



**FEMA**



# ICS-300: Intermediate ICS for Expanding Incidents

Student Manual

September 2011



**FEMA**



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## **UNIT 1: COURSE OVERVIEW**

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Visuals

ICS 300  
Intermediate ICS  
for Expanding  
Incidents

EMERGENCY  
MANAGEMENT  
INSTITUTE  
FEMA

Visual 1.1  
Course Overview

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### Unit Objectives

- Describe the scope and objectives of this course.
- Explain how your assigned team will operate during this course.

Visual 1.2  
Course Overview

FEMA

Your Notes

### ICS-300 Course Objectives (1 of 2)

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by ICS.

Visual 1.3  
Course Overview

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### ICS-300 Course Objectives (2 of 2)

- Implement the incident management process on a simulated expanding incident.
- Develop an Incident Action Plan for a simulated incident.

This course is designed to enable personnel to operate efficiently during an incident or event using the Incident Command System. This course focuses on management of expanding incidents.

Visual 1.4  
Course Overview

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Your Notes

## Visuals

### Student Introductions



- Name, job title, and organization
- Experience using ICS
- Expectations for this course
- Operational experience using ICS on multioperational-period incidents



Visual 1.5  
Course Overview

### Instructor Expectations

- Exhibit mutual cooperation with the group.
- Be open minded to new ideas.
- Use what is presented in the course to perform effectively within an ICS organization.
- Participate actively in all of the training activities and exercises.
- Return to class at the stated time.



Visual 1.6  
Course Overview

## Your Notes

### Course Structure



Visual 1.7  
Course Overview

### Course Logistics

- Course agenda
- Sign-in sheet
- Housekeeping
  - Breaks
  - Message and telephone location
  - Cell phone policy
  - Facilities
  - Other concerns



Visual 1.8  
Course Overview

## Your Notes

### Visuals

#### Successful Course Completion

- Participate in unit activities/exercises.
- Achieve 70% or higher on the final exam.
- Complete daily Unit Log: ICS Form 214 – ICS 300 version.
- Complete the end-of-course evaluation.



Refer to the ICS Form 214 – ICS 300 version that appears on the next page.



### Your Notes



### Visuals

#### Activity: Team Formation

##### Instructions:

1. The instructor will assign you to a team.
2. Meet in your assigned team to:
  - Introduce yourselves and state how you can contribute to the team.
  - Discuss how you will operate as a team during this course.
  - Determine a process for completing the daily Unit Log.
3. Be prepared to present operating ground rules in 10 minutes.



Visual 1.10  
Course Overview

#### Summary

##### Are you now able to:

- Describe the course scope and objectives?
- Explain how your assigned team will operate during this course?



Visual 1.11  
Course Overview

### Your Notes

## Glossary

**Accessible:** Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

**Acquisition Procedures:** Used to obtain resources to support operational requirements.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

**Agency Administrator/Executive:** The official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are sent to incidents.

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**All-Hazards:** Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.

**Allocated Resources:** Resources dispatched to an incident.

**Area Command:** An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decisionmaking.

**Assigned Resources:** Resources checked in and assigned work tasks on an incident.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

## Glossary

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Badging:** Based on credentialing and resource ordering, provides incident-specific credentials and can be used to limit access to various incident sites.

**Base:** The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Cache:** A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Camp:** A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

**Certifying Personnel:** Process that entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** Process in which all responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

**Chief:** The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** Consists of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** Offers an overview of an incident thereby providing incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

**Common Terminology:** Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency.

**Communications:** Process of transmission of information through verbal, written, or symbolic means.

**Communications/Dispatch Center:** Agency or interagency dispatcher centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. Center can serve as a primary coordination and support element of the multiagency coordination system (MACS) for an incident until other elements of MACS are formally established.

**Complex:** Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the predelegation of emergency authority, and active command and control during response and recovery operations.

**Continuity of Operations (COOP) Plans:** Planning should be instituted (including all levels of government) across the private sector and nongovernmental organizations, as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Corrective Actions:** Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

**Credentialing:** Providing documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents. Same as the Letter of Expectation.

**Demobilization:** The orderly, safe, and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC):** An emergency operations center (EOC) specific to a single department or agency. Its focus is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

**DHS:** Department of Homeland Security

**Director:** The Incident Command System title for individuals responsible for supervision of a Branch.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and resources in the Operations Section.

**Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**Emergency Management/Response Personnel:** Includes Federal, State, territorial, tribal, substate regional, and local governments, private-sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. Also known as emergency responders.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof.

**Emergency Operations Plan:** The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** See Planned Event.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**FEMA:** Federal Emergency Management Agency

**Field Operations Guide:** Durable pocket or desk guide that contains essential information required to perform specific assignments or functions.

**Finance/Administration Section:** The Section responsible for all administrative and financial considerations surrounding an incident.

**Function:** Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and resources in the Operations Section. See Division.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Homeland Security Exercise and Evaluation Program (HSEEP):** A capabilities- and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

**HSPD-5:** Homeland Security Presidential Directive 5, "Management of Domestic Incidents"

**HSPD-7:** Homeland Security Presidential Directive 7, "Critical Infrastructure, Identification, Prioritization, and Protection"

**Identification and Authentication:** For security purposes, process required for individuals and organizations that access the NIMS information management system and, in particular, those that contribute information to the system (e.g., situation reports).

**Incident:** An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command:** Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Management:** The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

**Incident Management Team (IMT):** An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. IMTs are generally grouped in five types. Types I and II are national teams, Type III are State or regional, Type IV are discipline or large jurisdiction-specific, while Type V are ad hoc incident command organizations typically used by smaller jurisdictions.

**Incident Objectives:** Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Information Management:** The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

**Initial Actions:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence/Investigations:** Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence/Investigations gathered within the Intelligence/ Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

**Interoperability:** The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability is also defined as the emergency communications system that should be the same or linked to the same system that the jurisdiction uses for nonemergency procedures, and should effectively interface with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment.

**Job Aid:** Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, tribal, and local executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Letter of Expectation:** See Delegation of Authority.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The Section responsible for providing facilities, services, and material support for the incident.

**Management by Objectives:** A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incidents objectives; developing strategies based on overarching incidents objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident management, functional activities, and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

**Managers:** Individuals within Incident Command System organizational Units that are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

**Metrics:** Measurable standards that are useful in describing a resource's capability.

**Mitigation:** Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization:** The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Guide:** Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

**Multiagency Coordination (MAC) Group:** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. It can provide coordinated decisionmaking and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.

**Multijurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

**Mutual Aid and Assistance Agreement:** Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**National:** Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Infrastructure Protection Plan (NIPP):** Provides a coordinated approach to critical infrastructure and key resources protection roles and responsibilities for Federal, State, tribal, local, and private-sector security partners. The NIPP sets national priorities, goals, and requirements for effective distribution of funding and resources that will help ensure that our government, economy, and public services continue in the event of a terrorist attack or other disaster.

**National Integration Center (NIC) Incident Management Systems Integration Division:** Established by the Secretary of Homeland Security to provide strategic direction for and oversight of NIMS by supporting both routine maintenance and the continuous refinement of the system and its components over the long term. The Center oversees all aspects of NIMS including the development of compliance criteria and implementation activities at Federal, State, and local levels. It provides guidance and support to jurisdictions and incident management and responder organizations as they adopt the system.

**National Response Framework (NRF):** Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decisionmakers, and supporting entities to provide a unified national response.

**NFPA:** National Fire Protection Association

**Nongovernmental Organization (NGO):** An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Officer:** The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

**Operations Section:** The Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions, and/or Groups.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private-sector organizations, and nongovernmental organizations.

**Personal Responsibility:** All responders are expected to use good judgment and be accountable for their actions.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

**Plain Language:** Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purposes of NIMS, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

**Planned Event:** A planned, nonemergency activity (e.g., sporting event, concert, parade, etc.).

**Planning Meeting:** A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

**Planning Section:** The Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**PPD-8:** Presidential Policy Directive (PPD-8) supports the National Security Strategy through its focus on integrating preparedness throughout the Nation.

**Pre-Positioned Resources:** Resources moved to an area near the expected incident site in response to anticipated resource needs.

**Preparedness:** Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

**Preparedness Organizations:** The groups that provide coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, and Critical Infrastructure Sector Coordinating Councils).

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Publications Management:** Subsystem used to manage the development, publication control, publication supply, and distribution of NIMS materials.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; postincident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed to restore the affected area or community.

**Reimbursement:** Mechanism used to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

**Resource Tracking:** A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

**Response:** Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

**Retrograde:** To return resources back to their original location.

**Safety Officer:** A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

**Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

**Single Resource:** Individual personnel, supplies, and equipment items, and the operators associated with them.

**Situation Report:** Document that often contains confirmed or verified information regarding the specific details relating to an incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

**Special Needs Population:** A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

**Staging Area:** Established for the temporary location of available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

## Glossary

**Standard Operating Guidelines:** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Status Report:** Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

**Substate Region:** A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

**Supervisor:** The Incident Command System title for an individual responsible for a Division or Group.

**Supporting Agency:** An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

**Supporting Technology:** Any technology that may be used to support NIMS. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications.

**System:** An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Tactics:** Deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

**Target Capabilities List:** Defines specific capabilities that all levels of government should possess in order to respond effectively to incidents.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, tribal, and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

**Technical Specialist:** Individual with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

**Technology Standards:** Standards for key systems may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

**Technology Support:** Facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tracking and Reporting Resources:** A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.

**Tribal:** Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications.

**Typing Resources:** Resources are organized by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

**Unified Approach:** A major objective of preparedness efforts is to ensure mission integration and interoperability when responding to emerging crises that cross functional and jurisdictional lines, as well as between public and private organizations.

**Unified Area Command:** Command system established when incidents under an Area Command are multijurisdictional. See Area Command.

**Unified Command (UC):** An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Universal Task List:** A menu of unique tasks that link strategies to prevention, protection, response, and recovery tasks for the major events represented by the National Planning Scenarios. It provides a common vocabulary of critical tasks that support development of essential capabilities among organizations at all levels. The List was used to assist in creating the Target Capabilities List.

**Unit:** The organizational element with functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

**Unit Leader:** The individual in charge of managing Units within an Incident Command System (ICS) functional section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are preestablished within ICS (e.g., Base Camp Manager), but many others will be assigned as Technical Specialists.

**Unity of Command:** Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

**Volunteer:** For the purposes of NIMS, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

Your Notes

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## **UNIT 2: ICS FUNDAMENTALS REVIEW**

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### Visuals

**Unit 2:  
ICS  
Fundamentals  
Review**



 FEMA Visual 2.1  
ICS Fundamentals Review

### Unit Objectives (1 of 2)

- Describe how ICS fits into the Command and Management component of NIMS.
- Describe ICS reporting and working relationships for Technical Specialists and Agency Representatives.
- Describe reporting relationships and information flow within the organization.
- Match responsibility statements to each ICS organizational element.
- List the ICS positions that may include Deputies and describe Deputy roles and responsibilities.

 FEMA Visual 2.2  
ICS Fundamentals Review

### Your Notes

### Unit Objectives (2 of 2)

- Describe differences between Deputies and Assistants.
- Describe how incidents can best be managed by appropriate and early designation of primary staff members and by delegating authority to the lowest practical level.
- List the minimum staffing requirements within each organizational element for at least two incidents of different sizes.
- Describe the importance of establishing proper span of control for aviation resources and facilities.

 FEMA Visual 2.3  
ICS Fundamentals Review

### Activity: Defining ICS

Instructions:

1. Working as a team, answer the questions below:
  - What is ICS?
  - What are the benefits and features of ICS?
  - What is a nonemergency situation in which ICS could be used?
2. Record your answers on chart paper.
3. Choose a spokesperson and be ready to present your answers to the group in 10 minutes.

 FEMA Visual 2.4  
ICS Fundamentals Review

### Your Notes

### Activity: Defining ICS

#### ICS Review Materials: ICS History and Features

#### Incident Command System (ICS)

ICS was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions, and many people died or were injured. The personnel assigned to determine the causes of these outcomes studied the case histories and discovered that response problems could rarely be attributed to lack of resources or failure of tactics. Surprisingly, studies found that response problems were far more likely to result from inadequate management than from any other single reason.

The Incident Command System:

- Is a standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

As stated in NIMS, "The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration."

### Activity: Defining ICS (Continued)

#### ICS Review Materials: ICS History and Features

##### ICS Features

The 14 essential ICS features are listed below:

- **Common Terminology:** Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.
- **Modular Organization:** The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- **Management by Objectives:** Includes establishing overarching objectives; developing strategies based on incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
- **Incident Action Planning:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- **Manageable Span of Control:** Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.
- **Incident Locations and Facilities:** Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.
- **Comprehensive Resource Management:** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.
- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
- **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

(Continued on the next page.)

### Activity: Defining ICS (Continued)

#### ICS Review Materials: ICS History and Features

#### ICS Features (Continued)

- **Chain of Command and Unity of Command:** Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.
- **Unified Command:** In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.
- **Accountability:** Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:
  - **Check-In:** All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
  - **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.
  - **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.
  - **Personal Responsibility:** All responders are expected to use good judgment and be accountable for their actions.
  - **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
  - **Resource Tracking:** Supervisors must record and report resource status changes as they occur.
- **Dispatch/Deployment:** Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.
- **Information and Intelligence Management:** The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

**Visuals**



### NIMS

**What?** . . . NIMS provides a consistent nationwide template . . .

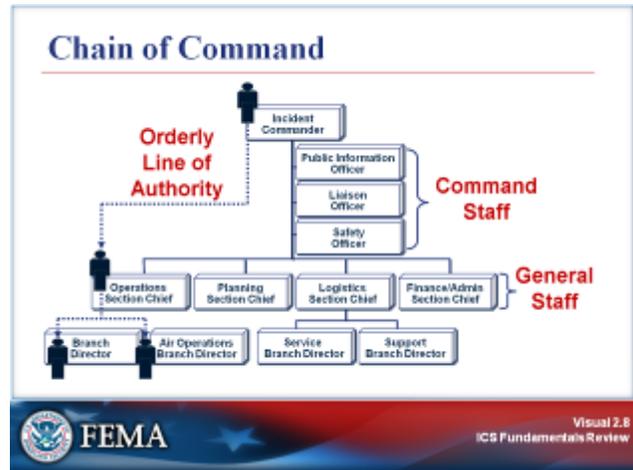
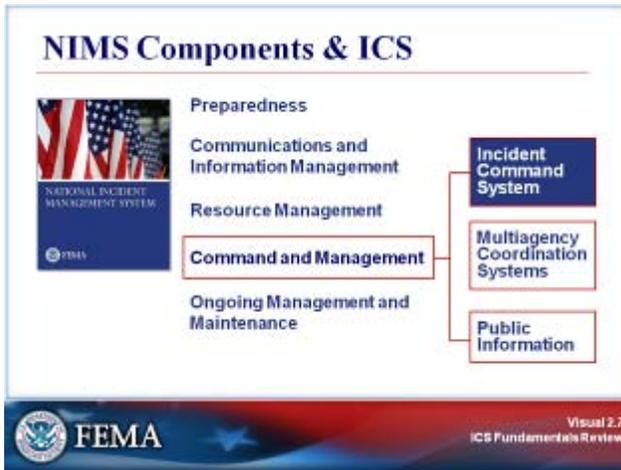
**Who?** . . . to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together . . .

**How?** . . . to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity . . .

**Why?** . . . in order to reduce the loss of life and property, and harm to the environment.

FEMA Visual 2.6 ICS Fundamentals Review

**Your Notes**



**Your Notes**

### Visuals

### Unity of Command

Under unity of command, personnel:

- Report to only one supervisor.
- Receive work assignments only from their supervisors.



Don't confuse unity of command with Unified Command!

FEMA Visual 2.9 ICS Fundamentals Review

### "Unity" vs. "Unified"

What's the difference between unity of command and Unified Command?

FEMA Visual 2.10 ICS Fundamentals Review

### Your Notes

### Activity: Incident Commander Qualities

**Instructions:**

1. Working as a team, answer the questions below:
  - What are the major duties of an Incident Commander?
  - What are the qualities of an effective Incident Commander?
2. Record your answers on chart paper.
3. Choose a spokesperson and be ready to present your answers to the large group in 10 minutes.

→ You may want to refer to the review materials in your Student Manuals!

FEMA Visual 2.11 ICS Fundamentals Review

Complete the activity before proceeding.

### Your Notes

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### Activity: Incident Commander Qualities

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### Overall Organizational Functions

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ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. These analyses identified the primary needs of incidents.

As incidents became more complex, difficult, and expensive, the need for an organizational manager became more evident. Thus in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident.

In addition to the Command function, other desired functions and activities were to:

- Delegate authority and provide a separate organizational level within the ICS structure with sole responsibility for the tactical direction and control of resources.
- Provide logistical support to the incident organization.
- Provide planning services for both current and future activities.
- Provide cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- Promptly and effectively interact with the media, and provide informational services for the incident, involved agencies, and the public.
- Provide a safe operating environment within all parts of the incident organization.
- Ensure that assisting and cooperating agencies' needs are met, and to see that they are used in an effective manner.

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### Incident Commander

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The Incident Commander is technically not a part of either the General or Command Staff. The Incident Commander is responsible for:

- Having clear authority and knowing agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Setting priorities, and determining incident objectives and strategies to be followed.
- Establishing the ICS organization needed to manage the incident.
- Approving the Incident Action Plan.
- Coordinating Command and General Staff activities.
- Approving resource requests and use of volunteers and auxiliary personnel.
- Ordering demobilization as needed.
- Ensuring after-action reports are completed.
- Authorizing information release to the media.

Visuals

### Incident Management Roles

**Incident Commander's Role**

The Incident Commander:

- Manages the incident at the scene.
- Keeps the EOC informed on all important matters pertaining to the incident.

**Agency Executives'/Senior Officials' Role**

These officials provide the following to the Incident Commander:

- Policy
- Mission
- Strategic direction
- Authority

To maintain unity of command and safety of responders, the chain of command must NOT be bypassed.

FEMA Visual 2.12 ICS Fundamentals Review

### Common Terminology

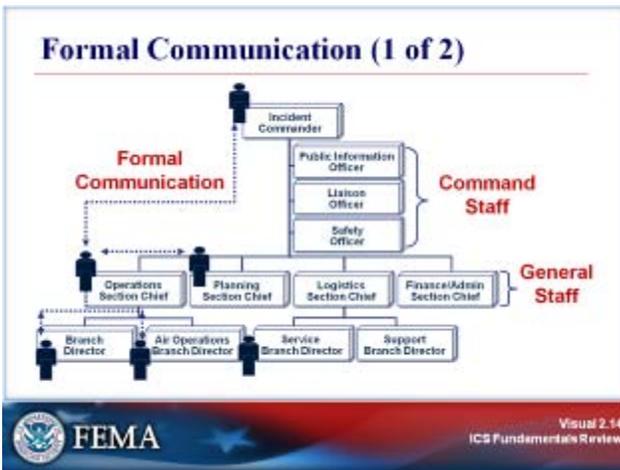
Using common terminology helps to define:

- Organizational functions.
- Incident facilities.
- Resource descriptions.
- Position titles.



FEMA Visual 2.13 ICS Fundamentals Review

Your Notes



### Formal Communication (2 of 2)

Use formal communication when:

- Receiving and giving work assignments.
- Requesting support or additional resources.
- Reporting progress of assigned tasks.



FEMA Visual 2.15 ICS Fundamentals Review

Your Notes

Visuals

### Informal Communication

- Is used to exchange incident or event information only.
- Is NOT used for:
  - Formal requests for additional resources.
  - Tasking work assignments.

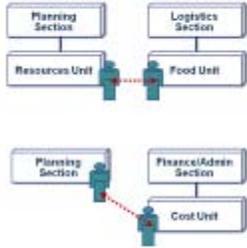


Within the ICS organization, critical information must flow freely!

FEMA Visual 2.16 ICS Fundamentals Review

### Informal Communication: Examples

- The Food Unit Leader may directly contact the Resources Unit Leader to determine the number of persons requiring feeding.
- The Cost Unit Leader may directly discuss and share information on alternative strategies with the Planning Section Chief.



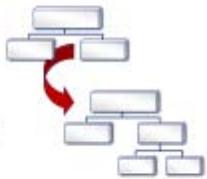
FEMA Visual 2.17 ICS Fundamentals Review

Your Notes

### Modular Organization

Incident command organizational structure is based on:

- Size, type, and complexity of the incident.
- Specifics of the hazard environment created by the incident.
- Incident planning process and incident objectives.



FEMA Visual 2.18 ICS Fundamentals Review

View the job aid on the next page.

Your Notes

### Job Aid: Modular Organization

#### ICS Review Materials: Incident Complexity

#### Incident Complexity

“Incident complexity” is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy.

Incident complexity is considered when making incident management level, staffing, and safety decisions.

