

Prairie View A&M University

BCP Leadership Team

Exhibit 14: ICS Primary Positions and Functions

Major ICS Position	Primary Functions
Incident Commander	<ul style="list-style-type: none">• Have clear authority and know agency policy.• Ensure incident safety.• Establish the ICP.• Set priorities, and determine incident objectives and strategies to be followed.• Establish ICS organization needed to manage the incident.• Approve the IAP.• Coordinate Command and General Staff activities.• Approve resource requests and use of volunteers and auxiliary personnel.• Order demobilization as needed.• Ensure after-action reports are completed.• Authorize information release to the media.
Public Information Officer	<ul style="list-style-type: none">• Determine, according to direction from IC, any limits on information release.• Develop accurate, accessible, and timely information for use in press/media briefings.• Obtain the IC's approval of news releases.• Conduct periodic media briefings.• Arrange for tours and other interviews or briefings that may be required.• Monitor and forward media information that may be useful to incident planning.• Maintain current information summaries and/or displays on the incident.• Make information about the incident available to incident personnel.• Participate in Planning Meetings.• Implement methods to monitor rumor control.
Safety Officer	<ul style="list-style-type: none">• Identify and mitigate hazardous situations.• Create a Safety Plan.• Ensure safety messages and briefings are made.• Exercise emergency authority to stop and prevent unsafe acts.• Review the IAP for safety implications.• Assign assistants qualified to evaluate special hazards.• Initiate preliminary investigation of accidents within the incident area.• Review and approve the Medical Plan.• Participate in Planning Meetings to address anticipated hazards associated with future operations.

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Liaison Officer	<ul style="list-style-type: none">• Act as a point of contact for Agency Representatives.• Maintain a list of assisting and cooperating agencies and Agency Representatives.• Assist in setting up and coordinating interagency contacts.• Monitor incident operations to identify current or potential inter-organizational problems.• Participate in Planning Meetings, providing current resource status, including limitations and capabilities of agency resources.• Provide agency-specific demobilization information and requirements.
Operations Section Chief	<ul style="list-style-type: none">• Ensure safety of tactical operations.• Manage tactical operations.• Develop operations portions of the IAP.• Supervise execution of operations portions of the IAP.• Request additional resources to support tactical operations.• Approve release of resources from active operational assignments.• Make or approve expedient changes to the IAP.• Maintain close contact with the IC, subordinate Operations personnel, and other agencies involved in the incident.
Planning Section Chief	<ul style="list-style-type: none">• Collect and manage all incident-relevant operational data.• Supervise preparation of the IAP.• Provide input to the IC and Operations in preparing the IAP.• Incorporate Traffic, Medical, and Communications Plans and other supporting material into the IAP.• Conduct/facilitate Planning Meetings.• Reassign out-of-service personnel within the ICS organization already on scene, as appropriate.• Compile and display incident status information.• Establish information requirements and reporting schedules for Units (e.g., Resources Unit, Situation Unit).• Determine need for specialized resources.• Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.• Establish specialized data collection systems as necessary (e.g., weather).• Assemble information on alternative strategies.• Provide periodic predictions on incident potential.• Report significant changes in incident status.• Oversee preparation of the Demobilization Plan.

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Logistics Section Chief	<ul style="list-style-type: none">• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel, and all off-incident resources.• Manage all incident logistics.• Provide logistics input to the IAP.• Brief Logistics staff as needed.• Identify anticipated and known incident service and support requirements.• Request additional resources as needed.• Ensure and oversee development of Traffic, Medical, and Communications Plans as required.• Oversee demobilization
Finance/Administration Section Chief	<ul style="list-style-type: none">• Manage all financial aspects of an incident.• Provide financial and cost analysis information as requested.• Ensure compensation and claims functions are being addressed relative to the incident.• Gather pertinent information from briefings with responsible agencies.• Develop an operational plan for the Finance/Administration Section and fill Section supply and support needs.• Determine the need to set up and operate an incident commissary.• Meet with assisting and cooperating Agency Representatives as needed.• Maintain daily contact with agency(s) headquarters on finance matters.• Ensure that personnel time records are completed accurately and transmitted to home agencies.• 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.• Provide input to the IAP.