

CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

1.2 DIVISION/GROUP SUPERVISOR'S CHECKLIST

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

CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

2.1 DESCRIPTION

Divisions divide an incident into natural separations where resources can be effectively managed under span of control guidelines. Examples of Divisions would be; floors of a building, or segments of a line. Groups are functional and describe activity. Examples of groups would be ventilation, salvage or secondary line construction.

2.2 ORGANIZATION The Division/Group supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the Division/Group, reporting on the progress of control operations, and status of resources within the Division or Group. The Division/Group Supervisor reports to the Branch Director or, in the event Branch Directors are not activated, to the Operations Chief. (see Figure 2-1).

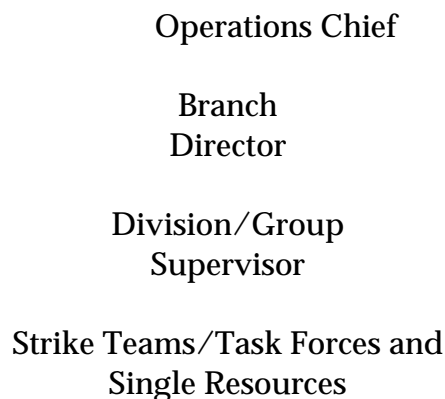


Figure 2-1 Division/Group Supervisor and Incident Command System Organization

2.3 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Division/Group Supervisor are stated below. Following each responsibility are the procedures for implementing the responsibility.

a. Obtain Briefing from Branch Director or Operations Chief

1. Request and receive briefing from Branch Director or Operations Section Chief which includes:

- (a) Incident Briefing form (ICS Form 201)
- (b) Initial instructions concerning work activities

2. Obtain the Incident Action Plan when available.

b. Identify Resources Assigned to the Division/Group

1. Review Division/Group assignment (from initial briefing and Incident Action Plan) to identify resources specifically assigned to the Division/Group (types and quantity)
2. Request clarifying information or resolution from immediate supervisor as required.
3. Prepare lists of assigned resources.

c. Review Division/Group assignments and general incident activities, with subordinates, to determine specific tasks for resources. Include the following:

1. Incident summary
2. Operations Section organizational summary
3. Incident Action Plan

d. Assign tasks to subordinates by providing time requirements and specific geographic references.

e. Implement Incident Action Plan for Division/Group.

f. Supervise Division/Group Operations

1. Obtain information concerning progress on assigned tasks from subordinates by:
 - (a) Special requests
 - (b) Periodic/routine reports
 - (c) Personal survey
2. Compare progress with assignments (assuring a coordinated effort between adjoining resources).
3. Take corrective action as appropriate.
4. Ensure general welfare and safety of division personnel.

5. Maintain communications with subordinates.

g. Ensure that Incident Communications and/or Resources Unit is advised of all changes in status of resources assigned to the Division/Group.

h. Determine Need for Assistance on Assigned Work Task

1. Identify need for additional assistance due to slow progress or unexpected events by:

(a) Reports from subordinates

(b) Monitoring work progress

(c) Personal observation

2. Determine with subordinates appropriate corrective action.

3. Determine assistance required to implement corrective action (e.g., split assignments with another Division, request additional resources, etc.).

4. Coordinate with Operations Section Chief or Branch Director and request assistance.

i. Coordinate Activities with Adjacent Division/Groups

1. Identify Divisions working adjacent segments of line (this may include Air Operations) from briefing and Incident Action Plan.

2. Determine communication channels assigned to Division/Group from current Incident Action Plan.

3. Review Division/Group assignment to determine specific areas or tasks involving coordination.

4. Maintain communications with other Division/Groups.

j. Submit situation and resources status information to Branch Director or Operations Chief

1. Gather information to include in the report by monitoring work progress, personal observations, and reports from subordinates. The report will contain:

- (a) Summary of resource utilization
- (b) Work progress
- (c) Changes from assignment

2. Inform Branch Director of the following information as appropriate:

- (a) Conditions affecting Division/Group operations
- (b) Hazardous conditions
- (c) Situation status in assigned work area
- (d) Unresolved conflicts with adjacent Division/Group(s)
- (e) Effectiveness of air operations within Division/Group area

k. Report Special Occurrences or Events (e.g., Accidents, Sickness) to immediate Supervisor

1. Receive reports of events from subordinates or personal observation of events.

- (a) Nature of event
- (b) Location
- (c) Magnitude
- (d) Personnel involved (do not report names, designators, or agency over radio)
- (e) Initial action taken
- (f) Appropriate subsequent action

2. Request assistance required from the incident Communications Center or other source as appropriate (e.g., first aid from Medical Unit).

3. Report to Branch Director and/or other incident personnel (to include situation information, as appropriate).

l. Resolve Logistics Problems Within the Division/Group

1. Identify logistics problems by:

- (a) Reviewing logistics elements of Incident Action Plan to determine if it meets operational needs.
- (b) Reports of logistics problems from subordinates
- (c) Personal observation

2. Obtain the following information concerning logistical problems such as:

- (a) Nature and Magnitude
- (b) Description of any involved equipment

3. Submit recommendation for problem resolution through normal channels.

4. If the problem is not resolved directly with logistics units, request resolution from Branch Director or Operations Section Chief.

m. Participate in the Development of Branch Plans for Next Operational Period

- 1. Review current situation within the Division/Group with subordinates and through personal observation.
- 2. As requested, attend meeting with Branch Directors and other Division/Group Supervisors within the Branch.

n. Respond to Information Requests From Other Organization Elements

- 1. Receive requests for specific information from Situation and Resource Units and other personnel (e.g., resource assignments and work assignments).
- 2. Determine the source of requested information.
- 3. Provide information or direct the requesting party to the source of desired information.

o. Report Status of Assigned Resources

- 1. Make appropriate changes to Strike Team/Task Force and single resources status states as required by the operational situation.

2. Ensure that status changes are understood and acknowledged by assigned resources.
3. Transmit status change information on assigned resources to Communications Center for input to Resources Unit.
4. Report status changes to Branch Director/Operations Section Chief, as appropriate.

p. Maintain Unit Log

1. Record actions on Unit Log (ICS Form 214)
2. Collect and transmit required records and logs to Documentation Unit through Operations Chief at the end of each operational period.