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

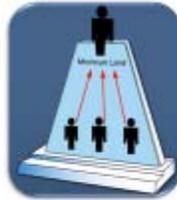
- Community and responder safety
- Impacts to life, property, and the economy
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources
- Potential to extend into multiple operational periods

Visuals

**ICS Expansion and Contraction**

Although there are no hard-and-fast rules, remember that:

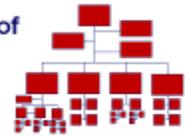
- Only functions/positions that are necessary are filled.
- Each activated element must have a person in charge.
- An effective span of control must be maintained.



**Delegation**

Delegating to the lowest level possible allows ICS supervisors to:

- Assign responsibilities to subordinates. Until a task is delegated, the supervisor must assume responsibility for completing it.
- Maintain a manageable span of control for the supervisor.

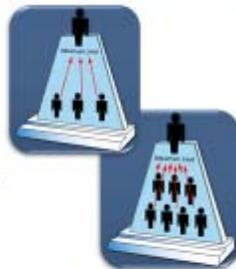


Your Notes

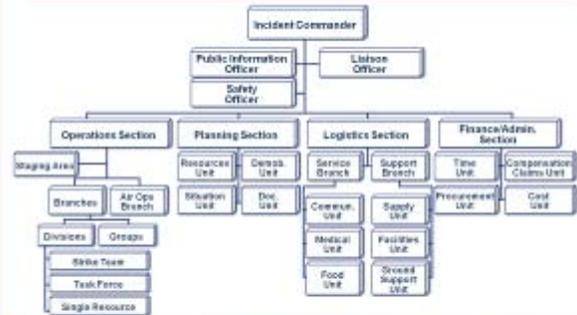
**ICS Management: Span of Control**

ICS span of control for any supervisor:

- Is between 3 and 7 subordinates.
- Optimally does not exceed 5 subordinates.



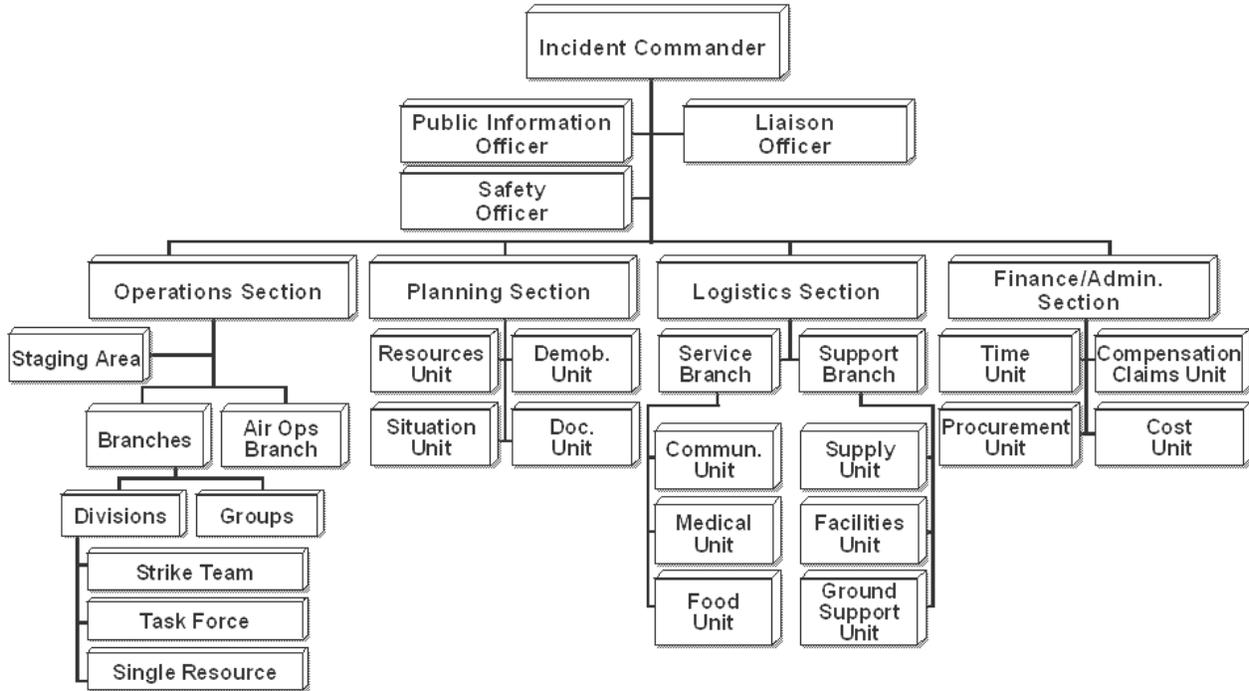
**ICS Organizational Components**



Your Notes

ICS Review Materials: Organizational Elements

Organizational Structure



- **Command Staff:** The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required.
- **Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.
- **Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
- **Division:** The organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- **Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

## Unit 2: ICS Fundamentals Review

- **Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
- **Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

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### Incident Management Team

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An Incident Management Team (IMT) is comprised of the Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.

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### Command Staff

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The Command Staff is assigned to carry out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information.

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO), in addition to various others, as required and assigned by the Incident Commander.

The table on the following page summarizes the responsibilities of the Command Staff.

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### General Staff

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The General Staff represents and is responsible for the functional aspects of the Incident Command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

General guidelines related to General Staff positions include the following:

- Only one person will be designated to lead each General Staff position.
- General Staff positions may be filled by qualified persons from any agency or jurisdiction.
- Members of the General Staff report directly to the Incident Commander. If a General Staff position is not activated, the Incident Commander will have responsibility for that functional activity.
- Deputy positions may be established for each of the General Staff positions. Deputies are individuals fully qualified to fill the primary position. Deputies can be designated from other jurisdictions or agencies, as appropriate. This is a good way to bring about greater interagency coordination.
- General Staff members may exchange information with any person within the organization. Direction takes place through the chain of command. This is an important concept in ICS.
- General Staff positions should not be combined. For example, to establish a "Planning and Logistics Section," it is better to initially create the two separate functions, and if necessary for a short time place one person in charge of both. That way, the transfer of responsibility can be made easier.

Following the first table is a table that summarizes the responsibilities of the General Staff.

## Unit 2: ICS Fundamentals Review

Command Staff	Responsibilities
<b>Public Information Officer</b>	<ul style="list-style-type: none"> <li>• Determine, according to direction from the IC, any limits on information release.</li> <li>• Develop accurate, accessible, and timely information for use in press/media briefings.</li> <li>• Obtain IC's approval of news releases.</li> <li>• Conduct periodic media briefings.</li> <li>• Arrange for tours and other interviews or briefings that may be required.</li> <li>• Monitor and forward media information that may be useful to incident planning.</li> <li>• Maintain current information, summaries, and/or displays on the incident.</li> <li>• Make information about the incident available to incident personnel.</li> <li>• Participate in planning meetings.</li> </ul>
<b>Safety Officer</b>	<ul style="list-style-type: none"> <li>• Identify and mitigate hazardous situations.</li> <li>• Ensure safety messages and briefings are made.</li> <li>• Exercise emergency authority to stop and prevent unsafe acts.</li> <li>• Review the Incident Action Plan for safety implications.</li> <li>• Assign assistants qualified to evaluate special hazards.</li> <li>• Initiate preliminary investigation of accidents within the incident area.</li> <li>• Review and approve the Medical Plan.</li> <li>• Participate in planning meetings.</li> </ul>
<b>Liaison Officer</b>	<ul style="list-style-type: none"> <li>• Act as a point of contact for agency representatives.</li> <li>• Maintain a list of assisting and cooperating agencies and agency representatives.</li> <li>• Assist in setting up and coordinating interagency contacts.</li> <li>• Monitor incident operations to identify current or potential interorganizational problems.</li> <li>• Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.</li> <li>• Provide agency-specific demobilization information and requirements.</li> </ul>
<b>Assistants</b>	<p>In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.</p>
<b>Additional Command Staff</b>	<p>Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the Incident Commander on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.</p>

## Unit 2: ICS Fundamentals Review

General Staff	Responsibilities
<b>Operations Section Chief</b>	<p>The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.</p> <p>Major responsibilities of the Operations Section Chief are to:</p> <ul style="list-style-type: none"><li>• Assure safety of tactical operations.</li><li>• Manage tactical operations.</li><li>• Develop the operations portion of the IAP.</li><li>• Supervise execution of operations portions of the IAP.</li><li>• Request additional resources to support tactical operations.</li><li>• Approve release of resources from active operational assignments.</li><li>• Make or approve expedient changes to the IAP.</li><li>• Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.</li></ul>
<b>Planning Section Chief</b>	<p>The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays.</p> <p>Major responsibilities of the Planning Section Chief are to:</p> <ul style="list-style-type: none"><li>• Collect and manage all incident-relevant operational data.</li><li>• Supervise preparation of the IAP.</li><li>• Provide input to the IC and Operations in preparing the IAP.</li><li>• Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.</li><li>• Conduct and facilitate planning meetings.</li><li>• Reassign personnel within the ICS organization.</li><li>• Compile and display incident status information.</li><li>• Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units).</li><li>• Determine need for specialized resources.</li><li>• Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.</li><li>• Establish specialized data collection systems as necessary (e.g., weather).</li><li>• Assemble information on alternative strategies.</li><li>• Provide periodic predictions on incident potential.</li><li>• Report significant changes in incident status.</li><li>• Oversee preparation of the Demobilization Plan.</li></ul>

## Unit 2: ICS Fundamentals Review

General Staff	Responsibilities
<p><b>Logistics Section Chief</b></p>	<p>The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing:</p> <ul style="list-style-type: none"> <li>• Facilities.</li> <li>• Transportation.</li> <li>• Communications.</li> <li>• Supplies.</li> <li>• Equipment maintenance and fueling.</li> <li>• Food services (for responders).</li> <li>• Medical services (for responders).</li> <li>• All off-incident resources.</li> </ul> <p>Major responsibilities of the Logistics Section Chief are to:</p> <ul style="list-style-type: none"> <li>• Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.</li> <li>• Manage all incident logistics.</li> <li>• Provide logistical input to the IAP.</li> <li>• Brief Logistics Staff as needed.</li> <li>• Identify anticipated and known incident service and support requirements.</li> <li>• Request additional resources as needed.</li> <li>• Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.</li> <li>• Oversee demobilization of the Logistics Section and associated resources.</li> </ul>
<p><b>Finance/ Administration Section Chief</b></p>	<p>The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated.</p> <p>Major responsibilities of the Finance/Administration Section Chief are to:</p> <ul style="list-style-type: none"> <li>• Manage all financial aspects of an incident.</li> <li>• Provide financial and cost analysis information as requested.</li> <li>• Ensure compensation and claims functions are being addressed relative to the incident.</li> <li>• Gather pertinent information from briefings with responsible agencies.</li> <li>• Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.</li> <li>• Determine the need to set up and operate an incident commissary.</li> <li>• Meet with assisting and cooperating agency representatives as needed.</li> <li>• Maintain daily contact with agency(s) headquarters on finance matters.</li> <li>• Ensure that personnel time records are completed accurately and transmitted to home agencies.</li> <li>• Ensure that all obligation documents initiated at the incident are properly prepared and completed.</li> <li>• Brief agency administrative personnel on all incident-related financial issues needing attention or followup.</li> <li>• Provide input to the IAP.</li> </ul>

Source: NIMS

### Visuals

#### Air Operations Branch

An Air Operations Branch can be established if:

- Tactical and logistical air support activity is needed.
- Helicopters and fixed-wing aircraft are involved within the incident airspace.
- Safety, environmental, weather, or temporary flight restriction issues arise.
- A helibase or several helispots are required.
- Agency policy and/or flight operations SOPs require it.
- The Incident Commander and/or Operations Section Chief are unfamiliar with aviation resources, their uses, and safety procedures.



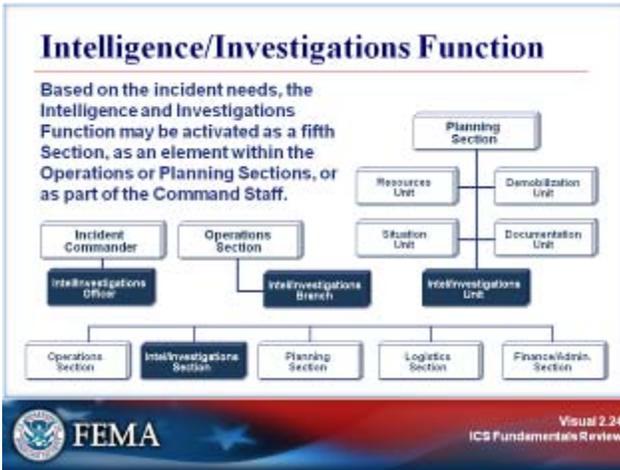
View the job aid on the next page.

### Your Notes

**Job Aid: Air Operations Branch**

<b>Aviation Operations</b>	
<b>Fire Control</b>	Fixed-wing aircraft and helicopters for water and retardant drops, use of helicopters for transporting personnel to and from tactical assignments, for reconnaissance, and for logistical support.
<b>Forest and Other Land Management Programs</b>	Pest control programs.
<b>Maritime Incidents</b>	Hazardous materials spills, accidents, and searches.
<b>Other Applications</b>	Communications relay airborne command and control, photo mapping, etc.
<b>Search and Rescue</b>	Fixed-wing and helicopters for flying ground and water search patterns, medical evacuations, and logistical support.
<b>Medical Evacuation</b>	Transportation of injured victims and personnel.
<b>Earthquakes, Floods, etc.</b>	Reconnaissance, situation and damage assessment, rescue, logistical support, etc.
<b>Law Enforcement</b>	Reconnaissance, surveillance, direction, control, and transportation security.

Visuals



### Organizational Review Questions



Who am I?

I serve as the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities.

FEMA Visual 2.25 ICS Fundamentals Review

Your Notes

### Organizational Review Questions



Who am I?

My Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.

FEMA Visual 2.26 ICS Fundamentals Review

### Organizational Review Questions



Who am I?

I monitor incident operations and advise the Incident Commander on all matters relating to the health and safety of emergency responder personnel.

FEMA Visual 2.27 ICS Fundamentals Review

Your Notes

**Visuals**

**Organizational Review Questions**



As Chief of my Section, I manage all tactical operations at an incident.



FEMA Visual 2.28  
ICS Fundamentals Review

**Organizational Review Questions**



Although I may be at the scene, I coordinate closely with the Joint Information Center.



FEMA Visual 2.29  
ICS Fundamentals Review

**Your Notes**

**Organizational Review Questions**



My Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans.



FEMA Visual 2.30  
ICS Fundamentals Review

**ICS Supervisory Position Titles**

Titles for all ICS supervisory levels are shown in the table below.

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Sections)	Chief	Deputy
Branch	Director	Deputy
Division /Group	Supervisor	n/a
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

FEMA Visual 2.31  
ICS Fundamentals Review

**Your Notes**

Visuals

### Organizational Review Questions

Two Supervisors have been dispatched with resources (personnel and equipment) to evacuate homes within the potential hazard zone.

One Supervisor has responsibility for the east side of the community and the other has responsibility for the west side.



What type of ICS organizational structure is being described?

FEMA Visual 2.32 ICS Fundamentals Review

### Organizational Review Questions

HazMat specialists, sanitation workers, and disposal equipment are grouped together, under the direct supervision of a Leader, to handle the removal of hazardous waste.



What type of ICS organizational structure is being described?

FEMA Visual 2.33 ICS Fundamentals Review

Your Notes

### Organizational Review Questions

As incident objectives and resources expand, the Operations Section Chief begins organizing resources into functional areas that are managed by a Supervisor.



On the organizational chart, the title of each component would be a \_\_\_\_\_.

FEMA Visual 2.34 ICS Fundamentals Review

### Organizational Review Questions

As the operation expands even further, the Operations Section Chief appoints a Director to manage the Groups.

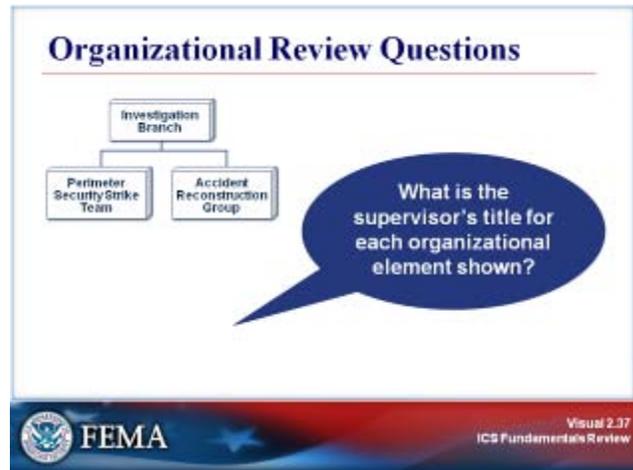
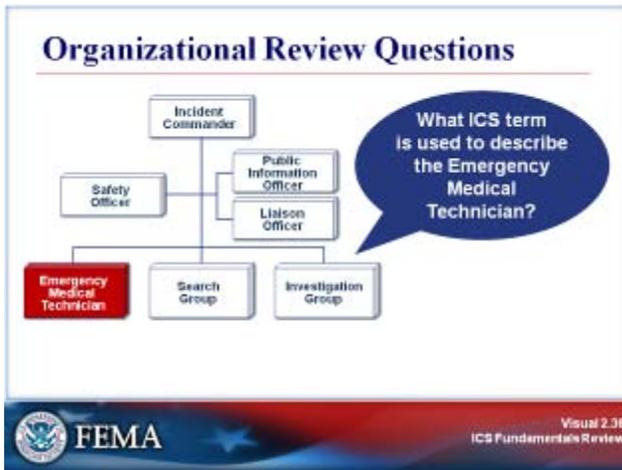


On the organizational chart, the title of the organizational component managed by a Director would be called the Emergency Services \_\_\_\_\_.

FEMA Visual 2.35 ICS Fundamentals Review

Your Notes

Visuals



Your Notes

### Deputies, Assistants, Tech Specialists, & Agency Reps

Review the materials in your Student Manuals and then answer the following questions:

- Deputies
  - Where can Deputies be assigned?
  - What are the requirements for Deputies?
- Assistants
  - Where can Assistants be assigned?
  - What is an example of a duty assumed by an Assistant?
- Technical Specialists
  - Where can Technical Specialists be assigned?
  - What types of Technical Specialists have you worked with on past incidents?
- Agency Representatives
  - Where can Agency Representatives be assigned?
  - What does an Agency Representative do?

FEMA Visual 2.38 ICS Fundamentals Review

View the job aid on the next page.

Your Notes

### Job Aid: Deputies, Assistants, Tech Specialists, and Agency Reps

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#### ICS Review Materials: Deputies, Assistants, Technical Specialists, and Agency Representatives

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##### Deputies

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The Incident Commander may have one or more Deputies. An individual assuming a Deputy role must be equally capable of assuming the primary role. Therefore, a Deputy Incident Commander must be able to assume the Incident Commander's role.

Following are three reasons to designate Deputies:

- To perform specific tasks as requested by the Incident Commander.
- To perform the Incident Command function in a relief capacity (e.g., to take over the next operational period).
- To represent an assisting agency that may share jurisdiction or have jurisdiction in the future.

The Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief, and Branch Directors may also have one or more Deputies.

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##### Assistants

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The Public Information Officer, Safety Officer, and Liaison Officer may have Assistants, as necessary. The Assistants may represent assisting agencies or jurisdictions, or simply assist in managing the workload associated with the position.

- Assistant Public Information Officers may be assigned to the field or Joint Information Center or assigned to handle internal information.
- Assistant Safety Officers may have specific responsibilities, such as aviation, hazardous materials, etc.
- Assistant Liaison Officers may coordinate with specific agency representatives or groups of representatives.

The Assistant title indicates a level of technical capability, qualification, and responsibility subordinate to the primary positions.

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### Job Aid: Deputies, Assistants, Tech Specialists, and Agency Reps (Continued)

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#### Technical Specialists

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Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required.

While each incident dictates the need for Technical Specialists, some examples of the more commonly used specialists are:

- Meteorologists.
- Environmental Impact Specialists.
- Flood Control Specialists.
- Water Use Specialists.
- Fuels and Flammable Materials Specialists.
- Hazardous Substance Specialists.
- Fire Behavior Specialists.
- Structural Engineers.
- Training Specialists.

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#### Agency Representatives

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An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency. The Agency Representative must be given authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

Major responsibilities of the Agency Representative are to:

- Ensure that all of their agency resources have completed check-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform their agency personnel on the incident that the Agency Representative position has been filled.
- Attend planning meetings as required.
- Provide input to the planning process on the use of agency resources, unless resource Technical Specialists are assigned from the agency.
- Cooperate fully with the Incident Commander and the Command and General Staffs on the agency's involvement at the incident.
- Oversee the well-being and safety of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs, requirements, or agency restrictions.
- Report to agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports, and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

## Unit 2: ICS Fundamentals Review

### Job Aid: Deputies, Assistants, Tech Specialists, and Agency Reps (Continued)

Deputies	
Where can Deputies be assigned?	
What are the requirements for Deputies?	

