



Characteristics of the Incident Command System: Part 9

No. CC-2014-4 March 17, 2014

Learning Objective: Upon completion, the student shall understand the Service Branch Director's Responsibilities

The Service Branch Director or SVBD, when activated, is under the supervision of the Logistics Section Chief (LSC) and is responsible for the management of all service activities at the incident. The SVBD supervises the operations of the Communications, Medical and Food Units.

Logistics Section Chief

Service Branch Director

- Participate in incident planning meetings as required.
- Determine current status of unit activities.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to staff, and supervise staff.
- Develop and implement accountability, safety, security and risk management measures for personnel and resources.
- Obtain working materials.
- Determine level of service required to support operations.
- Confirm dispatch of Branch personnel.
- Participate in planning meetings of Logistics Section personnel.
- Review Incident Action Plan.
- Organize and prepare assignments for Service Branch personnel.
- Coordinate activities of Branch Units.
- Inform LSC of Branch activities.
- Resolve Service Branch problems.
- Maintain Unit/Activity Log (Incident Command System Form 214).

For additional information regarding the SVBD'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>.