

April 2024



**GEOGRAPHIC INFORMATION SYSTEMS
SUBCOMMITTEE**

SITUATION UNIT LEADER POSITION DESCRIPTION

ICS- 1404

April 2024

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This Document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIREScope. Additional information and documentation can be obtained from the following source:

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INTRODUCTION

The Geographic Information Specialist Group has determined that the [position description of the Situation Unit Leader \(SITL\)](#) is in need of an official description for the [FIREScope Website](#) and FOG Manual that is more specific to all hazard incidents. The NWCG IPD has been adopted and restated below, with the addition of California-specific, all-hazard recommendations.

The SITL is responsible for overseeing map production, map edits, and both publicly shared and internally displayed mapping data. They are also responsible for fire behavior, fire weather, and incident status inputs on wildland fire incidents. Many of these updates are provided twice, but at minimum once per day using the Incident Status Summary Form, also known as the [209](#). The SITL supervises any configuration of Fire Behavior Analyst (FBAN), Long Term Analyst (LTAN), Field Observer (FOBS), Infrared Interpreter (IRIN), and Geographic Information System Specialist (GISS). The SITL reports to a Planning Section Chief (PSC) and works in the Planning Section.

We put together a list of recommendations to list under the publications heading to help supplement and refresh the position due to changes of duties and technology.

FIREScope recommends close collaboration with our federal and state partners on all-hazard incident schema and workflow development similar to the National Incident Feature Service (NIFS) framework. This close collaboration ensures an authoritative source of interoperability during incidents.

Sections of the following are adopted from NWCG IPD, 2023-02-02.

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Recommended Changes/Updates

Prepare and Mobilize

- Obtain briefing from PSC.
- Use maps, Global Positioning System (GPS), and other tools and applications to gather information and complete assignments.

Build the Team

- Organize and supervise subordinates and work areas to meet the needs of the unit.

Perform Situation Unit Leader-Specific Duties

- Obtain maps and gather operational information.
- Establish operational procedures with personnel, technical specialists, and operational personnel.
- Establish operational procedures for the Situation Unit.
- Prepare and maintain incident map products for display(s).
- Work with the [GISS](#) for map production.
- Work with the GISS to establish time frames for incident data submissions and edits for map production.
- Print and deliver maps to meet the needs of the incident.
- Coordinate map production and geospatial data distribution.
- Prepare and maintain incident history on maps and narratives.
- Ensure incident history data and narratives are archived.
- Integrate data from various sources into meaningful information required by operations personnel. Sources could include infrared data, aerial photographs, unmanned aircraft systems (UAS), GIS, GPS, verbal reports from Field Observer(s) ([FOBS](#)), etc.
- Order infrared/UAS services using established procedures.
 - Coordinate with the assigned Infrared Interpreter ([IRIN](#)), if applicable, on timing of flights, data uploads, or any problems they may encounter.
- Manage infrared technological services and present data to the Operations Section in a useable format.
- Establish time frames and compile information for planning meetings and IAP.
- Provide documentation of situation unit activities.
- Review and approve subordinate time reports.
- Provide input to the final narrative and transition plan.

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Perform Situation Unit Leader-Specific Duties (Continued)

- Develop contingency plans for a power outage, equipment breakdown, and staffing shortage.
- Coordinate with supply and or expanded dispatch on status of orders.
- Coordinate with supply, ordering and or expanded dispatch on status of orders.
- Report unexpected occurrences to PSC (such as injuries, illnesses, accidents, political contacts, and property loss or damage).
- Attending planning meetings.
- Attend and provide situational awareness products for internal meetings and public information/meetings.

Document

Utilize paper map products, geospatial applications, and emerging technologies to gather intelligence and complete assignments.

- Complete and submit Incident Status Summary ([ICS 209](#)) within established time frames.
- Coordinate with other sections to obtain ICS-209 Inputs.

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EXTERNAL LINKS

SITL: <https://www.nwcg.gov/positions/sitl>

GISS: <https://www.nwcg.gov/positions/giss>

IRIN: <https://www.nwcg.gov/positions/irin>

FOBS: <https://www.nwcg.gov/positions/fobs>

ICS-209 Form: <https://www.nwcg.gov/publications/ics-forms>