Assistants	
Where can Assistants be assigned?	
What is an example of a duty assumed by an Assistant? <b>Note:</b> The Assistant title indicates a level of technical capability, qualification, and responsibility subordinate to the primary positions.	

Technical Specialists	
Where can Technical Specialists be assigned?	
What types of Technical Specialists have you worked with on past incidents?	

Agency Representatives	
Where can Agency Representatives be assigned?	
What does an Agency Representative do?	

Visuals

### Incident Complexity and Resource Needs

Incident Complexity    Resource Needs    ICS Structure

↑ Complexity

Visual 2.39  
ICS Fundamentals Review

FEMA

### Applied Exercise

Follow instructions . . .

- Presented by instructors.
- Outlined on handouts.

Visual 2.40  
ICS Fundamentals Review

FEMA

Your Notes

### Summary (1 of 2)

Are you now able to:

- Describe how ICS fits into the Command and Management component of NIMS?
- Describe ICS reporting and working relationships for Technical Specialists and Agency Representatives?
- Describe reporting relationships and information flow within the organization?
- Match responsibility statements to each ICS organizational element?
- List the ICS positions that may include Deputies and describe Deputy roles and responsibilities?

Visual 2.41  
ICS Fundamentals Review

FEMA

### Summary (2 of 2)

Are you now able to:

- Describe differences between Deputies and Assistants?
- Describe how incidents can best be managed by appropriate and early designation of primary staff members and by delegating authority to the lowest practical level?
- List the minimum staffing requirements within each organizational element for at least two incidents of different sizes?
- Describe the importance of establishing proper span of control for aviation resources and facilities?

Visual 2.42  
ICS Fundamentals Review

FEMA

Your Notes

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## **UNIT 3: UNIFIED COMMAND**

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### Visuals

**Unit 3:**  
**Unified Command**



 FEMA Visual 3.1  
Unified Command

### Unit Objectives

- Define and identify the primary features of Unified Command.
- Describe how Unified Command functions on a multijurisdiction or multiagency incident.
- List the advantages of Unified Command.
- Given a simulated situation, demonstrate roles and reporting relationships under a Unified Command that involves agencies within the same jurisdiction and under multijurisdiction conditions.

 FEMA Visual 3.2  
Unified Command

### Your Notes

### Background on Unified Command

How can you organize for incidents that cross jurisdictional boundaries or exceed individual agency responsibility?

 FEMA Visual 3.3  
Unified Command

### Two Solutions

Options include:

- Dividing the incident geographically or functionally so that each jurisdiction or agency can establish its own ICS organization.
- Creating a single ICS incident structure and process that has an effective and responsible multijurisdictional or multiagency approach.

 FEMA Visual 3.4  
Unified Command

### Your Notes

**Visuals**

### Definition of Unified Command

As a team effort, Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single Incident Action Plan (IAP).

Each participating agency maintains its individual authority, responsibility, and accountability.



FEMA Visual 3.5 Unified Command

### Unified Command

- Enables all agencies with responsibility to manage an incident together by establishing a common set of incident objectives and strategies.
- Allows Incident Commanders to make joint decisions by establishing a single command structure.
- Maintains unity of command. Each employee reports to only one supervisor.



FEMA Visual 3.6 Unified Command

**Your Notes**

### Unified Command: Multiple Jurisdictions

**Incidents That Impact More Than One Political Jurisdiction**

**Example:** A wildland fire starts in one jurisdiction and burns into another jurisdiction. Responding agencies from each jurisdiction have the same mission (fire suppression), and it is the political and/or geographical boundaries that mandate multiagency cooperation and involvement.



FEMA Visual 3.7 Unified Command

### Multijurisdictional Incident

Sample Organization Chart



FEMA Visual 3.8 Unified Command

**Your Notes**

**Visuals**

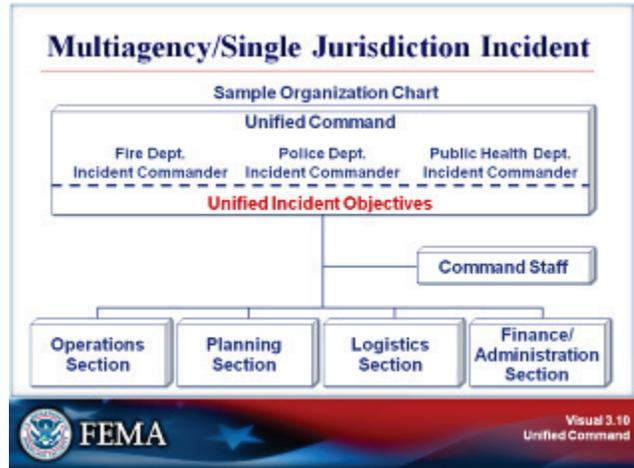
**Unified Command: Multiple Agencies/Single Jurisdiction**

**Incidents Involving Multiple Agencies/Departments Within the Same Political Jurisdiction**

**Example:** During a hazardous materials incident, the fire department has responsibility for fire suppression and rescue, the police department has responsibility for evacuation and area security, and public health agencies and others have responsibility for site cleanup.



FEMA Visual 3.9  
Unified Command



**Your Notes**

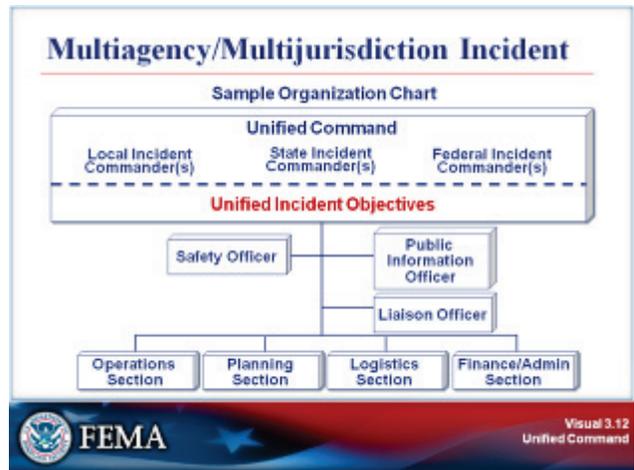
**Unified Command: Multiagency/Multijurisdiction**

**Incidents That Impact on (or Involve) Several Political and Functional Agencies**

**Example:** Severe weather, earthquakes, wildland fires, some special events, and terrorist threats involve large numbers of local, State, and Federal agencies. These incidents cross political boundaries and involve multiple functional authorities.



FEMA Visual 3.11  
Unified Command



**Your Notes**

Visuals

Unified Command Elements (1 of 2)

- **Policies, Objectives, Strategies:** Are established jointly by each jurisdiction/agency authority in advance of tactical operations.
- **Organization:** Consists of the various jurisdictional or agency on-scene senior representatives (agency Incident Commanders) operating within a Unified Command structure.
- **Resources:** Are supplied by the jurisdictions and agencies that have functional or jurisdictional, legal, and financial responsibility.



Unified Command Elements (2 of 2)

- **Operations:** Are directed by one person, the Operations Section Chief, who controls tactical resources. There is still unity of command.

Resources (personnel and equipment) stay under the administrative and policy control of their agencies. Operationally, they respond to tactical assignments under the coordination and direction of the Operations Section Chief.



Your Notes

Unified Command Features: Overview



- A single integrated incident organization
- Collocated (shared) facilities
- One set of incident objectives, single planning process, and Incident Action Plan
- Integrated General Staff
- Coordinated process for resource ordering



Single Integrated Incident Organization

In a Unified Command:

- Jurisdictions and/or agencies blend into an integrated, unified team.
- The mix of participants depends on location of the incident and kind of incident.
- The members must function together as a team.



Your Notes

Visuals

### Building Teamwork

How can you build the teamwork necessary for Unified Command?


Visual 3.17  
Unified Command

### Collocated (Shared) Facilities

A single Incident Command Post allows the Unified Command to maintain a coordinated effort.




Visual 3.18  
Unified Command

Your Notes

### Single Planning Process and IAP

- Joint planning must be initiated as soon as two or more agencies form a Unified Command.
- This planning process results in a single Incident Action Plan (IAP) that addresses multijurisdiction or multiagency priorities and specifies tactical operations and resource assignments.

Incident Action Plan

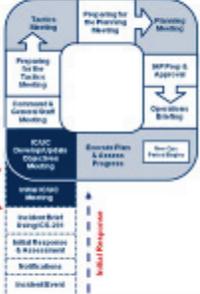
The planning process will be covered in Unit 5.


Visual 3.19  
Unified Command

### Planning "P" and Unified Command

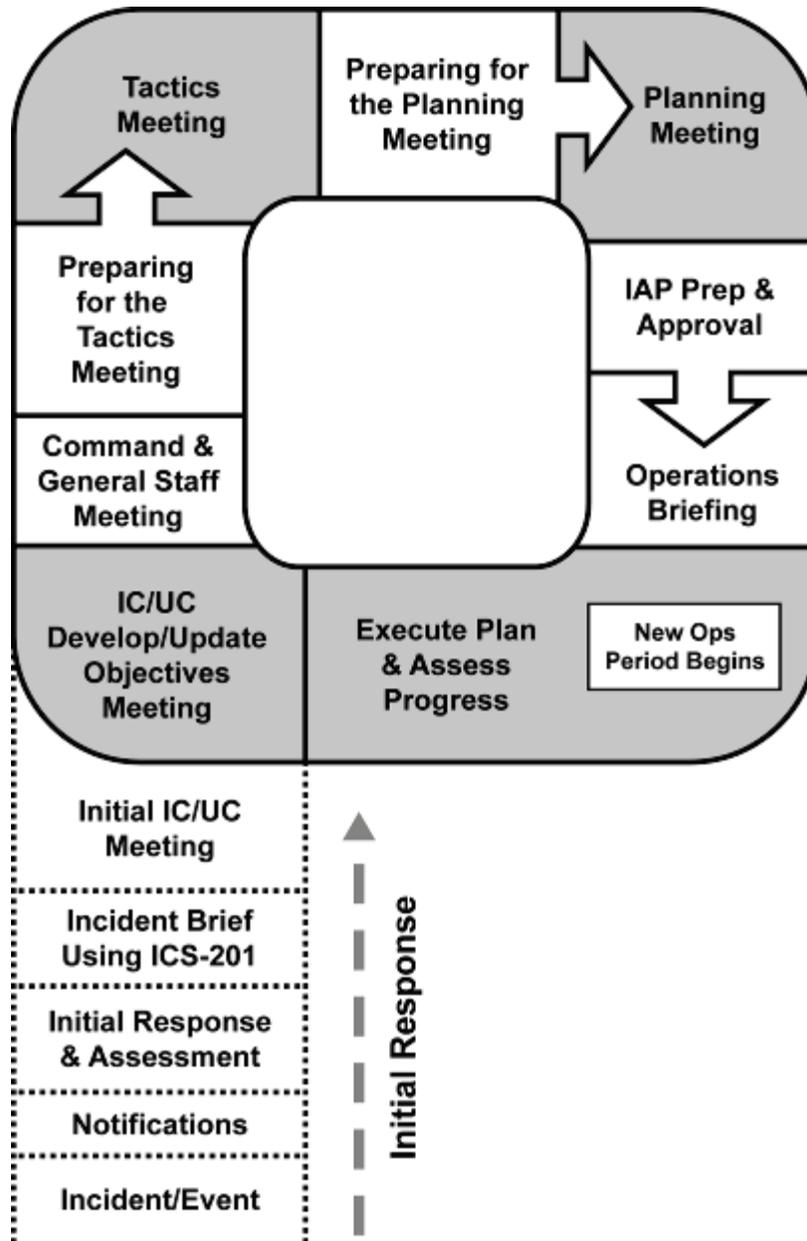
The Unified Command meets:

- Initially to assess the situation, set priorities, discuss authorities, determine strategies, and establish the organization.
- At the onset of each operational period to develop or update objectives.




Visual 3.20  
Unified Command

Your Notes



- The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing using ICS-201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.
- At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

### Visuals

#### **Initial Unified Command Meeting**

**The Initial Unified Command Meeting:**

- Includes all members of the Unified Command.
- Takes place before the first operational period planning meeting.
- Provides the responsible agency officials with an opportunity to discuss and concur on important issues prior to joint incident planning.



View the sample agenda on the next page.

### Your Notes

**Sample: Initial Unified Command Meeting Agenda**

- Statement of specific jurisdictional/agency goals, based on the following overarching priorities:
  - #1: Life Safety
  - #2: Incident Stabilization
  - #3: Property Preservation
- Presentation of jurisdictional limitations, concerns, and restrictions
- Development of a collective set of incident objectives
- Establishment of and agreement on acceptable priorities
- Adoption of an overall strategy or strategies to accomplish objectives
- Agreement on the basic organization structure
- Designation of the best qualified and acceptable Operations Section Chief
- Agreement on General Staff personnel designations
- Agreement on planning, logistical, and finance agreements and procedures
- Agreement on the resource ordering process to be followed
- Agreement on cost-sharing procedures
- Agreement on informational matters
- Designation of one agency official to act as the Unified Command spokesperson

Visuals

### Shared General Staff Sections

Integrating multijurisdictional and/or multiagency personnel into various other functional areas may be beneficial. For example:

- In Operations and Planning, Deputy Section Chiefs can be designated from an adjacent jurisdiction.
- In Logistics, a Deputy Logistics Section Chief from another agency or jurisdiction can help to coordinate incident support.

Are there more examples?



### Integrated General Staff

- Incident Commanders within the Unified Command must concur on the selection of the General Staff Section Chiefs.
- The Operations Section Chief must have full authority to implement the tactics within the IAP.



Your Notes

### Selection of the Ops Section Chief

What should be considered when selecting the Ops Section Chief in a Unified Command?



### Coordinated Resource Ordering

The Incident Commanders within the Unified Command work together to establish resource ordering procedures that allow for:

- Deployment of scarce resources to meet high-priority objectives.
- Potential cost savings through agreements on cost sharing for essential services.



Your Notes

**Visuals**

**Incident Commander Responsibilities**

Each designated agency Incident Commander functioning in a Unified Command must:

- Act within his/her jurisdictional or agency limitations.
- Inform the other Commanders of any legal, political, jurisdictional, or safety restrictions.
- Be authorized to perform certain activities and actions on behalf of the jurisdiction or agency he/she represents.
- Manage the incident to the best of his/her abilities.



Visual 3.26  
Unified Command

**Spokesperson Designation**



One of the Incident Commanders may be designated as the spokesperson to:

- Serve as a designated channel of communications from Command and General Staff members.
- Provide a point of contact as necessary for the Command and General Staffs.

The spokesperson does NOT make independent command decisions!

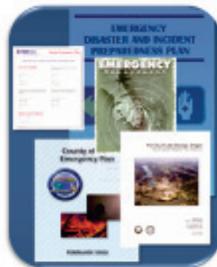


Visual 3.27  
Unified Command

**Your Notes**

**Unified Command and Preparedness**

- Include Unified Command delegations in local emergency operations plans and interagency/ mutual-aid agreements.
- Conduct training exercises using Unified Command with adjacent jurisdictions and functional agencies.



Visual 3.28  
Unified Command

**Advantages of Unified Command**

Now that you've learned more about Unified Command . . .

What are the advantages of using Unified Command?



Visual 3.29  
Unified Command

**Your Notes**

### Visuals

#### Summary: Advantages of Using Unified Command

- A single set of objectives is developed for the entire incident.
- A collective approach is used to develop strategies to achieve incident objectives.
- Information flow and coordination are improved between all jurisdictions and agencies involved in the incident.
- All agencies with responsibility for the incident have an understanding of joint priorities and restrictions.
- No agency's legal authorities will be compromised or neglected.
- The combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.



FEMA

Visual 3.30  
Unified Command

#### Applied Exercise



Follow instructions . . .

- Presented by instructors.
- Outlined on handouts.



FEMA

Visual 3.31  
Unified Command

### Your Notes

#### Summary

Are you now able to:

- Define and identify the primary features of Unified Command?
- Describe how Unified Command functions on a multijurisdiction or multiagency incident?
- List the advantages of Unified Command?
- Given a simulated situation, demonstrate roles and reporting relationships under a Unified Command that involves agencies within the same jurisdiction and under multijurisdiction conditions?



FEMA

Visual 3.32  
Unified Command

### Your Notes

**Your Notes**

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**UNIT 4: INCIDENT/EVENT ASSESSMENT & AGENCY GUIDANCE IN  
ESTABLISHING INCIDENT OBJECTIVES**

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### Visuals

**Unit 4:**  
**Incident/Event**  
**Assessment &**  
**Agency Guidance**  
**in Establishing**  
**Incident Objectives**



Visual 4.1  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

FEMA

### Unit Objectives

- Describe methods and tools used to assess incident/event complexity.
- Describe types of agency(s) policies and guidelines that influence management of incident or event activities.
- Describe the process for developing incident objectives, strategies, and tactics.
- Describe the steps in transferring and assuming incident command.
- As part of an exercise, develop incident objectives for a simulated incident.

Visual 4.2  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

FEMA

### Your Notes

### Activity: Incidents vs. Events

**Instructions:**

1. Review the definitions below.
  - **Incident:** An unexpected occurrence that requires immediate response actions through an ICS organization.
  - **Event:** A scheduled nonemergency activity (sporting events, concerts, parades).
2. Working as a team, identify the differences and similarities between planning for incidents versus events. Record your answers on chart paper.
3. Choose a spokesperson and be ready to present your answers to the large group in 10 minutes.

Visual 4.3  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

FEMA

### Planning for Incidents

The incident planners must take into account the following factors:

- Time criticality
- Unstable, changing situation
- Potential rapid expansion of incident and response
- Incomplete communications and information
- Lack of experience managing expanding incidents

Visual 4.4  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

FEMA

### Your Notes



## Visuals

### Initial Response Actions

#### Assessment and Safety

- Size up the situation.
- Determine if life is at risk.
- Ensure personnel safety.
- Identify environmental issues to address.

#### Planning and Resource Management

- Assume command and establish Incident Command Post.
- Establish immediate incident objectives, strategies, and tactics.
- Determine resource needs.
- Establish initial organization that maintains span of control.



Visual 4.9  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Initial Response: Conduct a Sizeup

The first responder to arrive must assume command and size up the situation by determining:

- Nature and magnitude of the incident
- Hazards and safety concerns
  - Hazards facing response personnel and the public
  - Evacuation and warnings
  - Injuries and casualties
  - Need to secure and isolate the area
- Initial priorities and immediate resource requirements
- Location of Incident Command Post and Staging Area(s)
- Entrance and exit routes for responders

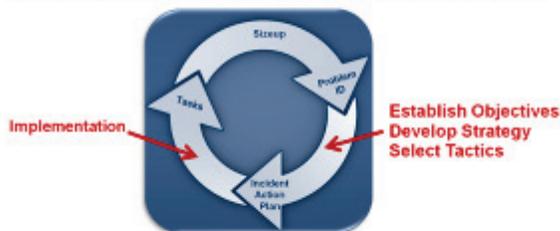


Visual 4.10  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

## Your Notes

### Initial Management Decisions

A thorough sizeup provides information needed to make initial management decisions.



Visual 4.11  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Situational Awareness

Situational awareness is the perception of:

- What the incident is doing, and
- What you are doing in relation to the incident and your objectives.

Situational awareness involves the ability to predict:

- Changes in the incident, and
- Your future actions.



Visual 4.12  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

## Your Notes

Visuals

Situational Awareness Skills (1 of 2)

- Identify problems/potential problems.
- Recognize the need for action (atypical situations).
- Do NOT ignore information discrepancies; rather, analyze discrepancies before proceeding.
- Seek and provide information before acting.



Situational Awareness Skills (2 of 2)

- Continue collecting information about the incident and assignments made.
- Assess your own task performance.
- Identify deviations from the expected.
- **Communicate your situational awareness to all team members!**



Your Notes

Loss of Situational Awareness

Tunnel vision is an indicator of losing situational awareness.

How might you know if you are experiencing tunnel vision?

What causes tunnel vision? How can it be avoided?

Complexity Analysis Factors (1 of 2)

- Impacts to life, property, and the economy
- Community and responder safety
- Expected duration
- Number of resources involved
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events or incidents



Your Notes

Visuals

### Complexity Analysis Factors (2 of 2)

- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources



Visual 4.17  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Authorities, Policies, and External Stakeholders

In addition to the information collected during the sizeup, the Incident Commander must take into account:



- Authorities
- Policies & Guidelines
- External Stakeholders

Visual 4.18  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

Your Notes

### Agency Policies and Guidelines

What are some examples of agency policies and guidelines that can affect your management of an incident?

