which are completed by personnel at the various check-in locations, are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

| | | |
|---|---|---|
| 30. Cooperating Agencies | | |
| 31. Remarks | | |
| 32. Prepared by | 33. Approved by | 34. Sent to:<br><br>Date              Time         By |

**ICS 209 Preparation**. The Incident Status Summary is prepared by the Situation Unit. Resource information should be obtained from the for presentation to the Planning Section Chief and other General Staff members prior to each Planning Meeting and may be required the intervals by the Incident Commander or Planning Section Chief. Distribution. When completed, the form is duplicated and copies Commander and staff, and all Section Chiefs, Planning Section Unit Leaders, and Agency Dispatch Centers. It is also posted on the d Incident Command Post.

| **211: INCIDENT CHECK-IN LIST** | 1. Incident Name | 2. Check-In Location (complete all that apply) | | | | | 3. Date/Time |
|---|---|---|---|---|---|---|---|

*Check one:*

☐ Personnel   ☐ Hand crew   ☐ Misc.
☐ Engines   ☐ Dozers
☐ Helicopters   ☐ Aircraft

☐ Base   ☐ Camp   ☐ Staging Area   ☐ ICP Restat   ☐ Helibase

### Check-In Information

| 4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format: | | | | | 5. Order/Request Number | 6. Date/ Time Check-In | 7. Leader's Name | 8. Total No. Personnel | 9. Manifest Yes   No | 10. Crew or Individual's Weight | 11. Home Base | 12. Departure Point | 13. Method of Travel | 14. Incident Assignment | 15. Other Qualifications | 16. Sent to RESTAT Time/Int |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Agency | Single | Kind | Type | I.D. No/Name | | | | | | | | | | | | |
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**ICS 211 Preparation**. The Check-in List is initiated at a number of incident locations including:

1. Staging areas, base, camps, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.
2. Incident Communications Center Manager (in the Communications Center) records the information and also gives it to the Resources Unit as soon as possible.
3. Check in at the ICP will be done by a recorder at the Resources Unit.

**Distribution.** Check-in Lists, which are completed by personnel at the various check-in locations, are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

| 211: INCIDENT CHECK-IN LIST | 1. Incident Name | 2. Check-In Location (complete all that apply) | | | | | 3. Date/Time |
|---|---|---|---|---|---|---|---|

*Check one:*
☐ Personnel　☐ Hand crew　☐ Misc.
☐ Engines　☐ Dozers
☐ Helicopters　☐ Aircraft

☐ Base　☐ Camp　☐ Staging Area　☐ ICP Restat　☐ Helibase

Check-In Information

| 4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format: | | | | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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17. Prepared by (Name and Position) *Use back for remarks or comments*

**ICS 211 Preparation**. The Check-in List is initiated at a number of incident locations including:
1. Staging areas, base, camps, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.
2. Incident Communications Center Manager (in the Communications Center) records the information and also gives it to the Resources Unit as soon as possible.
3. Check in at the ICP will be done by a recorder at the Resources Unit.
**Distribution.** Check-in Lists, which are completed by personnel at the various check-in locations, are provided to both the Resources Unit and the Finance Section.
The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

| GENERAL MESSAGE | | |
|---|---|---|
| **TO**: | POSITION: | |
| FROM: | POSITION: | |
| SUBJECT: | DATE: | TIME: |

**MESSAGE:**



| SIGNATURE: | POSITION: |
|---|---|

**REPLY:**



| DATE: | TIME: | SIGNATURE/POSITION: |
|---|---|---|

**ICS 213 Initiation of Form.** The General Message form may be initiated by incident dispatchers and any other personnel on an incident. Distribution. Upon completion, the General Message may be: 1. Hand carried to the addressee. 2. Hand carried to the incident Communication Center for transmission.

NFES 1336

| 214: UNIT LOG | 1. Incident Name | 2. Date Prepared | 3. Time Prepared |
|---|---|---|---|
| **4. Unit Name/Designators** | 5. Unit Leader (Name and Position) | | 6. Operational Period |

**7.    Personnel Roster Assigned**

| Name | ICS Position | Home Base |
|---|---|---|
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**8.    Activity Log**

| Time | Major Events |
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9. Prepared by (Name and Position)

**ICS 214: Initiation of Log.** A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are forwarded to supervisors who provide to the Documentation Unit. **Distribution.** The Documentation Unit maintains a file of all Unit Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

## 215: OPERATIONAL PLANNING WORK SHEET

| 1. Incident Name | 2. Date Prepared | Time Prepared | 3. Operational Period (Date/Time) |
|---|---|---|---|

| 4. Division/ Group or Other Location | 5. | | Resource by Type (Show Strike Team as ST) | | | | | | | | | | | | | | | | | | | 6. Reporting Location | 7. Requested Arrival Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Work Assignments | Resource type > | | | | | | | | | | | | | | | | | | | Other | | |
| | | | 1 | 2 | 3 | 4 | 1 | 2 | 1 | 2 | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | | | |
| | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| 9. Total Resources - Single | | Req | | | | | | | | | | | | | | | | | | | | | |
| | | Have | | | | | | | | | | | | | | | | | | | | | |
| | | Need | | | | | | | | | | | | | | | | | | | | | |
| Total Resources - Strike Teams | | Req | | | | | | | | | | | | | | | | | | | | Prepared by (Name and | |

