

ICS 200

ICS for Single Resources and Initial Action Incidents



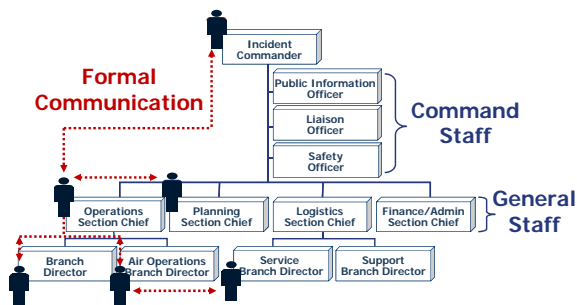
Visual 1.1
Course Overview: ICS for Single Resources and Initial Action Incidents
Version 2.0

ICS-200 Course Objectives

- Describe the Incident Command System (ICS) organization appropriate to the complexity of the incident or event.
- Use ICS to manage an incident or event.

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources.

Formal Communication



When To Use Formal Communication

Use formal communication when:

Receiving and giving work assignments.

Requesting support or additional resources.

Reporting progress of assigned tasks.



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!

Leadership

Leadership means . . .

. . . providing purpose, direction, and motivation for responders working to accomplish difficult tasks under dangerous, stressful circumstances.



Common Leadership Responsibilities (1 of 2)

A good operational leader will:

- **ENSURE** safe work practices.
- **TAKE COMMAND** of assigned resources.
- **MOTIVATE** with a “can do safely” attitude.
- **DEMONSTRATE INITIATIVE** by taking action.



Common Leadership Responsibilities (2 of 2)



A good operational leader will:

- **COMMUNICATE** by giving specific instructions and asking for feedback.
- **SUPERVISE** the scene of action.
- **EVALUATE** the effectiveness of the plan.
- **UNDERSTAND** and **ACCEPT** the need to modify plans or instructions.

Leadership & Respect

- **Know your subordinates** and look out for their well-being.
- **Keep your subordinates and supervisor informed.**
- **Build the team.**



Communication Responsibilities

To ensure sharing of critical information, all responders must:

- Brief others as needed.
- Debrief actions.
- Communicate hazards to others.
- Acknowledge messages.
- Ask if they don't know.



Authority

Authority is . . .

. . . a right or obligation to act on behalf of a department, agency, or jurisdiction.



Scope of Authority

An Incident Commander's scope of authority is derived:

- From existing laws and agency policies and procedures, and/or
- Through a delegation of authority from the agency administrator or elected official.



Delegation of Authority

- Grants authority to carry out specific functions.
- Issued by chief elected official, chief executive officer, or agency administrator in writing or verbally.
- Allows the Incident Commander to assume command.
- Does NOT relieve the granting authority of the ultimate responsibility for the incident.



Mayor



Incident
Commander

Delegation of Authority: Elements

Should include:

- Legal authorities and restrictions.
- Financial authorities and restrictions.
- Reporting requirements.
- Demographic issues.
- Political implications.
- Agency or jurisdictional priorities.
- Plan for public information management.
- Process for communications.
- Plan for ongoing incident evaluation.



Delegation of Authority: When Needed

- If the incident is outside the Incident Commander's home jurisdiction.
- When the incident scope is complex or beyond existing authorities.
- If required by law or procedures.



Delegation of Authority: When Not Needed

A delegation of authority may not be required if the Incident Commander is acting within his or her existing authorities.

May be needed when incident is complex or beyond existing authorities

Management by Objectives

- ICS is managed by objectives.
- Objectives are communicated throughout the entire ICS organization through the incident planning process.



Establishing and Implementing Objectives

The steps for establishing and implementing incident objectives include:

- **Step 1:** Understand agency policy and direction.
- **Step 2:** Assess incident situation.
- **Step 3:** Establish incident objectives.
- **Step 4:** Select appropriate strategy or strategies to achieve objectives.
- **Step 5:** Perform tactical direction.
- **Step 6:** Provide necessary followup.

Initial Response: Size-Up

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

- The 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.
- The location of the Incident Command Post and Staging Area.
- Entrance and exit routes for responders.

Overall Priorities

Incident objectives are established based on the following priorities:

- #1: Life Safety TOP PRIORITY**
Ensuring safe working practices
- #2: Incident Stabilization**
- #3: Property Preservation**



Effective Incident Objectives

Effective incident objectives must be . . .

- Specific and state what's to be accomplished.
- Measurable and include a standard and timeframe.
- Attainable and reasonable.
- In accordance with the Incident Commander's authorities.
- Evaluated to determine effectiveness of strategies and tactics.

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.

Elements of an Incident Action Plan

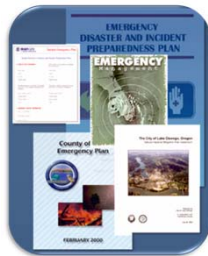
An IAP covers an operational period and includes:

- What must be done.
- Who is responsible.
- How information will be communicated.
- What should be done if someone is injured.



