



Unit 9
Personnel Management

Unit Terminal Objective

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

Assess Personnel Requirements

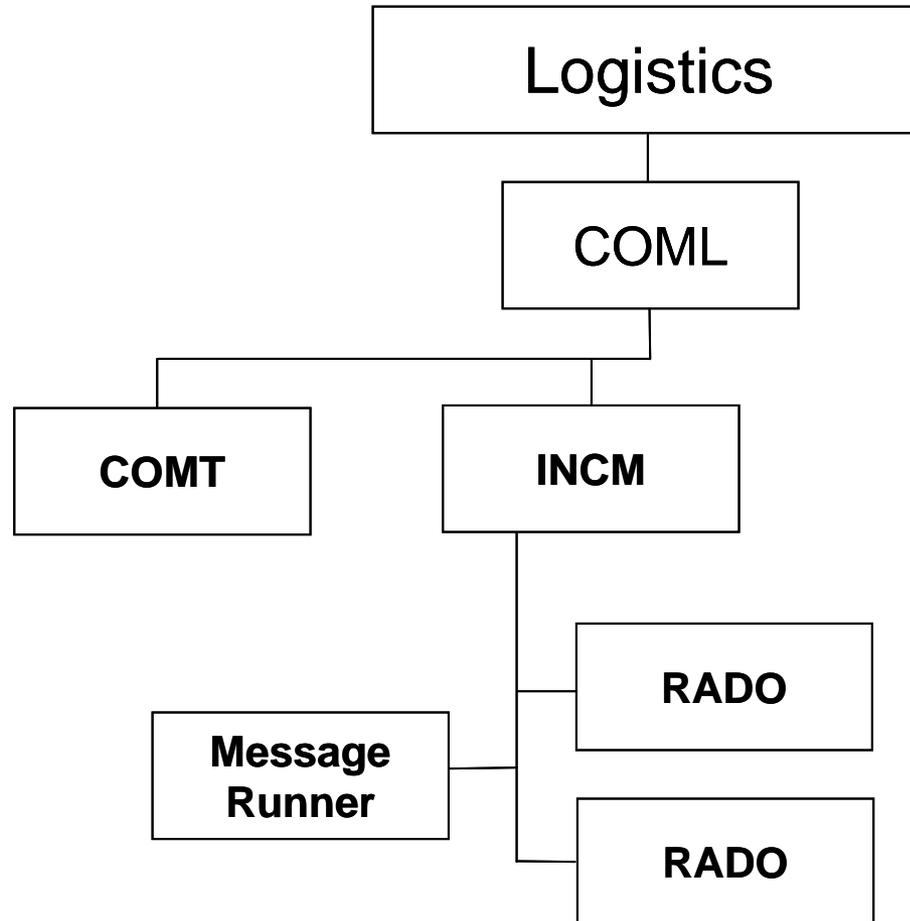
- Complexity of the incident
- Anticipated duration of the incident
- Shift scheduling



