

22.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, anticipating hazards and taking action in a proactive manner to ensure responder safety and health, managing communications, and recognizing and identifying unsafe acts and operations.

22.2 Assume and Transfer the Position of Service Branch Director. This duty shall involve assuming the role of Service Branch Director at an incident or planned event and transferring the duties of that role to another person at the appropriate time, according to the following JPRs.

22.2.1 Establish/assume role of Service Branch Director within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Logistics Section is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Service Branch Director or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC) are received and understood; notification of position assumption is verbalized and documented; and the location of the Service Branch Director is identified and confirmed with the IC.

△ (A) **Requisite Knowledge.** The role and duties of a Service Branch Director within the ICS; organizational policies and procedures for the Service Branch Director; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; appropriate strategies and tactics for handling various types of incidents; communication problems and needs; communications requirements, methods, and means; types of tasks and assignment responsibilities; and technical references related to the type of incident or planned event.

△ (B) **Requisite Skills.** Acquiring and documenting information and orders from the IC, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

22.2.2 Manage the transfer of Service Branch Director duties at an incident or planned event, given an incident or planned event, an established command structure and a Service Branch Director, an IAP, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Service Branch Director is fully briefed on the incident or planned event, and the new Service Branch Director is identified.

△ (A) **Requisite Knowledge.** Transfer of duty procedures; information sources; resource accountability and tracking process; use of ICS forms; the role and duties of a Service Branch Director within ICS; organizational policies and procedures for the Service Branch Director; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and

needs; communications requirements; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Conducting a transfer briefing meeting, acquiring and documenting information and orders from the IC, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

22.3 Perform the Role of Service Branch Director at an Incident or Planned Event. This duty shall involve command of the Service Branch within the ICS at an incident or planned event, monitoring incident conditions and needs, providing necessary information to the Logistics Section Chief, and developing and maintaining the service requirements of the incident logistics plan, according to the following JPRs.

22.3.1 Provide input into the development of the IAP and demobilization plan, given an incident or planned event, an IAP, a demobilization plan, and sources of information on the service needs of the incident or planned event, so that the service needs of the incident or planned event are identified and included in the IAP and in the demobilization plan.

△ (A) **Requisite Knowledge.** Level of services required to support operations, specific goals identified by the Logistics Section Chief, and units that function under the Service Branch of the Logistics Section.

△ (B) **Requisite Skills.** Acquiring and documenting information and orders from the IC, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

22.3.2 Manage the workflow process and set time schedules of the Service Branch to accomplish assigned duties, given an incident or planned event, duties of the Service Branch, and special requests for resources, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained and tasks are assigned, the communications plan and medical plan are developed and provided to the Planning Section, and food needs of the incident or planned event are met.

△ (A) **Requisite Knowledge.** Resource requirements of the Service Branch, time management requirements, duties of Service Branch positions, management processes, types of information sources, schedule types and display methods, and ICS forms and specific uses.

△ (B) **Requisite Skills.** Managing staff, giving direction and setting goals and priorities for staff, managing time, collecting and organizing information, assessing scheduling requirements and developing a timeline for activities, and acquiring and documenting information and orders from the IC or Logistics Section Chief.

22.3.3 Acquire workspace and resources to perform assigned duties in coordination with facilities and supply units, given an incident or planned event and the duties of the Service Branch, so that an adequate workspace is established at each facility and resources to assure documentation of check-in and tracking of resources are acquired and implemented.

△ (A) **Requisite Knowledge.** Resource requirements needed to support the service branch duties, logistics section responsibilities and capabilities, ICS forms, types of information sources, documentation methods and requirements, communications methods, and information display methods.

△ (B) **Requisite Skills.** Using coordination skills to acquire resources, using assessment skills to determine resource needs of the branch, collecting and organizing information, and assessing workspace and resource requirements.

22.3.4 Maintain a unit log, given an incident or planned event assignment and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed according to procedures.

△ (A) **Requisite Knowledge.** Use of unit log forms, agency standard operational procedures, information-tracking methods, documentation methods, and an understanding of what critical incident information needs to be recorded.

△ (B) **Requisite Skills.** Documenting actions taken within the position and utilizing ICS forms.

22.3.5 Manage the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understands the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

△ (A) **Requisite Knowledge.** Local and incident-specific procedures for incident termination and demobilization.

△ (B) **Requisite Skills.** Estimating resources needed to handle remaining workload, using ICS forms, and communicating demobilization information to assigned resources.

Chapter 23 Communications Unit Leader

23.1 General.

23.1.1* For qualification at the Communications Unit Leader level, the candidate shall meet the general knowledge requirements in 23.1.1.1, the general skill requirements in 23.1.1.2, and the job performance requirements (JPRs) defined in Sections 23.2 and 23.3.