**215 Initiation of Form.** The Operational Planning Worksheet is initiated by the Incident Commander and General Staff at each Planning Meeting. It is recommended that the format be drawn on the chalkboard, and when decisions are reached, the information is recorded on the Operational Planning Worksheet. Distribution. When the division work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to assist in the preparation of the Assignment Lists. The Planning Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

| 215: OPERATIONAL PLANNING WORK SHEET | | 1. Incident Name | 2. Date Prepared     Time Prepared | 3. Operational Period (Date/Time) |
|---|---|---|---|---|

| 4. Division/ Group or Other | 5. | Resource by Type (Show Strike Team as ST) | | | | | | | | | | | | | | | | | | 6. Reporting Location | 7. Requested Arrival Time |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Location | Work Assignments   Resource type > | | | | | | | | | | | | | | | | | | Other | | |
| | | 1 | 2 | 3 | 4 | 1 | 2 | 1 | 2 | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | (Position) | |
| | Have | | | | | | | | | | | | | | | | | | | | |
| | Need | | | | | | | | | | | | | | | | | | | | |

**215 Initiation of Form.** The Operational Planning Worksheet is initiated by the Incident Commander and General Staff at each Planning Meeting. It is recommended that the format be drawn on the chalkboard, and when decisions are reached, the information is recorded on the Operational Planning Worksheet. Distribution. When the division work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to assist in the preparation of the Assignment Lists. The Planning Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **INCIDENT ACTION PLAN SAFETY ANALYSIS** | | | | | | | | | | | 1. Incident Name | | | | | 2. Date | | 3. Time | |
| **LCES**\* Analysis of Tactical Applications<br>**L**ookouts **C**ommunications **E**scape routes **S**afety zones | | | | | | | | | | | Other Risk Analysis | | | | | | | | |
| Division/Group | Indirect Fireline | Downhill Fireline | Underslung Fireline | Mid-slope Fireline | Frontal Assault | Anchor Points | Extreme Conditions (Spotting, Wind-driven) | Reburn Potential | | | LCES Mitigations | Hazard Materials | Transportation, 1 Hr + | Communications | Structure Protection | | | | Other Risk Mitigations |
| | | | | | | | | | | | | | | | | | | | |
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Prepared by (Name and Position)

ICS 215A **Preparation.** The IAP Safety Analysis Plan is prepared by the Safety Officer. **Distribution**. The Safety Analysis Plan may be an attachment to the Incident Objectives.

| RADIO REQUIREMENTS WORKSHEET | | | 1. Incident Name | | | 2. Date | | 3. Time |
|---|---|---|---|---|---|---|---|---|

| 4. Branch | | | 5. Agency | | | 6. Operational Period | | | 7. Tactical Frequency |
|---|---|---|---|---|---|---|---|---|---|

| 8. Division/Group | | | Division/Group | | | Division/Group | | | Division/Group |
|---|---|---|---|---|---|---|---|---|---|
| Agency | | | Agency | | | Agency | | | Agency |

| 9. Agency | ID No. | Radio Requirements | Agency | ID No. | Radio Requirements | Agency | ID No. | Radio Requirements | Agency | ID No. | Radio Requirements |
|---|---|---|---|---|---|---|---|---|---|---|---|
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| Page    of | 10. Prepared by (Name and Position) |
|---|---|

**ICS 216 Initiation of Form.** The worksheet is prepared by the Communications Unit for each operational period and can only be completed after specific resource assignments are made and designated on Assignment Lists. This worksheet need not be used if the Communications Unit Leader can easily obtain the information directly from Assignment Lists. **Distribution.** The worksheet is for internal use by the Communications Unit and therefore there is no distribution of the form.

**SUPPORT VEHICLE INVENTORY**
(Use separate sheet for each vehicle category)

| | 1. Incident Name | 2. Date Prepared | 3. Time Prepared |

Vehicle Category:   ☐ Buses   ☐ Dozers   ☐ Engines   ☐ Lowboys   ☐ Pickups/Sedans   ☐ Tenders   ☐ Other

### Vehicle/Equipment Information

| Resource Order No. "E" Number | Incident ID No. | Vehicle Type | Vehicle Make | Capacity Size | Agency/Owner | Vehicle License Rig Number | Location | Release Time |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
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| Page ___of ____ | 5. Prepared by (Ground Support Unit) |

**SUPPORT VEHICLE INVENTORY**    | 1. Incident Name | 2. Date Prepared | 3. Time Prepared |

**ICS 218 Purpose.** The Support Vehicle Inventory form provides an inventory of all transportation and support vehicles assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles on the incident. The Resources Unit uses the information to initiate and maintain status/resources information on these resources. Preparation. The form is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader. **Distribution.** Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles should be provided to the Resources Unit immediately.