Preparedness Plans and Agreements

The Incident Commander, as well as the Command and General Staffs, should have a working knowledge of jurisdictional and agency preparedness plans and agreements.

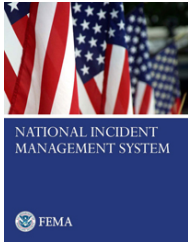


Preparedness Plans

The most common preparedness plans are:

- Federal, State, or local Emergency Operations Plans (EOPs).
- Standard operating guidelines (SOGs).
- Standard operating procedures (SOPs).
- Jurisdictional or agency policies.

Emergency Operations Plans (EOPs)



- EOPs are developed at the Federal, State, and local levels to provide a uniform response to all hazards.
- EOPs written after October 2005 must be consistent with NIMS.

Mutual Aid and Assistance Agreements (1 of 2)



NIMS states that:

- Mutual aid and assistance agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident.
- Each jurisdiction should be party to a mutual aid and assistance agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.

Mutual Aid and Assistance Agreements (2 of 2)

- Mutual aid and assistance is the voluntary provision of resources by agencies or organizations to assist each other when existing resources are inadequate.
- When combined with NIMS-oriented resource management, mutual aid and assistance allows jurisdictions to share resources among mutual-aid partners.



Incident Commander

Upon arriving at an incident the higher ranking person will either assume command, maintain command as is, or reassign command to a third party.



In some situations or agencies, a **lower ranking but more qualified person** may be designated as the Incident Commander.

Deputy Incident Commander

A Deputy Incident Commander may be designated to:

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity.

Should be equally capable of assuming the Incident Commander role



Deputy Positions

Certain ICS functions may have a “Deputy” positions assigned to assist

Incident Commander
Branch Leader
Section Leader

Operations Section: Staging Areas



Staging Areas: Available Resources

Set up at the incident where resources can wait for a tactical assignment.

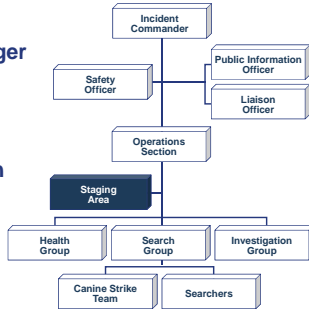
- All resources in the staging area are available and are awaiting for operational assignment.
- Out-of-service resources are NEVER located at the Staging Area.



Staging Areas: Chain of Command

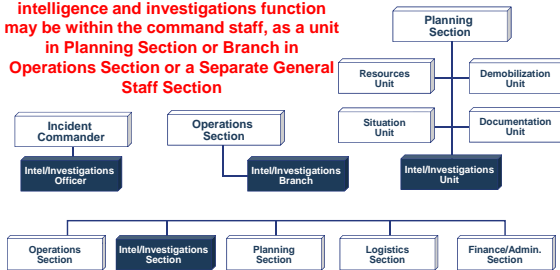
Once designated, a Staging Area Manager will:

- Be assigned.
- Report to the Operations Section Chief.



Intelligence/Investigations Function

Based on the incident needs, the intelligence and investigations function may be within the command staff, as a unit in Planning Section or Branch in Operations Section or a Separate General Staff Section



ICS Tools

- ICS Forms
- Position Description and Responsibilities Document – Job Action Sheets (JAS)
- Emergency Operations Plan
- Agency Policies and Procedures Manual
- Maps – Blueprints etc.



ICS Forms

- **Purpose** – What function does the form perform?
- **Preparation** – Who is responsible for preparing the form?
- **Distribution** – Who needs to receive this information?

ICS Form 201, Incident Briefing

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

Contains status information for briefing the incoming Incident Commander

Planning Section facilitates the Operational Period Briefing

Other Commonly Used ICS Forms

- ICS Form 204, Assignment List
- ICS Form 211, Check-in List
- ICS Form 213, General Message
- ICS Form 214, Unit Log

Types of Briefings/Meetings



▪ **Staff-Level Briefings:** Delivered to resources assigned to nonoperational and support tasks at the Incident Command Post or Base.



▪ **Field-Level Briefings:** Delivered to individual resources or crews assigned to operational tasks and/or work at or near the incident site.



▪ **Section-Level Briefings:** Delivered to an entire Section (e.g., the operational period briefing).

Briefing Checklist



- ✓ Situation
- ✓ Mission/Execution
- ✓ Communications
- ✓ Service/Support
- ✓ Risk Management
- ✓ Questions or Concerns

Operational Period Briefing

The operational period briefing:

- Is conducted at the beginning of each operational period.
- **Presents the Incident Action Plan for the upcoming period to supervisory personnel.**
- Should be concise.



Operational Period Briefing: Agenda

Presents the Incident Action Plan (IAP) for the upcoming period to supervisory personnel

Planning Section Chief: Reviews the agenda and facilitates the briefing.

Incident Commander: Presents objectives or confirms existing objectives if valid.

