

Incident Management System Roles & Responsibilities		
Function	Role	Responsibilities
COMMAND STAFF	Incident Commander	Responsible for overall management of the incident. Sets the strategic objectives and is the final decision maker in the development of the Incident Action Plan.
	Safety Officer	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures.
	Emergency Information Officer (EIO)	Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO releases. Reports to the Incident Commander.
	Liaison Officer	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs. Reports to the Incident Commander.
GENERAL STAFF	Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Incident Action Plan, as well as the organization and assignment of all operations resources. Reports to the Incident Commander.
	Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information. Reports to the Incident Commander.
	Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related section of the Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section. Reports to the Incident Commander.
	Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization

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