23.1.1.1 General Knowledge Requirements. Familiarity with the National Response Framework and how it relates to the role of Communications Unit Leader, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, types of communications equipment and devices, office supplies and equipment for Communications Unit duties, requirements of managing the Communications Unit, JPRs of the Communications Unit staff, knowledge of agency standard operating procedures, and knowledge of procedures for stopping unsafe or incorrect acts or operations.

23.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, and anticipating hazards and taking action in a proactive manner to ensure responder safety and health, and recognizing and identifying unsafe acts and operations.

23.2 Assume and Transfer the Position of Communications Unit Leader. This duty shall involve assuming the role of Communications Unit Leader at an incident or planned event and transferring the duties of that role to another person at the appropriate time, according to the following JPRs.

23.2.1 Assume role of Communications Unit Leader within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Communications Unit is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Communications Unit Leader or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC) and Logistics Section are received and understood; notification of position assumption is verbalized and documented; and the location of Communications Unit Leader is identified and confirmed with the Logistics Section Chief or IC.

△ (A) **Requisite Knowledge.** The role and duties of a Communications Unit Leader within the ICS; organizational policies and procedures and interoperable communications plans for the Communications Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications interoperability requirements; methods, means, limitations, and capabilities of communications systems; and dispatch protocols.

△ (B) **Requisite Skills.** Using reference materials, evaluating incident information, setting up and managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

23.2.2 Manage the transfer of Communications Unit Leader duties at an incident or planned event, given an incident or planned event, an established command structure and Communications Unit Leader, an IAP either written or verbal, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Communications Unit Leader is fully briefed on the incident, and the new Communications Unit Leader is identified.

△ (A) **Requisite Knowledge.** Transfer of duty procedures; information sources; resource accountability and tracking process; use of ICS forms; the role and duties of a Communications Unit Leader within the ICS; organizational policies and procedures for the Communications Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Conducting a transfer briefing meeting, acquiring and documenting information and orders from the IC or Logistics Section Chief or Service Branch Director, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

23.3 Perform the Role of Communications Unit Leader at an Incident or Planned Event. The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, shall be responsible for developing plans for the effective use of incident communications equipment and facilities, installation and testing of communications equipment, supervision of the Incident Communications Center, distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment.

23.3.1* Prepare and implement the incident communications plan, given an incident or planned event, sources of information on existing resource and situation status information, incident priorities and objectives, incident documentation supplies and equipment, applicable incident communications plan forms, and communications equipment, so that the communications plan supports incident needs, interoperability issues are resolved, and communications equipment is used according to procedures.

Δ (A) Requisite Knowledge. Knowledge of applicable incident communications plan forms, knowledge of incident communications needs and equipment, and documentation procedures and process.

Δ (B) Requisite Skills. Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

23.3.2 Manage the distribution and accountability of communications equipment at an incident or planned event, given an incident or planned event, personnel, communications equipment, a communications plan, and a demobilization plan, so that the equipment accountability system is established; communications distribution and maintenance locations are established within base/camp(s); communications equipment from the cache is distributed according to the communications plan; communications equipment is tested and maintained; records of equipment distribution, use, testing, and repair are maintained; and distributed equipment is recovered from relieved or released units.

Δ (A) Requisite Knowledge. Resource tracking system, knowledge of the IAP, communications plan, demobilization plan, and communications equipment maintenance and service protocols.

Δ (B) Requisite Skills. Utilizing the resource tracking system; using written and verbal communication skills, organizational skills, and interpersonal skills; evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

23.3.3 Create and manage the Incident Communications and/or Message Center(s), given an incident or planned event, communications equipment, personnel, communications needs, and a location for the center(s), so that the centers are established, internal and external communications capabilities are established, and all required communications are accurately transferred to their intended receiver.

Δ (A) Requisite Knowledge. Communications center and message center functions, incident communications equipment and capabilities, and documentation procedures and process.

Δ (B) Requisite Skills. Using written and verbal communication skills and interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

23.3.4 Acquire workspace and resources to perform assigned duties in coordination with Facilities and Supply units at an incident or planned event, given an incident or planned event, established Facilities and Supply Units, and the duties of the Communications Unit, so that workspace is established at each facility and resources to assure documentation of check-in and tracking of resources are acquired.

Δ (A) Requisite Knowledge. Resource requirements needed to support the Communications Unit responsibilities and capabilities, ICS forms, types of information sources, documentation methods and requirements, communications methods, and information display methods.