Visual 4.19  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Policies and Guidelines: Examples

- Pre-incident plans
- Standard operating procedures
- Emergency operations plans
- Continuity of operations plans
- Community preparedness plans
- Mutual aid and assistance agreements
- Wildland Fire Situation Analysis (WFSA)
- Wildland Fire Implementation Plan (WFIP)
- Corrective action plans
- Mitigation plans
- Recovery plans
- Tribal, State, regional, and national mobilization guides
- Field operations guides
- Delegations of authority

Visual 4.20  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

Your Notes

Visuals

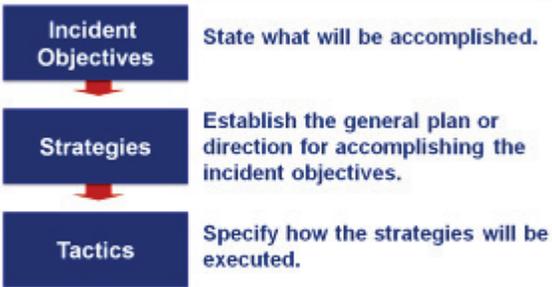
### Responsibility for Developing Objectives



- On small incidents, the Incident Commander is solely responsible for developing incident objectives.
- On larger incidents, Command and General Staff contribute to the development of incident objectives.

Visual 4.21  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Objectives, Strategies, and Tactics



Incident Objectives: State what will be accomplished.

Strategies: Establish the general plan or direction for accomplishing the incident objectives.

Tactics: Specify how the strategies will be executed.

Visual 4.22  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

Your Notes

### Writing “SMART” Objectives

- **S**pecific – Is the wording precise and unambiguous?
- **M**easurable – How will achievements be measured?
- **A**ction Oriented – Is an action verb used to describe expected accomplishments?
- **R**ealistic – Is the outcome achievable with given available resources?
- **T**ime Sensitive – What is the timeframe (if applicable)?

Visual 4.23  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Sample Objectives

- Residents in Division A will be evacuated to the Walnford High School reception center by 1700 hours.
- Complete Preliminary Damage Assessments of all damaged residential structures in Anytown by 0800 hours on 3/21.
- Restore water to the business district by 0900 hours on 3/21.
- Contain fire within existing structures (during the current operational period).

Visual 4.24  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

Your Notes

Visuals

**Activity: SMART Objectives? (1 of 2)**

**Situation:** It's midnight and heavy rains have caused localized flooding. In one neighborhood, residents are becoming trapped in their homes.

**Incident Objective:** As needed, provide assistance to those who might have localized flooding problems.

Is this objective SMART?

FEMA Visual 4.25 Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

**Activity: SMART Objectives? (2 of 2)**

**Situation:** Blocked storm drains are causing standing water on major roadways.

**Incident Objective:** Notify public works of storm drain blockages causing standing water, or clear the drains to prevent traffic accidents.

How would you improve this objective?

FEMA Visual 4.26 Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

**Planning "P" and Incident Briefing**

Following the Initial Assessment, an Incident Briefing is conducted.

FEMA Visual 4.27 Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

**Incident Briefing (ICS Form 201)**

- Provides staff with information about the incident situation and the resources allocated to the incident.
- Serves as a permanent record of the initial response to the incident.
- Can be used for transfer of command.

INCIDENT BRIEFING (ICS 201)	
1. Incident Name:	2. Incident Number:
3. Date/Time Initiated:	4. Date/Time Briefed:
Briefing, showing the total area of operations, the incident objectives, objectives, impacted resources, or other graphics depicting the...	

- Incident situation (maps, significant events)
- Incident objectives
- Summary of current actions
- Status of resources assigned or ordered

FEMA Visual 4.28 Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

Visuals

### Transfer of Command

You have been serving as the initial Incident Commander.

A more qualified staff member has just arrived at the scene and will assume command of the incident.



Visual 4.25  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

FEMA

### Steps in Assuming Command

- Assess the situation with the current Incident Commander.
- Receive a briefing from the current Incident Commander.
- Determine an appropriate time for the transfer of command and document the transfer (ICS Form 201).
- Notify others of the change in incident command.
- Assign the current Incident Commander to another position in the incident organization.

Refer to the next page in your Student Manual for more information about transfer of command briefings.

Visual 4.26  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

FEMA

Your Notes

View the job aid on the next page.

**Job Aid: Steps in Assuming Command****Transfer of Command Briefings**

A transfer of command briefing must be held by the current Incident Commander, and take place face to face if possible. The briefing must cover the following:

- Incident history (what has happened)
- Priorities and objectives
- Current plan
- Resource assignments
- Incident organization
- Resources ordered/needed
- Facilities established
- Status of communications
- Any constraints or limitations as directed by policies and guidelines
- Incident potential
- Status of Delegation of Authority, inherent or specific

The incoming Incident Commander must ensure that he or she understands the responsible agencies' policies and Agency Administrator's direction as discussed earlier in this unit. This may be inherent based on the person's employment or rank, or may be provided by the Agency Administrator.

**Changing Incident Objectives**

The incoming Incident Commander, because of depth of experience or a change in incident-related conditions, may desire to modify incident objectives upon transition of command. Changes could be required for the following reasons:

- Change in Agency Administrator goals
- Change in available resources – kinds or types
- Failure or unexpected success of tactical efforts
- Improved intelligence
- Cost factors
- Political considerations
- Environmental considerations

Critical changes should be made immediately, rather than allowing the existing plan to proceed. Delayed changes may result in additional control problems, greater loss, and increased expense and risk. However, changes can cause disruptions. When possible, less time-sensitive changes should be implemented at the start of the next operational period.

(Continued on the next page.)

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**Job Aid: Steps in Assuming Command (Continued)**

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Making a change does not imply that previous decisions and actions were wrong. Many things can influence the need for change. The Incident Commander must be assertive but also aware of potential risk and safety considerations involved in changes. Four guidelines to changes are:

1. Implement appropriate safety procedures for all changes. Before implementing changes, the Incident Commander must consider the impact on the safety of responders. If a change in the IAP places responders at greater risk, safety procedures must be changed as well.
2. Make changes only if you must. Do not make unnecessary changes to incident objectives or the IAP.
3. Make changes sooner rather than later. Evaluate the impact of any changes on overall operations. Do not wait beyond the beginning of the next operational period to make changes. If changes are critical, make them immediately.
4. Ensure that the changes are communicated clearly throughout the organization. Poor communication of changed objectives will reduce the efficiency of the response. It could also increase costs and put responders at greater risk.

Visuals

### Applied Exercise



Follow instructions . . .

- Presented by instructors.
- Outlined on handouts.

Visual 4.31  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

### Summary

Are you now able to:

- Describe methods and tools used to assess incident/event complexity?
- Describe types of agency(s) policies and guidelines that influence management of incident or event activities?
- Describe the process for developing incident objectives, strategies, and tactics?
- Describe the steps in transferring and assuming incident command?
- As part of an exercise, develop incident objectives for a simulated incident?

Visual 4.32  
Incident/Event Assessment & Agency Guidance  
in Establishing Incident Objectives

Your Notes

Your Notes

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## **UNIT 5: PLANNING PROCESS**

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### Visuals

**Unit 5:  
Planning Process**



 **FEMA**  Visual 5.1  
Planning Process

**Unit Objectives (1 of 3)**

- Identify the importance of planning for incidents/events.
- Explain the differences between planning for incidents and events.
- Discuss major planning steps including logistical concerns, cost-benefit analysis, understanding the situation, developing and implementing the plan, and evaluating the plan.
- Explain the criteria for determining when the Incident Action Plan (IAP) should be prepared in writing.

 **FEMA**  Visual 5.2  
Planning Process

### Your Notes

**Unit Objectives (2 of 3)**

- Describe the role and use of ICS forms and supporting materials included in an IAP for effective incident/event management.
- Describe the strategy meeting, tactics meeting, planning meeting, operational period briefing, and team meeting.
- Given a scenario, describe appropriate strategies and tactics to meet incident objectives.
- Conduct a tactics meeting and complete an ICS 215, Operational Planning Worksheet, and ICS 215A, Incident Action Plan Safety Analysis, using the strategies and tactics from the scenario.

 **FEMA**  Visual 5.3  
Planning Process

**Unit Objectives (3 of 3)**

- Describe how ICS 215A is used with ICS 215 to mitigate hazards in tactical operations.
- Recognize agency-specific aviation policies and procedures as they relate to safety.
- Participate in a planning meeting using the planning process and develop a written IAP for an incident/event using the appropriate ICS forms and supporting materials.
- Using the IAP, conduct an operational period briefing.

 **FEMA**  Visual 5.4  
Planning Process

### Your Notes

Visuals

### Benefits of the Planning Process

What are the benefits of the incident planning process?



FEMA Visual 5.5 Planning Process

### ICS Planning Process



Events



Incidents

- Understand the Situation
- Establish Incident Objectives and Strategy
- Develop the Plan
- Prepare and Disseminate the Plan
- Execute, Evaluate, and Revise the Plan

FEMA Visual 5.6 Planning Process

Your Notes

View the job aid on the next page.

### Job Aid: ICS Planning Process

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1. **Understand the Situation:** The first phase includes gathering, recording, analyzing, and displaying situation, resource, and incident potential information in a manner that will facilitate:
  - Increased situational awareness of the magnitude, complexity, and potential impact of the incident; and
  - The ability to determine the resources required to develop and implement an effective IAP.
2. **Establish Incident Objectives and Strategy:** The second phase includes formulating and prioritizing measurable incident objectives and identifying an appropriate strategy. The incident objectives and strategy must conform to the legal obligations and management objectives of all affected agencies. These may also need to include specific issues relevant to critical infrastructure.

Reasonable alternative strategies that will accomplish overall incident objectives are identified, analyzed, and evaluated to determine the most appropriate strategy for the situation at hand. Evaluation criteria include public health and safety factors, estimated costs, and various environmental, legal, and political considerations.

3. **Develop the Plan:** The third phase involves determining the tactical direction and the specific resource, reserves, and support requirements for implementing the selected strategies and tactics for the operational period.

Before the formal planning meetings, each member of the Command and General Staffs is responsible for gathering certain information to support the proposed plan.

4. **Prepare and Disseminate the Plan:** The fourth phase involves preparing the plan in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational periods, the plan will be developed in writing according to ICS procedures.
5. **Execute, Evaluate, and Revise the Plan:** The planning process includes the requirement to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress. When deviations occur and when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for the subsequent operational period.

Source: NIMS Document Tab 8 – The Planning Process

Visuals

### Written IAP Considered

What are the situations when you would consider developing a written Incident Action Plan?

### When a Written IAP Is Considered

- Two or more jurisdictions are involved in the response.
- The incident continues into the next operational period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- It is a hazmat incident.

Incident Action Plan

Your Notes

### What's an Operational Period?

- The designated time period in which tactical objectives are to be accomplished and reevaluated.
- Length depends on:
  - Nature of incident
  - Complexity

### Who Does What?

**Command:** Develops incident objectives. Ensures Safety Analysis is completed. Approves IAP.

**Finance/Admin:** Conducts any needed cost analyses.

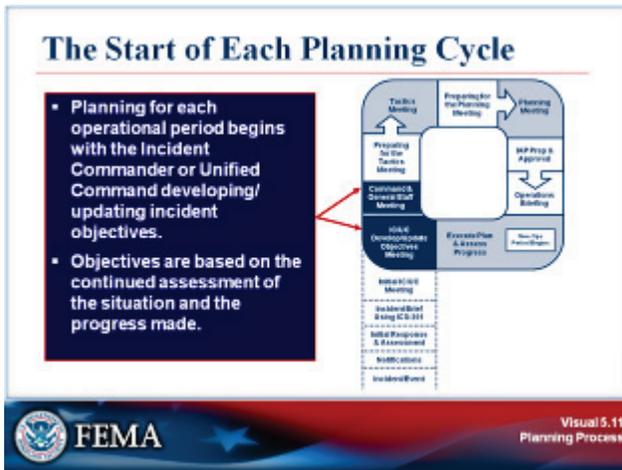
**Operations:** Establishes strategies and tactics to meet incident objectives.

**Planning:** Provides status reports, manages the planning process, and produces the IAP.

**Logistics:** Identifies the logistics requirements to support the tactics.

Your Notes

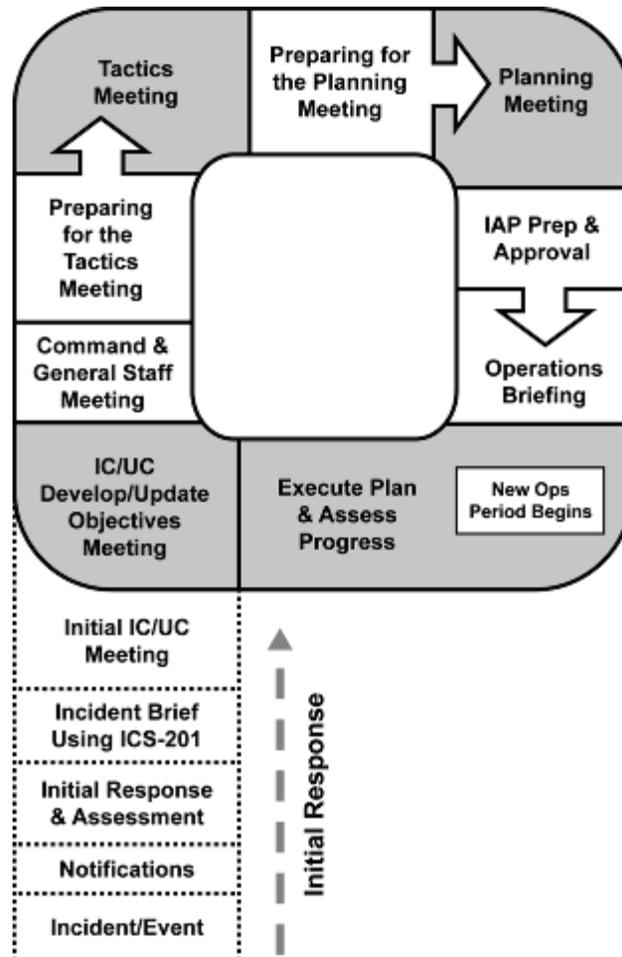
Visuals



View the job aid on the next page.

Your Notes

**Job Aid: The Start of Each Planning Cycle**



- The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.
- At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

Visuals

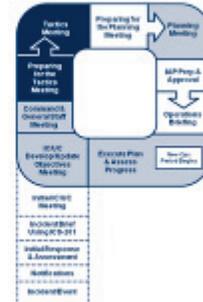
Assessing Current Objectives

- Is the incident stable, or is it increasing in size and complexity?
- What are the current incident objectives, strategy, and tactics?
  - Are there any safety issues?
  - Are the objectives effective? Is a change of course needed?
  - How long will it be until the objectives are completed?
- What is the current status of resources? Are resources in good condition? Are there sufficient resources?



The Tactics Meeting: Overview

- Purpose
- Preparation
- Who Attends
- Who Leads



Your Notes

Objectives, Strategies, and Tactics



Developing Appropriate Strategy

- Generate a list of alternative strategies.
- Select the strategy that:
  - Is within acceptable safety norms.
  - Makes good sense (is feasible, practical, and suitable).
  - Is cost effective.
  - Is consistent with sound environmental practices.
  - Meets political considerations.



Your Notes

Visuals

### Executing Tactical Direction

- **Establish Tactics:** Describe what must be done.
- **Assign Resources:** Determine and assign the kind and type of resources needed for the selected tactics.
- **Monitor Performance:** Determine if the tactics and resources selected for the various strategies are both valid and adequate.



Visual 5.16  
Planning Process

FEMA

### Sample Strategy and Tactics

**Objective:** Reduce reservoir level to 35 feet by 0800 on 2/10.

Strategy #1: Reduce/divert inflow.

Strategy #2: Release water from spillways.

**Selected Strategy:** Pump water from reservoir.

**Tactics:** Use truck-mounted pumps working from the road into spillway, and portable pumps on the east side discharging into Murkey Creek.

**Resources:** 5 crews with (3) 1,500-gpm truck-mounted pumps & (2) 500-gpm portable pumps

Visual 5.17  
Planning Process

FEMA

Your Notes

### Logistics Support Factors

Why must personnel and logistical support factors be considered in determining tactical operations?

Visual 5.18  
Planning Process

FEMA

### Cost-Benefit Analysis

What are some factors that you consider when assessing the costs and benefits of proposed tactical assignments?

Visual 5.19  
Planning Process

FEMA

Your Notes

Visuals

### Tactics Meeting Documentation

The image displays the 'Operational Planning Worksheet, ICS Form 215' and a circular process diagram. The worksheet is a grid with columns for 'Operational Period' and 'Operational Period' and rows for 'Tactics Meeting', 'Preparing for the Planning Meeting', 'Planning Meeting', 'Self Prep & Approval', 'Supervisor Briefing', 'ICS Develop Goals & Objectives Meeting', 'Execute Plan & Review Progress', and 'Use Can Forward Plans'. The circular diagram shows a clockwise cycle: 'Tactics Meeting' leads to 'Preparing for the Planning Meeting', which leads to 'Planning Meeting', then 'Self Prep & Approval', 'Supervisor Briefing', 'Use Can Forward Plans', 'Execute Plan & Review Progress', 'ICS Develop Goals & Objectives Meeting', and back to 'Preparing for the Planning Meeting'. A vertical dashed line labeled 'Include Response' is positioned between the 'ICS Develop Goals & Objectives Meeting' and 'Execute Plan & Review Progress' stages.

Operational Planning Worksheet, ICS Form 215

FEMA Visual 5.20 Planning Process

View the sample on the next page.

Your Notes

**Sample Operational Planning Worksheet, ICS Form 215**

1. Incident Name: Winter Storm							2. Operational Period: Date From: 2/10 Time From: 1800							Date To: 2/11 Time To: 0600				
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources	Snow Plows	Sanding Trucks	Front End Loaders									7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
	Parking Lot Group	Remove snow from EOC, fire stations, police dept., and hospital parking lots. See maps for snow pile locations. 6" maximum accumulation.	Req. 4 Have 4 Need 0	4		4											Public Works Shop	1700
	Division A	Remove snow from all primary and secondary roads/streets in Div. Monitor all north/south roadways for drifting. 6" maximum accumulation.	Req. 3 Have 1 Need 2	3													Public Works Shop	1700
	Sanding Group	Monitor ice for accumulation. Sand all 4-way stops and lighted intersections. Sand available at County Sand and Gravel storage.	Req. 4 Have 4 Need 0		4	2											Public Works Shop	1700
ICS 215	<b>11. Total Resources Required</b>			7	4	6										<b>14. Prepared by:</b> Name: Sandy Miller Position/Title: Resources UL Signature: <i>Sandy Miller</i> Date/Time: Feb. 10/1100		
	<b>12. Total Resources Have on Hand</b>			5	4	5												
	<b>13. Total Resources Need To Order</b>			2	0	1												

# Unit 5: Planning Process

## Visuals

**OPERATIONAL PLANNING WORKSHEET (ICS 215)**

1. Incident Name: Winter Storm  
 2. Operational Period: Date From: 2/10 Time From: 1800 Date To: 2/11 Time To: 0600

3. Branch, Division, Group, or Other	4. Work Assignment & Special Instructions	5. Resources	6. Show Plans	7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting
Parking Lot Group	Remove snow from EOC, fire stations, police dept, and hospital parking lots. Use mats for snow pile locations. If maximum accumulation.	Req: 4 Have: 4 Need: 0	Req: 4 Have: 4 Need: 0			Public Work Shop
Division A	Remove snow from all primary and secondary roads/streets in City. Monitor all northbound roadways for drifting. If maximum accumulation.	Req: 3 Have: 1 Need: 2	Req: 3 Have: 1 Need: 2			Public Work Shop
Sanding Group	Monitor for snow accumulation. Sand all 4-way stops and lighted intersections. Sand.	Req: 4 Have: 2 Need: 2	Req: 4 Have: 2 Need: 2			Public Work Shop
Operations Section Organizational Element		Req: 0 Have: 0 Need: 0	Req: 0 Have: 0 Need: 0			

Annotations: Kind/Type Resources, Resources Needed Next Operational Period, Tactical Assignment

FEMA Visual 5.21 Planning Process

**OPERATIONAL PLANNING WORKSHEET (ICS 215)**

2. Operational Period: Date From: 2/10 Time From: 1800 Date To: 2/11 Time To: 0600

6. Resources	7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
Req: 4 Have: 4 Need: 0			Public Work Shop	1700
Req: 3 Have: 1 Need: 2			Public Work Shop	1700
Req: 4 Have: 4 Need: 0			Public Work Shop	1700

Annotations: Operational Period Being Planned, Reporting Location and Requested Arrival Time, Kind/Type Resources

FEMA Visual 5.22 Planning Process

### Your Notes

**Preparing for the Planning Meeting**

- Analyze the ICS 215 developed in the tactics meeting.
- Finalize the Incident Action Plan Safety Analysis (ICS 215A) completed by the Safety Officer.
- Assess current operations effectiveness and resource efficiency.
- Gather information to support incident management decisions.

FEMA Visual 5.23 Planning Process

View the job aid on the next page.

