

CHAPTER 1 CHECKLIST

1.1 CHECKLIST USE The checklist of activities 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. Note that some activities are one time actions while others are on-going or repetitive for the duration of an incident.

1.2 OPERATIONS SECTION CHIEF'S CHECKLIST

- a. Obtain briefing from Incident Commander.
- b. Develop the tactical operations portion of Incident Action Plan.
- c. Brief and assign operations personnel in accordance with Incident Action Plan.
- d. Supervise operations.
- e. Establish staging areas.
- f. Determine need and request additional resources.
- g. Review suggested list of resources to be released and initiate recommendation for release of resources.
- h. Assemble and disassemble Strike Teams assigned to Operations Section.
- i. Report information about special activities, events, and occurrences to Incident Commander.

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

- a. Obtain a briefing from the Operations Section Chief.
- b. Proceed to Staging Area.
- c. Establish Staging Area layout.
- d. Determine any support needs for equipment, feeding, sanitation and security.
- e. Establish check-in function as appropriate.

- f. Post areas for identification and traffic control.
- g. Request maintenance service for equipment at Staging Area as appropriate.
- h. Respond to request for resource assignments. (Note: This may be direct from Operations or via the Incident Communications Center).
- i. Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- j. Report resource status changes as required.
- k. Maintain Staging Area in orderly condition.
- l. Demobilize Staging Area in accordance with Incident Demobilization Plan.
- m. Maintain Unit Log (ICS Form 214).

CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

2.1 ORGANIZATION

- a. The Operations Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises operations organizational elements and staging areas in accordance with the Incident Action Plan; assists in the formulation of the Incident Action Plan; and directs its execution. The Operations Chief also directs the formulation and execution of subordinate unit operational plans; requests or releases resources; makes expedient changes to the Incident Action Plan (as necessary) and reports such to the Incident Commander.
- b. The Operations Chief reports directly to the Incident Commander. It may be desirable for the Operations Chief to have a deputy. The deputy's responsibilities will be as delegated by the Operations Chief and the Deputy must serve in the same operational period. Organization of the Operations Section is shown in Figure 2-1.

Operations Section Chief

Staging Area(s)

Air Operations Director

Air Support Supervisor

Helibase Manager(s)
Helispot Manager(s)
Fixed Wing Bases

Air Attack Supervisor

Helicopter Coordinator
Air Tanker Coordinator

Branches (up to 5)

Divisions/Groups (up to 25)

Strike Teams
Task Forces
Single Resources

Figure 2-1
Operations Section

2.2 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Operations Chief are stated below. Following each responsibility are procedures for implementing the activity.

a. Obtain Briefing from Incident Commander

1. Receive briefing from Incident Commander and obtain:

- (a) Incident Commander's Initial Briefing Report (ICS Form 201)
- (b) Summary of resources dispatched to the incident
- (c) Initial instructions concerning work activities

b. Develop Operations Portion of Incident Action Plan

1. Discuss incident situation with immediate subordinates and obtain control actions planned for subsequent operational period.

2. Review control operations based on information provided by Planning Section relating to:

- (a) Resource availability
- (b) Situation status
- (c) Fire behavior prediction
- (d) Weather
- (e) Communications capability
- (f) Environmental impact, and cost/resources use information

3. Develop planned control operations for each Division/Group

4. Make resource assignments for each Division/Group in conjunction with Resources Unit.

c. Brief Operations Personnel on Incident Action Plan

1. Contact Resources Unit to identify Branch Directors, Division/Group Supervisors, and Air Operations personnel who have been dispatched to the incident.

2. Conduct briefing meeting for Branch Directors, Division/Group Supervisors, and Air Operations on Incident Action Plan and attachments.

3. Make sure subordinates have the Incident Action Plan.

4. Establish reporting requirements concerning execution of Operations portion of the Incident Action Plan.

5. Provide additional information as requested by subordinates.

d. Supervise Operations

1. Receive information routinely or as requested about Operations activities (e.g., work progress, plan modification, changes in direction of fire, etc.) from Situation Unit Field Observers and Operations personnel.