Δ (B) Requisite Skills. Using coordination skills to acquire resources, using assessment skills to determine resource needs of the branch, collecting and organizing information, and assessing workspace and resource requirements.

23.3.5 Prepare for and participate in planning meetings at an incident or planned event, given an incident or planned event, communications resource and status information, ICS incident planning forms, and incident documentation equipment and supplies, so that accurate communications information is provided for use at planning meetings and incident documentation forms, equipment, and supplies are used correctly.

Δ (A) Requisite Knowledge. Knowledge of the IAP, planning forms, documentation protocols, and meeting procedures.

Δ (B) Requisite Skills. Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

23.3.6 Manage the workflow process and set time schedules to accomplish assigned duties at an incident or planned event, given an incident or planned event, duties assigned to the Communications unit, and special requests for information, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

Δ (A) Requisite Knowledge. Resource requirements of the Communications Unit, time management requirements, duties of Communications Unit positions, management processes, types of information sources, schedule types and display methods, and ICS forms and specific uses.

Δ (B) Requisite Skills. Managing staff, giving direction and setting goals and priorities for staff, managing time, collecting and organizing information, assessing scheduling requirements and developing a timeline for activities, and acquiring and documenting information and orders from the IC, Logistics Section Chief, or Service Branch Director.

23.3.7 Maintain a unit log, given an incident or planned event, an assignment, and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed according to procedures.

△ (A) **Requisite Knowledge.** Use of a unit log form, agency standard operational procedures, information tracking methods, documentation methods, and an understanding of what critical incident information needs to be recorded.

△ (B) **Requisite Skills.** Documenting actions taken within the position and utilizing ICS forms.

23.3.8 Manage the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understand the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

△ (A) **Requisite Knowledge.** Local and incident-specific procedures for incident termination and demobilization.

△ (B) **Requisite Skills.** Estimating resources needed to handle remaining workload, using ICS forms, and communicating demobilization information to assigned resources.

Chapter 24 Medical Unit Leader

24.1 General.

24.1.1* For qualification at the Medical Unit Leader level, the candidate shall meet the general knowledge requirements in 24.1.1.1, the general skill requirements in 24.1.1.2, and the job performance requirements (JPRs) defined in Sections 24.2 and 24.3.

24.1.1.1 General Knowledge Requirements. Familiarity with the National Response Framework and how it relates to the role of Medical Unit Leader; knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, types of communications equipment and devices, office supplies and equipment for Medical Unit duties, requirements of managing the Medical Unit, JPRs of the Medical Unit Staff, knowledge of agency standard operating procedures, and knowledge of procedures for stopping unsafe or incorrect acts or operations.

24.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, anticipating hazards and taking action in a proactive manner to ensure responder safety and health, and recognizing and identifying unsafe acts and operations.

24.2 Assume and Transfer the Position of Medical Unit Leader. This duty shall involve assuming the role of Medical Unit Leader at an incident or planned event and transferring the duties of that role to another person at the appropriate time, according to the following JPRs.

24.2.1 Assume the role of Medical Unit Leader within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Medical Unit is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Medical Unit Leader or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC), Logistics Section, and Service

Branch Director are received and understood, notification of position assumption is verbalized and documented, and the location of the Medical Unit Leader is identified and confirmed with the Service Branch Director, Logistics Section Chief, or IC.

△ (A) **Requisite Knowledge.** The role and duties of a Medical Unit Leader within the ICS; organizational policies and procedures for the Medical Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, certification/license levels, and limitations of responders and other resources; communication problems and needs; communications interoperability requirements, methods, and means; limitations and capabilities of communications systems; and dispatch protocols.

△ (B) **Requisite Skills.** Using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

24.2.2 Manage the transfer of Medical Unit Leader duties at an incident or planned event, given an incident or planned event, an established command structure and Medical Unit Leader, an IAP either written or verbal, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Medical Unit Leader is fully briefed on the incident or planned event, and the new Medical Unit Leader is identified.

△ (A) **Requisite Knowledge.** Transfer of duty procedures; information sources; resource accountability and tracking process; use of ICS forms; the role and duties of a Medical Unit Leader within the ICS; organizational policies and procedures for the Medical Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Conducting a transfer briefing meeting; acquiring and documenting information and orders from the IC, Logistics Section Chief, or Service Branch Director; using reference materials; evaluating incident information; managing communications; and communicating in such a manner that information is successfully transferred and objectives are met.

24.3 Perform the Role of Medical Unit Leader at an Incident or Planned Event. The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, shall be primarily responsible for developing the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, establishing responder rehabilitation, and preparing reports and records.

