OPERATIONS SECTION CHIEF JOB AID

Operations Section Chief: The Operations Chief manages the direct response to the Incident. This person’s duties listed below:

* Supervise and manage and keep constant contact with the Staging Area Manager.
* Assume the duties of all operations positions until staff are available and assigned.
* As staff members are assigned, brief them on the situation, and supervise their activities, using the position checklists.
* If additional supplies or staff are needed for the Operations Section, notify Logistics (via ICS 213RR). When additional staff arrive, brief them on the situation, and assign them as needed.
* Coordinate search and rescue operations if it is safe to do so.
* Inform the Planning Section Chief of operations tasks and priorities.
* Make sure that operations staff are following standard procedures and documenting their activities.
* Schedule breaks and reassign staff within the section as needed.
* Work closely with the Safety Officer to ensure planned activities are safe for all involved.
* Ensure that ICS 204 is prepared, approved, and ready to be issued to the incoming work crews.
* Main forms to be concerned with (for this training event): ICS 204, 215, and 215a (prepared by SOFR, but reviewed by Ops).

**Stage By Stage Tasks for OSC**

**Pre-Deployment Activities**

* Review current 201 and IAP for background on the incident
* Identify who, what, when, where, Incident Org, and resources
* Determine what has happened, what is being done, with what, by whom
* Identify hazard, exclusion, and safety zones
* Identify resources already in use
* Fill out 201, 215a

**Initial Response/Assessment**

* Conduct review of on-site status (Verify what is currently happening)
* Confirm hazard, exclusion, safety zones
* Identify mission priorities and contingencies
* Develop Ops section org chart
* Establish comms channel between field responders and OSC
* Monitor situation for proper span of control
* Determine need for resources (specialists)
* Deploy special teams
* Assess the incident -
	+ When did it take place?
	+ Where did it take place?
	+ What is the incident organization? (chain of command)
	+ What is the meeting cadence?

**Activate Operations Section**

* Determine staffing requirements (optimal assignment for personnel already on the scene)
* Work with PSC to develop tactical portion of IAP
* Work from ICP
* Coordinate with other officers and chiefs to ensure compliance, issue resolution, and liaising is covered
* Determine work location for ops team
* Organize/Brief subordinates

**Transition to On-Going Operations**

* Meet with Section personnel and establish guidelines, expectations from the team, work schedule, and meeting schedules
* Develop guidance for Ops Section activities and share with IMT

**Manage On-Scene Operations**

* Follow the Management Cycle: Plan, Organize, Staff, Direct, Control, Evaluate
* Attend IC/UC meetings as needed to provide updates and justification for tactics
* Attend Command/General Staff meeting
	+ Discuss facility, resource support, and interagency related issues impacting the operations section
	+ Gain clarification on support processes and IC/UC operational objectives
	+ Review open action items
* Prepare/Attend Tactics Meeting
	+ Determine Technical Specialist info to be included in meeting
	+ Develop meeting products (i.e., contingency or "what if" strategies and tactics)
	+ Complete 215
	+ Propose tactical work plan
* Prepare/Attend Planning Meeting
	+ Finalize tactics meeting products
	+ Prepare technical specialists for roles in the meeting
	+ Prepare briefing notes regarding the ops plan
	+ Brief attendees on operational plan (i.e., primary functions being performed such as malware reversing)
	+ Detail work being done (where/what/who), the Ops Section Org Chart, reporting processes, interagency issues
	+ Prepare for objective level adjustments
	+ PSC will issue assignments and deadlines at the end
* Prepare IAP
	+ Utilize 204s to update IAP
	+ Work with PSC to present IAP to IC/UC
* Prepare/Attend Operations Briefing
* Execute Plan and Access Progress
	+ Monitor operations against the IAP
	+ Make tactical changes as needed
	+ Ensure smooth running of operations and coordination with other Units
	+ Debrief field personnel
	+ Work with PSC to revise/develop new objectives for IC/OC Objectives Meeting

**Demobilize Section**

* Review and Establish demobilization plan
* Supervise demobilization of section personnel (identify, brief, and evaluate personnel)
* Supervise demobilization of section (turn in supplies, equipment, etc.)

*Useful Information and Terms (not all items may apply):*

* Objectives, strategies, and Tactics are essential response plan.
	+ *Objectives (Command)* – Commands desired outcome
	+ *Strategies (Planning and Operations*) – How you plan to accomplish the objectives
	+ *Tactics (Operations)* – What you will use – Specific and detailed description of the tactical work assignment in order to implement strategies and achieve objectives