(Use separate sheet for each vehicle category)

| Vehicle Category: | ☐ Buses | ☐ Dozers | ☐ Engines | ☐ Lowboys | ☐ Pickups/Sedans | ☐ Tenders | ☐ Other |

| Vehicle/Equipment Information | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Resource Order No. "E" Number | Incident ID No. | Vehicle Type | Vehicle Make | Capacity Size | Agency/Owner | Vehicle License Rig Number | Location | Release Time |
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| Page ___of ____ | 5. Prepared by (Ground Support Unit) | | | | | | | |

**ICS 218 Purpose.** The Support Vehicle Inventory form provides an inventory of all transportation and support vehicles assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles on the incident. The Resources Unit uses the information to initiate and maintain status/resources information on these resources. Preparation. The form is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader. **Distribution.** Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles should be provided to the Resources Unit immediately.

| AIR OPERATIONS SUMMARY | 1. Incident Name | | Helibases<br>Fixed Wing Bases | |
|---|---|---|---|---|

| 4. Personnel and Communications | Name | Air/Air Frequency | Air/Ground Frequency | 5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities) |
|---|---|---|---|---|
| Air Operations Director | | | | |
| Air Attack Supervisor | | | | |
| Helicopter Coordinator | | | | |
| Air Tanker Coordinator | | | | |
| | | | | |
| | | | | |

| 6. Location/Function | 7. Assignment | 8. Fixed Wing | | 9. Helicopters | | 10. Time | | 11. Aircraft Assigned | 12. Operating Base |
|---|---|---|---|---|---|---|---|---|---|
| | | No. | Type | No. | Type | Available | Commence | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| 13. Totals | | | | | | | | | |

| 14. Air Operations Support Equipment | 15. Prepared by *(include Date and Time)* |
|---|---|

ICS 220 **Initiation of Form.** The worksheet is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS Form 215) which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. **Distribution.** After the worksheet is completed by Air Operations personnel (except item 11), the form is given to the Air Support Group Supervisor and Air Tanker/Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and air tankers assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

| DEMOBILIZATION CHECKOUT | | |
|---|---|---|
| 1. Incident Name/Number | 2. Date/Time | 3. Demob. No. |
| 4. Unit/Personnel Released | | |
| 5. Transportation Type/No. | | |
| 6. Actual Release Date/Time | 7. Manifest? ☐ Yes ☐ No  Number | |
| 8. Destination | 9. Notified: ☐ Agency   ☐ Region   ☐ Area   ☐ Dispatch<br><br>Name:<br><br>Date: | |
| 10.  Unit Leader Responsible for Collecting Performance Rating | | |

| 11.  Unit/Personnel |
|---|

You and your resources have been released subject to sign off from the following:
*Demob. Unit Leader check  the appropriate box*

Logistics Section

☐       Supply Unit

☐       Communications Unit

☐       Facilities Unit

☐       Ground Support Unit Leader

Planning Section

☐       Documentation Unit

Finance Section

☐       Time Unit

Other

☐

☐

| 12. Remarks |
|---|
| |
| |

**DEMOBILIZATION CHECKOUT**

**ICS 221 Initiation of the Form.** The form is initiated by the Demobilization Unit Leader or the Planning Section. The top portion of the form is completed by Demobilization Unit Leader after the resource supervisor has given written notification that the resource is excess to the needs of the incident**. Distribution**. The individual resource will have the unit initial the appropriate checked (Ö) boxes in section 11 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section.

| 1. Incident Name/Number | 2. Date/Time | 3. Demob. No. |
|---|---|---|
| 4. Unit/Personnel Released | | |
| 5. Transportation Type/No. | | |

| 6. Actual Release Date/Time | 7. Manifest? ☐ Yes ☐ No Number |
|---|---|

| 8. Destination | 9. Notified: ☐ Agency    ☐ Region    ☐ Area    ☐ Dispatch |
|---|---|
| | Name: |
| | Date: |

| 10. Unit Leader Responsible for Collecting Performance Rating |
|---|

| 11.  Unit/Personnel |
|---|

You and your resources have been released subject to sign off from the following:
*Demob. Unit Leader check  the appropriate box*