### Your Notes

**Job Aid: Preparing for the Planning Meeting**

<b>Preparing for the Planning Meeting: Responsibilities</b>	
<b>Incident Commander</b>	<ul style="list-style-type: none"><li>• Gives direction.</li><li>• Communicates.</li><li>• Manages.</li><li>• Does not get involved in details</li></ul>
<b>Safety Officer</b>	<ul style="list-style-type: none"><li>• Identifies incident risks and hazards.</li><li>• Completes ICS Form 215A developed at the tactics meeting.</li><li>• Works with the Operations Section Chief on tactical safety issues.</li><li>• Identifies safety issues associated with incident facilities and nontactical activities, such as transportation and food service.</li></ul>
<b>Liaison Officer</b>	<ul style="list-style-type: none"><li>• Identifies cooperating and assisting agencies.</li><li>• Identifies special agency needs.</li><li>• Determines capabilities of cooperating and assisting agencies.</li><li>• Determines restrictions on participation of cooperating and assisting agencies.</li><li>• Confirms name and contact location of agency representatives.</li></ul>
<b>Public Information Officer</b>	<ul style="list-style-type: none"><li>• Assesses general media coverage to date.</li><li>• Identifies incident-related information issues that need to be explained or corrected with the media.</li><li>• Determines what Joint Information System (JIS) elements and procedures are in place.</li><li>• Determines process for development and approval of media releases and visits.</li></ul>
<b>Operations Section Chief</b>	<ul style="list-style-type: none"><li>• Continues to obtain good incident resource and status information.</li><li>• Communicates current information.</li><li>• Considers alternate strategies and determines probable tactics.</li><li>• Calculates resource requirements.</li><li>• Works with the Safety Officer and Planning Section staff to complete ICS Forms 215 and 215A developed at the tactics meeting.</li></ul>
<b>Planning Section Chief</b>	<ul style="list-style-type: none"><li>• Prepares incident maps and displays, as necessary.</li><li>• Develops information for the IAP.</li><li>• Develops situation status and predictions.</li><li>• Acquires information and ICS forms for the IAP.</li></ul>
<b>Logistics Section Chief</b>	<ul style="list-style-type: none"><li>• Determines service and support needs for the incident.</li><li>• Determines responder medical and rehabilitation needs.</li><li>• Determines incident communications needs.</li><li>• Confirms resource ordering process.</li></ul>
<b>Finance/ Administration Section Chief</b>	<ul style="list-style-type: none"><li>• Collects information on rental agreements and contracts.</li><li>• Determines potential and actual claims.</li><li>• Calculates incident costs to date.</li><li>• Develops cost-benefit analyses as requested.</li></ul>

**Visuals**

### Incident Safety

Incident management must ensure the safety of:

- Responders to the incident.
- Persons injured or threatened by the incident.
- Volunteers assisting at the incident.
- News media and the general public who are on scene observing the incident.



Visual 5.24  
Planning Process

### Aviation Safety

Does your agency have aviation safety policies and procedures?



Visual 5.25  
Planning Process

**Your Notes**

### Incident Safety Analysis

The Incident Safety Analysis is used to:

- Identify, prioritize, and mitigate the hazards and risks of each incident work location by operational period.
- Identify hazardous tactics so that alternatives may be considered.
- Determine the safety implications for the types of resources required.

Visual 5.26  
Planning Process

### ICS Form 215A, Incident Action Plan Safety Analysis

The Safety Officer and Operations Section Chief complete the Safety Analysis using ICS 215A for . . .

1. Incident Name: Winter Storm		2. Incident Number: xxxxxxxxxxxxxxxxxxxx	
3. Date/Time Prepared: Date: Feb 10 Time: 1:00		4. Operational Period: Date From: 2/10 Date To: 2/11 Time From: 1800 Time To: 0600	
5. Incident Area Division A	6. Hazards/Risks Extreme Weather, Driving	7. Mitigations Drive with lights on, chain up before leaving for assignment. Maintain safe speed for conditions. Wear gloves and hat when operating out of vehicle.	

Organizational Element at Risk      Hazards      Mitigation Strategies

Visual 5.27  
Planning Process

**Your Notes**



**Sample: Preparing for the Planning Meeting**

<b>ICS Form 215A, Incident Action Plan Safety Analysis</b>	
<p>The Safety Officer or the Incident Commander should coordinate, develop, and approve an ICS Form 215A, Incident Action Plan Safety Analysis, for each operational period with the Operations Section Chief.</p> <p>ICS Form 215A is a tool used by the Safety Officer as a concise way of identifying hazards and risks present in different areas of the incident and specific ways of mitigating those issues during an operational period.</p> <p>The objective of the Incident Action Plan Safety Analysis is to identify and mitigate the hazards and risks of each incident work location by operational period. The mitigation methods selected may affect the resources required for the incident work location. The Safety Analysis may also reveal that the proposed tactic is too hazardous to attempt and another tactic must be developed.</p> <p>ICS Form 215A, Incident Action Plan Safety Analysis, is used as a display during the Planning Meeting. It provides information on:</p> <ul style="list-style-type: none"> <li>• Incident work location(s)</li> <li>• Risk mitigations</li> <li>• Date (daily) prepared by Operation Section Chief/Safety Officer and approved by Safety Officer</li> </ul>	
<p><b>Techniques for Identifying Hazards</b></p> <ul style="list-style-type: none"> <li>• Personal observation and/or experience</li> <li>• Checklist</li> <li>• Communication with incident personnel</li> <li>• Personnel</li> </ul>	<p><b>Types of Risks</b></p> <ul style="list-style-type: none"> <li>• Traffic</li> <li>• Confined space</li> <li>• Downhill fireline construction</li> <li>• Air operations</li> <li>• Hazardous materials</li> <li>• Slip, trip, and fall</li> <li>• Weather</li> </ul>
<p><b>Locations</b></p> <ul style="list-style-type: none"> <li>• Divisions</li> <li>• Groups</li> <li>• Helibase</li> <li>• Staging Area</li> <li>• Emergency Operations Center</li> <li>• Others</li> </ul>	<p><b>Mitigation of Hazards</b></p> <ul style="list-style-type: none"> <li>• Use of personal protective equipment (PPE)</li> <li>• Proper clothing for inclement weather</li> <li>• Reflective clothing and lights for nighttime or low-light operations</li> <li>• Maintain awareness of landing zones</li> </ul>

Visuals

### The Planning Meeting

- Purposes:** Review/validate the operational plan; identify resource requirements
- Who Attends:** Command and General Staffs, other incident management personnel, Agency Administrator, and cooperating/assisting agency personnel
- Who Leads:** Planning Section Chief

FEMA Visual 5.28 Planning Process

Planning Meeting Activities	Responsibility
Give situation & resources briefing; conduct planning meeting	Planning Section Chief
State incident objectives & policy issues	Incident Commander
State primary & alternative strategies to meet objectives	Operations Section Chief; Planning/Logistics Section Chiefs contribute
Specify reporting locations & additional facilities needed	Operations Section Chief; Logistics Section Chief assists
Develop the resources, support, & overhead orders	Planning/Logistics Section Chiefs; Logistics Section Chief places orders
Consider additional support requirements needed because of communications, traffic, safety, medical, etc.	Logistics Section Chief; Operations and Planning Section Chiefs and Safety Officer contribute
Finalize, approve, & implement the IAP	Planning Section Chief finalizes IAP; Incident Commander approves IAP; General Staff implements IAP

Your Notes

### Planning Meeting Displays

FEMA Visual 5.30 Planning Process

### IAP Preparation and Approval

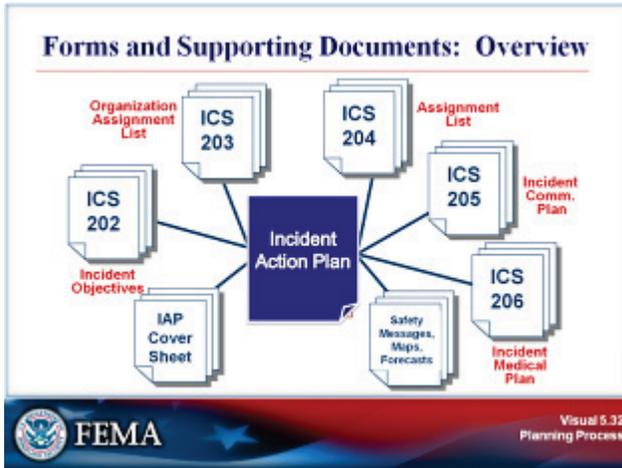
Following the planning meeting:

- Organizational elements prepare IAP assignments and submit them to the Planning Section.
- Planning Section collates, prepares, and duplicates the IAP document for the operational period briefing.
- Resources Unit coordinates with the Logistics Section to acquire the amount and type of resources.
- Incident Commander approves the IAP.

FEMA Visual 5.31 Planning Process

Your Notes

Visuals



View the job aid on the next page.

Your Notes

**Job Aid: Forms and Supporting Documents: Overview****ICS Forms**

ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

	<b>Description</b>
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
Organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Assignment List ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approves the objectives, staff members receive the assignment information contained in this form.
Incident Radio Communications Plan ICS 205	Provides, in one location, information on the assignments for all radio communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Communications List ICS 205A	Records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Incident Organization Chart ICS 207	Provides a visual wall chart depicting the ICS organization position assignments for the incident.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Incident Status Change ICS 210	Used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

**Job Aid: Forms and Supporting Documents: Overview (Continued)****ICS Forms**

<b>Standard Form Title</b>	<b>Description</b>
Check-In List ICS 211	Used to check in personnel and equipment arriving at the incident. Check-in consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: <ul style="list-style-type: none"><li>▪ Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients.</li><li>▪ EOC and other incident personnel to transmit messages via radio or telephone to the addressee.</li><li>▪ Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.</li></ul>
Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.
Operational Planning Worksheet ICS 215	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.
Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Support Vehicle/Equipment Inventory ICS 218	Provides an inventory of all transportation and support vehicles and equipment assigned to the incident.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
Demobilization Check-Out ICS 221	Ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident.

Visuals

### Are All Forms Used?

The Incident Commander determines which ICS forms and attachments are included in the IAP.

For less complex incidents, the Incident Commander may only require the Incident Objectives (ICS 202), Organization Assignment List (ICS 203), Assignment List (ICS 204), a Safety Message, and a map of the incident area.

Visual 5.33  
Planning Process

### ICS Form 202, Incident Objectives (1 of 2)

Visual 5.34  
Planning Process

Your Notes

### ICS Form 202, Incident Objectives (2 of 2)

Visual 5.35  
Planning Process

View the sample on the next page.

Your Notes

**Unit 5: Planning Process****Sample: Sample Incident Objectives, ICS Form 202**

<b>1. Incident Name:</b> Winter Storm		<b>2. Operational Period:</b> Date From: Feb. 10    Date To: Feb. 11 Time From: 1800    Time To: 0600	
<b>3. Objective(s):</b>  1. Provide for responder safety through adherence to agency policies and SOPs during the incident duration. 2. Provide for public safety by excluding the public from work areas at all times. 3. Keep primary snow routes open at all times. 4. Plow and sand access routes to critical facilities to include hospitals, fire stations, airport, police department, and courthouse on a continuous basis. 5. Plow parking lots at critical facilities on a continuous basis.			
<b>4. Operational Period Command Emphasis:</b>  Place special emphasis on maintaining the primary routes to provide access for emergency vehicles and be prepared to assist emergency vehicles if road conditions worsen.			
General Situational Awareness  Winter storm warning continues. Snow level at sea level, 10-12" accumulations possible, accompanied by high winds and drifting. See attached forecast. Driving extremely hazardous. Lights on and chains required. Wear high-visibility clothing, hat, and gloves when outside vehicle.			
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>			
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):			
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<b>Other Attachments:</b>	
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> ICS 206		<input type="checkbox"/>	_____
<b>7. Prepared by:</b> Name: Walker Wetzel    Position/Title: PSC		Signature: 	
<b>8. Approved by Incident Commander:</b> Name: Jerry Franklin		Signature: 	
ICS 202	IAP Page _____	Date/Time: Feb. 10, 1100	

**Visuals**

**ICS Form 203, Organization Assignment List**

ICS Form 203 provides a full accounting of incident management and supervisory staff for the operational period:

ORGANIZATION ASSIGNMENT LIST (ICS 203)			
1. Incident Name		2. Operational Period	
Winder Stone		Date From: Feb. 10 Time From: 0800	Date To: Feb. 11 Time To: 0800
3. Incident Command(s) and Command Staff		3. Operations Section	
IC/Officer	Ken Francis	Chief	Jerry Campbell
Deputy		Deputy	
Deputy		Staging Area	
Public Works Officer	Paul Wood	Division	
Laborer/Utility		Deputy	
4. Agency/Contractor Representatives		Division/Group A	Bill Reed
Agency/Contractor Name		Division/Group B	Bill Montoya
COMP	1800-250-1111 ext. 100	Division/Group C	John Clarke
SEOT	1800-250-1111 ext. 421-4430	Division/Group	Working
		Division/Group	Patrick Lut
Command and General Staff		Operations Supervisors to Division/Group Level	

FEMA Visual 5.36 Planning Process

View the sample on the next page.

**Your Notes**

## Unit 5: Planning Process

### Sample: Sample Organization Assignment List, ICS Form 203

<b>1. Incident Name:</b> Winter Storm		<b>2. Operational Period:</b>		Date From: Feb. 10 Time From: 1800	Date To: Feb. 11 Time To: 0600
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs	Jerry Franklin		Chief		Dan Campbell
			Deputy		
Deputy			Staging Area		
Safety Officer	Pam Alice		<b>Branch</b>		
Public Info. Officer			Branch Director		
Liaison Officer			Deputy		
<b>4. Agency/Organization Representatives:</b>			Division/Group	A	Bill Hood
Agency/Organization	Name		Division/Group	B	Andy Montoya
CCPW	Martha Gilsford cell: xxx-xxxx		Division/Group	C	Jose Gomez
SDOT	Mike Andrews cell: xxx-xxxx		Division/Group	Sanding	Rob Paul
			Division/Group	Parking Lot	Jill Anderson
			<b>Branch</b>		
			Branch Director		
			Deputy		
<b>5. Planning Section:</b>			Division/Group		
Chief	Walker Wetzel		Division/Group		
Deputy			Division/Group		
Resources Unit	Karen Fry		Division/Group		
Situation Unit	Linda Tom		Division/Group		
Documentation Unit	Wilson Parks		<b>Branch</b>		
Demobilization Unit			Branch Director		
Technical Specialists			Deputy		
NOAA Weather	-378-		Division/Group		
			Division/Group		
			Division/Group		
<b>6. Logistics Section:</b>			Division/Group		
Chief	Sherrie Hillman		Division/Group		
Deputy			<b>Air Operations Branch</b>		
<b>Support Branch</b>			Air Ops Branch Dir.		
Director					
Supply Unit	Jon Carter				
Facilities Unit			<b>8. Finance/Administration Section:</b>		
Ground Support Unit	Jessica Martinez		Chief	Carol Thomas	
<b>Service Branch</b>			Deputy		
Director			Time Unit		
Communications Unit	Mike Walters		Procurement Unit	Sara White	
Medical Unit			Comp/Claims Unit		
Food Unit			Cost Unit		
<b>9. Prepared by:</b> Name: Karen Fry		Position/Title: Resources Unit		Signature: 	
ICS 203	IAP Page _____	Date/Time: Feb. 10/1300			

Visuals

### ICS Form 204, Assignment List (1 of 4)

ICS Form 204 specifies the Operations Section structure for the operational period:

**ASSIGNMENT LIST (ICS 204)**

<b>1. Incident Name:</b> Winter Storm	<b>2. Operational Period:</b> Date From: Feb. 10 Time From: 1800	<b>3. Branch:</b> Date To: Feb. 11 Time To: 0600	<b>4. Operations Personnel:</b> Operations Section Chief: Jerry Campbell Branch Director: Jerry Campbell Division: Group: Parking Lot
<b>5. Resources Assigned:</b>		<b>6. Staging Area:</b>	
Resource Identifier	Leader	# of Resources	Reporting Location

Operations Section Chief

Supervisor of this Assignment

Organizational Elements

Visual 5.37  
Planning Process

### ICS Form 204, Assignment List (2 of 4)

**5. Resources Assigned:**

Resource Identifier	Leader	# of Resources	Reporting Location
TP #1	Don Williams	3	City/County Channel 6J Operations 800.800.8000
Flux #15 Leader #2	Tony Asoa Carl Gokstad		City/County Channel 6J
TP #2	Mark James	3	City/County Channel 6J Operations 800.800.8000
Flux #2 Leader #1	Arn Walker Paul Dreyer		City/County Channel 6J
TP #3	Larry Carpenter	3	City/County Channel 6J Operations 800.800.8000
Flux #10 Leader #4	Eric Smith Greg Little		City/County Channel 6J
TP #4	Drew Parsh	3	City/County Channel 6J Operations 800.800.8000
Flux #6 Leader #6	John Dietz Barry Miller		City/County Channel 6J

**6. Work Assignments:**

Resources Assigned

Visual 5.38  
Planning Process

Your Notes

### ICS Form 204, Assignment List (3 of 4)

**6. Work Assignments:**

TP #1 - Maintain EOC, Stations 1, 2, and Police Station  
 TP #2 - Maintain Stations 3, 4, and 5  
 TP #3 - Maintain Stations 6, 7, and Hospital  
 TP #4 - Staging at Shop  
 Task Force 3 use "Lot Closed" signs when plowing hospital parking lots.

**7. Special Instructions:**

See site maps for snow pile locations. Maintain less than 17" accumulation if snowfall exceeds capability, request additional resources through Ops. Exercise extreme caution when operating machinery. Visibility will be very poor. Wear high-visibility clothing, hat, and gloves. Lunches will be delivered to Fire Stations 1, 3, and 8 at 2400. Watch for signs of hypothermia.

**8. Communications:** (radio and/or phone contact numbers needed for this assignment):

Assignment and Special Instructions

Visual 5.39  
Planning Process

### ICS Form 204, Assignment List (4 of 4)

**8. Communications:** (radio and/or phone contact numbers needed for this assignment):

Name/Function	Priority Contact	Indicate call, paper, or radio (frequency/channel)
Command	Local Repeat	Freq: 800 mHz; Chan: 2J
Support	Local Repeat	Freq: 800 mHz; Chan: 2J
City/Group/Tactical	Local Repeat	Freq: 800 mHz; Chan: 6J
Command by Air		

**9. Prepared by:** Name: Tom Fry Position/Title: Resource Unit Leader Signature: *Tom Fry*

ICS 204 IAP Page: \_\_\_\_\_ Date/Time: Feb. 10/1600

Prepared by Resources Unit Leader

Communications for this Assignment

Visual 5.40  
Planning Process

Your Notes

## Unit 5: Planning Process

### Sample: Sample Assignment List, ICS Form 204

<b>1. Incident Name:</b> Winter Storm		<b>2. Operational Period:</b> Date From: Feb. 10      Date To: Feb. 11 Time From: 1800      Time To: 0600		<b>3.</b>
				<b>Branch:</b>
<b>4. Operations Personnel:</b> <u>Name</u>		<u>Contact Number(s)</u>		<b>Division:</b>
Operations Section Chief: Dan Campbell		xxx-xxx-xxxx		<b>Group:</b> Parking Lot
Branch Director:				<b>Staging Area:</b>
Division/Group Supervisor: Andy Anderson		xxx-xxx-xxxx		
<b>5. Resources Assigned:</b>			<b># of Persons</b>	<b>Reporting Location</b>
Resource Identifier	Leader			
TF #1	Carl Wills	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #15 Loader #2	Don Anioti Tony Gossard		City/County Channel 6J	DPW Shop
TF #2	Paul Jones	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #2 Loader #7	Walker Wetzel Mark Drew		City/County Channel 6J	DPW Shop
TF #3	Greg Carpenter	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #10 Loader #4	Bob Smith Larry Little		City/County Channel 6J	DPW Shop
TF #4	Barry Parish	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #8 Loader #6	Drew Dietz John Miller		City/County Channel 6J	DPW Shop
<b>6. Work Assignments:</b>				
TF #1 – Maintain EOC, Stations 1, 2, and Police Station				
TF #2 – Maintain Stations 3, 4, and 5				
TF #3 – Maintain Stations 6, 7, and Hospital				
TF #4 – Staging at Shop				
Task Force 3 uses "Lot Closed" signs when plowing hospital parking lots.				
<b>7. Special Instructions:</b>				
See site maps for snow pile locations. Maintain less than 6" accumulation. If snowfall exceeds capability, request additional resources through Ops. Exercise extreme caution when operating machinery. Visibility will be very poor. Wear high visibility clothing, hat, and gloves. Lunches will be delivered to Fire Stations 1, 3, and 6 at 2400. Watch for signs of hypothermia.				
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment):				
<u>Name/Function</u>		<u>Primary Contact: indicate cell, pager, or radio</u>		
<u>(frequency/system/channel)</u>				
<u>Command</u> / <u>Local Repeat</u>	Freq: 800 mHz; Chan: 2J _____			
<u>Support</u> / <u>Local Repeat</u>	Freq: 800 mHz; Chan: 3J _____			
<u>Div./Group Tactical</u> / _____	Freq: 800 mHz; Chan: 6J _____			
<u>Ground to Air</u> / _____	_____			
<b>9. Prepared by:</b> Name: Karen Fry		Position/Title: Resource Unit Leader		Signature: 
<b>ICS 204</b>	<b>IAP Page</b> _____	<b>Date/Time:</b> Feb. 10/1500		



## Unit 5: Planning Process

### Sample: Sample Incident Communications Plan, ICS Form 205

<b>1. Incident Name:</b> Winter Storm			<b>2. Date/Time Prepared:</b> Date: Feb. 10 Time: 1300				<b>3. Operational Period:</b> Date From: Feb. 10      Date To: Feb. 11 Time From: 1800      Time To: 0600			
<b>4. Basic Radio Channel Use:</b>										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	2J	Command		Command and Operations						
	6J	Operations		Parking Lot Group						
	4J	Operations		Sanding Group						
	8J	Operations		Divisions A and B						
	9J	Operations		Divisions C and D						
	3J	Planning and Logistics		Resource Status Changes and Resource Orders						
<b>5. Special Instructions:</b> Use extreme caution when answering radio calls while operating equipment. The use of cell phones while operating is prohibited. Report any problems with radios to the Logistics Section.										
<b>6. Prepared by</b> (Communications Unit Leader): Name: Mike Walters								Signature: 		
ICS 205			IAP Page _____			Date/Time: Feb. 10/1300				

Visuals

View the sample on the next page.