Flexibility and Standardization

- Standardization does NOT limit flexibility.
- ICS works for small, routine operations as well as catastrophic events.



A key principle of ICS is its flexibility.

ICS Expansion and Contraction

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

- ICS organization structure should include only those functions/positions that are necessary to achieve incident objectives.
- Broken up into divisions, groups, branches
 - i.e branches can be established geographically or functionally
- Must have an incident commander.

ICS Management: Span of Control

Span of Control

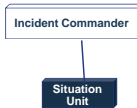
- ICS must have an effective span of control
 - Between 3 and 7 subordinates.

Unity of Command

- individuals involved in incident operations will be assigned to one supervisor

Activation of Organizational Elements

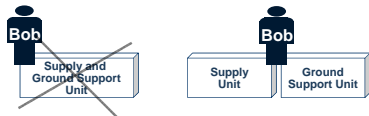
Organizational elements may be activated without activating the Section Chief.



i.e. - If there is no Planning Chief and there is an assigned situational unit leader. The unit leader reports up the chain to the Incident Commander

Things To Avoid

- Do not combine ICS positions to save on staffing. Individuals may supervise multiple units, but the positions should remain distinct.



Anticipate Incident Workload

Planning Section

Resources and Situation Units will be very busy in the initial phases of the incident.

Documentation and Demobilization Units will be very active in the final stages of the incident.

Logistics Section

Supply and Communications Units will be very active in the initial and final stages of the incident.

Incident Complexity and Resource Needs



Resource Kinds and Types

To ensure that responders get the right personnel and equipment, ICS resources are categorized by:

Kinds of Resources: Describe what the resource is (for example: medic, firefighter, Planning Section Chief, helicopter, ambulance, combustible gas indicator, bulldozer).

Types of Resources: Describe the size, capability, and staffing qualifications of a specific kind of resource.

Why “Type” Resources?

Resource Request: “We need a HazMat team.”



What You Needed



What You Got

Resource Typing



Typing: Getting the Right Resources



Getting the right resources is so critical that . . .

. . . the National Incident Management System (NIMS) requires that various kinds of resources be “typed” whenever possible.

Incident Typing: Overview

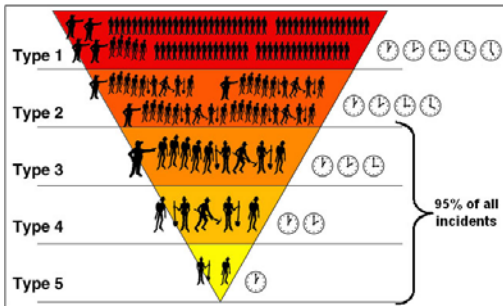
Type 1



Type 5

- Incidents are categorized by five types based on complexity.
- Type 5 incidents are the least complex and Type 1 the most complex.
- Incident typing is used to order Incident Management Teams (IMTs).

Incident Typing: Overview



Type 5 Incident

Resources: One or two single resources with up to six personnel. Command and General Staff positions (other than the Incident Commander) are not activated.



Time Span: Incident is contained within the first operational period and often within a few hours after resources arrive on scene.

Type 4 Incident

Resources: Command Staff and General Staff functions are activated only if needed. Resources vary from a single module to several single resources (e.g., Task Force or Strike Team).



Time Span: Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required for non-HazMat incidents. A documented operational briefing is completed.

Type 3 Incident

Resources: Some or all of the Command and General Staff positions may be activated, as well as Division or Group Supervisor and/or Unit Leader level positions.



Time Span: The incident may extend into multiple operational periods and a written IAP may be required for each operational period.

Type 2 Incident

Resources: Regional and/or national resources are required to safely and effectively manage the operations. Many Command and General Staff positions are filled. Operations personnel typically do not exceed 200 per operational period and the total does not exceed 500.



Time Span: The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.

Type 1 Incident

Resources: National resources are required to safely and effectively manage the operations. All Command and General Staff positions are activated.

Time Span: The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.



Incident Management Teams (IMTs)

- An IMT may be used to respond to an incident. IMTs include Command and General Staff members.
- IMT types correspond to incident type and include:
 - Type 5: Local Village and Township Level
 - Type 4: City, County, or Fire District Level
 - Type 3: State or Metropolitan Area Level
 - Type 2: National and State Level
 - Type 1: National and State Level (Type 1 Incident)
- Team members are certified as having the necessary training and experience to fulfill IMT positions.

© Information Source: www.usfa.fema.gov

Transfer of Command

is the process of moving the responsibility for incident command from one Incident Commander to another. Should note effective time and date of transfer

Upon arrival at scene the higher ranking person will either assume command, maintain command as is, or reassign command to a third party

When Command Is Transferred

May take place when:

- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies (e.g., Incident Commander has a family emergency).
- Agency administrator/official directs a change in command.

Transfer of Command Procedures

Whenever possible, transfer of command should:

Take place face-to-face.

Include a complete briefing.



The effective time and date of the transfer should be communicated to personnel.

QUESTIONS

THANK YOU