Logistics Section

☐      Supply Unit                     _____

☐      Communications Unit      _____

☐      Facilities Unit                  _____

☐      Ground Support Unit Leader

Planning Section

☐      Documentation Unit

Finance Section

☐      Time Unit

Other

☐

☐

| 12. Remarks |
|---|
| |
| |

**DEMOBILIZATION CHECKOUT**

| 1. Incident Name/Number | 2. Date/Time | 3. Demob. No. |
|---|---|---|

**ICS 221 Initiation of the Form.** The form is initiated by the Demobilization Unit Leader or the Planning Section. The top portion of the form is completed by Demobilization Unit Leader after the resource supervisor has given written notification that the resource is excess to the needs of the incident**. Distribution**. The individual resource will have the unit initial the appropriate checked (Ö) boxes in section 11 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section.

| 4.  Unit/Personnel Released |
| --- |
|  |

| 5.  Transportation Type/No. |
| --- |
|  |

| 6.  Actual Release Date/Time | 7.  Manifest? ☐ Yes ☐ No  Number |
| --- | --- |

| 8.  Destination | 9. Notified: ☐ Agency      ☐ Region      ☐ Area      ☐ Dispatch |
| --- | --- |
|  | Name: |
|  | Date: |

| 10.  Unit Leader Responsible for Collecting Performance Rating |
| --- |

| 11.  Unit/Personnel |
| --- |

You and your resources have been released subject to sign off from the following:
*Demob. Unit Leader check  the appropriate box*

Logistics Section

☐          Supply Unit

☐          Communications Unit

☐          Facilities Unit

☐          Ground Support Unit Leader

Planning Section

☐          Documentation Unit

Finance Section

☐          Time Unit

Other

☐

☐

| 12.  Remarks |
| --- |
|  |
|  |

| 13.  Prepared by (include Date and Time) |
| --- |

**ICS 221 Initiation of the Form.** The form is initiated by the Demobilization Unit Leader or the Planning Section. The top portion of the form is completed by Demobilization Unit Leader after the resource supervisor has given written notification that the resource is excess to the needs of the incident**. Distribution**. The individual resource will have the unit initial the appropriate checked (Ö) boxes in section 11 prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section.

**Instructions for completing the Demobilization Checkout (ICS form 221)**

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release.  If any, add to line Number 11.

| Item No. | Item Title | Instructions |
|---|---|---|
| 1. | Incident Name/No. | Enter Name and/or Number of Incident. |
| 2. | Date & Time | Enter Date and Time prepared. |
| 3. | Demob. No. | Enter Agency Request Number, Order Number, or Agency Demob Number if applicable. |
| 4. | Unit/Personnel Released | Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released. |
| 5. | Transportation | Enter Method and vehicle ID number for transportation back to home unit.  Enter N/A if own transportation is provided.  *Additional specific details should be included in Remarks, block # 12.* |
| 6. | Actual Release Date/Time | To be completed at conclusion of Demob at time of actual release from incident.  *Would normally be last item of form to be completed.* |
| 7. | Manifest | Mark appropriate box.  If yes, enter manifest number.  *Some agencies require a manifest for air travel.* |
| 8. | Destination | Enter the location to which Unit or personnel have been released.  *i.e.  Area, Region, Home Base, Airport, Mobilization Center, etc.* |
| 9. | Area/Agency/ Region Notified | Identify the Area, Agency, or Region notified and enter date and time of notification. |
| 10. | Unit Leader Responsible for Collecting Performance Ratings | Self-explanatory.  *Not all agencies require these ratings.* |
| 11. | Resource Supervision | Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out.  Identified Unit Leaders are to initial to the right to indicate release.

Blank boxes are provided for any additional check, (unit requirements as needed), i.e.  Safety Officer, Agency Rep., etc. |
| 12. | Remarks | Any additional information pertaining to demob or release. |
| 3. | Prepared by | Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time. |

13. Prepared by (include Date and Time)

### Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release.  If any, add to line Number 11.

| Item No. | Item Title | Instructions |
|---|---|---|
| 1. | Incident Name/No. | Enter Name and/or Number of Incident. |
| 2. | Date & Time | Enter Date and Time prepared. |
| 3. | Demob. No. | Enter Agency Request Number, Order Number, or Agency Demob Number if applicable. |
| 4. | Unit/Personnel Released | Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released. |
| 5. | Transportation | Enter Method and vehicle ID number for transportation back to home unit.  Enter N/A if own transportation is provided.  *Additional specific details should be included in Remarks, block # 12.* |
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| | | Blank boxes are provided for any additional check, (unit requirements as needed), i.e.  Safety Officer, Agency Rep., etc. |
| 12. | Remarks | Any additional information pertaining to demob or release. |

3.       Prepared by                          Enter the name of the person who prepared this Demobilization Checkout, including the Date
                                             and Time.