**ICS Form 206, Medical Plan**

ICS Form 206, describes the medical care to be provided in case of responder medical emergencies:

**MEDICAL PLAN (ICS 206)**

1. Incident Name: Scene Name		2. Operational Period: Date From: Feb. 15 Time From: 0800		Date To: Feb. 17 Time To: 1600
---------------------------------	--	---	--	-----------------------------------

**3. Medical Aid Stations**

Name	Location	Capacity (Number of Patients)	Personnel
Fire Station 1	1211 9 <sup>th</sup> Avenue	400-0000	1 E Param 1 E Param
Fire Station 2	400 1 <sup>st</sup> Avenue	400-0000	1 E Param 1 E Param
Fire Station 3	2000 Elm	400-0000	1 E Param 1 E Param
Fire Station 4	4000 N. 10 <sup>th</sup> Ave	400-0000	1 E Param 1 E Param
Fire Station 5	100 West Oakdale	400-0000	1 E Param 1 E Param

**4. Special Medical Emergency Procedures:**

Other special call for medical incident handling methods:

Other incident call for assistance:

Any special procedures or special resources utilization to immediate incident supervisor, Operations Section Chief, IC and Safety Officer and completion of Accident Report Form 204 A & B

Check box if another incident is added for medical. Provide an exact location with Aid Station.

**5. Prepared by:** (Incident) Job Leader: Name: John Wilson Signature: [Signature]

**6. Approved by:** Incident Manager: Name: [Name] Signature: [Signature]

ICS 206 (MAY 2008) Description: Page 10/10

**Instructions, if required:**

**Aid Stations and Level of Service**

**FEMA**

Visual 5.42  
Planning Process

Your Notes

**Unit 5: Planning Process**

**Sample: Sample Medical Plan, ICS Form 206**

<b>1. Incident Name:</b> Winter Storm		<b>2. Operational Period:</b> Date From: Feb. 10 Time From: 1800		Date To: Feb. 11 Time To: 0600			
<b>3. Medical Aid Stations:</b>							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
Fire Station 1	1171 5 <sup>th</sup> Avenue	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Fire Station 2	950 Bellingham Way	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Fire Station 4	2100 Main	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Fire Station 6	4700 N. 12 <sup>th</sup> Ave	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Fire Station 7	170 West Oakdale	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>4. Transportation</b> (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
<b>SEE ABOVE</b>			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
<b>5. Hospitals:</b>							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Meridian	500 W. Oakdale	xxx-xxx-xxxx	15	45	<input checked="" type="checkbox"/> Yes Level: _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
Minor injuries will be treated at closest Medical Aid/Fire Station.							
Major injuries call 911 for assistance.							
Any injury received on the job requires notification to immediate incident supervisor, Operations Section Chief, IC and Safety Officer and completion of Accident/Injury Form 104 A & B.							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
<b>7. Prepared by</b> (Medical Unit Leader): Name: Sherrie Hillman					Signature: 		
<b>8. Approved by</b> (Safety Officer): Name: Pam Alice					Signature: 		
ICS 206	IAP Page _____	Date/Time: Feb. 10/1530					

### Visuals

#### Additional Supporting Documents



- Safety messages
- Detailed weather forecasts
- Incident traffic plan
- Other important information for operational supervisors

 FEMA Visual 5.43  
Planning Process

#### Activity: Analyzing an IAP

Instructions:

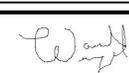
1. The purpose of this activity is to help you prepare for developing an IAP. Working as a team, review the sample Incident Action Plan in your Student Manual.
2. Complete the following steps:
  - Independently read the sample IAP for a cruise ship accident. Make notes about the format and contents. Use the information presented in this unit to help you critique the plan.
  - As a team, discuss the strengths and weaknesses of the sample plan.
  - On chart paper, record your comments on the strengths and weaknesses of the plan.
3. Select a spokesperson and be prepared to present your work in 30 minutes.

 FEMA Visual 5.44  
Planning Process

### Your Notes

Complete the activity before proceeding.

**INCIDENT OBJECTIVES (ICS 202)**

<b>1. Incident Name:</b> Cruise Ship HazMat Spill	<b>2. Operational Period:</b> Date From: Aug 19 Time From: 0600	Date To: Aug 19 Time To: 1800
<b>3. Objective(s):</b>		
<ul style="list-style-type: none"> <li>• Assist the cruise line and the USCG in ensuring that there are no injuries to the ship's crew, nor to any of the incident responders.</li> <li>• Assist the USCG in preventing the discharge of any further hazardous materials into the water and contain any spilled materials; plan for contingencies.</li> <li>• Assess and document the potential for environmental damage should there be a further discharge of hazardous materials from the cruise ship. Plan for contingencies.</li> <li>• Prevent damage to natural and cultural resources.</li> <li>• Assist the USCG and cruise line in arranging and carrying out the safe passage of the ship out of the bay and out of the Park.</li> </ul>		
<b>4. Operational Period Command Emphasis:</b>		
Maintain vigilance to avoid injuries or further environmental damage.		
<p>General Situational Awareness</p> <p>(See attached Safety Message)</p> <p>A moderate low pressure system is moving southerly from the Anchorage area and is expected to be in the Glacier Bay area by noon today.</p> <p>Temperature: 60 to 65 degrees</p> <p>Relative Humidity: 60 to 75%</p> <p>Winds: west @ 10 to 18 knots</p> <p>Seas: 3-foot swells with moderate to heavy chop</p> <p>Sunrise: 0534 AKDT; Sunset: 2040 AKDT</p> <p>Tides: Highs at 0256 (+18.7) and 1526 (+18.8); Lows at 0921 (-3.3) and 2143 (-1.8)</p>		
<b>5. Site Safety Plan Required?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Approved Site Safety Plan(s) Located at:</b>		
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):		
<input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input checked="" type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input checked="" type="checkbox"/> ICS 206	<input type="checkbox"/> ICS 207 <input checked="" type="checkbox"/> ICS 208 <input checked="" type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<b>Other Attachments:</b> <input checked="" type="checkbox"/> Safety Message _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>7. Prepared by:</b> Name: Walker Wetzel	Position/Title: PSC	Signature: 
<b>8. Approved by Incident Commander:</b> Name: Jerry Franklin		Signature: 
<b>ICS 202</b>	<b>IAP Page</b> <u>  1  </u>	<b>Date/Time:</b> 08-19-XX/0200

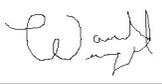
## Unit 5: Planning Process

Sample: Sample IAP (Page 2 of 9)

### ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> Cruise Ship HazMat Spill		<b>2. Operational Period:</b> Date From: Aug 19 Time From: 0600		Date To: Aug 19 Time To: 1800	
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs	Jerry Franklin		Chief	Dan Campbell	
	Xxxx Unified Command		Deputy		
Deputy			Staging Area		
Safety Officer	Pam Alice		<b>Branch</b>		
Public Info. Officer	IOF2		Branch Director		
Liaison Officer			Deputy		
<b>4. Agency/Organization Representatives:</b>			Division/Group	Vessel Stabilization	Aaron Brandon (USCG)
Agency/Organization	Name		Division/Group	Nat. Resc. Assessment	Carol Cartright (NPS)
NTSB	Shirley Prop		Division/Group	Salvage/Removal	Tyrone Pickerell (USCG)
AK DEC	Nick Hanson		Division/Group		
			Division/Group		
			<b>Branch</b>		
			Branch Director		
			Deputy		
<b>5. Planning Section:</b>			Division/Group		
Chief	Walker Wetzel		Division/Group		
Deputy			Division/Group		
Resources Unit			Division/Group		
Situation Unit			Division/Group		
Documentation Unit			<b>Branch</b>		
Demobilization Unit			Branch Director		
Technical Specialists			Deputy		
-Oil Spill	Cordell Royball		Division/Group		
-Investigator	Russ Williams		Division/Group		
-Investigator	John Collingsworth		Division/Group		
<b>6. Logistics Section:</b>			Division/Group		
Chief	Sherrie Hillman		Division/Group		
Deputy			<b>Air Operations Branch</b>		
<b>Support Branch</b>			Air Ops Branch Dir.		
Director			Helicopter Coordinator	Will Range (USCG)	
Supply Unit					
Facilities Unit			<b>8. Finance/Administration Section:</b>		
Ground Support Unit			Chief	FSC2	
<b>Service Branch</b>			Deputy		
Director			Time Unit	John Wayne	
Communications Unit	Rick Lewin		Procurement Unit		

## Unit 5: Planning Process

<b>1. Incident Name:</b> Cruise Ship HazMat Spill		<b>2. Operational Period:</b>		Date From: Aug 19 Time From: 0600	Date To: Aug 19 Time To: 1800
Medical Unit	LaVell Patton	Comp/Claims Unit			
Food Unit		Cost Unit		Mike Bannister	
<b>9. Prepared by:</b> Name: Walker Wetzel		Position/Title: PSC		Signature: 	
ICS 203	IAP Page <u>  2  </u>	Date/Time: 08-19-XX/0200			



## Unit 5: Planning Process

**Sample: Sample IAP (Page 4 of 9)**

### ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> Cruise Ship HazMat Spill		<b>2. Operational Period:</b> Date From: 08/19/XX      Date To: 08/19/XX Time From: 0600              Time To: 1800		<b>3.</b>
				<b>Branch:</b>
<b>4. Operations Personnel:</b> <u>Name</u>		<u>Contact Number(s)</u>		<b>Division:</b>
Operations Section Chief: Dan Campbell		Channel 11 & Channel 1		<b>Group:</b> Natural Resources Assessment
Branch Director: _____				<b>Staging Area:</b>
Division/Group Supervisor: Carol Cartright		Channel 11 & Channel 1		
<b>5. Resources Assigned:</b>				
Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Biotech Team 1	Bud Ricer	2	Channel 11	Shag Cove/0730 BC Docks/0600
NR Planning	Gail Irvington	3	Channel 11	
Biotech Team 2	Steve Taggart	2	Channel 11	Gustavis Airport/ 1100 Gustavis Airport/ 0700
<b>6. Work Assignments:</b>				
Develop contingency plans for the following: --Fuel spill while the vessel remains in Shag Cove. --Fuel spill during the movement of the vessel from Shag Cove out of the park. --Fuel spill in Bartlett Cove if the vessel is stored there. --Catastrophic structural failure of the vessel resulting in it sinking. Conduct ground survey of Shag Cove shore to determine extent, if any, that hazardous materials are reaching shore. Conduct aerial survey of the bay; map bird concentrations.				
<b>7. Special Instructions:</b>				
Complete a Unit Log. Debrief at the end of operational period.				
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment):				
<u>Name/Function</u>		<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>		
Command / Local		Freq: 166.200; System: NIFC; Chan: 1		
Command / Repeat		Freq: 166.500; System: NIFC; Chan: 5		
Status/Logistics / Local		Freq: 157.10; System: GLBA; Chan: 3		
Status/Logistics / Repeat		Freq: 166.500; System: NIFC; Chan: 5		
Group Tactical /		Freq: 167.200; System: NIFC; Chan: 11		
Ground to Air /		Freq: 168.575; System: GLBA; Chan: 8		
<b>9. Prepared by:</b> Name: Walker Wetzel		Position/Title: PSC		Signature:
ICS 204	IAP Page <u>4</u>	Date/Time: 08/09/XX / 0200		



**Unit 5: Planning Process**

**Sample: Sample IAP (Page 6 of 9)**

**INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)**

<b>1. Incident Name:</b> Cruise Ship HazMat Spill			<b>2. Date/Time Prepared:</b> Date: Time:				<b>3. Operational Period:</b> Date From:                      Date To: Time From:                      Time To:			
<b>4. Basic Radio Channel Use:</b>										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NA C	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	Command	NIFC	Command and General Staff and Group Supervisors	166.200					
	2	Local on YC	GLBA	Local on YC	168.825					Internal communications on YC
	3	Logistics	GLBA	Logistics	166.300					
	5	Tactical (through Repeater)	NIFC	Group Supervisors on YC	166.500					Communications between YC and ICP
	6	Tactical w/ USCG	GLBA	Command and USCG	157.100					Group Supervisors scan this frequency
	7	Tactical	GLBA	Investigation	166.600					
	8	Air-Ground	GLBA	Aircraft Observation Dispatch	168.575					Flight Following
	11	Tactical (through Repeater)	NIFC	NR Assessment Group	167.200					
<b>5. Special Instructions:</b>										
<b>6. Prepared by</b> (Communications Unit Leader): Name: Sherrie Hillman						Signature: 				
<b>ICS 205</b>			<b>IAP Page __6__</b>			Date/Time: 08-19-XX, 0200				

## Unit 5: Planning Process

**Sample: Sample IAP (Page 7 of 9)**

### MEDICAL PLAN (ICS 206)

<b>1. Incident Name:</b> Cruise Ship HazMat Spill		<b>2. Operational Period:</b> Date From:		Date To:			
		Time From:		Time To:			
<b>3. Medical Aid Stations:</b>							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
NPS EMT's	Cruise ship	xxx-xxx-xxxx	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
NPS – GLBA HQ	Bartlett Cove	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Gustavus Emergency Response	Gustavus	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>4. Transportation (indicate air or ground):</b>							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
Gustavus Emergency Response	Gustavus	xxx-xxx-xxxx	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
<b>5. Hospitals:</b>							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Bartlett Memorial	3260 Hospital Drive, Juneau	xxx-xxx-xxxx	1 hr	n/a	<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Special Medical Emergency Procedures:</b>							
<p>If necessary, a float plane will be dispatched from Glacier Bay Airways (697-2249 or 789-9009) and the victim will be flown to Juneau.</p> <p>Conduct GLBA Dispatch in the event of ANY injury.</p> <p><input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.</p>							
<b>7. Prepared by (Medical Unit Leader):</b> Name: Sherrie Hillman					Signature: 		
<b>8. Approved by (Safety Officer):</b> Name: Pam Alice					Signature: 		
ICS 206	IAP Page <u>7</u>	Date/Time: 08-19-XX/0200					



**Sample: Sample IAP (Page 9 of 9)**

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Weather  
August 18, XX

Temperature: 68 to 75 degrees  
Relative Humidity: 45 to 60 %  
Winds: east 5-10 knots  
Seas: 2 foot swells with moderate chop  
Sunrise: 0531 AKDT; Sunset: 2042 AKDT  
Tides: High at 1448 (+18.2); Low at 2059 (-1.1)

Weather  
August 19, XX

A moderate low pressure system is moving southerly from the Anchorage area and is expected to be in the Glacier Bay area by noon today.

Temperature: 60 to 65 degrees  
Relative Humidity: 60 to 75%  
Winds: west, 10 to 18 knots  
Seas: 3 foot swells with moderate to heavy chop  
Sunrise: 0534 AKDT; Sunset: 2040 AKDT  
Tides: Highs at 0256 (+18.7) and 1526 (+18.8); Lows at 0921 (-3.3) and 2143 (-1.8)

Weather  
August 20, XX

Continued strong winds and showers from midnight through most of the day. Winds gusty, seas will continue to have swells 3 to 5 feet with moderate chop.

Temperature: 62 to 65 degrees  
Relative humidity: 85 to 100%  
Winds: west to southwest, 15 to 20 knots with stronger gusts.  
Seas: 3 to 5 foot swells with moderate to heavy chop.  
Sunrise: 0536 AKDT; Sunset: 2037 AKDT  
Tides: Highs at 0342 (+18.3) and 1605 (+19.0); Lows at 1001 (-2.5) and 2029 (-1.9)



**Sample: Sample Operations Briefing Agenda**

A sample operations briefing agenda is included below. Use this sample agenda as a guide for the operations briefing (also known as the shift briefing).

<b>1. Situation Update</b>	
	The Planning Section Chief provides an update of the incident, including the: <ul style="list-style-type: none"><li>• Status of current tactical assignments.</li><li>• Response issues.</li><li>• New tactical assignments.</li><li>• Projections that may impact the next operational period.</li></ul>
<b>2. Plan Review</b>	
	The plan review may include last-minute “pencil” changes to the IAP and will include a discussion of each Division/Group Assignment Sheet and potential contingency plans. Each Division or Group Supervisor will have an opportunity to ask questions to clarify his or her assignment.
<b>3. Discussion of Logistical Support Details</b>	
	This item should include a review of Transportation, Communications, and Medical Plans, as well as plans for feeding and resting personnel.
<b>4. Review of Safety Message</b>	
	This item should cover the safety message and remind the Supervisors of the safety precautions that must be taken at the site.

Visuals

### Executing and Assessing the Plan

- Supervisors conduct team briefings with their assigned resources in order to implement operational assignments.
- Operations Section Chief assesses the IAP implementation, incident objectives, strategies, and tactics prior to the next operational period.

FEMA Visual 5.48 Planning Process

### Other Types of Meetings

- Strategy Meetings
- Team Meetings
- Section Meetings
- Team Closeout
- Public Meetings
- Special Planning Meetings
- Transition Meetings

FEMA Visual 5.49 Planning Process

Your Notes

### Applied Exercise

Follow instructions . . .

- Presented by instructors.
- Outlined on handouts.

FEMA Visual 5.50 Planning Process

### Summary (1 of 3)

Are you now able to:

- Identify the importance of planning for incidents/events?
- Explain the differences between planning for incidents and events?
- Discuss major planning steps including logistical concerns, cost-benefit analysis, understanding the situation, developing and implementing the plan, and evaluating the plan?
- Explain the criteria for determining when the Incident Action Plan (IAP) should be prepared in writing?

FEMA Visual 5.51 Planning Process

Your Notes

### Visuals

#### Summary (2 of 3)

Are you now able to:

- Describe the role and use of ICS forms and supporting materials included in an IAP for effective incident/event management?
- Describe the strategy meeting, tactics meeting, planning meeting, operational period briefing, and team meeting?
- Given a scenario, describe appropriate strategies and tactics to meet incident objectives?
- Conduct a tactics meeting and complete an ICS 215, Operational Planning Worksheet, and ICS 215A, Incident Action Plan Safety Analysis, using the strategies and tactics from the scenario?



Visual 5.52  
Planning Process

#### Summary (3 of 3)

Are you now able to:

- Describe how ICS 215A is used with ICS 215 to mitigate hazards in tactical operations?
- Recognize agency-specific aviation policies and procedures as they relate to safety?
- Participate in a planning meeting using the planning process and develop a written IAP for an incident/event using the appropriate ICS forms and supporting materials?
- Using the IAP, conduct an operational period briefing?



Visual 5.53  
Planning Process

### Your Notes

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## **UNIT 6: INCIDENT RESOURCE MANAGEMENT**

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### Visuals

**Unit 6:**  
**Incident Resource Management**



Visual 6.1  
Incident Resource Management

FEMA

### Unit Objectives (1 of 2)

- Identify and describe basic principles of resource management.
- Identify the basic steps involved in managing incident resources.
- Identify key considerations associated with resource management and the reasons for each.
- Describe how ICS Form 215, Operational Planning Worksheet, is used to manage incident or event resources.

Visual 6.2  
Incident Resource Management

FEMA

### Your Notes

### Unit Objectives (2 of 2)

- Identify the organizational elements at the incident that can order resources.
- Describe the differences between single-point and multipoint resource ordering and the reasons for each.

Visual 6.3  
Incident Resource Management

FEMA

### NIMS Resource Management Principles

- **Planning:** Preparedness organizations should work together before an incident to develop plans for managing and using resources.
- **Use of Agreements:** Mutual aid agreements should be established for resource sharing.
- **Categorizing Resources:** Resources should be categorized by size, capacity, capability, skill, or other characteristics to make resource ordering and dispatch more efficient.
- **Resource Identification and Ordering:** Standard processes and methods to identify, order, mobilize, dispatch, and track resources should be used.
- **Effective Management of Resources:** Validated practices should be used to perform key resource management tasks.

