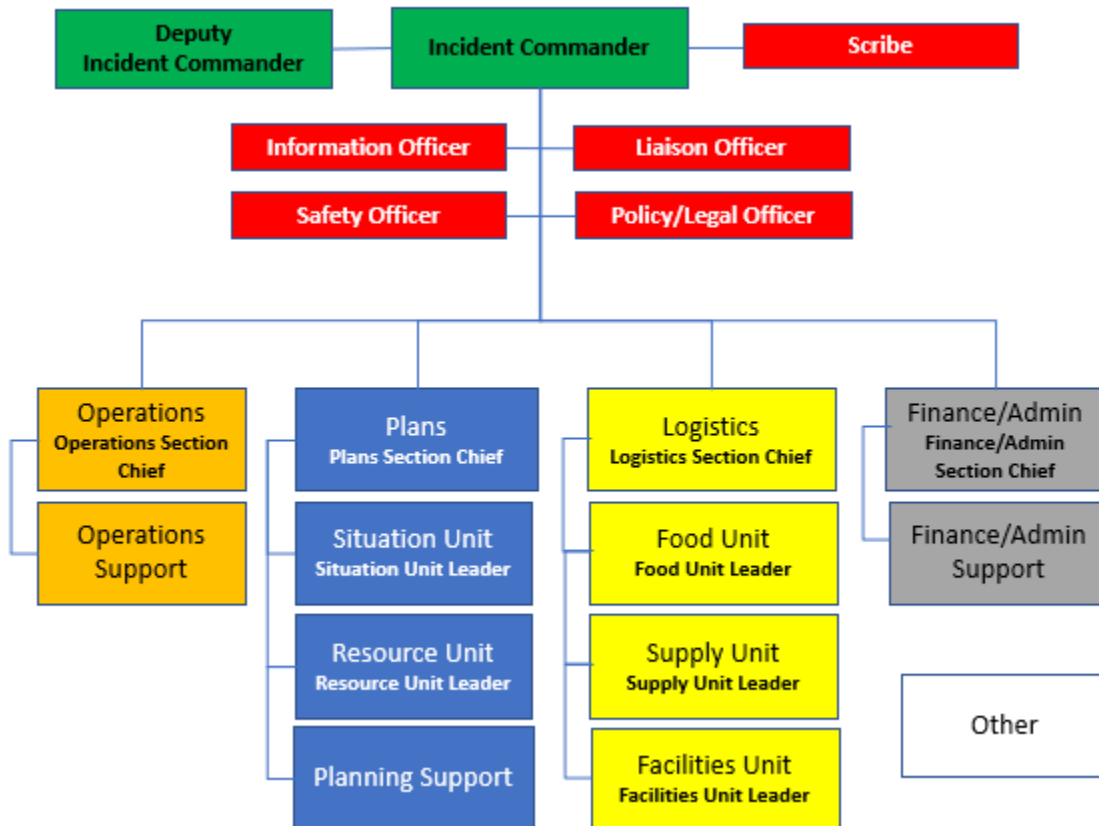


# Appendix 1- Incident Management Team Role Duties

Incident Management Teams are established to coordinate responses during emergency events using the Incident Command System (ICS); an incident management tool used in managing emergency events. ICS breaks up tasks into functional areas of Command, Operations, Planning, Logistics and Finance/Administration.

The following outlines some of the roles most commonly established to respond to large-scale emergency events for which the Emergency Management Organization or other GNWT department is seeking surge staff on a temporary basis.



# ICS Roles and Responsibilities

## Incident Commander (IC)

### *Role*

- Exercise overall management of the Incident Management Team (IMT).
- Set priorities for the emergency response and the coordination between partners.
- Provide support to departments, local authorities and territorial agencies as required.

### *Responsibilities*

- Obtain Delegation of Authority where appropriate.
- Establish priorities.
- Activate an IMT as appropriate and change activation level when required.
- Initiate fan-out as per Activation Level. Provide a brief understanding of the situation and ensure staff know where and when to report.
- Setup workspace requirements in line with activation level.
- Conduct initial planning activity and set initial objectives and general direction for managing the incident.
- Establish appropriate planning cycle and required action planning.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place, including the assignment of a Safety Officer.
- Determine and post the Operational Rhythm and set meetings and briefings are scheduled as appropriate.
- Coordinate and supervise activities for all command and general staff.
- Determine need for and approve information reporting requirements.
- Approve resource requests, release requests, and emergency purchasing as required.
- Coordinate with key stakeholders.
- Keep agency (relevant GNWT bodies) informed of incident status.
- In conjunction with the Information Officer authorize the release of information to the media and public.
- Document all activity on personal log sheet (ICS-214).
- Ensure incident financial accountability and expenditures are maintained to standards received from the agency (relevant GNWT bodies).
- Ensure the incident documentation is packaged and turned over post-incident.

## Deputy Incident Commander (Deputy IC)

### *Role*

- Must be able to assume the Incident Commander role.

### *Responsibilities*

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity (e.g., to take over for the next operational period). In this case, the Deputy will assume the primary role.
- Represent an Assisting Agency that may share jurisdiction or have jurisdiction in the future.
- Document all activity on personal log sheet (ICS-214).

## Information Officer (IO) (or Information Section Chief)

### *Role*

- Responsible for the development and release of incident related information to the media and public.

### *Responsibilities*

- When activated by the IC, lead incident communications.
- Coordinate surge capacity for the IO function.
- Determine from the IC if there are any limits on information release.
- Assess incident complexity and potential public interest.
- Ensure that emergency communications are coordinated, comprehensive, and timely.
- Participate in regular check-ins and briefings.
- Engage in public environment monitoring.
- Serve as the media point of contact, manage media requests, and coordinate interviews and press conferences.
- Coordinate with departments as required to prepare communications materials.
- Develop material for use in media briefings.
- Obtain IC approval of media releases.
- Inform the media and conduct media briefings.
- Evaluate the need for and recommend establishment of a Joint Information Centre, as necessary, to coordinate and disseminate accurate, accessible, and timely incident-related information.
- Maintain current Incident Information summaries and / or displays on the incident and provide information on the status of the incident to assigned personnel.
- Advise IC on all public information matters and issues/concerns.
- Coordinate emergency public information and warnings.
- Monitor and utilize social media as approved by the IC.
- Document all activity on personal log sheet (ICS-214).

## Information Section Support

*Roles could include: Spokesperson, Strategic Lead, Digital/Web Coordinator, Social Media Coordinator*

- Responsible for supporting the Information Section as assigned.

## Safety Officer (SO)

### *Role*

- Monitor incident or event operations and advise the IC on all matters relating to the health and safety of response personnel. The SO has emergency authority to stop and/or prevent unsafe acts during emergency response operations.

### *Responsibilities*

- Monitor response operations and advise IC on safety related issues.
- Identify hazardous situations associated with the incident and coordinate with the Operations Section Chief while developing the Incident Action Plan- Safety Message, Medical Plan and Safety Plan.
- Participate in the Tactics, and Planning Meetings, as well as other meetings and briefings as required.
- Provide safety direction in the Incident Action Plan.
- Ensure working conditions are monitored and work/rest guidelines are adhered to.
- Track and report all accident, injuries and illnesses.
- Identify corrective actions and ensure implementation. Corrective actions are coordinated with the IC and Operations Section Chief.
- Document all activity on personal log sheet (ICS-214).

## Liaison Officer (LO)

### *Role*

- LO serves as the primary contact for supporting and assisting agencies and organizations.

### *Responsibilities*

- Advise the IC on companies/agencies/NGOs already involved in the emergency, and whether they are assisting (have equipment and/or personnel assigned to the event) or cooperating (operating in a support mode "outside" the event).
- Be a contact point for agencies, NGOs and other stakeholders who need greater interaction than provided by the Information Officer.
- Maintain a list of assisting and cooperating agencies, including contact information.
- Monitor incident activities to identify current or potential inter-organizational or stakeholder issues.
- Advise IC of issues related to outside assistance and support, including current and potential inter-organization needs.
- Establish workspace as required for representatives from assisting and cooperating agencies.
- Contact and brief assisting/cooperating agency representatives as required.
- Work with the IO and IC to coordinate media releases associated with inter-governmental cooperation issues or information.