## RAPID RESPONSE PLAN AND RESOURCE LISTS

**Adopted:** _____ **by** _____ **Official Signature:**

_____
(Date)   (Legislative Body)       (i.e., Chairperson*)*

# VERMONT RAPID RESPONSE PLAN
City/Town of Hartford Windsor County

Business Address:  812 VA Cutoff Road, White River Jct., VT 05001
(mailing address, city, state, zip)
Tel: (802) 295-3232/(802) 295-9425    Fax:  (802) 295-5143
E-mail:MMiller@Hartford-vt.org

### #1 - ALERT AND MOBILIZE LOCAL EMERGENCY MANAGEMENT ORGANIZATION

| Rapid Response Team<br>For example: E.M. Coordinator, Fire Chief, Public Works Foreman, Police Chief, etc | Name<br>☒= Contact Person/Action accomplished | Phone/Cell or Pager |
|---|---|---|
| ☐ 1. Director/Fire Chief | Mark A. Miller | 295-3232/356-5382 |
| ☐ 2. Public Works Director | Richard Menge | 295-3622/ 356-1592 |
| ☐ 3. Police Chief | Glenn Cutting | 295-9425/356-5383 |
| ☐ 4. Town Manager | Hunter Rieseberg | 295-9353/356-5381 |
| ☐ 5. Select Board | Leonard Berliner, Chair | 295-5237 |
| ☐ 6. Select Board | Gayle Ottmann, Vice Chair | 295-9566/295-7900 |

### #2 - ALERT VT. EMERGENCY MANAGEMENT (VEM): 1-800-347-0488 or 1-802-244-8721

☐ 1.  Assess, map and document damage, identify needs and magnitude of disaster. (Use Emergency Status Report Form and attach )
☐ 2. Alert **VEM** of status, need for assistance, and use of other State agencies.
☐ 3. Elected officials declare **Local Emergency** per assessments above. (Use Declaration of State of Emergency and attach)

### #3 - ALERT GENERAL POPULATION AND EVACUATE AS NEEDED

(For example: siren, public address system, Door-to-door, etc.)
☐ Method of alert:  public address, local media, VT 2-1-1 or VT 5-1-1 (VTrans for Highway Information)

☐ Evacuation route: 2 Interstates, 3 State Highways

### #4 - ACTIVATE EMERGENCY OPERATIONS CENTER (EOC)

| Facility Name | Address | Phone(s) |
|---|---|---|
| ☐ **Choice # 1**: Public Safety Building | 812 VA Cutoff Rd, White River Jct., VT | 295-3232/295-9425 |
| ☐ **Choice # 2**: Public Works Building | 173 Airport Rd. White River Jct., VT | 295-3622 |
| ☐ **Choice # 3**: Municipal Building | 171 Bridge St. White River Jct. VT | 295-9353 |

### #5 - OPEN EMERGENCY SHELTERS

| Facility Name | Address | Phone | Contact Person |
|---|---|---|---|
| ☐ **Shelter # 1**: Hartford High School | 37 Highland Avenue, WRJ | 295-8600 | Donald LaPlante |
| ☐ **Shelter # 2**: American Legion | 36 South Main, WRJ | 295-6774 | Gary Morse |
| ☐ **Shelter # 3**: VFW | Currier Street | 295-2760 | Don Dean |

## *VERMONT RAPID RESPONSE PLAN*

**#6 - USE THE "LOCAL OFFICIALS DISASTER HANDBOOK" FOR INSTRUCTIONS, FORMS, PHONE NUMBERS & TIPS.**

### Critical Phone Numbers

| Level | Service | Phone | Contact Person |
|---|---|---|---|
| **STATE** | **Vermont Emergency Management:** <br><br> ☐ Clean Drinking Water, Generators, Heavy Equipment, Sand Bags, etc. <br><br> ☐ VEM can activate state resources such as AOT, Agency of Natural Resources, Labor & Industry, National Guard, Health Dept. etc. <br><br> ☐ HAZMAT Hotline (spills, etc.) | **1-800-347-0488** <br> **1-802-244-8721** <br><br><br><br><br> **1-800-641-5005** | |
| **LOCAL** | ☐ Fire <br> ☐ Shelter Coordinator <br> ☐ Rescue <br> ☐ Public Works <br> ☐ Local Hospital <br> ☐ Law Enforcement <br> ☐ Regional Planning Com. <br> ☐ School District: <br> ☐ Sheriff  Windsor County <br> ☐ Local Media | 802-295-3232 <br> 802-295-9425 <br> 802-295-3232 <br> 802-295-3622 <br> 603-650-5000 <br> 802-295-9425 <br> 603-448-1680 <br> ⎯⎯ <br> 802-295-8600 <br> 802-457-5211 <br> Hartford Dispatch has fax numbers for all local media | FD Chief  Mark A. Miller <br> PD Chief Glenn Cutting <br> Chief Mark A. Miller <br> Richard Menge, Director <br> DHMC <br> Chief Glenn Cutting <br> Jason Rasmussen <br> ⎯⎯ <br> Donald LaPlante <br> Windsor County <br> Hartford Dispatch Center <br> Fax Releases must be on Town/Department Stationary |
| **OTHER RESOURCES and MUTUAL AID** | ☐ American Red Cross <br><br> ☐ Fire/ Town of     Lebanon, NH <br><br> ☐ Rescue/Town of     Lebanon, NH <br><br> ☐ Public Works/Town of     Lebanon, NH <br><br> ☐ Other:     Town of Hanover, NH <br><br> ☐ Other: | 802-295-3635 <br><br> 603-448-1212 <br><br> 603-448-1212 <br><br> 603-448-1212 <br><br> 603-643-2222 | <br><br> Dispatch <br><br> Dispatch <br><br> Dispatch <br><br> Dispatch |