Visual 6.4  
Incident Resource Management

FEMA

### Your Notes

Visuals

Resource Management Practices

- **Safety:** Resource actions at all levels of the organization must be conducted in a safe manner.
- **Personnel Accountability:** All resources will be fully accounted for at all times.
- **Managerial Control:** Performance and adequacy of the current Incident Action Plan must be assessed and adjusted continually. Direction is always through the chain of command.
- **Adequate Reserves:** Adequate reserves must be maintained to meet anticipated demands.
- **Cost:** Objectives must be achieved through cost-effective strategy selection, and selection of the right kind, type, and quantity of resources.



Incident Resource Management Process



Your Notes

Inventory



Credentialing

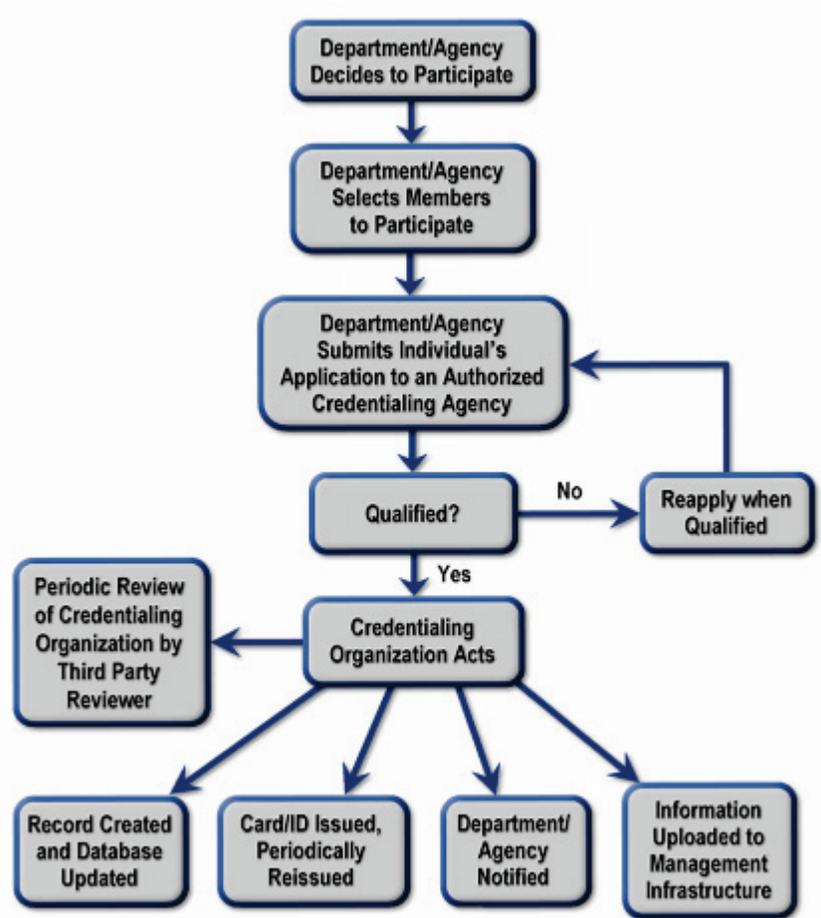
- An objective evaluation of a person's qualifications to meet nationally accepted minimum standards.
- A separate process from badging, which takes place at an incident scene.



Your Notes

**Job Aid: Credentialing**

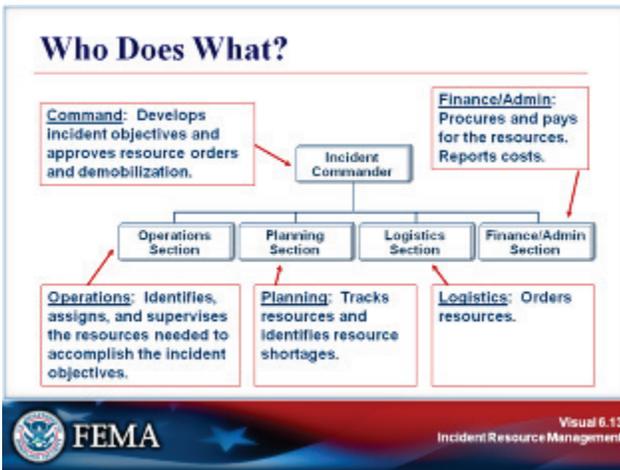
The following figure summarizes the NIMS credentialing process.



Source: NIMS document



Visuals



### Authority To Order Resources

- **Approving Orders:** The Incident Commander approves all resource orders.
- **Placing Orders:** The Incident Commander, Logistics Section Chief, and Supply Unit Leader are authorized to place orders.

FEMA Visual 6.14 Incident Resource Management

Your Notes

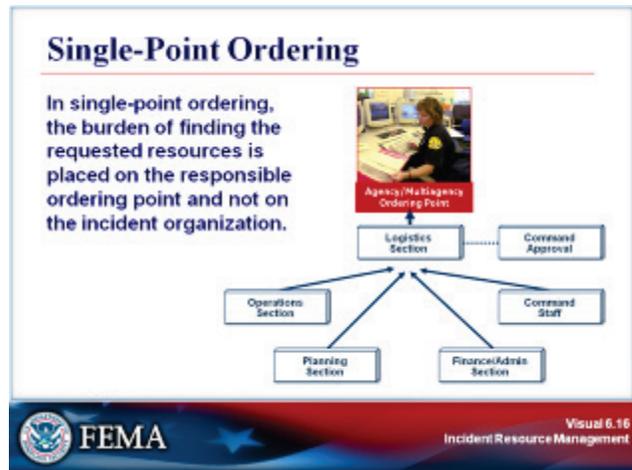
### Resource Ordering: Small Incidents

On smaller incidents, where only one jurisdiction or agency is primarily involved, the resource order is typically:

- Prepared at the incident,
- Approved by the Incident Commander, and
- Transmitted from the incident to the jurisdiction or agency ordering point.

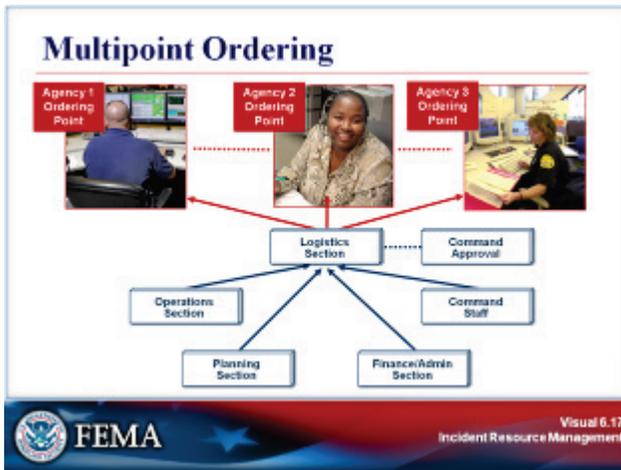
Incident Site

FEMA Visual 6.15 Incident Resource Management



Your Notes

Visuals



### Review: Single-Point vs. Multipoint Ordering

What are the advantages of single-point ordering?

Under what circumstances would you use multipoint ordering?

The slide features two blue speech bubbles on a white background. The top bubble asks, 'What are the advantages of single-point ordering?' and the bottom bubble asks, 'Under what circumstances would you use multipoint ordering?'. The FEMA logo and 'Visual 6.18 Incident Resource Management' are at the bottom.

Your Notes

### Resource Orders: Information Elements (1 of 2)

- Incident name
- Order and/or request number (if known or assigned)
- Date and time of order
- Quantity, kind, and type
- Special support needs (as appropriate)

The slide includes a photo of a man in a white shirt talking on a mobile phone while looking at a document. The FEMA logo and 'Visual 6.19 Incident Resource Management' are at the bottom.

### Resource Orders: Information Elements (2 of 2)

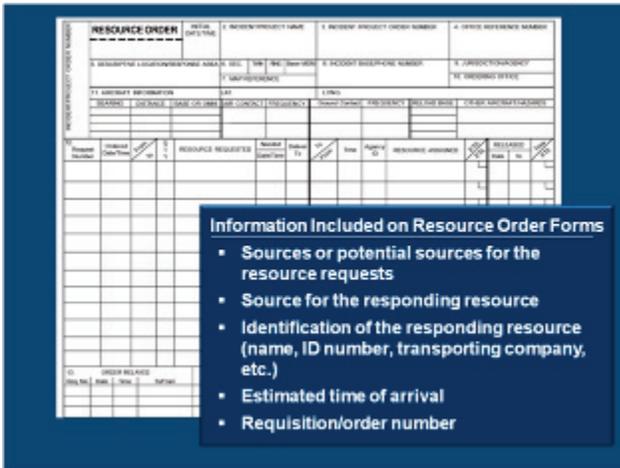
- Reporting location (specific)
- Requested time of delivery (specific, immediate vs. planned, not ASAP)
- Radio frequency to be used
- Person/title placing request
- Callback phone number or radio designation

The slide includes a photo of a man in a white shirt looking at a document. The FEMA logo and 'Visual 6.20 Incident Resource Management' are at the bottom.

Your Notes

# Unit 6: Incident Resource Management

## Visuals



**Information Included on Resource Order Forms**

- Sources or potential sources for the resource requests
- Source for the responding resource
- Identification of the responding resource (name, ID number, transporting company, etc.)
- Estimated time of arrival
- Requisition/order number



### Your Notes

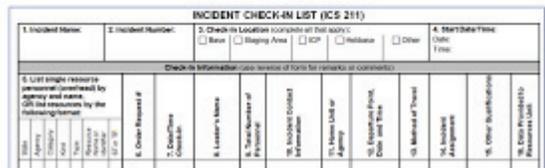
### Check-In Process (1 of 2)

Where and how do you check in to an incident?



FEMA Visual 6.23 Incident Resource Management

### Check-In Process (2 of 2)



- ICS Form 211, Check-In List, is used to document the check-in process.
- Check-in recorders report check-in information to the Resources Unit.

FEMA Visual 6.24 Incident Resource Management

### Your Notes

**Unit 6: Incident Resource Management**

Sample: ICS Form 211

**Incident Check-In List, ICS Form 211**

<b>1. Incident Name:</b>					<b>2. Incident Number:</b>					<b>3. Check-In Location</b> (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other					<b>4. Start Date/Time:</b> Date: _____ Time: _____				
<b>Check-In Information</b> (use reverse of form for remarks or comments)																			
<b>5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:</b>								<b>6. Order Request #</b>	<b>7. Date/Time Check-In</b>	<b>8. Leader's Name</b>	<b>9. Total Number of Personnel</b>	<b>10. Incident Contact Information</b>	<b>11. Home Unit or Agency</b>	<b>12. Departure Point, Date and Time</b>	<b>13. Method of Travel</b>	<b>14. Incident Assignment</b>	<b>15. Other Qualifications</b>	<b>16. Data Provided to Resources Unit</b>	
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF													
ICS 211		<b>17. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____																	

Visuals

### Check-In Information

The following check-in information is used for tracking, resource assignment, and financial purposes:

- ✓ Date and time of check-in
- ✓ Name of the resource
- ✓ Home unit or agency
- ✓ Departure point, date, and time
- ✓ Order request number
- ✓ Crew Leader name and number of personnel
- ✓ Other qualifications
- ✓ Travel method
- ✓ Incident assignment

FEMA Visual 6.25 Incident Resource Management

### Assignment of Resources

The diagram illustrates the flow of incoming resources. At the top, 'Incoming resources' are shown with images of a fire truck, a helicopter, and a person. Three arrows point down to three options: 'Assigned Directly to Supervisor' (with an image of firefighters), 'Assigned to Staging Area' (with an image of a fire truck), and 'Assigned to Base or Camp' (with an image of a tent area). The options are separated by 'or'.

FEMA Visual 6.26 Incident Resource Management

Your Notes

### Direct Assignment to Supervisor

- On fast-moving or rapidly expanding incidents, tactical resources may report immediately to Divisions or Groups.
- In direct assignments, tactical resources report in with a designated Supervisor.
- Formal check-in must take place when the resources are in the Staging Areas or are out-of-service.

FEMA Visual 6.27 Incident Resource Management

### Assignment to Staging Area

Assignments to Staging Areas occur when:

- Resources are to be assigned during the current operational period.
- Resources are needed to provide a reserve force for contingencies.
- Single resources need to be formed into Task Forces and/or Strike Teams prior to assignment.

FEMA Visual 6.28 Incident Resource Management

Your Notes

Visuals

### Staging Area Managers

The Operations Section Chief must brief the Staging Area Manager(s) about:

- Expected number, kind, and type of resources.
- Communications to be used.
- Minimum resource levels that should be maintained.
- Procedures for obtaining additional resources.
- Expected duration for use of the Staging Area.
- Procedures for obtaining logistical support.



### Resources in Staging Areas

What are some concerns that the Operations Section Chief must be aware of if resources are in the Staging Area for long periods?



Your Notes

### Assignment to Base or Camp

- Often done when the tactical resources are not scheduled for use during the current operational period.
- For resources that have traveled some distance, being in an out-of-service status allows briefings and a rest period.



### Incident Resource Management Process



Your Notes

### Visuals

#### Accounting for Responders

- As responders arrive, they must be separated from spectators, self-dispatched personnel, and victims by securing a perimeter around the incident.
- The perimeter allows the organization to:
  - Establish personnel accountability.
  - Control access.
  - Ensure safety of the public.
  - Establish a working environment for responders that is as safe and secure as possible.



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Visual 6.33  
Incident Resource Management

#### Incident Security



Incident security requires:

- Distinguishing agency personnel who have been dispatched from those who self-dispatched.
- Identifying and credentialing officially dispatched mutual aid resources.
- Establishing controlled points of access for authorized personnel.



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Visual 6.34  
Incident Resource Management

### Your Notes

#### Tracking Resources: Responsibilities

Resource tracking responsibilities are shared as follows:

- **Planning Section** is responsible for tracking all resources assigned to the incident and their status (assigned, available, out of service).
- **Operations Section** is responsible for tracking the movement of resources within the Operations Section itself.
- **Finance/Administration Section** is responsible for ensuring the cost-effectiveness of resources.



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Visual 6.35  
Incident Resource Management

#### Review: Tactical Resources Status



**Assigned:** Currently working on an assignment under the direction of a supervisor.

**Available:** Ready for immediate assignment and has been issued all required equipment.

**Out of Service:** Not available or ready to be assigned (e.g., maintenance issues, rest periods).



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Visual 6.36  
Incident Resource Management

### Your Notes

**Visuals**

### Resource Status

Change in resource status:

- May be made by the Incident Commander, Operations Section Chief, Branch Director, or Division/Group Supervisor.
- Must be communicated to the Resources Unit or other appropriate element if the change lasts more than a few minutes.



Visual 6.37  
Incident Resource Management

### Resource Status-Keeping Systems

- Manual recordkeeping on ICS forms
- Card systems
- Magnetic symbols on maps or status boards
- Computer systems



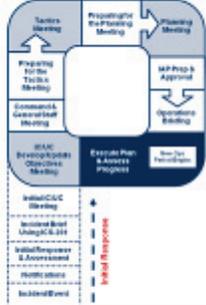
Visual 6.38  
Incident Resource Management

**Your Notes**

### Monitoring and Assessing Resources

Resource use is:

- Monitored on an ongoing basis.
- Assessed before objectives are set for the next operational period.



Visual 6.39  
Incident Resource Management

### Resource Evaluation

Resources should be evaluated:

- On an ongoing basis as part of resource monitoring.
- At demobilization, upon the achievement of the assigned tactical objectives.
- During after-action reporting.



Visual 6.40  
Incident Resource Management

**Your Notes**

### Visuals

#### Management Actions & Poor Performance

Management practices may be the underlying cause of poor incident outcomes:

- Incident objectives, strategies, or tactics are unrealistic or poorly defined.
- The wrong resource was allocated for the assignment.
- There are inadequate tactical resources, logistical support, or communications.
- The resource is not trained or properly equipped for the assignment.
- Conflicting agency policies or procedures prevent the resource from carrying out the assignment.



#### Activity: Improving Performance Effectiveness

##### Instructions:

1. Working as a team, review your assigned problem statement.
2. Answer the following questions:
  - What is the cause of the performance problem?
  - Who in the Command and General Staff need to address the problem?
  - What are some strategies for preventing or solving this problem?
3. Select a spokesperson and be prepared to present your work in 15 minutes.



### Your Notes

Complete the activity before proceeding.

### Activity: Improving Performance Effectiveness

---

On a recent incident, the following performance issues have arisen.

**Performance Issue #1:** A local volunteer organization has personnel assigned to the Logistics Section to assist in providing meals to responders. One volunteer arrived for work visibly impaired, and informed his coworkers that he had “just a couple of drinks to relax” before coming to work.

**Strategy:**

**Performance Issue #2:** Resource tracking is poor. Check-In Recorders are providing incomplete or inaccurate information from responding resources. Some resources have evidently responded, worked, and gone home without ever having checked in. Additionally, resources obtained through a mutual aid agreement that are no longer needed remain at the incident site.

**Strategy:**

**Performance Issue #3:** Evacuation Division B is using non-uniformed personnel to deliver evacuation instructions door-to-door within the community. Compliance with the evacuation order is very poor, and 911 has been deluged with calls from the affected public asking if the evacuation order is official.

**Strategy:**

### Activity: Improving Performance Effectiveness (Continued)

---

**Performance Issue #4:** A police officer at a traffic control point was struck by a motorist and received minor injuries. She was taken to the hospital by a witness to the accident, treated, and released. The first that incident management staff hear of the problem is when asked by the media at a press conference.

**Strategy:**

**Performance Issue #5:** Self-dispatched resources are arriving at the Staging Area. In the confusion, several of these resources who were assigned to Task Forces now appear to lack the skills needed to operate equipment or execute orders.

**Strategy:**

**Performance Issue #6:** The 5 o'clock news features a prominent interview with an incident responder at the Staging Area. The responder is not a member of the Public Information staff and has not been given an active assignment (or even seen the actual scene of the train wreck), but is waxing eloquently about how poorly the incident is being managed.

**Strategy:**



### Visuals

#### Summary (1 of 2)

Are you now able to:

- Identify and describe basic principles of resource management?
- Identify the basic steps involved in managing incident resources?
- Identify key considerations associated with resource management and the reasons for each?
- Describe how ICS Form 215, Operational Planning Worksheet, is used to manage incident or event resources?



Visual 6.47  
Incident Resource Management

#### Summary (2 of 2)



Are you now able to:

- Identify the organizational elements at the incident that can order resources?
- Describe the differences between single-point and multipoint resource ordering and the reasons for each?



Visual 6.48  
Incident Resource Management

### Your Notes

Your Notes

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**UNIT 7: DEMOBILIZATION, TRANSFER OF COMMAND, AND CLOSEOUT**

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### Visuals

**Unit 7:**  
**Demobilization,  
Transfer of  
Command,  
and Closeout**



Visual 7.1  
Demobilization, Transfer of Command,  
and Closeout

FEMA

**Unit Objectives (1 of 2)**

- Describe the importance of demobilization planning.
- Identify the impact of agency-specific policies, procedures, and agreements upon demobilization planning.
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the Demobilization Plan and list their duties.

Visual 7.2  
Demobilization, Transfer of Command,  
and Closeout

FEMA

### Your Notes

**Unit Objectives (2 of 2)**

- List the major sections in a Demobilization Plan.
- Identify the need for transfer of command or closeout.
- Identify the process involved in a closeout meeting.

Visual 7.3  
Demobilization, Transfer of Command,  
and Closeout

FEMA

**Demobilization**

Demobilization:

- Is the release and return of resources that are no longer required.
- May occur at any time during or after the incident/event.



Visual 7.4  
Demobilization, Transfer of Command,  
and Closeout

FEMA

### Your Notes

## Unit 7: Demobilization, Transfer of Command, and Closeout

### Job Aid: Demobilization

After the incident is controlled and tactical resources are beginning to be released, the incident management organization should begin to monitor the number of support and management staff that are assigned. Below are some typical workload considerations to consider when planning for demobilization.