- Participate in Planning Meetings.
- Document all activity on personal log sheet (ICS-214).

## Operations Section Chief (OSC)

### *Role*

- Conduct tactical operations to carry out the plan.
- Develop tactical objectives, organize and direct all resources.

### *Responsibilities*

- Evaluate and request operations section staff and resources for current and future requirements. Work with planning on tracking resources and logistics on obtaining resources.
- Implement the IAP – work to accomplish the objectives for each operational period.
- Organize and manage resources that are assigned.
- Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
- Determine the need and request additional resources as required.
- Work with the Planning Section on maintaining situational awareness for continuous evaluation of the IAP during implementation.
- Attend and contribute to Planning Meetings.
- Document all activity on personal log sheet (ICS-214).

## Operations Section Support

### *Roles*

- Responsible for supporting the Operations Section as assigned.

## Planning Section Chief (PSC)

### *Role*

- Lead and coordinate all IMT planning activities.
- Establish and maintain situational awareness.

### *Responsibilities*

- Determine organization of the planning section.
- Facilitate meetings and briefings.
- Supervise the tracking of the incident, event personnel and resources.
- Establish information collection and situational awareness activities as necessary.
- Collect, process, and display incident information and appropriate intelligence products.
- Establish information requirements and reporting schedules for planning section.

- Establish documentation requirements and time schedules for all IMT for use in preparing the IAP.
- Provide periodic predictions on incident potential with support from subject matter experts.
- Supervise and oversee development of the IAP.
- Establish and maintain an incident resource tracking system and identify resource shortages and the need for specialized resources.
- Maintain situational awareness and look at the big picture (including maintaining critical services and consequence management).
- Ensure preparation of a demobilization plan, if appropriate.
- Collect, organize and file all completed event or incident related forms, including all position logs, Situation Reports, Action Plans and any other related information, just prior to the end of each Operational Period.
- Document all activity on personal log sheet (ICS-214).

## Situation Unit Leader

### *Role*

The Situation Unit Leader oversees unit staff who collect, process and organize situation information, prepare situation summaries and develop projections and forecasts related to the incident.

### *Responsibilities*

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests (e.g. for Emergency Management Organization activations this means preparing situation reports).
- Identify graphical and numerical projections and display incident information relating to movement, growth, mitigation or activities
- Project and forecast changes to provide and maintain a Common Operating Picture (COP)
- Prepare maps, charts and graphs as necessary
- Prepare for and participate in planning meetings
- Provide up-to-date situational awareness and incident status
- Document all activity on personal log sheet (ICS-214).

## Resource Unit Leader (RESL)

### *Role*

The Resource Unit Leader is responsible for maintaining the status of all assigned resources and personnel at an incident and maintenance of a master list of all resources and personnel assigned to the incident.

### *Responsibilities*

- Establish the check-in function.

- Verify all resources have checked-in.
- Attend all meetings and briefings as required by the PSC.
- Provide resource status data as required.
- Prepare Organizational Assignment Lists (ICS 203) and Incident Organizational Chart (ICS 207) forms and appropriate parts of the Assignment List (ICS 204) for incorporation into the IAP.
- Assemble the IAP.
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.
- Continually identify resources that are surplus to the needs of the incident.
- Document all activity on personal log sheet (ICS-214).

## Planning Section Support

### *Roles*

- Responsible for supporting the Operations Section as assigned.

## Logistics Section Chief (LSC)

### *Role*

- Support the IMT and provide the resources and services needed to support the incident response.

### *Responsibilities*

- Plan, organize, and activate the Logistics Section.
- Assemble and brief Logistics Section staff as required.
- Assign work locations and preliminary work tasks to Section personnel.
- Ensure the general welfare and safety of Logistics Section personnel.
- Oversee the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels.
- Implement Logistics resource tracking and expenses protocols.
- Ensure adequate facilities are available for the response effort, including securing access to the Emergency Operations Centre and providing staff, furniture, supplies, and materials necessary.
- Advise IC, and other Section Chiefs on resource availability to support incident needs.
- In conjunction with IC, develop and advise all sections of the Incident Management Team regarding resource approval and the requesting process.
- Identify current service and support capabilities, evaluate, and supply the immediate service and support need for the planned and expected operations.
- Participate in the Tactics Meeting, and estimate Section needs to upcoming operational period.

- Identify and evaluate the long-term future service and support requirements for the long-term planned expected operations.
- Identify Logistical resource needs for incident contingencies.
- Coordinate and process requests for additional resources.
- Participate in the preparation of Action Plans.
- Acquire the necessary resources to achieve the objectives as laid out in the IAP.
- Develop Transportation Plans and arrange for the acquisition or use of required transportation resources as necessary.
- Work closely with Operations and Planning during the resource management process.
- Confirm resource ordering process.
- Research availability of additional resources.
- Develop the telecommunications plan and arrange telecommunications services.
- Arrange for and supervises food/catering services for the IMT.
- Provide Logistics Section input to be included in the Demobilization Plan.
- Receive, review, and implement applicable portions of the incident Demobilization Plan.
- Develop recommended list of Section resources to be demobilized and initiate recommendation for release, when appropriate.
- Document all activity on personal log sheet (ICS-214).

## Logistics Section Support

### *Role*

- Responsible for supporting the Logistics Section as assigned.

## Food Unit Leader

### *Role*

The Food Unit Leader is responsible for supplying the food and hydration needs of incident personnel.

### *Responsibilities*

- Participate in Logistics Section planning activities.
- Determine incident food and water requirements.
- Determine the method of food distribution to best fit each facility and situation.
- Maintain inventory.
- Document all activity on personal log sheet (ICS-214).



## Supply Unit Leader

### *Role*

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, storing and distributing all supplies for the incident; maintaining an inventory of supplies; and storing, disbursing, and servicing non-expendable supplies and equipment.

### *Responsibilities*

- Participate in Logistics Section planning activities.
- Determine the type and amount of supplies, tactical resources, and personnel ordered and en route to include reporting status and location.
- Review the IAP for information pertinent to the operation of the Supply Unit.
- Order, receive, distribute, and store supplies and equipment.
- Receive and respond to requests for personnel, supplies, and equipment.
- Maintain inventory.
- Document all activity on personal log sheet (ICS-214).

## Facilities Unit Leader

### *Role*

The Facilities Unit Leader is responsible for the setup, maintenance, and demobilization of incident/event facilities as well as for security services required to protect incident facilities.

### *Responsibilities*

- Participate in Logistics Section planning activities.
- Identify and recommend locations for incident facilities as needed and in conjunction with finance/admin section.
- Inspect facilities prior to use or occupancy, document conditions and pre-existing damage.
- Determine requirements for each facility.
- Provide incident facility security services, as necessary.
- Provide maintenance services as necessary.
- Demobilize incident facilities.
- Maintain facility records.
- Document all activity on personal log sheet (ICS-214).

## Finance/Admin Section Chief

### *Role*

Provide administrative and financial cost analysis and documentation in support of the incident.

### *Responsibilities*

- Participate in incident Planning, Meetings and briefings, as required.
- Review operational plans and provide alternatives where financially appropriate.

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information, as requested.
- Ensure that all personnel time-records, pay documents, and other requested documents, records and reports are accurately completed and transmitted to home agencies/departments, according to policy.
- Advise the IC on the following:
  - Level of fiscal process required
  - Delegation of authority and financial processes, particularly procurement
  - Assess potential for legal claims arising out of incident activities; and
  - Identify applicable financial guidelines and policies, constraints, and limitations.
- Ensure awareness of charge code/purchase order numbers, etc.
- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Arrange any cost-share agreements or financial obligations with assisting and cooperating agencies.
- Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services.
- Document all activity on personal log sheet (ICS-214).

## Finance/Admin Support

### *Role*

- Responsible for supporting the Finance/Admin Section as assigned.