

ICS ORGANIZATION GUIDE							
C O M M A N D	<ol style="list-style-type: none"> <li>Incident Commander – one per incident is multi-jurisdictional.</li> <li>Multi-jurisdictional incidents establish Unified Command with each jurisdiction supplying individual to represent agency in Unified Command Structure.</li> <li>Incident Commander may have Deputy.</li> <li>Command Staff Officer – one per function per incident.</li> <li>Command Staff may have assistants as needed.</li> <li>Agency Representatives report to Liaison Officer on Command Staff.</li> </ol>						
	<b>INCIDENT BASE RECOMMENDED MINIMUM PERSONNEL REQUIREMENTS (PER TWELVE (12) HOUR OPERATIONAL PERIOD)</b>						
	(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	Operational 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				
	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
	Photographer				1	1	1
	Documentation Unit Leader			1	1	1	1
	Demobilization Unit Leader				1	1	1
(Demob Recorders from Resources)		As Needed					

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		2	5	10	15	25
<b>L O G I S T I C S</b>	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					
<b>F I N - A D M I N</b>	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