



## *Unit 9*

# *Personnel Management*

# Unit Terminal Objective

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**At the conclusion of this unit, students will be able to describe requirements of personnel management.**

# Assess Personnel Requirements

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- Complexity of the incident
- Anticipated duration of the incident
- Shift scheduling



# Ordering Personnel

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- **Order by assignment and Incident Command System (ICS) position**
  - **INCM: Incident Communications Center Manager**
  - **COMT: Incident Communications Technician**
  - **RADO: Radio Operator**
  - **THSP: Technical Specialist**
- **Qualifications?**

*Exercise 9-1*

## ***Staffing***

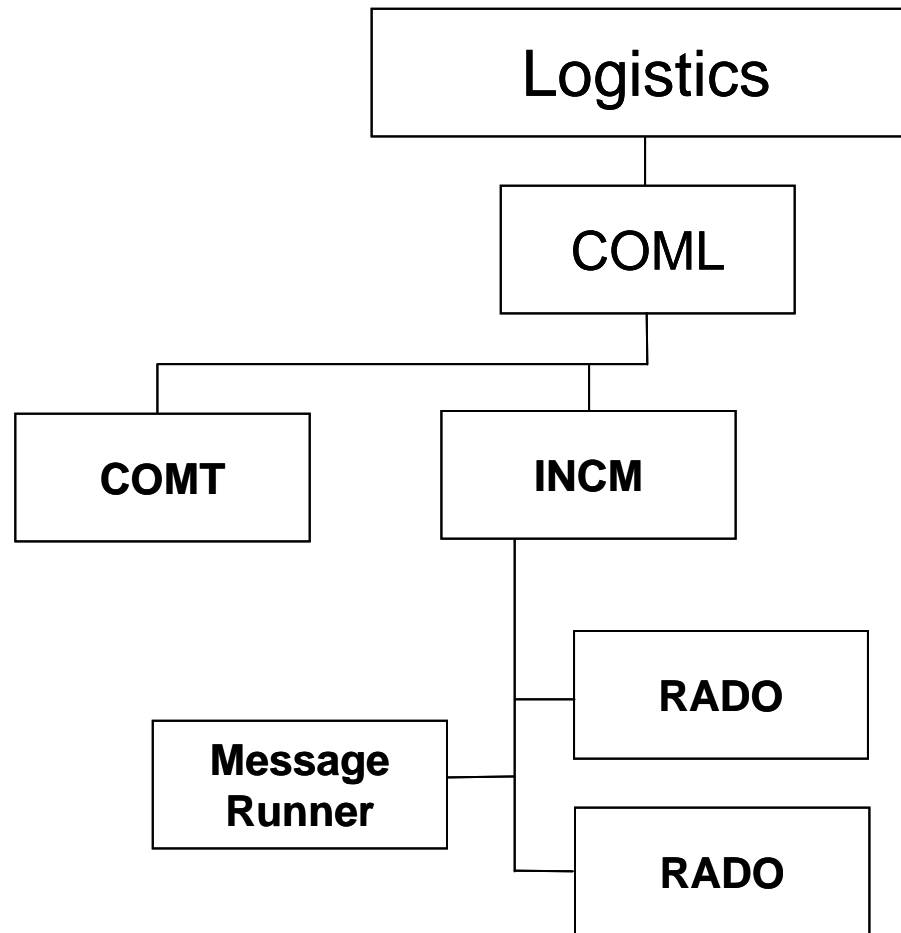
**Unit 9:**

**Personnel Management**

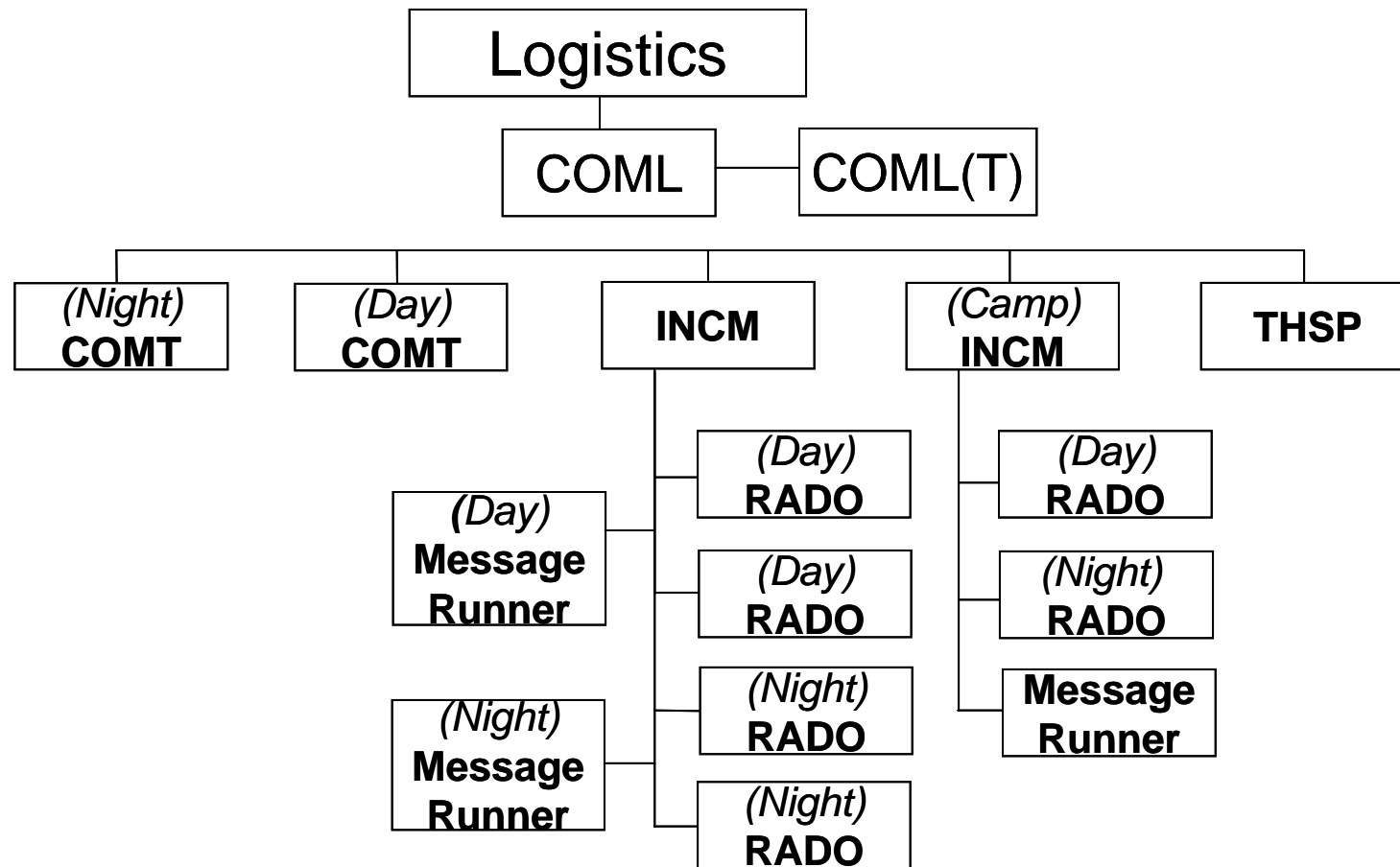
**Visual 9-5**

# Simple Organizational Chart

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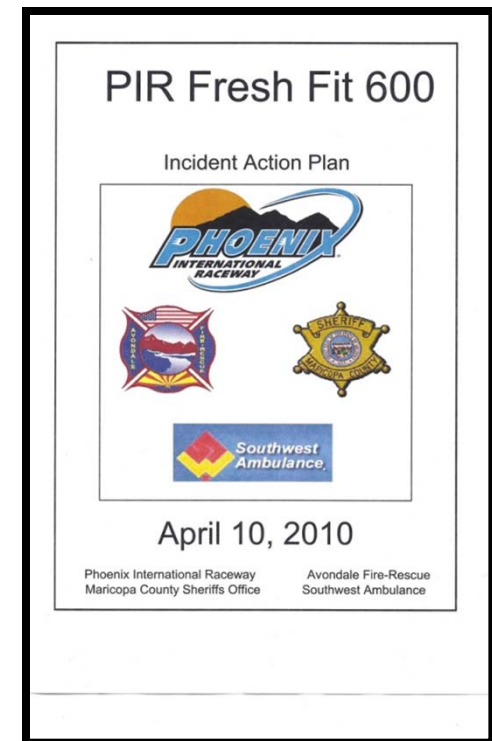
# Complex Organizational Chart



# Unit Personnel Briefing

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- Brief and keep staff informed and updated
  - Operational period changes
  - After operational period briefing
  - New personnel to the unit
  - Daily changes
  - Current IAP
  - Current equipment locations





# Teamwork

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- Hold unit meetings
- Share information
- Provide a map of the incident
- Maintain a positive attitude
- Promote teamwork to accomplish tasks



# Personnel Welfare

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- Provide a safe and comfortable environment
- Equal Opportunity Laws
- Civil Rights Laws
- Freedom from sexual harassment
- Application of the Fair Labor Standards Act
- Critical incident stress management
- Work and rest guidelines
- Union shop regulations (local)
- Mutual Respect is key



# Managing Technical Staff

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- Understanding a task and technical proficiency in it are not the same thing
- Rely on subordinates' knowledge
- Trust staff and be honest about abilities



# Safety and Risk Management Process

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- You are responsible for your people
- What is the risk management process?
- Definition: A process of evaluating and mitigating hazards in the work environment
- Steps of the risk management process:
  - Situational awareness
  - Hazard assessment
  - Hazard control
  - Decision point
  - Evaluate



# Personnel Documentation Management

- **Complete personnel evaluations**
- **Maintain timekeeping records**
- **Maintain an Activity Log (ICS Form 214)**

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# ICS 214: Activity Log

[illegible]



## *Exercise 9*

# ***Communications Nets***

Unit 9:

Personnel Management

Visual 9-15

# Objectives Review

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- 1. Determine personnel requirements***
- 2. Conduct Communications Unit Briefings***
- 3. Describe personnel welfare requirements***
- 4. Identify Personnel Management documentation***



*Questions?*

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Personnel Management

Visual 9-17