



Characteristics of the Incident Command System: Part 2

No. CC-2013-9 September 30, 2013

Learning Objective: The student will understand the responsibilities of the Division or Group Supervisor.

Division or Group Supervisors report to the Operations Section Chief (OSC) (or Operations Branch Director when activated). Supervisors are responsible for the implementation of their assigned portion of the Incident Action Plan (IAP).

They are also responsible for the assignment of resources within their Division or Group, reporting on the progress of control operations, and the status of resources within their Division or Group. Division Supervisors are assigned to a specific geographical area of an incident. Group Supervisors are assigned to accomplish specific functions within the incident (i.e., Hazardous Material, Medical).

- Implement IAP for Division or Group.
- Provide IAP to Strike Team Leaders, when available.
- Identify increments assigned to the Division or Group.
- Review assignments and incident activities with subordinates and assign tasks.
- Ensure that Incident Communications and/or Resources Unit are advised of all changes in status of resources assigned to the Division or Group.
- Coordinate activities with adjacent Divisions or Groups.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to Operations Branch Directors or OSC.
- Report hazardous situations, special occurrences or significant events (e.g., accidents, sickness) to immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Division or Group.
- Participate in the development of tactical plans for next operational period.
- Maintain Unit/Activity Log (Incident Command System Form 214).

For additional information regarding the Division/Group Supervisor's responsibilities, the U.S. Fire Administration/National Fire Academy Field Operations Guide can be accessed at <http://feti.lsu.edu/municipal/NFA/TRADE/materials/TRADE%20CD%20XVI//WebHelp/index.htm>.