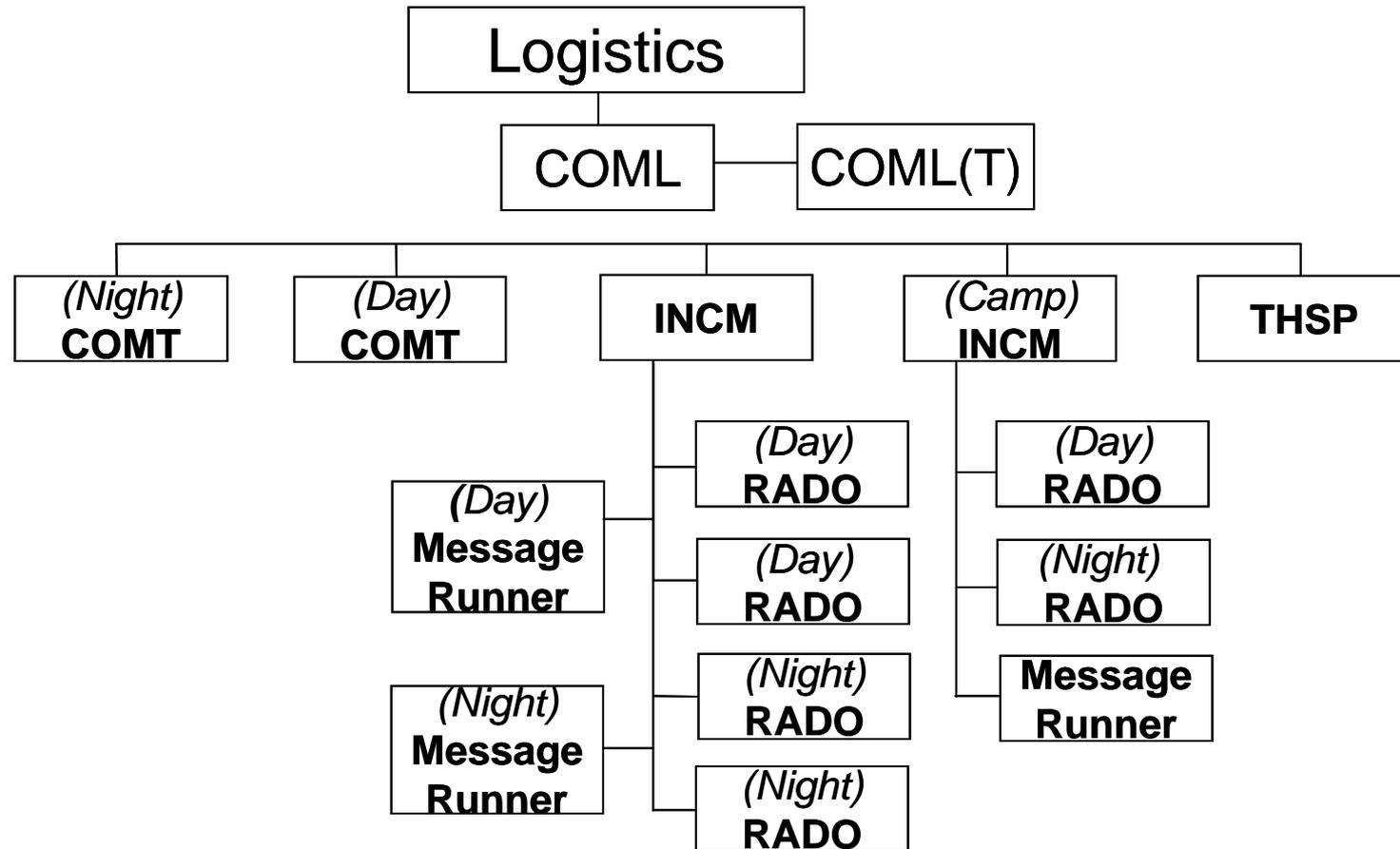
Ordering Personnel

- **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?**

Simple Organizational Chart

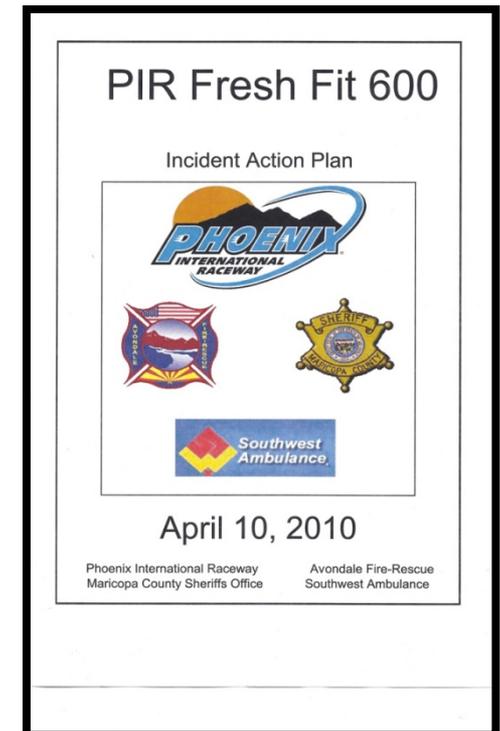


Complex Organizational Chart



Unit Personnel Briefing

- 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

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



Personnel Welfare

- 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

- 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

- 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



Exercise 9

Communications Nets

Objectives Review

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

Questions?