<b>Position</b>	<b>Demobilization Considerations</b>
<b>Public Information Officer</b>	Press interest may taper off toward the end of the incident, especially when tactics turn from life safety to cleanup. As the incident demobilizes, the need for interagency coordination of information may also decline. While it is important that the press continue to have a contact at the incident, it may be possible for the Public Information Officer to scale back operations.
<b>Safety Officer</b>	As the number of tactical operations at an incident decreases, the demand on the Safety Officer will also decline. However, some incidents require post-incident debriefings that will require the input of the Safety Officer. While the workload may level out, it may remain until the end of the incident.
<b>Liaison Officer</b>	As cooperating and assisting agency resources are demobilized, the Liaison Officer's job will become less complex. The Liaison Officer is also likely to be involved in interagency post-incident review activities that may require continued presence at the incident and involvement after final demobilization.
<b>Operations Section</b>	The Operations Section Chief should be able to reduce support staff such as Deputies and Staging Area Managers as the Operations Section is demobilized.
<b>Planning Section</b>	In the Planning Section, the later workload falls on the Demobilization and Documentation Units. The Demobilization Unit will develop the Demobilization Plan and monitor its implementation. The Documentation Unit will package all incident documentation for archiving with the responsible agency or jurisdiction. Both of these processes are finished late in the incident.
<b>Logistics Section</b>	The Supply Unit and the Facilities Unit play major roles as the incident winds down. The Facilities Unit will need to demobilize the incident facilities, such as the Command Post and incident Base. The Supply Unit must collect, inventory, and arrange to refurbish, rehabilitate, or replace resources depleted, lost, or damaged at the incident.
<b>Finance and Administration Section</b>	Many of the activities of the Finance and Administration Section continue well after the rest of the organization has been demobilized. Much of the paperwork needed to document an incident is completed during or after demobilization.

Visuals

### Demobilizing Nonexpendable and Expendable Resources

Nonexpendable Resources	Expendable Resources
<ul style="list-style-type: none"><li>Account for resources returned.</li><li>Restore resources to functional capability.</li><li>Replace broken and/or lost items.</li></ul>	<ul style="list-style-type: none"><li>Account for resources used.</li><li>Reimburse for expendable items used.</li><li>Return and restock items.</li></ul>



Visual 7.5  
Demobilization, Transfer of Command, and Closeout

### Demobilization Challenges

What challenges are related to demobilization?



Visual 7.6  
Demobilization, Transfer of Command, and Closeout

Your Notes

### Demobilization Planning Benefits



Demobilization planning helps to:

- Ensure a safe, controlled, efficient, and cost-effective release process.
- Eliminate waste.
- Eliminate potential fiscal and legal impacts.

Visual 7.7  
Demobilization, Transfer of Command, and Closeout

### Agency Policies and Procedures

Demobilization policies and procedures depend on the size of the incident and may involve:

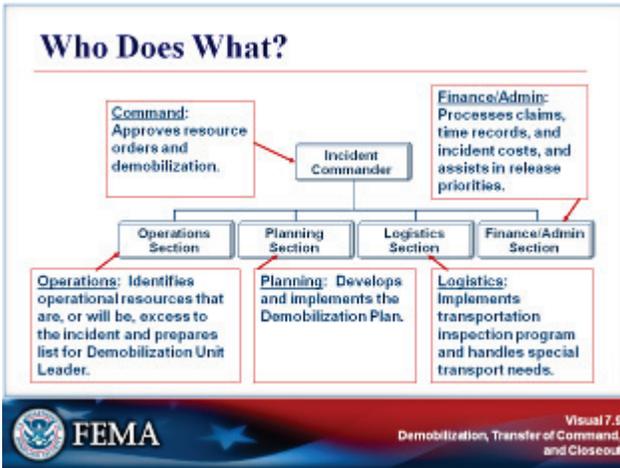
- Fiscal/legal policies and procedures.
- Work rules.
- Special license requirements.
- Other requirements.



Visual 7.8  
Demobilization, Transfer of Command, and Closeout

Your Notes

**Visuals**



### Demobilization Plan: Information Needs

What Information Is Needed?	Who Provides?
Excess resources; release priorities	All Supervisors and Managers
Plan development; resource information; demobilization process	Planning Section
Continuing needs for tactical resources	Operations Section
Transportation availability; communications; maintenance	Logistics Section
Claims, time records, and costs of individual resources that are a factor in release	Finance/Admin Section
Agreements regarding other agency resources	Liaison Officer
Physical condition of personnel; physical needs; adequacy of transportation	Safety Officer
Return and reassignment of resources	Agency Dispatch/Ordering Centers

FEMA Visual 7.10 Demobilization, Transfer of Command, and Closeout

**Your Notes**



View the sample plan on the next page.

**Your Notes**

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**Sample Demobilization Plan (Page 1 of 5)**

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**NORTH SMITHMAN INCIDENT**

<b>Prepared by</b>	_____	_____
	<b>Planning Section Chief</b>	<b>Date</b>
<b>Approved by</b>	_____	_____
	<b>Logistics Section Chief</b>	<b>Date</b>
<b>Approved by</b>	_____	_____
	<b>Operations Section Chief</b>	<b>Date</b>
<b>Approved by</b>	_____	_____
	<b>Finance Section Chief</b>	<b>Date</b>
<b>Approved by</b>	_____	_____
	<b>Supervisor-Expanded Dispatch</b>	<b>Date</b>
<b>Approved by</b>	_____	_____
	<b>Incident Commander</b>	<b>Date</b>

---

**Sample Demobilization Plan (Page 2 of 5)**

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The Demobilization Plan contains five (5) sections:

1. **General Information**
2. **Responsibilities**
3. **Release Priorities**
4. **Release Procedures**
5. **Travel Information**

**1. GENERAL INFORMATION**

The demobilization process at the North Smithman Incident will require coordination with the Unified Command Team and the Expanded Dispatch function. All resources with their own transportation must meet rest/work guidelines prior to driving.

All releases from the Smithman Incident will be initiated in the Demob Unit after Incident Commander approval. The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel during the time it takes to process all of the releases in a safe and efficient manner. No resources are to leave the Incident until authorized to do so. At this time, no off-Incident Demob Center will be activated. The Logistics Section will provide for all necessary transportation of released personnel and equipment. The Demob Unit will arrange for any needed flight arrangements through Expanded Dispatch.

The following are general guidelines to be followed for resources that are leaving the Incident.

- A. No person will be released without having a minimum of eight (8) hours rest, unless specifically approved by the IC.
- B. All Federal resources must be able to arrive at their home base prior to 2200 (10 PM). Other agencies and cooperators must meet individual agency regulations pertaining to rest and travel.
- C. All Party Chiefs, Crew Supervisors, and Strike Team Leaders will be thoroughly briefed prior to leaving the Incident. Briefing to include: 1. method of travel, 2. passengers (if any), 3. destination, 4. ETD Camp/ETA home base, and 5. transportation arrangements.

All personnel returning home on commercial aircraft will be showered and wear clean clothing.

To prevent delays and work overloads, Logistics and Finance will be notified as soon as possible when surplus resources are to be Demobed. (Demob will try to advise the two Units 24 hours in advance.) Notification of Incident personnel will be by posting of "Tentative Releases" 12 hours in advance. Crew Supervisors may also be paged when the Demob process is to begin.

If applicable, all oversize vehicles (e.g., transports) MUST have appropriate permits to comply with State vehicle codes.

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**Sample Demobilization Plan (Page 3 of 5)**

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Performance Ratings are required for:

- Trainees
- Outstanding performance
- Deficient performance
- By personal request

All firefighting apparatus, rental equipment, and crew transport will have a vehicle inspection (Safety Check) at Ground Support prior to returning to their home unit or new assignment location. Pickups, sedans, and vans will also have a safety check by the Ground Support Unit before departing the Incident Base.

## **2. RESPONSIBILITIES**

Functional heads (i.e., Section Chiefs and Unit Leaders) are responsible for determining resources surplus to their needs and submitting lists to the Demob Unit Leader.

The Demob Unit Leader is responsible for:

- Compiling “Tentative” and “Final” Release sheets. (Any Incident-formed Strike Teams and Task Forces must be disbanded before Incident Commander approval and release from the Incident.)
- Making all notifications to Incident and off-Incident personnel regarding tentative and final releases (includes Tanker and Helibases).
- Making sure that all signatures are obtained on the Demob Checkout form.
- Monitoring the Demob process and making any adjustments in the process.

The Incident Commander is responsible for:

- Establishing the release priorities through consultation with Unified Command.
- Reviewing and approving all tentative release lists.

The Logistics Section Chief is responsible for ensuring through:

- Facilities—that all sleeping and work areas are cleaned up before personnel are released.
- Supply—that all non-expendable property items are returned or accounted for prior to release.
- Ground Support—that there will be adequate ground transportation during the release process and that vehicles are inspected.
- Communications—that all radios have been returned or are accounted for.
- Food Unit—that there will be adequate meals for those being released and for those remaining in camp.

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**Sample Demobilization Plan (Page 4 of 5)**

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The Finance Section Chief is responsible for:

- Completion of all time and equipment reports for released personnel.
- Notification(s) for any ADO payoff(s).

The Planning Section Chief is responsible for managing duration of assignment policy for the Incident Commander.

Expanded Dispatch is responsible for:

- Reviewing tentative releases and notifying the Demob Unit Leader with release approvals, reassignments, and air travel information.
- Coordinating with the Rocky Mountain Coordination Center.

### **3. RELEASE PRIORITIES**

The following release priorities have been established by the Unified Command Team:

1. Initial attack or local cooperators
2. Type 1 Crews
3. Non-local engines, crews, and overhead
4. Other local resources

Crews from other Regions will be grouped for demob when possible. Emergency situations will arise and will be handled expeditiously. Clearance for emergency demob is to be approved by the appropriate Section Chief, IC, or Agency Representative.

### **4. RELEASE PROCEDURES**

Critical resources will be identified on the Daily Incident Commander conference calls. These resources will be listed in the Unified Command Action Plan and these resources cannot be released from the Incident without Unified Command approval.

All resources requiring airline travel must be submitted to Expanded Dispatch 36 hours in advance of planned travel. All other resource surpluses should be forwarded to Expanded Dispatch 24 hours in advance of planned release. Demob will also give Ground Support lead time to arrange for ground transportation for crews and individuals needing transportation.

Functional heads will identify surpluses within their units and submit a list (or lists) to the Demob Unit Leader in the Planning Section. The Demob Unit will combine lists and form a "Tentative Release" list to be submitted to the Incident Commander for review and approval. Demob will work with the Resources Unit so that the resource status board can be kept up to date.

### Sample Demobilization Plan (Page 5 of 5)

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After Incident Commander approval, Demob will notify Expanded Dispatch of the tentative releases for their concurrence. When concurrence is obtained from Expanded Dispatch, the Demob Unit Leader will:

- Prepare transportation manifests.
- Notify personnel to be released.
- Give crew leaders or individuals the final release form and briefing.

Crew leaders or individuals will take the ICS Form 221, Demobilization Check-Out form, to:

- Communications Unit Leader (if radio equipment has been issued)
- Facilities Unit Leader (to be sure sleeping area is clean)
- Supply Cache (to return all non-expendable property)
- Ground Support (for vehicle inspections)
- Finance (for time)
- Demob (last stop for final departure times and documentation)

The Demob Unit will:

- Notify the Resources Unit so that "T" card information is complete.
- Notify Expanded Dispatch of ETD, ETA, destination, and travel arrangements.
- Collect and send all Demob paperwork to the Documentation Unit.

## 5. TRAVEL INFORMATION

All resources will meet work/rest requirements prior to being released from the incident. Crews traveling on commercial aircraft will be given time to shower and dress in clean clothes. Any heavy or oversize equipment MUST have appropriate permits and follow any limitations on the movement of their equipment on public highways. All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel. Incident Demob will notify Expanded Dispatch when a resource is released, so the home Forest/Agency can be advised with an ETA. It will then be up to the sending Forest/Agency to keep track of released resources and report back if there are any problems or if more information is needed.

### Incident Phone Numbers

North Smithman Demob: XXX-XXX-XXXX      Expanded Dispatch: XXX-XXX-XXXX

Individual resources are to notify either the North Smithman Incident or Expanded Dispatch at the above numbers and their home unit dispatcher if significant delays occur en route to their next destination.

**Visuals**

**Activity: Reviewing the Demobilization Plan**

**Instructions:** Working as a team:

1. Review the sample Demobilization Plan for the cruise ship hazmat incident found in your Student Manuals.
2. Next, determine whether the five elements required for a Demobilization Plan are adequately addressed in the sample.
3. Record your work on chart paper as follows:

Strengths	Areas for Improvement
-----------	-----------------------

4. Select a spokesperson and be prepared to present your work in 10 minutes.

 **FEMA**  Visual 7.12  
Demobilization, Transfer of Command,  
and Closeout

Complete the activity before proceeding.

**Your Notes**

**Activity: Reviewing the Demobilization Plan**

**Sample Demobilization Plan  
Cruise Ship HazMat Incident (Page 1 of 2)**

**General Information**

- No incident resources will be demobilized until authorized.
- Logistics Section Chief will provide transportation to final destination, if required.
- Personnel being released from the incident will be required a minimum 4 hours rest prior to demobilization. *Any delineation from the required rest will be at the discretion of the Incident Commander.*
- Plans Section Chief will brief all unit leaders on the Demobilization Plan

**Responsibilities**

- Each section chief will identify excess resources on a daily basis by 1800 hours each day.
- Plans Section Chief will advise the IC of excess resources daily.
- The incident Commander will approve the release of those resources.
- The Logistics Section Chief will arrange transportation, if necessary.
- Each unit leader is responsible for calling the Yorktown ICP upon arrival at final destination (*see directory*).
- The Resource Unit Leader will provide a recorder to the Demob Unit

**Release Priority**

- USCG helicopter and crew will be demobilized first, if possible
- Any other USCG elements
- Any East or Central based NPS crews
- West Coast crews
- Any other NPS resources

**Release Procedures**

- Plans Section Chief or Demob Unit will prepare manifests and notify personnel to be released
- Plans Section Chief will provide ICS 221 (*Demobilization Checkout*) with copy of transportation manifest and briefing on travel arrangements
- Inform unit leaders that they will go through the following:
  - Logistics Section Chief to turn in expendable and non-expendable equipment
  - Time Recorder to ensure all time is turned in
  - Sign affidavit to certify that no undocumented injuries have occurred
  - Documentation Unit to turn in all logs (ICS-214), evaluations, and completed ICS-221

**Activity: Reviewing the Demobilization Plan**

**Sample Demobilization Plan  
Cruise Ship HazMat Incident (Page 2 of 2)**

<u>Directory</u>	
YC ICP	XXX-XXX-XXXX
YC Helibase	XXX-XXX-XXXX
NPS Dispatch, GB	XXX-XXX-XXXX
USCG HQ, Juneau	XXX-XXX-XXXX

**Visuals**

### ICS Form 211, Demobilization Check-Out

ICS Form 221 ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident.

DEMobilIZATION CHECK-OUT (ICS 221)			
1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: Time:		5. Order Request Number:	
4. Resource or Personnel Released:			
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). L: _____ S: _____			

**FEMA** Visual 7.13 Demobilization, Transfer of Command, and Closeout

### Stabilizing or De-Escalating Incidents



When an incident stabilizes or de-escalates:

- The need for incident management may also be reduced.
- A transfer of command should be considered.

**FEMA** Visual 7.14 Demobilization, Transfer of Command, and Closeout

**Your Notes**

### Review: Transfer of Command

What steps must the incoming Incident Commander take before assuming command?



**FEMA** Visual 7.15 Demobilization, Transfer of Command, and Closeout

### Steps in Assuming Command

Incoming IC (Assuming)	Outgoing IC (Transferring)
Assess situation with current IC.	Assess situation with incoming IC.
Receive briefing.	Deliver briefing.
Determine appropriate time for transfer of command.	Determine appropriate time for transfer of command.
Notify others of change in command.	Notify others of change in command.
Reassign or demobilize current IC.	Accept new assignment or demobilize.

**FEMA** Visual 7.16 Demobilization, Transfer of Command, and Closeout

**Your Notes**

Visuals

### Transfer of Command Briefing Checklist



- ✓ Situation and Prognosis
- ✓ Resources Remaining and Status
- ✓ Areas of Concern (political, community interest, etc.)
- ✓ Logistical Support Needed or Retained
- ✓ Turnover of Appropriate Incident Documentation

FEMA Visual 7.17 Demobilization, Transfer of Command, and Closeout

### Incident Command and Closeout



The Incident Commander position will remain staffed until the absolute conclusion of the incident and the “closing out.”

FEMA Visual 7.18 Demobilization, Transfer of Command, and Closeout

Your Notes

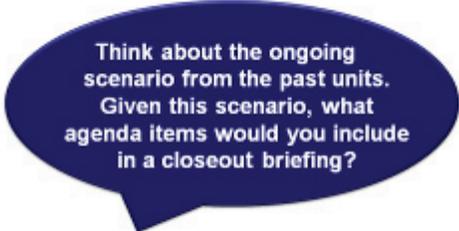
### Closeout Briefing

A closeout briefing includes the following information:

- Incident summary
- Major events that may have lasting ramifications
- Documentation, including components that are not finalized
- Opportunity for the agency officials to bring up concerns
- Final evaluation of incident management by the agency executive/officials

FEMA Visual 7.19 Demobilization, Transfer of Command, and Closeout

### Closeout



Think about the ongoing scenario from the past units. Given this scenario, what agenda items would you include in a closeout briefing?

FEMA Visual 7.20 Demobilization, Transfer of Command, and Closeout

Your Notes

**Visuals**

**Team Closeout Meeting**

- Incident Management Teams or other teams may hold a closeout meeting to discuss team performance.
- These meetings may result in a “lessons learned” summary report.



**Conducting an After-Action Review**

An after-action review answers the following questions:

- What did we set out to do?
- What actually happened?
- Why did it happen?
- What are we going to do differently next time?
- Are there lessons learned that should be shared?
- What followup is needed?



**Your Notes**

View the job aid on the next page.

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**Job Aid: Conducting an After-Action Review**

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**After-Action Review (AAR) Tips**

**Overall Tips**

- Schedule an After-Action Review (AAR) as soon after the incident as possible.
- Keep it short and focused.
- Focus on WHAT, not WHO.
- Establish clear ground rules: encourage candor and openness (this is dialog—not lecture or debate); focus on items that can be fixed; keep all discussions confidential.
- Use a skilled facilitator to conduct the AAR.

**AAR Process Steps**

Use the following questions to facilitate the AAR process:

**1. What did we set out to do?**

- Establish the facts.
- Determine purpose of the mission and definition of success:
  - Identify key tasks involved.
  - Specify conditions under which each task may need to be performed (weather, topography, time restrictions, etc.).
  - Define acceptable standards for success (explain what “Right” looks like).

**2. What actually happened?**

- Continue to establish the facts.
  - Participants should come to agreement on what actually happened.
  - Pool multiple perspectives to build a shared picture of what happened.

**3. Why did it happen?**

- Analyze cause and effect.
  - Focus on WHAT, not WHO.
  - Provide progressive refinement for drawing out explanations of what occurred. This will lead into developing possible solutions.

**4. What are we going to do differently next time?**

- Solutions will arise naturally once problems are identified and understood.
  - Focus on items you can fix, rather than external forces outside of your control.
  - Identify areas where groups are performing well and that should be sustained. This will help repeat success and create a balanced approach to the AAR.

Areas To Sustain/Maintain Strengths:

Areas To Improve:

**5. Are there lessons learned that should be shared immediately?**

- Identify the process for sharing lessons learned.
  - Option 1: Document the Issue, Discussion, Recommendation
  - Option 2: Document the Concept of the Operation, Results, Trends, Recommendation
- Determine and describe the most notable successes from the incident.
- Determine and describe the most difficult challenges faced and how they were overcome.

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**Job Aid: Conducting an After-Action Review (Continued)**

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**6. What followup is needed?**

- Be specific about actions, timelines, and responsibilities.
  - What changes, additions, or deletions are recommended to SOPs, plans, or training?
  - What issues were not resolved to your satisfaction and need further review?

Visuals

### Applied Exercise



Follow instructions . . .

- Presented by instructors.
- Outlined on handouts.

 FEMA Visual 7.23  
Demobilization, Transfer of Command,  
and Closeout

### Summary (1 of 2)

Are you now able to:

- Describe the importance of demobilization planning?
- Identify the impact of agency-specific policies, procedures, and agreements upon demobilization planning?
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the Demobilization Plan and list their duties?

 FEMA Visual 7.24  
Demobilization, Transfer of Command,  
and Closeout

Your Notes

### Summary (2 of 2)

Are you now able to:

- List the major sections in a Demobilization Plan?
- Identify the need for transfer of command or closeout?
- Identify the process involved in a closeout meeting?

 FEMA Visual 7.25  
Demobilization, Transfer of Command,  
and Closeout

Your Notes

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## **UNIT 8: COURSE SUMMARY**

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### Visuals

**Unit 8:**  
**Course Summary**



Visual 8.1  
Course Summary

FEMA

### Review ICS-300 Course Objectives

Are you now able to:

- Describe how the NIMS Command and Management component supports the management of expanding incidents?
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by ICS?
- Implement the incident management process on a simulated expanding incident?
- Develop an Incident Action Plan (IAP) for a simulated incident?

Visual 8.2  
Course Summary

FEMA

### Your Notes

### Taking the Exam

Instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
  - Read each item carefully.
  - Circle your answer on the test.

→ You may refer to your Student Manuals when completing this test.

Visual 8.3  
Course Summary

FEMA

### Feedback



Please complete:

- ICS Form 214 for the final day of training
- Overall Course Evaluation

Visual 8.4  
Course Summary

FEMA

### Your Notes

**Your Notes**