## *RAPID RESPONSE PLAN*

### #7 - USE PUBLIC WORKS STAFF, VOLUNTEERS AND AMERICAN RED CROSS TO BEGIN THOROUGH, ONGOING DAMAGE ASSESSMENT AND DOCUMENTATION.

### Full Operations Staffing & Activities

| Activity | Personnel | Scope |
|---|---|---|
| Direction & Control | Fire Chief | Staffing, functioning of EOC and Chain of Command |
| Evacuation | Police Chief | Evacuation, transportation, sheltering |
| Communications | Hartford Dispatch Center | Local communications, phone, radio, ARES or RACES |
| Alert & Warning | Fire Department | Public alert |
| Shelter | American Red Cross | Red Cross: shelter, meals, care, social services, registration and message management. |
| Law Enforcement | Police Chief | Traffic, law & order |
| Fire & Rescue | Fire Department | Fire & rescue & evacuation |
| Public Works | Richard Menge, Director | Roads, bridges, sewer, water |
| Public Information | Town Manager or Designated by Incident Commander | Public & media information |
| Resources Management | Public Works Director | Supplies, equipment, labor, clean water, storage, etc. |
| Hazardous Materials Radiology | Fire Department | HAZMAT Hotline: 1-800-641-5005 |
| Damage Assessment & Disaster Status | Public Works | Building and public works, inspection, assessment, evacuation, records & reports. |
| Declaration of Emergency | Town Manager | VEM: 1-800-347-0488, 1-802-244-8721 |
| Records & Reports | Town Clerk | Costs, purchasing, labor hours, volunteer hours, staffing. |
| Donations Management | Hartford Recreation Department | Logistics & notices |
| Mass Casualty & Public Health | American Red Cross | Health & morgue |
| Volunteers | Recreation Department and staff Director John Nunez | Staffing & assignments, Salvation Army, public services |
| Mapping and Charts | Town Clerk/Planning Dept. | Maps, wall charts in EOC, Vital Statistics, records management |
| Government Liaison | Town Manager | Coordinate with State & Federal Agencies |

### # 8 - HIGH HAZARD/VULNERABLE SITES  AND HISH RISK POPULATION ANALYSIS

(Possible Mitigation Projects: verify low-lying areas; problem culverts & bridges; stream survey, railway crossing, etc.)

| | High Hazard and/or Vulnerable Sites | Verified by: |
|---|---|---|
| ☐ 1: | Floods: River Rd., Quechee Main St., Route 14 | Chief Wood |
| ☐ 2: | Ice Jams: White River, Ottauquechee River | Chief Wood |
| ☐ 3: | 2 Interstates: I-89, I-91; US Routes 4 and 5 | Chief Wood |
| ☐ 4: | | |
| ☐ 5: | | |

(For example: verify schools, daycare centers, nursing homes, medical equipment-dependent seniors, handicapped residents, etc.)

| | High Risk Population | Verified by: |
|---|---|---|
| ☐ 1: | VA Hospital | Chief Wood |
| ☐ 2: | Brookside Nursing Home | Chief Wood |
| ☐ 3: | Eleven Schools | Chief Wood |
| ☐ 4: | Valley Terrace | Chief Wood |
| ☐ 5: | | |

