

ICS ORGANIZATION STAFFING GUIDE

C O M M A N D	<ol style="list-style-type: none"> 1. Incident Commander - one per incident. Unless Unified Command established or multi-jurisdictional incident is best divided between more than one IC or UC 2. Multi-jurisdictional incidents establish Unified Command with each jurisdiction supplying individual to represent agency in Unified Command Structure. 3. Incident Commander may have Deputy. 4. Command Staff Officer - one per function per incident. 5. Command Staff may have assistants as needed. 6. Agency Representatives report to Liaison Officer on Command Staff. 						
	<u>INCIDENT BASE RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS</u> (PER TWELVE (12) HOUR OPERATIONAL PERIOD)						
	(If camps are established, the minimum personnel requirements for the Base may be modified or additional personnel may be added to support camps.)						
	UNIT POSITION		SIZE OF INCIDENT (NUMBER OF DIVISIONS)				
			2	5	10	15	25
	O P E R A T I O N S	Operations Section Chief	One Per Operational Period				
Branch Director			2	3	4	6	
Division/Group Supervisor		2	5	10	15	25	
Strike Team Leaders		As Needed					
Task Force Leaders		As Needed					
Air Operations Director			1	1	1	1	
Air Tactical Group Supervisor		1	1	1	1	1	
Air Tanker/Fixed Wing Coordinator		As Needed					
Helicopter Coordinator		As Needed					
Air Support Group Supervisor		1	1	1	1	1	
Helibase Manager		One Per Helibase					
Helispot Manager		One Per Helispot					
Fixed Wing Support Leader		One Per Airport					
Staging Area Manager		One Per Staging Area					
P L A N N I N G	Planning Section Chief	One Per Incident					
	Resources Unit Leader	1	1	1	1	1	
	Status Recorders	1	2	3	3	3	
	Check-In Recorders	As Needed					
	Volunter Coordinator	As Needed					
	Technical Specialists	As Needed					
	Situation Unit Leader	1	1	1	1	1	
	Field Observer		1	2	2	3	
	Weather Observer	As Needed					
	Aerial/Ortho Photo Analyst	As Needed					
	Display/Report Processor		1	1	1	2	
	IR Equipment Operators	Two (If Needed)					
Computer Terminal Operator		1	1	1	1		

G	Photographer			1	1	1
	Environmental Unit Leader	1	1	1	1	
	Documentation Unit Leader		1	1	1	1
	Demobilization Unit Leader			1	1	1
	Demob Recorders from Resources	As Needed				
L O G I S T I C S	Logistics Section Chief	One Per Incident				
	Service Branch Director	As Needed				
	Communications Unit Leader	1	1	1	1	1
	Incident Communications Manager	1	1	1	1	1
	Incident Dispatcher	1	2	3	3	4
	Message Center Operator		1	1	2	2
	Messenger		1	2	2	2
	Communications Technician		1	2	4	4
	Medical Unit Leader	1	1	1	1	1
	Medical Unit Leader Assistant	As Needed				
	Responder Rehabilitation Manager	As Needed				
	Food Unit Leader		1	1	1	1
	Food Unit Assistant (each camp)	As Needed				
	Cook		1	1	2	2
	Assistant Cook		2	2	6	12
	Helper		8	8	16	24
	Support Branch Director	As Needed				
	Supply Unit Leader		1	1	1	1
	Camp Supply Assistant (each camp)	As Needed				
	Ordering Manager			1	1	1
	Receiving/Distribution Manager		1	1	1	1
	Tool/Equipment Specialist			1	1	1
	Recorders		1	1	2	2
	Helpers		2	2	2	2
	Facility Unit Leader		1	1	1	1
	Base Manager		1	1	1	1
	Camp Manager (each camp)	As Needed				
	Facility Maintenance Specialist		1	1	1	1
	Security Manager		1	1	1	1
	Helpers		6	6	12	12
	Ground Support Unit Leader	1	1	1	1	1
	Equipment Manager		1	1	1	1
	Assistants	As Needed				
Equipment Timekeeper		1	1	1	1	
Mechanics	1	1	3	5	7	
Drivers	As Needed					
Operators	As Needed					
Vessel Support Unit Leader	As Needed					
F I N - A D M I N	Finance/Administration Section Chief	One Per Incident				
	Time Unit Leader		1	1	1	1
	Time Recorder, Personnel		1	3	3	5
	Time Recorder, Equipment		1	2	2	3
	Procurement Unit Leader		1	1	1	1
	Compensation/Claims Unit Leader		1	1	1	1
	Compensation Specialist	As Needed				
	Claims Specialist	As Needed				
	Cost Unit Leader		1	1	1	1
Cost Analyst			1	1	1	