24.3.1* Prepare and implement the medical plan at an incident or planned event, given an incident or planned event; sources of information on potential medical needs of the incident or planned event; priorities and objectives of the IC, Logistics Section Chief, and Service Branch Director; incident documentation supplies and equipment; an applicable medical

plan form; and communications equipment, so that the Medical Plan supports incident needs, procedures are developed for medical care and patient transportation (ground and air) in coordination with the Operations Section Chief, medical aid and responder rehabilitation facilities are established, medical emergencies are declared as needed, and medical care, supplies, and transportation for incident personnel are provided according to procedures.

Δ (A) *Requisite Knowledge.* Knowledge of applicable medical plan forms, IAP, patient care protocol, transport protocol, triage standard practices, medical personnel and provider network available, responder rehabilitation procedures, and protocol for location of care and transport services.

Δ (B) *Requisite Skills.* Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

24.3.2 Manage the distribution and accountability of over-the-counter and controlled medications dispensed by the Medical Unit at an incident or planned event, given an incident or planned event, a medical plan, procedures of the AHJ, and medications, so that a drug accountability system is established, drug distribution and maintenance locations are established, procedures are followed, and records of drug distribution are maintained.

Δ (A) *Requisite Knowledge.* Accountability standards, reporting requirements, medical protocols, applicable drug dispensing regulations and protocols, space and equipment needs, and reporting format and forms.

Δ (B) *Requisite Skills.* Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

24.3.3 Establish coordination procedures with the Finance/Administration Section on worker injuries at an incident or planned event, given an incident or planned event, an established Finance/Administration Section or IC, injured workers, and workers' compensation reporting requirements, so that notification is made for all reportable workers compensation injuries, procedures are followed to capture required information, and space is provided for Compensation-for-Injury Specialists as needed.

Δ (A) *Requisite Knowledge.* Knowledge of forms and reporting procedures, workers compensation practices and procedures, incident-reporting protocols, and ability to recognize the need for Compensation-for-Injury Specialists.

Δ (B) *Requisite Skills.* Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

24.3.4 Acquire workspace and resources to perform assigned duties in coordination with Facilities and Supply Units at an incident or planned event, given an incident or planned event, established Facilities and Supply Units, and the duties of the Medical Unit, so that an adequate workspace is established at each facility and resources to ensure medical care are acquired.

Δ (A) *Requisite Knowledge.* Resource requirements needed to support the Medical Unit responsibilities and capabilities, ICS forms, types of information sources, documentation methods and requirements, communications methods, and information display methods.

Δ (B) *Requisite Skills.* Using coordination skills to acquire resources, using assessment skills to determine resource needs of the branch, collecting and organizing information, and assessing workspace and resource requirements.

24.3.5 Prepare for and participate in planning meetings as requested at an incident or planned event, given an incident or planned event, medical resource and status information, ICS incident planning forms, and incident documentation equipment and supplies, so that accurate medical information is provided for use at planning meetings and incident documentation forms, equipment, and supplies are used correctly.

Δ (A) *Requisite Knowledge.* Knowledge of the IAP, planning forms, documentation protocols, and meeting procedures.

Δ (B) *Requisite Skills.* Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

24.3.6 Manage the workflow process and set time schedules to accomplish assigned duties at an incident or planned event, given an incident or planned event, duties of the Medical Unit, and special requests for information, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

Δ (A) *Requisite Knowledge.* Resource requirements of the Medical Unit, time management requirements, duties of service branch positions, management processes, types of information sources, schedule types and display methods, and ICS forms and specific uses.

Δ (B) *Requisite Skills.* Managing staff, giving directions and setting goals and priorities for staff, managing time, collecting and organizing information, assessing scheduling requirements and developing timelines for activities, and acquiring and documenting information and orders from the IC, Logistics Section Chief, or Service Branch Director.

24.3.7 Maintain a unit log, given an incident or planned event and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed and submitted according to procedures.

Δ (A) *Requisite Knowledge.* Use of a unit log form, agency standard operational procedures, information-tracking methods, documentation methods, and an understanding of what critical incident information needs to be recorded.

Δ (B) *Requisite Skills.* Documenting actions taken within the position and utilizing ICS forms.

24.3.8 Manage the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understands the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

△ (A) **Requisite Knowledge.** Local and incident-specific procedures for incident termination and demobilization.

△ (B) **Requisite Skills.** Estimating resources needed to handle remaining workload, using ICS forms, and communicating demobilization information to assigned resources.

Chapter 25 Food Unit Leader

25.1 General.

25.1.1* For qualification at the Food Unit Leader level, the candidate shall meet the general knowledge requirements in 25.1.1.1, the general skill requirements in 25.1.1.2, and the job performance requirements (JPRs) defined in Sections 25.2 and 25.3.