2. Determine adequacy of Operations progress by:

- (a) Approving changes to Incident Action Plan as necessary

(b) Providing information on above changes to Incident Commander and Planning Section Chief

3. Implementing necessary changes in operations.
4. Handling unresolved problems within Operations section.
5. Provide for the general welfare and safety of Operations personnel.

e. Establish and Maintain Staging Areas

1. Identify

- (a) Required location(s) of Staging Area
- (b) Expected number and type of resources to be assembled in each area
- (c) Anticipated duration for use of each area

2. Determine if there is any need for temporary assignment of logistics service and support (fuel tender, food delivery, sanitation) to staging areas.

3. Make arrangements for temporary logistics, if required by notifying Logistics Section Chief.

4. Assign Staging Area Manager to each staging area, as appropriate.

f. Determine Need for Additional Resources

1. Evaluate progress of operations:

- (a) Obtain latest situation report
- (b) Obtain latest fire behavior prediction and infrared information, if possible
- (c) Receive and evaluate reports from Operations personnel

2. If inadequacies in operations exist, determine the reason(s).

3. If additional resources are required, request them from Resources Unit and provide:

- (a) Type and quantity
- (b) Time and location of need
- (c) Supervisor and communications channel to use

g. Review Suggested List of Resources to be Released

1. Review list of potential resources to be released provided by Planning Section Chief.
2. Evaluate the adequacy of operations by reviewing:
 - (a) Latest situation status information
 - (b) Latest fire behavior prediction information
 - (c) Reports from field personnel
3. Estimate current and future resource requirements.
4. Submit list of resource requirements to Resources Unit.

h. Assemble Strike Teams from Resources Assigned to Operations Section

1. Periodically review operations control activity to determine need for assembling Strike Teams from individual resources.
2. Determine Strike Teams to be assembled by:
 - (a) Type
 - (b) Location to assemble
 - (c) Strike Team leader
3. Select specific resources to assign to each Strike Team.
4. Notify Strike Team leader and resources to assemble into assigned Strike Teams by:
 - (a) Prepare a list of assignments

(b) Submit the list to Resources Unit who will assign Strike Team identification numbers and change the status of the assigned resources. (Resources Unit will provide the necessary data to the Communications Center)

5. The specifications for each type of Strike Team must be followed and all units within a Strike Team must have a common communications link. If necessary, arrange for additional radio equipment from communications Unit.

i. Disassemble Strike Teams Assigned to Operations Section

1. Strike Teams are not disassembled unless there is a need for a specific resources or a need for fewer resources than in a Strike Team. When strike Teams are disassembled at the incident, the individual units are identified and status maintained by Resources Unit.

2. A Strike Team assembled at the incident may be disassembled for demobilization.

3. Strike Teams disassembled for purposes other than demobilization will be reassembled at the earliest possible time (at least prior to their departure from the incident).

4. Review alternative control actions to determine anticipated need for types of resources other than Strike Teams such as single resources and task forces.

5. Review Resource Status (T-Card Display) to identify single resources and Strike Teams not assigned to Operations Section including leaders (enroute or checked-in).

6. Determine if there is an adequate number of single resources to fill above needs.

7. Determine Strike Team to be disassembled.

8. Reassign or release Strike Team leader

9. Reassign resources to specific missions as applicable. Other units will be assigned to staging areas, base, or camp.

10. Notify Strike Team leaders of disassembly and reassignment of single resources within their Strike Teams by:

(a) Preparing a list of assignments

(b) Submitting list to Communication Center for transmitting assignments

(c) Submitting list to Resources Unit for changes to status of resources

j. Initiate Recommendation for Release of Resources

1. Designate resources recommended for release by:

(a) Type

(b) Quantity

(c) Location

(d) Time

2. Present recommendations to the Incident Commander with supporting information.

k. Report Special Incidents/Accidents

1. Obtain information about special events from:

(a) Subordinates

(b) Personal observation

(c) Ground and air operations personnel

2. Information shall contain:

(a) Nature of event

(b) Location

(c) Magnitude

(d) Personnel involved (do not release names of victims or agency over radio)

(e) Initial action taken, e.g., helicopter picking up injured

(f) Appropriate subsequent action

3. Request needed assistance (e.g., additional helicopters for evacuation of injured personnel).
4. Submit report to Incident Commander.
5. Maintain Unit Log (ICS Form 214) and give to Documentation unit at the end of each operational period.