

**Australasian Inter Service Incident Mangement System (AIIMS)
Tasks - Position Responsibilities**

| Task | AIIMS Function/ Section | | | |
|---|-------------------------|------------|----------|-----------|
| | Incident Control | Operations | Planning | Logistics |
| Brief Section Officers | ✓ | | | |
| Overall control of incident | ✓ | | | |
| Overall approval of all plans and strategies | ✓ | | | |
| Overall safety of all personnel | ✓ | | | |
| Establish an ICS | ✓ | | | |
| Liaison - with external agencies and stakeholders | | | ✓ | |
| Media Management | ✓ | | | |
| Obtain a briefing from Incident Controller | ✓ | ✓ | ✓ | ✓ |
| Staging Area Establishment of location | | ✓ | | ✓ |
| Staging Area Management | | ✓ | | ✓ |
| Communications Plan/ Network | | | | ✓ |
| Maintain safety and welfare of all personnel | ✓ | ✓ | ✓ | ✓ |
| Create relevant Section of the Incident Action Plan | ✓ | ✓ | ✓ | ✓ |
| Weather Reports - Collection of | | | ✓ | |
| Maintain a log of activities | ✓ | ✓ | ✓ | ✓ |
| Report to responsible agencies | ✓ | | | |
| Supervise Section | | ✓ | ✓ | ✓ |
| Activate technical experts as required | | | ✓ | |
| Obtain human and phsyical resources | | | | ✓ |
| Obtain facilities | | | | ✓ |
| Obtain services | | | | ✓ |
| Obtain materials | | | | ✓ |
| First Aid Support to incident | | | | ✓ |
| Financial Services | | | | ✓ |
| Information Communication Technology Support | | | | ✓ |
| Coordination of activities with other sections | | ✓ | ✓ | ✓ |
| Risk Management | | | ✓ | |
| Contingency Planning | | | ✓ | |
| Mapping - prepare and maintain | | | ✓ | |
| Register of Resources | | | ✓ | |
| SITREPS to IC | | ✓ | ✓ | ✓ |
| Incident Information - Collect and Store | | | ✓ | |
| Debrief personnel prior to release from Incident | | ✓ | | |
| | | | | |