25.1.1.1 General Knowledge Requirements. Familiarity with the National Response Framework and how it relates to the role of Food Unit Leader, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, types of communications equipment and devices, office supplies and equipment for Food Unit duties, requirements of managing the Food Unit, JPRs of the Food Unit staff, knowledge of agency standard operating procedures, and knowledge of procedures for stopping unsafe or incorrect acts or operations.

25.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, and anticipating hazards and taking action in a proactive manner to ensure responder safety and health, using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and recognizing and identifying unsafe acts and operations.

25.2 Assume and Transfer the Position of Food Unit Leader. This duty shall involve assuming the role of Food Unit Leader at an incident or planned event and transferring the duties of that role to another person at the appropriate time, according to the following JPRs.

25.2.1 Assume the role of Food Unit Leader within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Food Unit is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Food Unit Leader or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC) and Logistics Section are received and understood; notification of position assumption is verbalized and documented; and the location of the Food Unit Leader is identified and confirmed with the Logistics Section Chief or the IC.

△ (A) **Requisite Knowledge.** The role and duties of a Food Unit Leader within the ICS; organizational policies and procedures for the Food Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and

needs; communications interoperability requirements, methods, and means; limitations and capabilities of communications systems, and dispatch protocols.

△ (B) **Requisite Skills.** Using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

25.2.2 Manage the transfer of Food Unit Leader duties at an incident or planned event, given an incident or planned event, an established command structure and a Food Unit Leader, an incident or planned event action plan either written or verbal, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Food Unit Leader is fully briefed on the incident or planned event, and the new Food Unit Leader is identified.

△ (A) **Requisite Knowledge.** Transfer of duty procedures; information sources; resource accountability and tracking process; use of ICS forms; the role and duties of a Food Unit Leader within the ICS; organizational policies and procedures for the Food Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Conducting a transfer briefing meeting; acquiring and documenting information and orders from the IC, Logistics Section Chief, or Service Branch Director; using reference materials; evaluating incident information; managing communications; and communicating in such a manner that information is successfully transferred and objectives are met.

25.3 Perform the Role of Food Unit Leader at an Incident or Planned Event. The Food Unit Leader shall be responsible for determining feeding requirements at all incident facilities, menu planning, determining cooking facilities required, food preparation, serving, providing potable water, and general maintenance of the food service areas as well as providing food and potable water for personnel unable to leave tactical field assignments.

25.3.1 Prepare and implement a plan to provide food and water for incident personnel, given an incident or planned event, personnel, sources of information on potential food and fluid replenishment needs of the incident or planned event, IC and Logistics Section Chief priorities and objectives, incident documentation supplies and equipment, and communications equipment, so that the plan supports incident needs; menus are nutritionally balanced, taste good, and are not boring; procedures are developed for food and potable water preparation and distribution; feeding and hydration facilities are established; food and potable water supplies are obtained; and the plan is implemented according to procedures.

△ (A) **Requisite Knowledge.** Food preparation; storage, handling, and distribution methods; health and sanitation requirements; ICS Form 205; incident food and hydration needs and equipment; documentation procedures and process; and locations of facilities and field assignments requiring food.

Δ (B) Requisite Skills. Forecasting food and water needs; preparing, storing, handling, and distributing food and water according to requirements and procedures; and operating food preparation and storage equipment.

25.3.2 Acquire workspace and resources to perform assigned duties in coordination with Facilities and Supply Units at an incident or planned event, given an incident or planned event, established Facilities and Supply Units, and the duties of the Food Unit, so that an adequate workspace is established at each facility and resources to assure documentation are acquired.

Δ (A) Requisite Knowledge. Resource requirements needed to support the responsibilities and capabilities of the Food Unit, ICS forms, types of information sources, documentation methods and requirements, communications methods, and information display methods.

Δ (B) Requisite Skills. Using coordination skills to acquire resources, using assessment skills to determine resource needs of the branch, collecting and organizing information, and assessing workspace and resource requirements.

25.3.3 Prepare for and participate in planning meetings as requested at an incident or planned event, given an incident or planned event, resource and status information, ICS incident planning forms, and incident documentation equipment and supplies, so that accurate feeding and hydration information is provided for use at planning meetings and incident documentation forms, equipment, and supplies are used correctly.

Δ (A) Requisite Knowledge. Knowledge of the IAP, planning forms, documentation protocols, and meeting procedures.

Δ (B) Requisite Skills. Using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

25.3.4 Manage the workflow process and set time schedules to accomplish assigned duties at an incident or planned event, given an incident or planned event, duties of the Food Unit, tools and equipment, and special requests for resources and information, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

Δ (A) Requisite Knowledge. Resource requirements of the Food Unit, time management requirements, duties of service branch positions, management processes, types of information sources, schedule types and display methods, and ICS forms and specific uses.

Δ (B) Requisite Skills. Managing staff, giving direction and setting goals and priorities for staff, managing time, collecting and organizing information, assessing scheduling requirements and developing a timeline for activities, and acquiring and documenting information and orders from the IC, Logistics Section Chief, or Service Branch Director.

25.3.5 Maintain a unit log, given an incident or planned event and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed and submitted according to procedures.

Δ (A) Requisite Knowledge. Use of a unit log form, agency standard operational procedures, information-tracking meth-

ods, documentation methods, and an understanding of what critical incident information needs to be recorded.

Δ (B) Requisite Skills. Documenting actions taken within the position and utilizing ICS forms.

25.3.6 Manage the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understand the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

Δ (A) Requisite Knowledge. Local and incident-specific procedures for incident termination and demobilization.

Δ (B) Requisite Skills. Estimating resources needed to handle remaining workload, using ICS forms, and communicating demobilization information to assigned resources.

Chapter 26 Support Branch Director

26.1 General.

26.1.1* For qualification at the Support Branch Director level, the candidate shall meet the general knowledge requirements in 26.1.1.1, the general skill requirements in 26.1.1.2, and the job performance requirements (JPRs) defined in Sections 26.2 and 26.3.

26.1.1.1 General Knowledge Requirements. Familiarity with the National Response Framework and how it relates to the role of Support Branch Director, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, information display types, types of communications devices, office supplies and equipment for Support Branch duties, requirements of managing the Support Branch, JPRs of the Support Branch staff, knowledge of agency standard operating procedures, and knowledge of procedures for stopping unsafe or incorrect acts or operations.

26.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, and anticipating hazards and taking action in a proactive manner to ensure responder safety and health, using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, and recognizing and identifying unsafe acts and operations.

26.2 Assume and Transfer the Position of Support Branch Director. This duty shall involve assuming the role of Support Branch Director at an incident and transferring those duties to another person at the appropriate time, according to the following JPRs.

26.2.1 Assume the role of the Support Branch Director within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Support Branch is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Support Branch Director or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and

objectives of the Incident Commander (IC) and Planning Section are received and understood; notification of position assumption is verbalized and documented; and the location of Support Branch Director is identified and confirmed with the Planning Section Chief or IC.

△ (A) **Requisite Knowledge.** The role and duties of a Support Branch Director within the ICS; organizational policies and procedures for the Support Branch Director; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements, methods, and means; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Acquiring and documenting information and orders from the IC or Logistics Section Chief, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

26.2.2 Manage the transfer of Support Branch Director duties at an incident or planned event, given an incident or planned event, an established command structure and Support Branch Director, an IAP either written or verbal, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Support Branch Director is fully briefed on the incident or planned event, and the new Support Branch Director is identified.

△ (A) **Requisite Knowledge.** Transfer of duty procedures; information sources; resource accountability and tracking process; use of ICS forms; the role and duties of a Support Branch Director within the ICS; organizational policies and procedures for the Support Branch Director; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Conducting a transfer briefing meeting, acquiring and documenting information and orders from the IC or Logistics Section Chief, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

26.3 Perform the Role of Support Branch Director at an Incident or Planned Event. This duty shall involve the management of all support activities at the incident or planned event. The Support Branch Director shall supervise the operations of the Supply, Facilities, and Ground Support Unit Leaders.

26.3.1 Provide input into the development of the IAP and the demobilization plan, given an incident or planned event, an IAP, a demobilization plan, and sources of information on the Support Branch needs of the incident or planned event, so that the service needs of the incident or planned event are identified and included in the IAP and in the demobilization plan.

△ (A) **Requisite Knowledge.** Level of services required to support operations, specific goals identified by the Logistics

Section Chief, and units that function under the Support Branch of the Logistics Section.

△ (B) **Requisite Skills.** Acquiring and documenting information and orders from the IC, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

26.3.2 Manage the workflow process and set time schedules of the Support Branch to accomplish assigned duties, given an incident or planned event, duties of the Support Branch, and special requests for resources, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained and tasks are assigned, the facilities plan and supply plan are developed and provided to the Planning Section, and Ground Support needs of the incident or planned event are met.

△ (A) **Requisite Knowledge.** Resource requirements of the Support Branch, time management requirements, duties of Support Branch positions, management processes, types of information sources, schedule types and display methods, and ICS forms and specific uses.

△ (B) **Requisite Skills.** Managing staff, giving direction and setting goals and priorities for staff, managing time, collecting and organizing information, assessing scheduling requirements and developing a timeline for activities, and acquiring and documenting information and orders from the IC and the Logistics Section Chief.

26.3.3 Acquire workspace and resources to perform assigned duties in coordination with Facilities, Supply, and Ground Support Units at an incident or planned event, given an incident or planned event and the duties of the Support Branch, so that an adequate workspace is established at each facility and resources to assure documentation of check-in and tracking of resources are acquired and implemented.

△ (A) **Requisite Knowledge.** Resource requirements needed to support the Support Branch responsibilities and capabilities, ICS forms, types of information sources, documentation methods and requirements, communications methods, and information display methods.

△ (B) **Requisite Skills.** Using coordination skills to acquire resources, using assessment skills to determine resource needs of the branch, collecting and organizing information, and assessing workspace and resource requirements.

26.3.4 Maintain a unit log, given an incident or planned event assignment and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed according to procedures.

△ (A) **Requisite Knowledge.** Use of a unit log form, agency standard operational procedures, information tracking methods, documentation methods, and an understanding of what critical incident information needs to be recorded.

△ (B) **Requisite Skills.** Documenting actions taken within the position and utilizing ICS forms.

26.3.5 Manage the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understand the demobilization process, procedures in the plan are followed, performance

ratings are completed, staff are released according to the plan, and transportation home is provided.

△ (A) **Requisite Knowledge.** Local and incident-specific procedures for incident termination and demobilization.

△ (B) **Requisite Skills.** Estimating resources needed to handle remaining workload, using ICS forms, and communicating demobilization information to assigned resources.

Chapter 27 Supply Unit Leader

27.1 General.

27.1.1* For qualification at the Supply Unit Leader level, the candidate shall meet the general knowledge requirements in 27.1.1.1, the general skill requirements in 27.1.1.2, and the job performance requirements (JPRs) defined in Sections 27.2 and 27.3.

27.1.1.1 General Knowledge Requirements. Familiarity with the National Response Framework and how it relates to the role of Supply Unit Leader, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, types of communications equipment and devices, office supplies and equipment for Supply Unit duties, requirements of managing the Supply Unit, JPRs of the Supply Unit staff, and knowledge of agency standard operating procedures and knowledge of procedures for stopping unsafe or incorrect acts or operations.

27.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, anticipating hazards and taking action in a proactive manner to ensure responder safety and health, using written and verbal communication skills, using interpersonal skills, evaluating incident information, managing communications, communicating in such a manner that information is successfully transferred and objectives are met, and recognizing and identifying unsafe acts and operations.

27.2 Assume and Transfer the Position of Supply Unit Leader. This duty shall involve assuming the role of Supply Unit Leader at an incident or planned event and transferring the duties of that role to another person at the appropriate time, according to the following JPRs.

27.2.1 Assume the role of the Supply Unit Leader within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Supply Unit is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Supply Unit Leader or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC) and Logistics Section are received and understood; notification of position assumption is verbalized and documented; and the location of Supply Unit Leader is identified and confirmed with the Logistics Section Chief or IC.

△ (A) **Requisite Knowledge.** The role and duties of a Supply Unit Leader within the ICS; organizational policies and proce-

dures for the Supply Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications interoperability requirements, methods, and means; limitations and capabilities of communications systems; and dispatch protocols.

△ (B) **Requisite Skills.** Using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

27.2.2 Manage the transfer of Supply Unit Leader duties at an incident or planned event, given an incident or planned event, an established command structure and a Supply Unit Leader, an IAP either written or verbal, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Supply Unit Leader is fully briefed on the incident or planned event, and the new Supply Unit Leader is identified.

△ (A) **Requisite Knowledge.** Transfer of duty procedures; information sources; resource accountability and tracking process; use of ICS forms; the role and duties of a Supply Unit Leader within the ICS; organizational policies and procedures for the Supply Unit Leader; accountability protocols; resource types and deployment methods; documentation methods and requirements; availability, capabilities, and limitations of responders and other resources; communication problems and needs; communications requirements; and types of tasks and assignment responsibilities.

△ (B) **Requisite Skills.** Conducting a transfer briefing meeting, acquiring and documenting information and orders from the IC or Planning Section Chief, using reference materials, evaluating incident information, managing communications, and communicating in such a manner that information is successfully transferred and objectives are met.

27.3 Perform the Role of Supply Unit Leader at an Incident or Planned Event. The Supply Unit Leader shall be responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident or planned event; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

27.3.1 Prepare and implement a plan to provide the supplies necessary to support an incident or planned event, given an incident or planned event; personnel; sources of information on potential supply needs and sources; IC, Logistics Section Chief, and Service Branch Director's priorities and objectives; incident documentation supplies and equipment; and communication equipment; so that the plan supports incident needs; adequate supplies are ordered, managed, and distributed through the incident or planned event to meet incident or planned event needs; and the plan is implemented according to procedures.

△ (A) **Requisite Knowledge.** IAPs, potential supplies necessary to support the IAP, forecasting methods for future supply needs, purchasing and procurement protocols, and distribution processes and procedures.

△ (B) **Requisite Skills.** Forecasting supply needs for an incident or planned event and using resource inventory management and distribution systems.

27.3.2 Acquire workspace and resources to perform assigned duties in coordination with Facilities and Ground Support Units at an incident or planned event, given an incident or planned event, established Facilities and Ground Support Units, and the duties of the Supply Unit, so that an adequate workspace is established at each facility and the resources needed to perform the assigned duties are acquired and documented.

△ (A) **Requisite Knowledge.** Resource requirements needed to support the Supply Unit responsibilities and capabilities, ICS forms, types of information sources, documentation methods and requirements, communications methods, and information display methods.

△ (B) **Requisite Skills.** Using coordination skills to acquire resources, using assessment skills to determine resource needs of the branch, collecting and organizing information, and assessing workspace and resource requirements.

27.3.3 Prepare for and provide information for use in planning meetings as requested at an incident or planned event, given an incident or planned event, resource and status information, ICS incident planning forms, and incident documentation equipment and supplies, so that accurate supply requirement information is provided for use at planning meetings and incident documentation forms, equipment, and supplies are used correctly.

△ (A) **Requisite Knowledge.** IAPs, planning forms, potential supplies necessary to support the IAP, and documentation protocols.

△ (B) **Requisite Skills.** Using the IAP, forecasting methods for future supply needs, employing purchasing and procurement protocols, and performing distribution processes and procedures.

27.3.4 Manage the workflow process and set time schedules to accomplish assigned duties at an incident or planned event, given an incident or planned event, duties of the Supply Unit, tools and equipment, and special requests for resources and information, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

△ (A) **Requisite Knowledge.** Resource requirements of the Supply Unit, time management requirements, duties of service branch positions, management processes, types of information sources, schedule types and display methods, and ICS forms and specific uses.

△ (B) **Requisite Skills.** Managing staff, giving direction and setting goals and priorities for staff, managing time, collecting and organizing information, assessing scheduling requirements and developing a timeline for activities, and acquiring and documenting information and orders from the IC, Logistics Section Chief, or Support Branch Director.

27.3.5 Maintain a unit log, given an incident or planned event and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed and submitted according to procedures.

△ (A) **Requisite Knowledge.** Use of unit log form, agency standard operational procedures, information-tracking methods, documentation methods, and an understanding of what critical incident information needs to be recorded.

△ (B) **Requisite Skills.** Documenting actions taken within the position and utilizing ICS forms.

27.3.6 Manage the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understand the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

△ (A) **Requisite Knowledge.** Local and incident-specific procedures for incident termination and demobilization.

△ (B) **Requisite Skills.** Estimating resources needed to handle remaining workload, using ICS forms, and communicating demobilization information to assigned resources.

Chapter 28 Facilities Unit Leader

28.1 General.

28.1.1* For qualifications at the Facilities Unit Leader level, the candidate shall meet the general knowledge requirements in 28.1.1.1, the general skill requirements in 28.1.1.2, and the job performance requirements (JPRs) defined in Sections 28.2 and 28.3 of this standard.

28.1.1.1 General Knowledge Requirements. Familiarity with the National Response Framework and how it relates to the role of Facilities Unit Leader, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, types of communications equipment and devices, office supplies and equipment for Facilities Unit duties, requirements of managing the Facilities Unit, job performance requirements of the Facilities Unit Staff, knowledge of agency standard operating procedures, and knowledge of procedures for stopping unsafe or incorrect acts or operations.

28.1.1.2 General Skill Requirements. Prioritizing tasks so as to accomplish the most critical first, making effective decisions in an environment with a large number of unknowns, evaluating material resource needs, recognizing the need for supplemental technical knowledge, and anticipating hazards and taking action in a proactive manner to ensure responder safety and health, and recognizing and identifying unsafe acts and operations.

28.2 Assume and Transfer the Position of Facilities Unit Leader. This duty shall involve assuming the role of Facilities Unit Leader at an incident or planned event and transferring those duties to another person at the appropriate time, according to the following JPRs.

28.2.1 Assume role of Facilities Unit Leader within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Facilities Unit is established; relevant situational information of the incident or planned event is gained and maintained; the relationship with the outgoing Facilities Unit Leader or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of