

Southern Baptist Disaster Relief



Bringing Help, Hope, and Healing

Incident Management Team Training Manual

2025

SOUTHERN BAPTIST DISASTER RELIEF THE INCIDENT MANAGEMENT TEAM

PREFACE

Effective leadership is rooted in wisdom that transcends time. In Exodus 18:14–27, Moses' father-in-law, Jethro, counseled him to delegate responsibilities rather than attempt to carry the entire burden alone. This principle—shared leadership through clear roles and responsibilities—forms the foundation of the **Incident Command System (ICS)** used today by emergency management agencies at every level.

The **Southern Baptist Disaster Relief (SBDR)** ministry embraces this same principle. Disasters demand organization, communication, and cooperation. The ICS provides a proven framework that enables teams to respond efficiently, maintain accountability, and serve affected communities with excellence.

This manual is designed to:

- Introduce ICS concepts and their application in SBDR disaster response.
- Provide guidance for volunteers and leaders serving on an Incident Management Team (IMT).
- Offer a biblical perspective on leadership and delegation as modeled in Scripture.

Important Note: This manual offers a general overview of ICS and its implementation during disaster response. It is **not intended to teach you how to manage a response** or replace formal ICS training. For advanced instruction, additional ICS courses and certifications are recommended.

By understanding and applying these principles, SBDR teams can respond with clarity, confidence, and compassion—reflecting Christ's love in times of crisis.

SECTION 1

INTRODUCTION TO SBDR INCIDENT MANAGEMENT

And our people must also learn to devote themselves to good works for cases of urgent need, so that they will not be unfruitful. Titus 3:14

The Incident Command System (ICS) is a standardized approach to managing emergencies that integrates multiple agencies and resources under a unified structure. ICS provides a framework for **command, control, communication, and coordination** during disaster response.

Adopted by the SBDR Roundtable and widely used by first responders, government agencies, and relief organizations, ICS ensures that everyone works within the same system—using common terminology, organizing in a similar manner, and maintaining clear lines of communication. This consistency optimizes resources and makes every response more efficient and effective.

Remember: **our job is incident management—ICS is simply the tool we use to get it done.** Like any tool, ICS only works when you know how to use it and apply it correctly. This manual will show you how the tool works; it is up to you to put it into practice.

Mastering ICS ensures that every response is organized, efficient, and effective—ultimately saving lives and resources.

Quote: *Dr. Bill Smith, USDA, Veterinary Services: “My tips would be follow, don’t reinvent. Work within the ICS structure because it’s proven to be successful and let it work for you. Don’t get in there and say, ‘Well, we don’t do it this way.’ Try it their way, you’ll be surprised.” (ICS 100 USDA, Lesson 4)*

The IMT should have a good understanding of the SBDR mission of bringing help, hope, and healing to those in crisis.

The minimum recommended training for serving on an Incident Management Team:

- FEMA ICS 100, 200, 700
- Current Blue Hat Training (All General Staff positions)
- SBDR Incident Management Training

KEY ELEMENTS OF THE INCIDENT COMMAND SYSTEM

ICS works successfully by applying:

- A common organizational structure - the ICS structure can expand or contract as changes in the size, scope or complexity of the incident dictates.
- Standardized key management principles including the following:

UNITY OF COMMAND – Everyone knows their position in the organization, reports to only one supervisor, and receives their work assignments from only one supervisor.

SPAN OF CONTROL – Each supervisor has a manageable number of volunteers, defined as between 3 and 7 people.

COMMON TERMINOLOGY – All responding entities use the same terminology when identifying organizational functions; incident facilities and equipment; resource descriptions; and position titles.

COMMON COMMUNICATION – All responding entities communicate in plain English and share important phone numbers and communication platforms. To the extent possible, information is shared up, down and across the organization, and among all responding entities and partners.

EFFECTIVE PLANNING – Objectives determine strategies and tactics which direct management activities.

Following tested procedures and guidelines frees us to focus on the mission rather than the process allowing us to adapt to the unexpected.

The objectives of ICS are to:

- Establish a centralized command and control structure.
- Provide command-level coordination.
- Limit the amount of detail that one individual must deal with (span of control).
- Provide a method to mobilize and demobilize a disaster response.
- Provide clearly defined and narrowly focused roles and responsibilities for managers.

SECTION 2

ORGANIZATIONAL STRUCTURE OF THE INCIDENT COMMAND SYSTEM

ICS is built around five major management functions: Command, Operations, Planning, Logistics, and Finance/Admin.

COMMAND: The **Incident Commander** (IC) sets incident objectives and priorities; has overall responsibility for the incident or event. Ensures daily briefings are conducted.

OPERATIONS: The **Operations Section Chief** (OSC) directs all **tactical** operations to meet the incident objectives. Tactical operations and resources address *only* the needs of the disaster survivors. Operations establishes and maintains a database of job requests and tracks volunteer and equipment hours for each job.

PLANNING: The **Planning Section Chief** (PSC) plays a vital role in incident management by developing action plans based on input from the Incident Management Team, overseeing the ordering and tracking of tactical resources, and coordinating their demobilization. They lead planning meetings, monitor the situation, and manage incident information. Additionally, the PSC prepares and distributes key documents, provides administrative support, maintains personnel records, and compiles *all* volunteer and equipment hours throughout the response. **[NOTE: Some SBDR entities have placed these duties under Admin, but within ICS they fall under Planning].**

LOGISTICS: The **Logistics Section Chief** (LSC) orders, assigns, tracks and demobilizes all support resources for the incident. Support resources address *only* the needs of volunteers.

FINANCE/ADMIN: The **Finance/Admin Section Chief** (FSC) Provides accounting and tracking of all financial expenditures during the response; tracks claims for volunteer reimbursements; depending on Convention policy, may procure non-SBDR resources, i.e., purchases, equipment rental/leases, etc.

[NOTE: The Convention office normally handles issues dealing with Convention money and expenditures. For most responses, the FINANCE/ADMIN position may not be physically present with the IMT and the person normally responsible (e.g., the DR Ministry Assistant, etc.) carries out the duties of the FINANCE/ADMIN position from the DR office. For a larger response, or if funds (e.g., petty cash) are allocated to the IMT, the Finance/Admin Section Chief position should be filled and be responsible for safeguarding and accounting for those funds.]

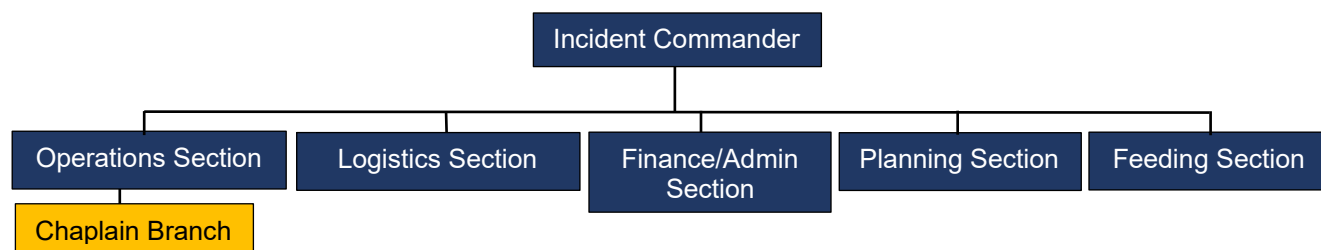
The Section Chiefs make up the **General Staff**, and each has the authority to manage and direct the volunteers and activities within their section (i.e., area of responsibility).

Unique to SBDR, an IMT may establish two additional management positions:

FEEDING: If there is a feeding component to the response the SBDR IMT may include a **Feeding Section Chief (FDSC)** specifically charged with directing all aspects of the feeding operation. Duties include coordination with partner agencies and directing and coordinating with Field Kitchen and/or Fixed Kitchen Leads (Blue Hats). Partners may provide some resources in coordination with the LSC.

CHAPLAIN BRANCH: In recognition of the special role of our chaplain ministry, consider establishing a unique **Chaplain Branch** within the Operations Section. The Chaplain Branch is led by the **Chaplain Branch Director**. Chaplain Teams report to the Chaplain Branch Director who, in turn, reports to the Operations Section Chief. Embedded chaplains – those assigned to specific units – will report to their respective Blue Hats.

Unity of Command and Span of Control are maintained as the IC directs the work of the General Staff, organizationally presented below.



NOTE: Only necessary positions are filled, and each activated management function must have a person in charge of it. The duties of any functional assignment not filled in the ICS structure revert to the supervisor of that position.

Each management function within ICS has specific responsibilities and requirements. DO NOT fall into the trap of “jumping in” or taking on responsibilities not in your position.

THE TWO ABSOLUTE RULES OF THE IMT:

Rule 1: STAY IN YOUR LANE!

Rule 2: WHEN IN DOUBT, SEE RULE 1.

In addition to **General Staff**, ICS also includes **Command Staff** positions that report to the IC without having supervisory authority. These positions, called **Officers**, each handle a specific area of responsibility and are only staffed when needed. They may include:

STAFF CHAPLAIN OFFICER: (will often combine as Staff Chaplain/Chaplain Branch Director)

- Monitors the mental, emotional, & spiritual health of volunteers serving on the IMT.
- Provides pastoral and stress management support for the IMT.
- Advises the Incident Command Staff of inordinate stressors observed during meetings or as a result of management actions.
- Assists and/or serves as the Chaplain Branch Director in providing oversight to Chaplain Crews/Teams and serves the affected public.

PUBLIC INFORMATION OFFICER:

- Disseminates information about the SBDR response to the media and community.
- The IC approves all info released by the PIO.

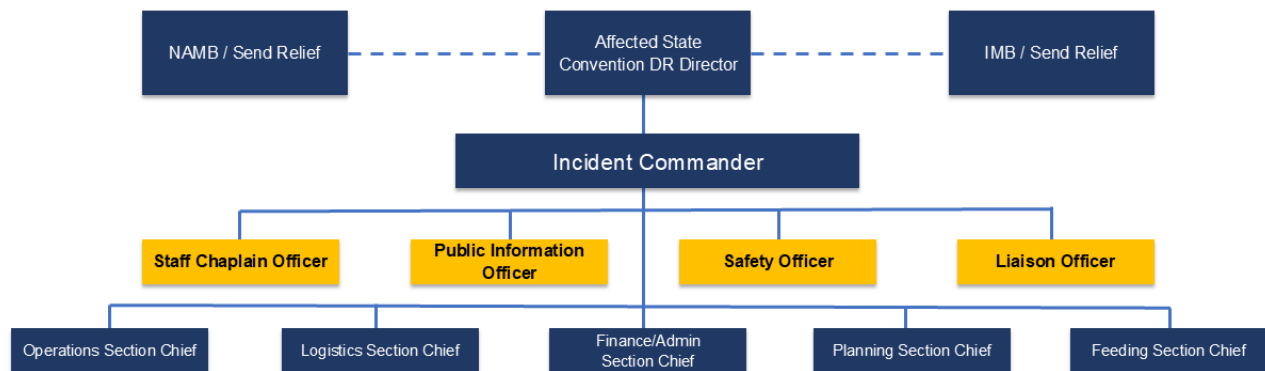
SAFETY OFFICER:

- Advises the IC on issues regarding incident safety.
- Analyzes and recommends changes to the Incident Action Plan as needed to ensure safe operations.
- Works with the OSC to ensure safe field operations.
- Ensures the safety of all incident personnel.

LIAISON OFFICER:

- Acts as the point of contact on behalf of the IC with other groups or agencies.
- Briefs supporting and partner groups/agencies as needed.

Organizationally, the ICS structure with General Staff and Command Staff is presented below:



The ICS structure has the capability to expand and contract to meet the needs of the incident. One key to success for SBDR is to ensure that all necessary functions needed to manage the size of the disaster are adequately staffed. Maintain efficiency and span of control by expanding and contracting the organization as needed.

The more the ICS model is used by state conventions in smaller operations and for planned events, the easier it will be to use ICS for larger, more complex responses. Managing incidents within a consistent, standardized management system allows us to be wise and faithful stewards of the resources God has entrusted to us, and to partner effectively with other agencies involved in disaster responses.

In any SBDR response the affected **State Disaster Relief Director** maintains overall authority during the response. Regardless of the size of the incident, the affected state director will assign an incident commander (IC) during the response. In a large or complex disaster response, the IC may designate a **Deputy Incident Commander** to help coordinate the response.

Responsibility cannot be delegated without delegating authority.

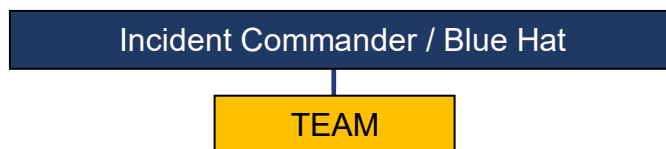
Let people do their jobs!

UNITY OF COMMAND

Within the ICS, **unity of command** means that every volunteer has one designated supervisor to whom they report and from whom they receive direction. Chain of command refers to the orderly line of authority within the organization, ensuring that leadership, communication, and accountability flow from the IC through assigned leadership positions to individual volunteers.

SBDR operations emphasize keeping the organizational structure as simple as possible, expanding only as the disaster response grows in size, complexity, or duration. Many smaller or short-term SBDR responses operate with a simple command structure, particularly during initial response or limited-scope operations.

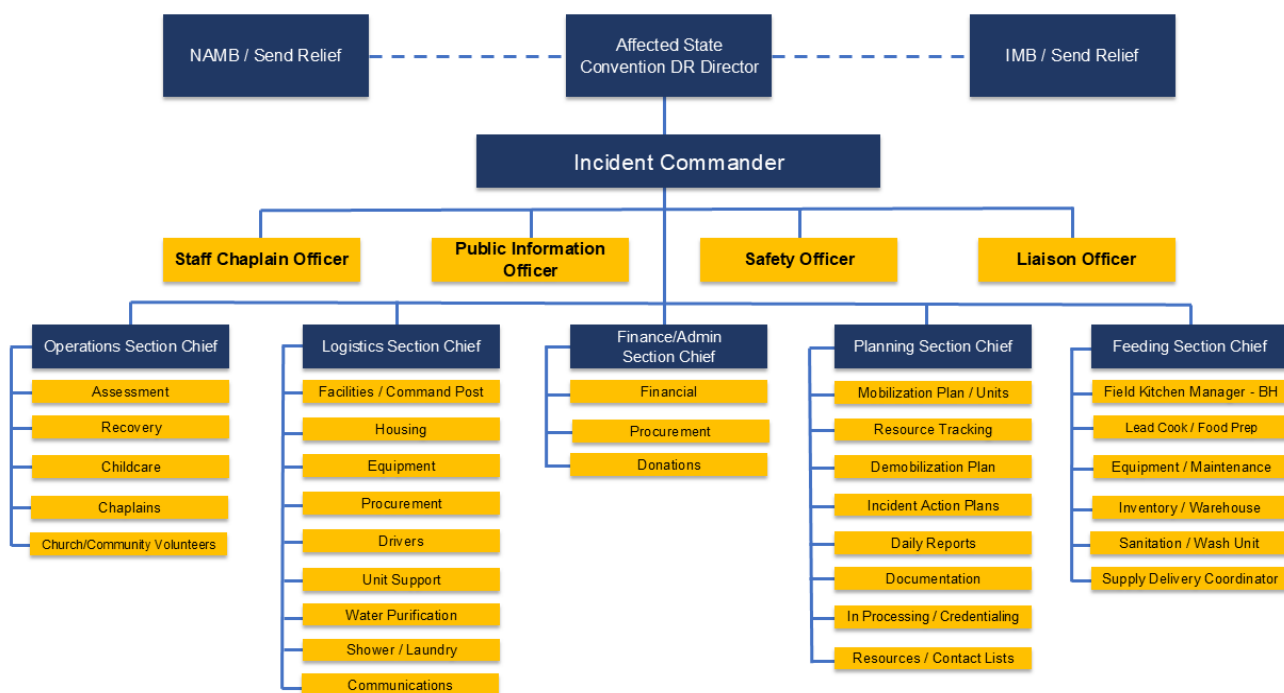
In these situations, the team leader/Blue Hat—serves as the de facto IC. The Blue Hat provides overall leadership, coordination, and decision-making for the operation, while all team members report directly to this individual. This structure maintains clear unity of command and an uncomplicated chain of command, as illustrated below.



In the simplest one team response, the team Blue Hat is the IC.

SPAN OF CONTROL

Expanding and contracting the ICS organization is based on maintaining an effective span of control. Anytime a person is responsible for more than 3-7 volunteers (as determined by workload) the ICS organization should be expanded. In every response, safety and accountability have top priority. The Planning and Logistics Sections continuously track the status of all assigned resources, and leaders should know the location of their volunteers and equipment at all times.



SECTION 3

THE SBDR INCIDENT MANAGEMENT PROCESS

SBDR is not a first response organization, so, in most cases, SBDR will only deploy when we will not interfere with the first-response phase of the incident. When a disaster strikes the affected state director will initiate the disaster response process. **SBDR resources should *never* self-deploy.**

The job of the IMT is *incident management*, and ICS gives us the tools and processes to manage effectively. Regardless of the size or complexity of the response, incident management follows the same step-by-step process:

1. Understand the situation

- Seek and absorb information
- Analyze the information
- Provide an Incident Briefing for all teams

2. Develop a response plan (Incident Action Plan)

- Establish Incident Objectives
- Select appropriate strategy and tactics
- Develop the tactical plan

3. Provide tactical direction

- Implement the plan
- Assign the right resources
- Continuously monitor performance and revise strategy and tactics as needed

4. Repeat

- Keep the management cycle going.

Following tested procedures and guidelines frees us to focus on the mission rather than the process allowing us to adapt to the unexpected.

Whether you are the first IMT on site or a replacement team, your first job is to **UNDERSTAND THE SITUATION!**

Without good situational awareness at every level, people can get hurt, or worse. A high level of situational awareness results in more informed decisions, safer, more effective, efficient actions, and better incident management. Achieving and maintaining situational awareness requires a high degree of communication and coordination up-and-down the chain of command, as well as between peers and partners. Operational leaders in the field will often have insights that higher-level leaders miss.

Upon arrival the IC should receive a formal briefing from the State Director, outgoing IC, local emergency manager or local pastor(s). Also continue to seek input from any and all available sources.

INCIDENT BRIEFING

The incoming IC/IMT will not have much time to evaluate the situation, but from the briefings received and your own observations, size up the situation as best you can. Analyze what is going on around you now, and what the implications are for your response now, while understanding that things will likely change rapidly. Pray for the Lord's wisdom, guidance, and direction. Then, make the best decisions you can and move forward.

Avoid prayer paralysis and paralysis by analysis!

It is better to make a decision and modify it later, than to make no decision at all.

Managing with ICS will involve forms and written documents. Clear communication is vital for success. In the chaos of a response information is quickly misremembered, misinterpreted, forgotten, or lost if it is not documented. Even taking a moment to document phone conversations will be time well spent. Use email as much as possible. Text messages are quick and convenient, but they leave with the phone when there is staff turnover. Take a moment to transfer important texts to an email to preserve a documented record.

Create a written record of your in-briefing by documenting the details on an ICS incident briefing form, (e.g., ICS Form 201).

Suggested elements include:

- Incident name (usually provided by the local Emergency Manager or State DR Director).
- Incident number (assigned by the affected State Director).
- Date and time of the in-briefing.
- A general map, sketch, aerial/satellite image, etc. of the disaster zone.
- Current organization (with contact info) at the time of the briefing.
- Summary of specific resources currently assigned, including:
 - Current ministry activities taking place.
 - Kind of resource assigned, i.e., Chaplains, Recovery Team, Shower
 - Resource identification of each assigned resource
 - Number of male and female volunteers assigned.
 - Date each resource arrived on-site or anticipated arrival (ETA)
 - Location where resources are based or assigned to work.

A brief narrative summary of the incident (i.e., what, where, when, etc.) and current response actions (what is SBDR doing at the time of the briefing).

- *An example of a completed Incident Briefing (ICS 201) is included in the Directors' files online.*

Use the briefing form to inform the IMT, other incoming resources, partners, and other interested parties. Update the briefing form as the situation changes. Each IMT position should also prepare a summary of critical/important information to brief their incoming replacement.

The IMT has been invited and authorized by the State Director to assume command of the incident. Do not defer decisions to the State Director or anyone else. (Seek advice, yes; but you are there to make the management decisions).

When in command, take command!

Notify local emergency management, law enforcement, and key partners that SBDR is on-scene. Provide appropriate contact information.

SECTION 4

INCIDENT PLANNING

The **MISSION** – SBDR is a Christian network bringing **HELP**: the physical help we bring, **HOPE**: the spiritual and emotional hope we bring, and **HEALING**: what we ask God to bring to people in crisis.

The **GOAL of Incident Management** is a step-by-step process to help people recover from disasters and to point people to Christ and the local church.

The MISSION and GOAL of SBDR do not change throughout the response.

Incident Management is a step-by-step process. Without specific action, the situation will not improve and will likely get worse.

Christian love is a verb; it is meaningless without action!

The IMT defines and leads specific activities that will show “love in action,” accomplish our goal, and reveal the assurance of new life in Christ as volunteers “walk as Jesus did.”

This is how we are sure that we have come to know Him: by keeping His commands. The one who says, “I have come to know Him,” yet doesn’t keep His commands, is a liar, and the truth is not in him. But whoever keeps His word, truly in him the love of God is perfected. This is how we know we are in Him: The one who says he remains in Him should walk just as He walked. 1 John 2:3-6

THE INCIDENT ACTION PLAN

Plan your work; work your plan!

Without a plan, incident management is not really management but simply a series of uncoordinated reactions to events swirling all around. Failure to plan results in a lot of wasted time, energy and resources, and chaos will reign.

The planning process used in ICS is leading to an **INCIDENT ACTION PLAN (IAP)**. Large or small, every incident needs a plan.

The IAP should be as simple or detailed as the incident requires and should not be dismissed. The IC is responsible for overseeing development and implementation of the IAP and each member of the General Staff contributes specific input. The IAP is disseminated to all levels of the organization and forms the foundation of the response.

The IC develops and documents specific Incident Objectives (ref. form ICS 202). Objectives will meet the needs identified in the situational analysis and spell out the *specifics* of:

- **What** – specifically will be done.
- **When** – the time frame to accomplish the objectives (an operational period* defined by the IC).
- **Where** – the work will be done.

**The Operational Period is determined by the IC and may be any time period that is reasonably sufficient to accomplish the objectives stated in the IAP. Initially the Operational Period may be one day as things are quickly changing. It may evolve into a 5-10-day deployment cycle of SBDR resources.*

Incident objectives are **Tactical** in that they direct actions that meet the needs of survivors. Good tactical Incident Objectives are the foundation of every response plan. IMT training must stress that Incident Commanders effectively write good, tactical Incident Objectives.

SELECT TACTICS

When the IC has determined the Incident Objectives that spell out **WHAT** and **WHERE** and **WHEN** the work will be done, the OSC identifies **HOW** the objectives will be accomplished and by which resources. These address the specific needs of those affected by the disaster incident.

Tactical Resources are the people, tools, and services that provide direct, hands-on support to disaster survivors in real time. Categories of tactical resources are defined below:

- **Team** – can be an individual, or a group of volunteers with a Blue Hat.
- **Unit** – any fixed or mobile resource to accomplish a specific task.

When Tactical Resources are needed, it is essential *resource capabilities* be specified when requested.

When planning tactics and resources needed, the OSC should seek input from LSC, Blue Hats, Assessors, and others “close to the ground.” A **Tactics Meeting** provides the opportunity to bring them together to:

- Define tactics
- Account for needed support resources
- Ensure that safety concerns are addressed
- Adjust the plan as necessary. In most cases the meeting should be brief but not omitted.

The OSC is responsible for determining the appropriate tactics and needed tactical resources. They should have considerable experience in SBDR and disaster response operations. Many variables will enter into the decision-making process leading to the creation of effective tactics.

When the OSC identifies the necessary tactical resources, the Planning Section takes charge of acquiring them. The OSC, LSC, and PSC collaborate in a **Planning Meeting** to refine strategies and finalize resource orders. For smaller incidents, the Tactics and Planning Meetings can be combined for efficiency; however, in larger, more complex responses, separating the Tactics Meeting allows Operations to thoroughly analyze information and develop a detailed tactical plan, streamlining the Planning Meeting.

Additional components of the IAP are completed by the General Staff and include:

- Organization List (ICS 203) is prepared by the PSC, including names, and contact info for SBDR leadership and partner organizations.
- Resource Assignment List (ICS 204) prepared by the OSC and lists all Operational resources.
- Communications Plan (ICS 205) prepared by the LSC listing all communication platforms in use.
- Medical Plan (ICS 206) prepared by the LSC listing medical facilities and emergency procedures.

When completed, the IAP is distributed to the General and Command Staff and all Blue Hats and should be kept available as a quick reference. The IC uses the IAP to conduct an Incident Briefing for all resources on-site at the beginning of the Operational Period, and for resources to arrive later. Blue Hats use the IAP to brief their teams.

Throughout the Operational Period the IAP is continuously monitored, evaluated, and adjusted as needed to accomplish the Incident Objectives. As the current IAP is implemented the IMT begins the planning cycle for the next Operational Period. Early planning is needed to ensure time to acquire

resources and get them onsite before the next Operational Period begins. The planning cycle repeats throughout the incident.

State Directors can download blank ICS forms for your use from the Directors' file links.

SECTION 5

UNIFIED COMMAND (UC)

During a significant emergency response, multiple agencies and organizations are involved, each with their own responsibilities and Incident Command System (ICS) structure. Agencies such as Law Enforcement, Fire Services, Public Health, Department of Transportation, and Solid Waste Management all operate under their respective command structures to accomplish their missions.

However, no single agency can assume overall control. An effective response requires coordination, which is achieved through **Unified Command (UC)**. In UC, the Incident Commanders from participating agencies come together to establish a single set of **Incident Objectives** that address the priorities of all involved entities. Rather than one Incident Commander making decisions, management decisions are made collectively by the Unified Command team.

If Southern Baptist Disaster Relief (SBDR) is invited to participate in UC, the SBDR Incident Commander will submit objectives for inclusion in the **UC Incident Action Plan (IAP)**. If SBDR is not part of UC, it will typically coordinate through a **State or FEMA Volunteer Agency Liaison (VAL)** or a **Volunteer Coordinator** designated by the Emergency Manager.

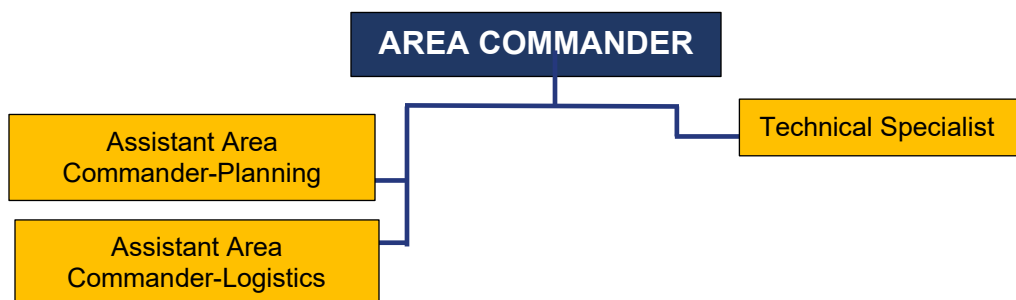
AREA COMMAND (AC)

When responding to large, complex incidents, the SBDR model assigns a State or Region to a specific community or area to carry out all response functions. This approach can result in multiple Incident Management Teams (IMTs) operating across a wide geographic area or spanning jurisdictional boundaries, often competing for the same critical resources.

In such situations, **Area Command** may be established as an additional level of oversight above the IMT's. AC monitors the overall response, sets priorities for allocating critical resources, and helps prevent resource conflicts among multiple IMTs. Each IMT continues to manage its assigned area within the limits of its allocated resources.

The **Area Commander (ACDR)** leads AC and reports to the affected State Director(s). The AC staff is typically small, with Assistant Area Commanders responsible for Planning and Logistics functions. Technical Specialists may be added as needed.

Effective AC management depends on **trust and communication** at every level—from State Directors to IMTs to Blue Hats.



TRANSFER OF COMMAND

Within SBDR, transfer of command may happen when a more qualified IC/IMT assumes command, an IMT completes assigned rotation, or when management responsibility is left with the local church.

Steps in transfer of command include:

- Receive an in-briefing from the current IC.
- Assess the situation with the current IC.
- Document the transfer.
- Determine the appropriate time for transfer of command.
- Notify others of change in Incident Command.

The in-briefing should be as thorough as possible and include:

- The current situation and prognosis.
- Resources on site, released, and in the pipeline.
- Condition of resources.
- Areas of concern (political, community interest, etc.).
- Turnover of appropriate incident documentation.

Once the new IC/IMT assumes command following the transfer, the outgoing team – especially the IC – should **depart promptly**. Their continued presence may cause confusion. A clean break reinforces the authority of the incoming team and ensures a smoother transition.

DEMOBILIZATION (DEMÖB)

Demobilization, or “Demob,” is the organized process of releasing and returning resources that are no longer needed during or after an incident. This process, managed by the **Planning Section Chief** and often overseen by a **Demobilization Unit Leader**, ensures that resources are properly accounted for, safely released, and not dismissed prematurely.

For large or complex incidents, a **written Demobilization Plan** is essential to maintain operational efficiency, prevent waste, and uphold safety standards. While teams may be eager to leave once their rotation ends, strict adherence to the plan guarantees a controlled and cost-effective transition. This approach optimizes resource use and preserves accountability throughout the response effort.



INCIDENT COMMANDER

(Manages the Overall Response)
Formulates Incident Objectives (Tactical)
(i.e., **WHAT** will be done)

Leads the General & Command Staff
Maintains contact with EM, local churches, partners, etc.

STAFF CHAPLAIN		SAFETY OFFICER		PUBLIC INFO OFFICER		LIAISON OFFICER			
Provides Emotional/Spiritual support for IMT		Monitors operations for safety Evaluates plans for safety issues		Oversees media releases and interviews		Liaison for IMT and partner organizations, EMS, etc.			
OPERATIONS SECTION CHIEF		PLANNING SECTION CHIEF		LOGISTICS SECTION CHIEF		FEEDING SECTION CHIEF		FINANCE/ADMIN SECTION CHIEF	
Responsible for Survivor needs		Responsible for Staffing		Responsible for Volunteer needs		Responsible for Coordination of Public Feeding		Responsible for Managing Finances	
Develops Tactical Plan Directs: • Job Requests Intake • Assessment • Recovery • Chaplaincy • Other survivors' needs Manages Job Request Tracking Tracks volunteer and equipment hours Maintains current job status Prepares daily/summary reports Coordinates w/Planning to order Teams		Prepare planning docs Prepare resource orders to support Tactical Plan • Develops IAP • Tracks status of tactical resources • Maintains Status Board • Checks-in resources • Maintains Master Volunteer List • Collects volunteer forms • Tracks daily work Assignments • Tracks all volunteer hrs. • Prepares reports and documents • Monitors incident situation changes • Maintains incident maps & photos • Provides clerical support • Prepares Demob Plan • Coordinates Demob		Prepares Support plan Orders support Resources: Facilities • Command Post • Housing • Restrooms • Showers / Laundry • Kitchens • Storage/warehouse Directs Volunteer Feeding Coordinates Housekeeping Obtains supplies & equip. Oversees Ground Support • Transport things/people • Move mobile equip. • Drive vehicles • Maintain storage yard Prepares Communications Plan Prepares Medical Plan		Manages Feeding Operation • Inventory/storage • Delivery schedules • Support equipment • Menus • Kitchen(s) • Supplies • Reports Coordinates w/Planning to order Teams Coordinates with partners		Manages • Receipt Collection • Reimbursements • Purchase orders • Equipment lease/rental • Track expenditures • Petty Cash • Procurement • Donations	
CHAPLAIN BRANCH DIRECTOR									
Oversees & Directs Chaplains (Chaplain Blue Hat) Serves as IMT Staff Chaplain									