**EVACUATION ROUTES & SHELTER FACILITIES**     *VERMONT RAPID*
*RESPONSE PLAN*

**Town of  Hartford**

## General Town Maps; Shelters

Hartford High School 37 Highland Ave
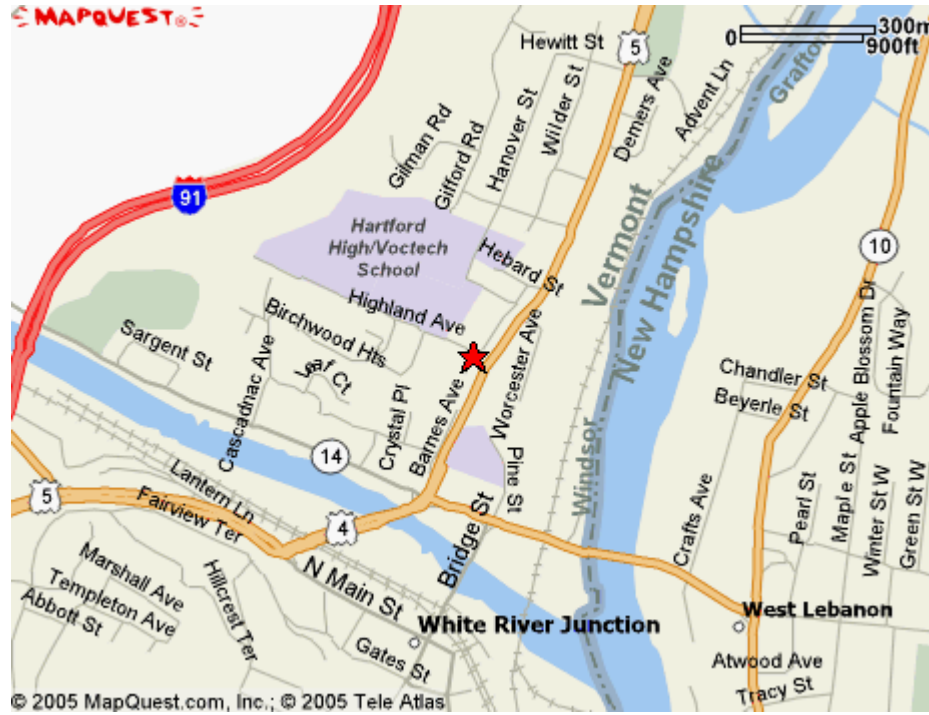
American Legion and VFW South Main St. White River Jct.
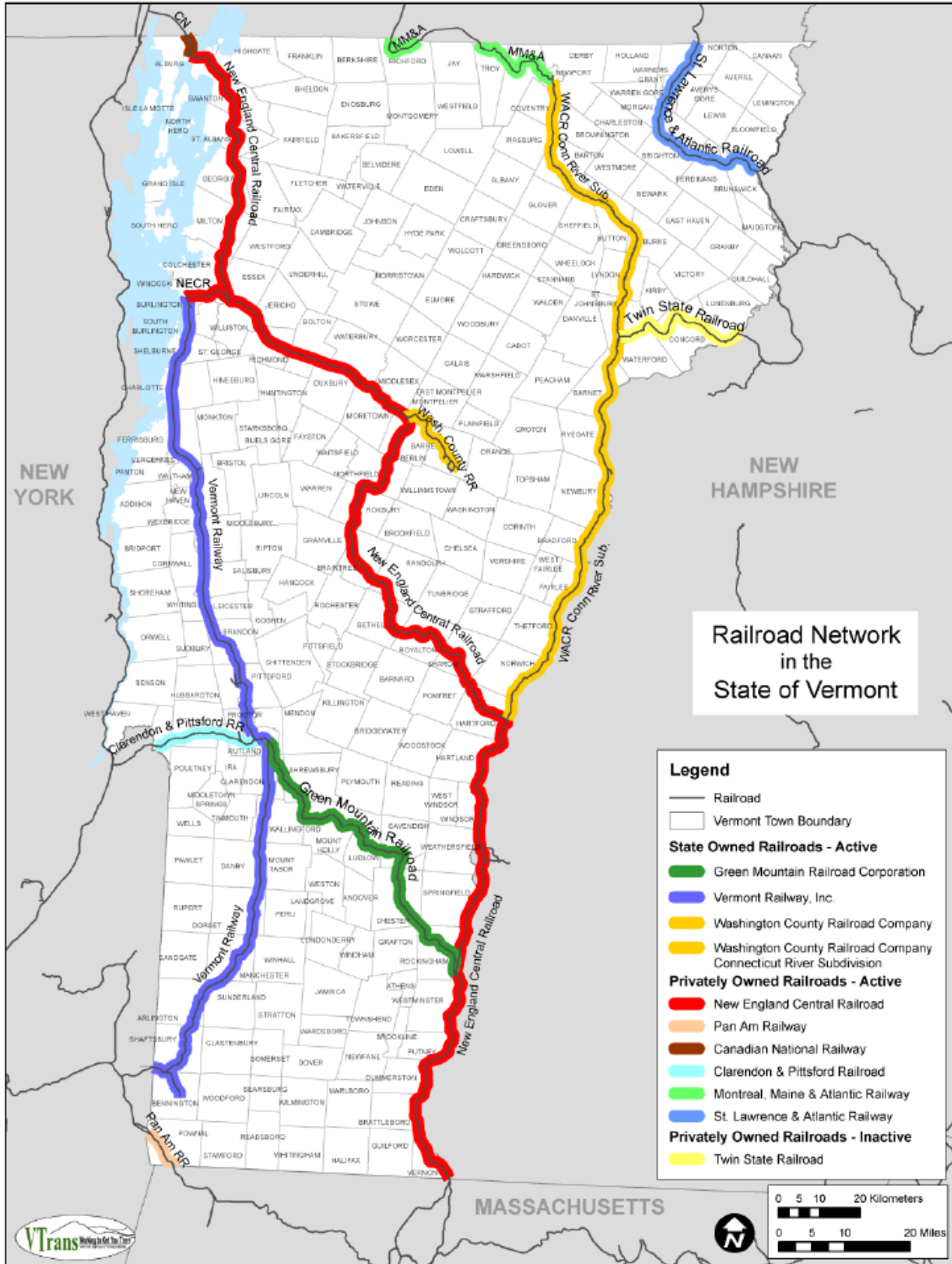


Ottauquechee School, 304 Dody Lane Quechee

## Evacuation Routes: Interstates 89 and 91, Routes 4 and 5and Christian St.

# VT RAILROAD MAP AND EMERGENCY CONTACT NUMBERS:

Northern VT Railroad (888) 265-2735
New England Central Railroad (800) 800-3490



Railroad Network
in the
State of Vermont

**Legend**

— Railroad
⬜ Vermont Town Boundary

**State Owned Railroads - Active**
🟩 Green Mountain Railroad Corporation
🟦 Vermont Railway, Inc.
🟨 Washington County Railroad Company
🟧 Washington County Railroad Company
    Connecticut River Subdivision

**Privately Owned Railroads - Active**
🟥 New England Central Railroad
🟧 Pan Am Railway
🟫 Canadian National Railway
🟦 Clarendon & Pittsford Railroad
🟩 Montreal, Maine & Atlantic Railway
🟦 St. Lawrence & Atlantic Railway

**Privately Owned Railroads - Inactive**
🟨 Twin State Railroad

# RADIO FREQUENCIES

## *Area Fire Department Frequencies*

| Channel | Use: | TX Frequency | TX PL | RX Frequency | RX PL |
|---|---|---|---|---|---|
| 1. | Hartford | 154.325 | 4A | 154.325 | CSQ |
| 2. | Hanover | 154.130 | 4A | 154.130 | CSQ |
| 3 | Tac 1 | 158.820 | 141.3 | 158.820 | 141.3 |
| 4. | Tac 2 | 154.085 | 141.3 | 154.085 | 141.3 |
| 5. | Lebanon Dis | 159.235 | 141.3 | 159.450 | 141.3 |
| 6. | Tac 10 | 153.890 | 141.3 | 153.890 | 141.3 |
| 7. | Tac 11 | 154.145 | 141.3 | 154.145 | 141.3 |
| 8. | Wind. RPTR | 153.755 | 123 | 158.745 | CSQ |
| 9. | Shar / S Roy | 150.775 | 141.3 | 153.980 | CSQ |
| 10. | Woodstock | 153.785 | 127.3 | 158.835 | CSQ |
| 11. | Hartland | 154.370 | 3Z | 154.370 | CSQ |
| 12. | VCALL | 155.7525 | 156.7 | 155.7525 | 156.7 |
| 13. | VTAC 1 | 151.1375 | 156.7 | 151.1375 | 156.7 |
| 14. | VTAC 2 | 154.4525 | 156.7 | 154.4525 | 156.7 |
| 15. | VTAC 3 | 158.7375 | 156.7 | 158.7375 | 156.7 |
| 16. | VTAC 4 | 159.4725 | 156.7 | 159.4725 | 156.7 |

450 & 451 Mobile Radios

| Channel | Use | TX Frequency | TX PL | RX Frequency | RX PL |
|---|---|---|---|---|---|
| 1 | Hartford | 154.325 | 4A | 154.325 | CSQ |
| 2 | DHMC | 155.340 | 186.2 | 155.340 | CSQ |
| 3 | VA / MT Asct | 155.340 | CSQ | 155.340 | CSQ |
| 4 | APD | 155.340 | 74.4 | 155.340 | CSQ |
| 5 | Hanover | 154.130 | 4A | 154.130 | CSQ |
| 6 | Tac 1 | 158.820 | 141.3 | 158.820 | CSQ |
| 7 | Lebanon | 159.235 | 141.3 | 159.450 | 141.3 |
| 8 | Tac 10 | 153.890 | 141.3 | 153.890 | 141.3 |
| 9 | Wind RPTR | 153.755 | 123 | 158.745 | CSQ |
| 10 | Shar / S Roy | 150.775 | 141.3 | 153.980 | CSQ |
| 11 | Woodstock | 153.785 | 127.3 | 158.835 | CSQ |
| 12. | VCALL | 155.7525 | 156.7 | 155.7525 | 156.7 |
| 13. | VTAC 1 | 151.1375 | 156.7 | 155.1375 | 156.7 |
| 14. | VTAC 2 | 154.4525 | 156.7 | 154.4525 | 156.7 |
| 15 | VTAC 3 | 158.7375 | 156 7 | 158.7375 | 156.7 |
| 16. | VTAC 4 | 159.4725 | 156.7 | 159.4725 | 156.7 |

# RESOURCE LIST

The CD with the EOP and Hartford ICS FOG has computer files with resources available from the private sector. It is best to request resources through VT Emergency Management: