



## Common ICS Roles and Responsibilities in Alaskan Small Communities

**Incident Commander**

VPSO/TPO  
Tribal Administrator  
City Manager

**Incident Liaison**

IGAP Coordinator  
NPS representative  
City/Tribal Clerk

**PIO**

IGAP Coordinator  
City/Tribal Clerk  
Radio station staff

**Safety Officer**

Fire Department representative  
Law Enforcement (VPSO/TPO/AST)

**Planning Section Chief**

City/Tribal Manager  
City/Tribal council member

**Operations Section Chief**

VPSO/TPO  
Fire Department

**Evacuation Specialist**

Regional non-profit representative  
Red Cross volunteer  
AST

**Shelter Coordinator**

School Principal/faculty member  
Red Cross volunteer

**Security Specialist**

Law Enforcement (VPSO/TPO/AST)

**Medical Specialist**

Health Aide / clinic staff  
Regional non-profit representative  
Public Health nurse  
other EMS provider

**Logistics Section Chief**

City/Tribal clerk  
City/Tribal council member

**Finance Section Chief**

City/Tribal Clerk  
City/Tribal finance staff

<b>Incident Command System (ICS) Roles and Responsibilities</b>	
<b>Position</b>	<b>Duties and Responsibilities</b>
<b>Incident Commander</b>	Manages the people and resources to respond to the incident.
<b>Incident Liaison</b>	Coordinates with community and outside organizations involved in the incident.
<b>Public Information Officer</b>	Provides information to the public and media regarding the event in accordance with the IC.
<b>Safety Officer</b>	Assures safety issues are mitigated, announced, and addressed.
<b>Planning Section Chief</b>	Gathers and analyses incident information; conducts Planning Meetings and prepares Incident Action Plans (IAP).
<b>Operations Section Chief</b>	Responsible for incident tactical operations – actions, personnel, resources, and staging areas.
<b>Logistics Section Chief</b>	Obtains requested incident facilities, services, and materials.
<b>Admin Section Chief</b>	Tracks costs and manages incident finances and personnel issues.
<b>Evacuation Specialist</b>	Develops plan to shelter in place or move individuals to a safe location.
<b>Shelter Coordinator</b>	Sets up, operates and closes shelter(s) and/or coordinates shelter activities.
<b>Security Specialist</b>	Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information.
<b>Medical Specialist</b>	Provides and/or coordinates emergency health care services.



Planning Team meeting notes: