

National Incident Management System (NIMS)

IS-200 ICS for Single Resources and Initial Action Incidents



FEMA





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.

Incident Command System (ICS)



Why Use ICS?

To ensure effective incident management.



- ◆ ICS is a management system, not just an organizational chart.



ICS Features: Review

- Common terminology
- Modular organization
- Management by objectives
- Reliance on an Incident Action Plan (IAP)
- Chain of command and unity of command
- Unified command
- Manageable span of control
- Pre-designated incident locations and facilities
- Resource management
- Information and intelligence management
- Integrated communications
- Transfer of command
- Accountability
- Deployment



Course Structure

**Unit 1:
Course
Overview**

**Unit 2:
Leadership
& Management**

**Unit 3:
Delegation of Authority &
Management by Objectives**

**Unit 4:
Functional Areas &
Positions**

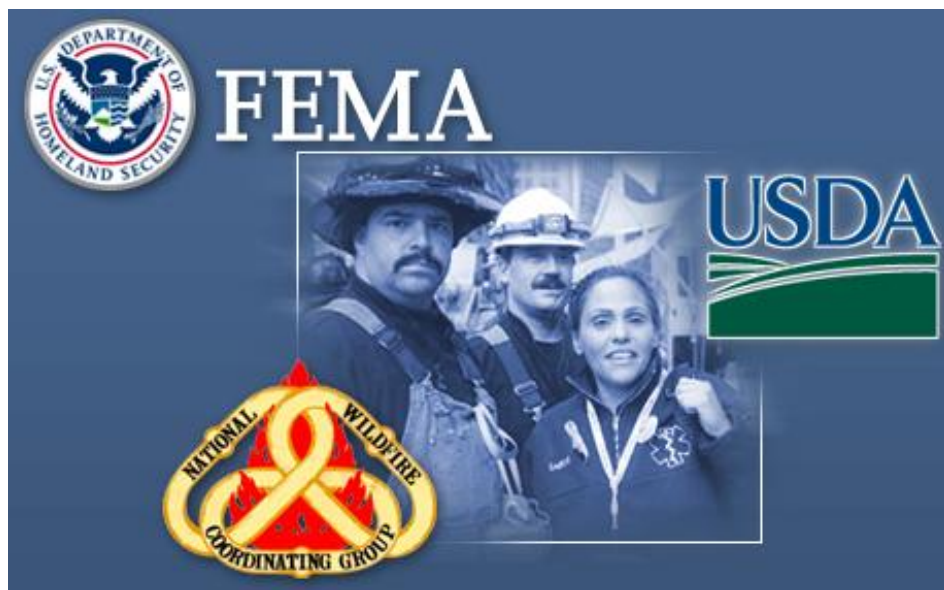
**Unit 5:
Briefings**

**Unit 6:
Organizational
Flexibility**

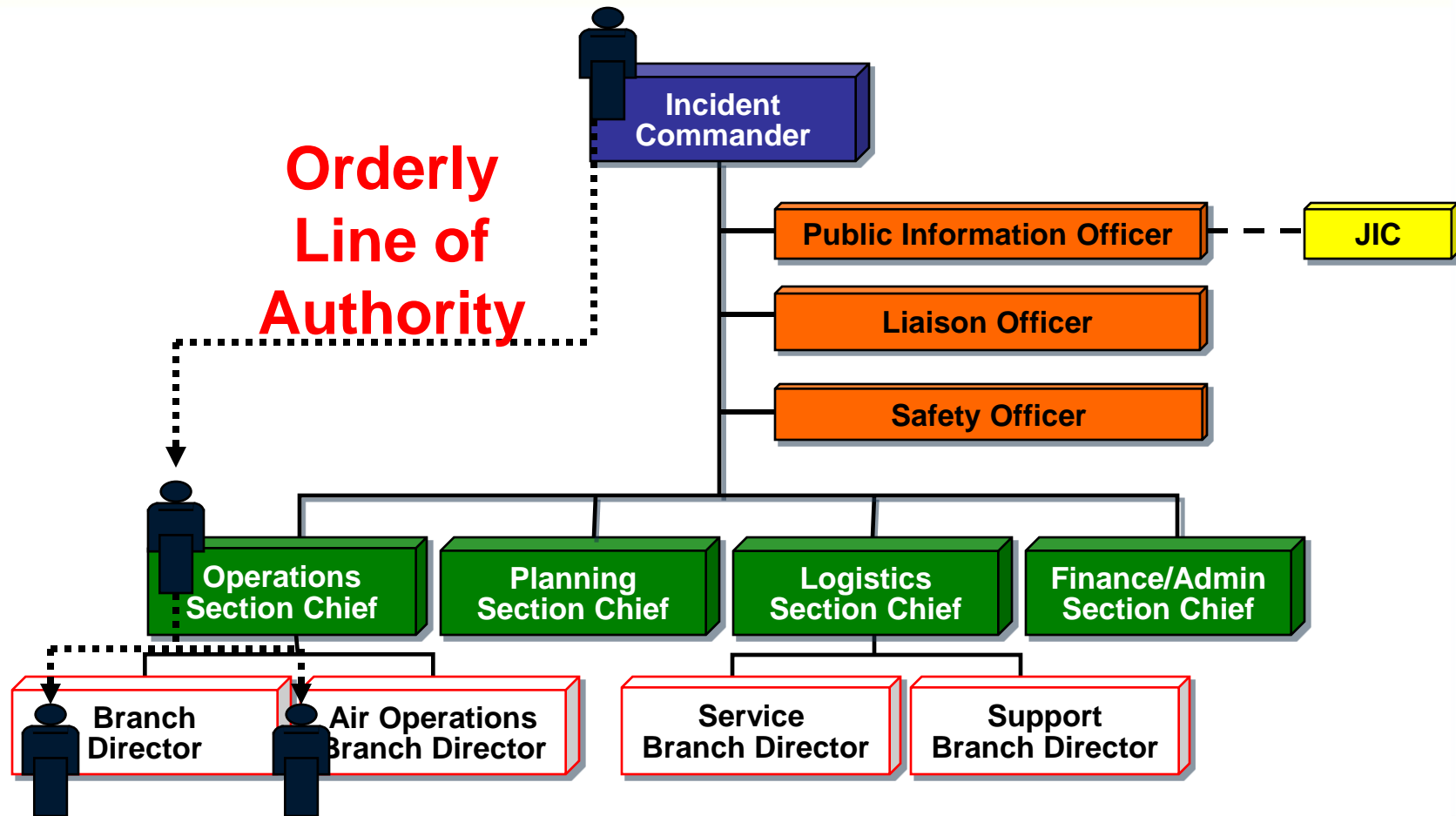
**Unit 7:
Transfer of
Command**

**Unit 8:
Course
Summary**

Unit 2: Leadership and Management



Chain of Command



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!

“Unity” vs. “Unified”

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

Unified Command

- Enables all responsible agencies 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 only reports to one supervisor.



Incident Command Post



Agency 1



Agency 2



Agency 3



**Agency 1
Incident
Commander**

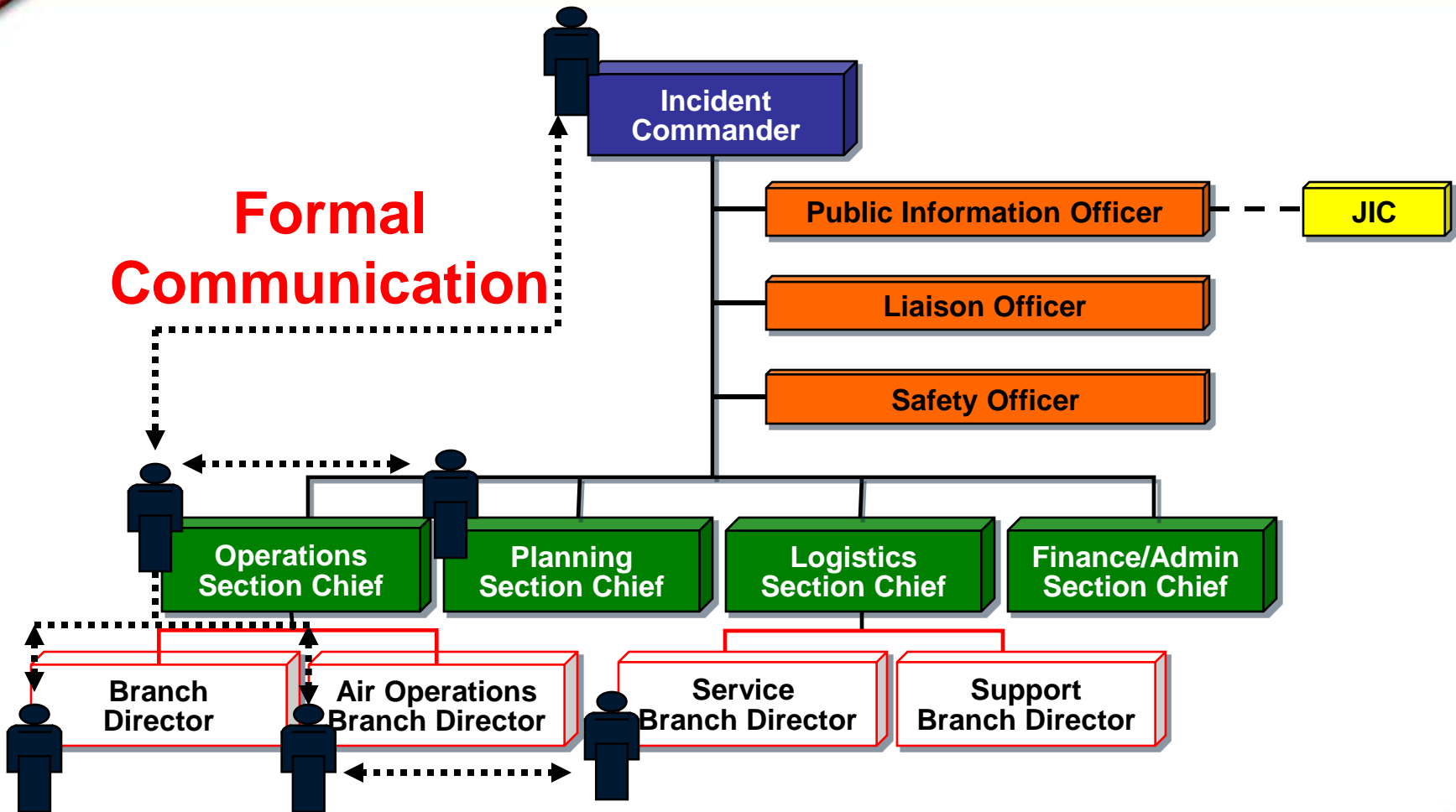


**Agency 2
Incident
Commander**



**Agency 3
Incident
Commander**

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 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 & Duty

- Take charge within your scope of authority.
- Be prepared to step out of a tactical role to assume a leadership role.
- Be proficient in your job.
- Make sound and timely decisions.
- Ensure tasks are understood.
- Develop your subordinates for the future.



Leadership & Respect

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



Leadership & Integrity

- Know yourself and seek improvement.
- Seek responsibility and accept responsibility for your actions.

What acts of integrity have you witnessed at an incident response?



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.



Briefing Elements

- ◆ Provide complete briefings that include clearly stated objectives and the following elements:

Task

What is to be done

Purpose

Why it is to be done

End State

How it should look when done

Incident Management Assessment

- ◆ Assessment is an important leadership responsibility. Assessment methods include:
 - Corrective action report/
After-action review.
 - Post-incident analysis.
 - Debriefing.
 - Post-incident critique.
 - Mitigation plans.

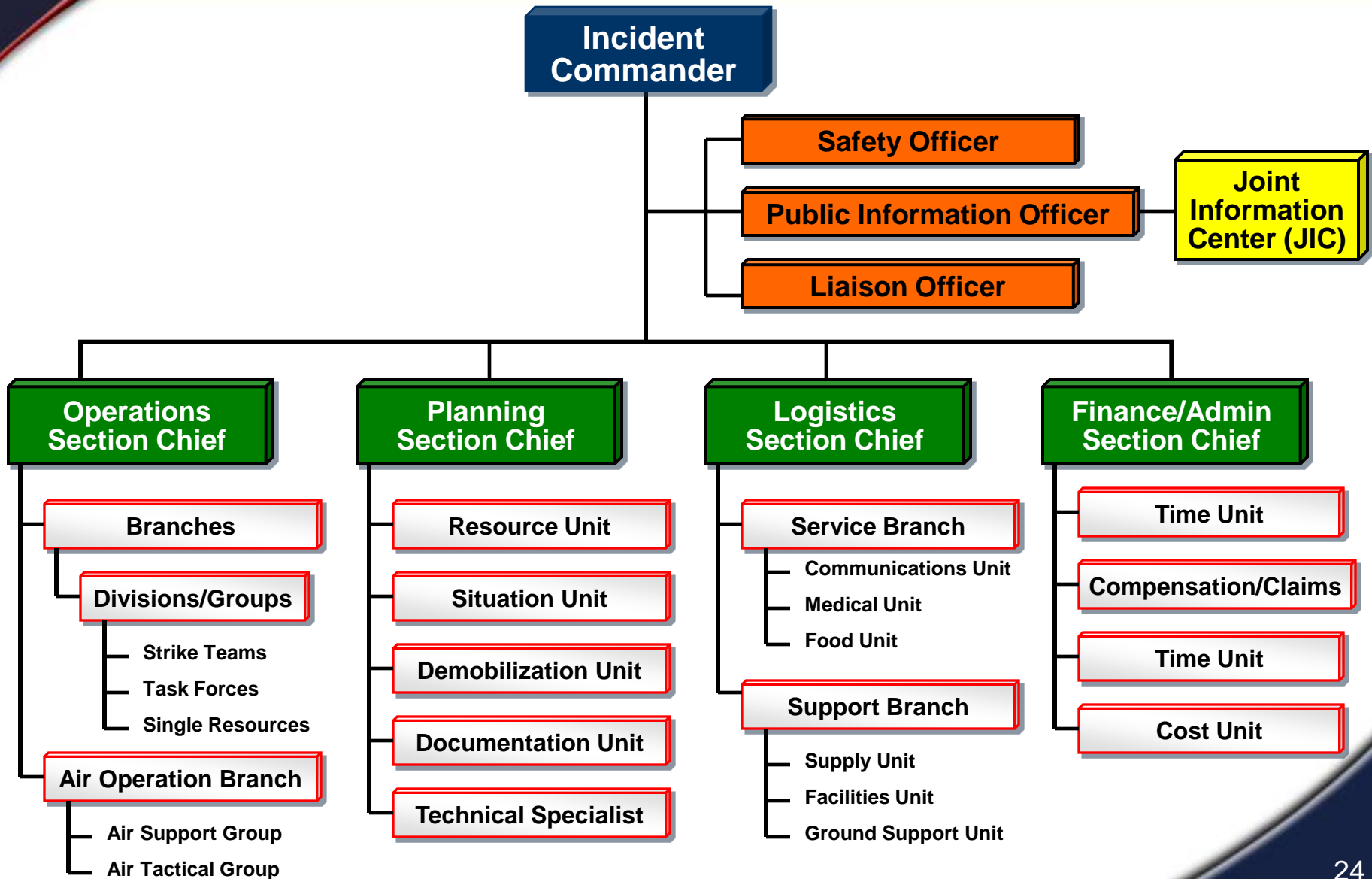


Using Common Terminology

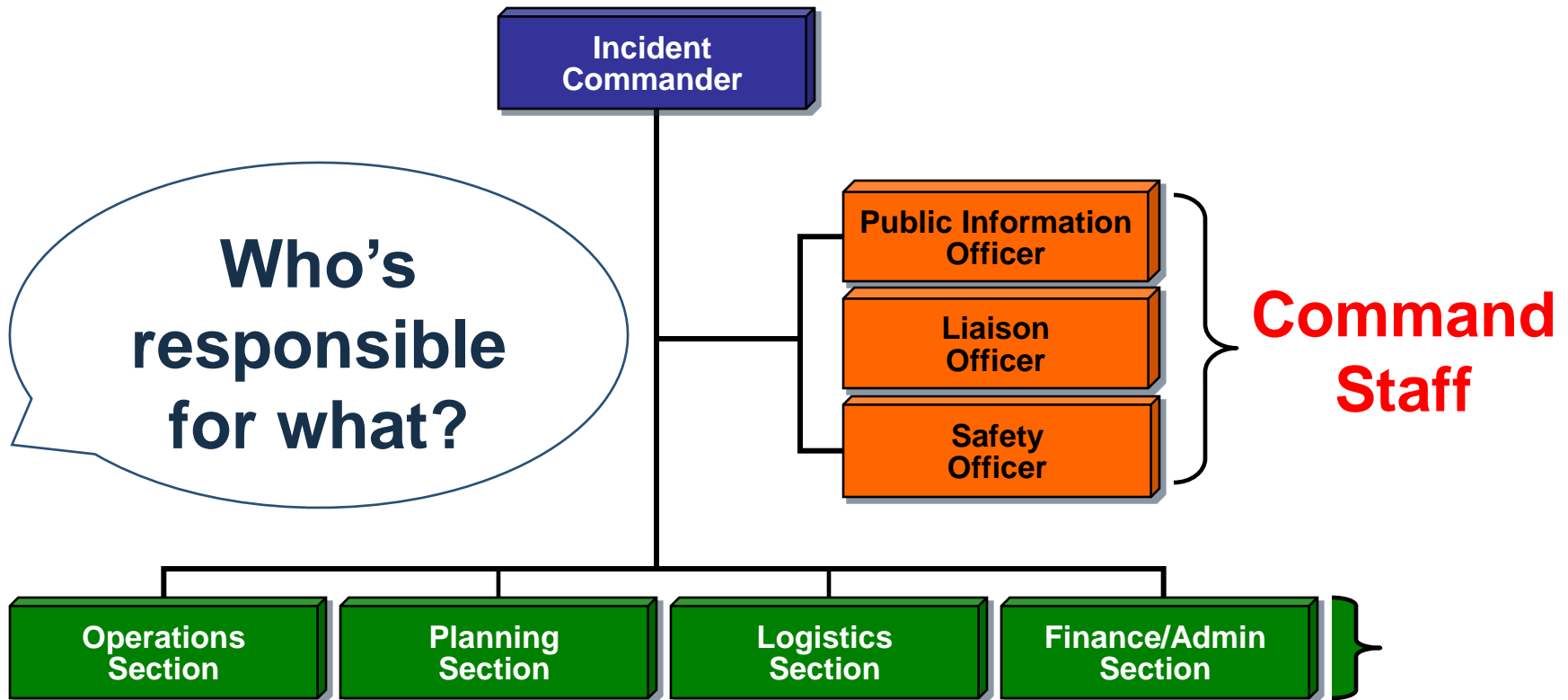
- ◆ Once the incident is formally designated, ICS terminology is always used for:
 - Organizational functions.
 - Incident facilities.
 - Resource descriptions.
 - Position titles.



ICS Organization: Review

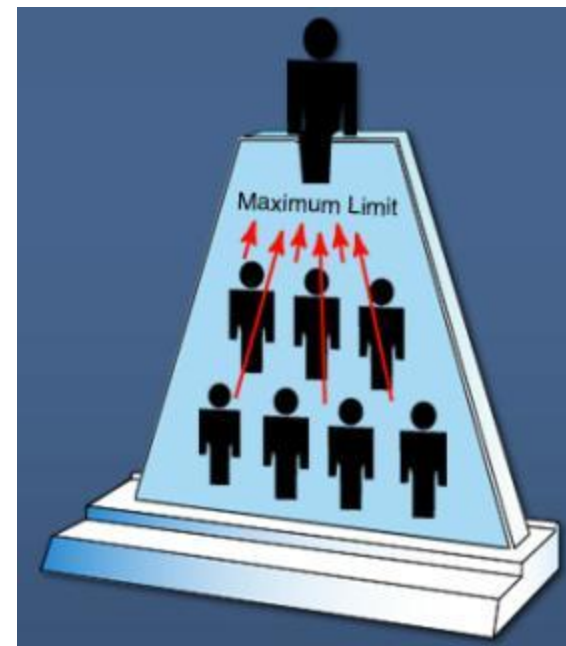
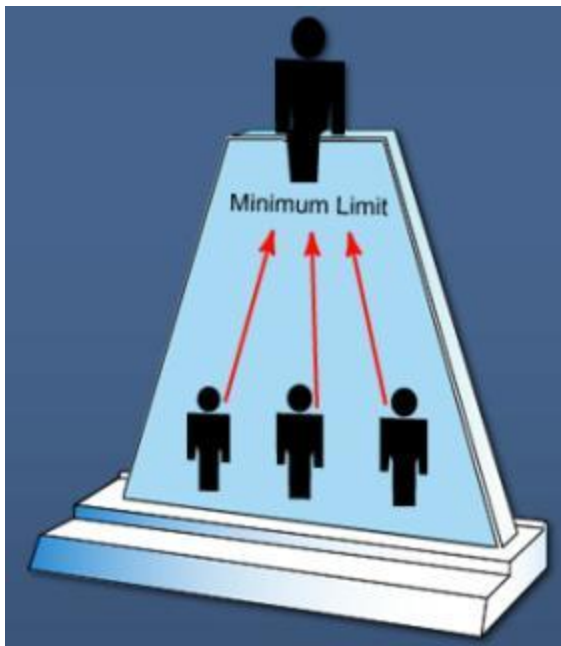


ICS Organization: Review



ICS Management: Span of Control

- ◆ ICS span of control for any supervisor:
 - Is between 3 and 7 subordinates.
 - Optimally does not exceed 5 subordinates.



What Influences Span of Control?

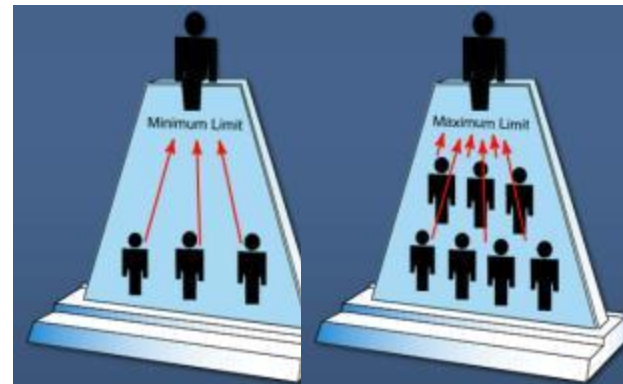
Span of control is influenced by:

- The type and complexity of incident or event, and
- The nature of the response or task, distance, and safety.



Modular Organization

- ◆ Span of control is maintained by:
 - Organizing resources into Sections, Branches, Groups, Divisions, Units, or Teams when the supervisory ratio will exceed 7.
 - Reorganizing or demobilizing Sections, Branches, Groups, Divisions, Units, or Teams when the supervisory ratio falls below 3.



Typical Organizational Structure

- ◆ In approximately 95% of incidents, the organizational structure consists of:

- Command



Incident Commander

- Single Resources

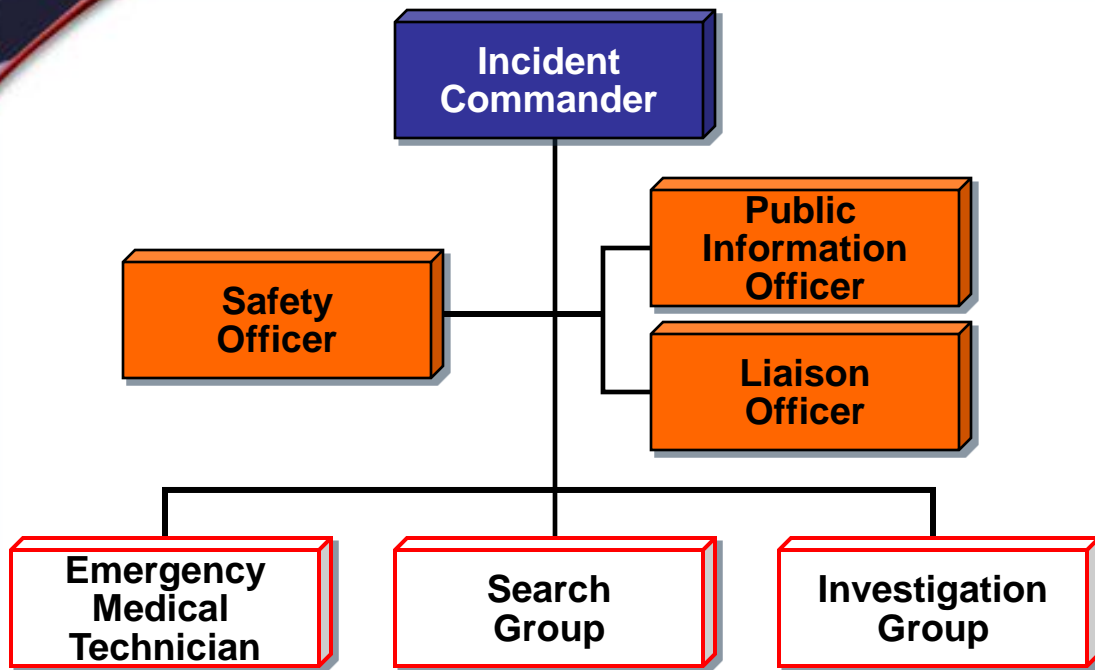


Expanding Incidents

- ◆ Expanding incidents may add supervisory layers to the organizational structure as needed.

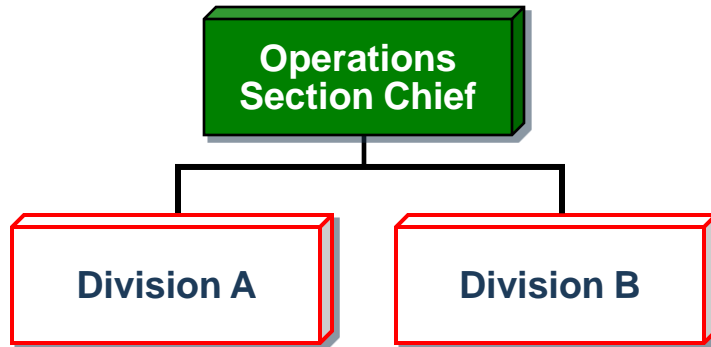


ICS Organization: Review



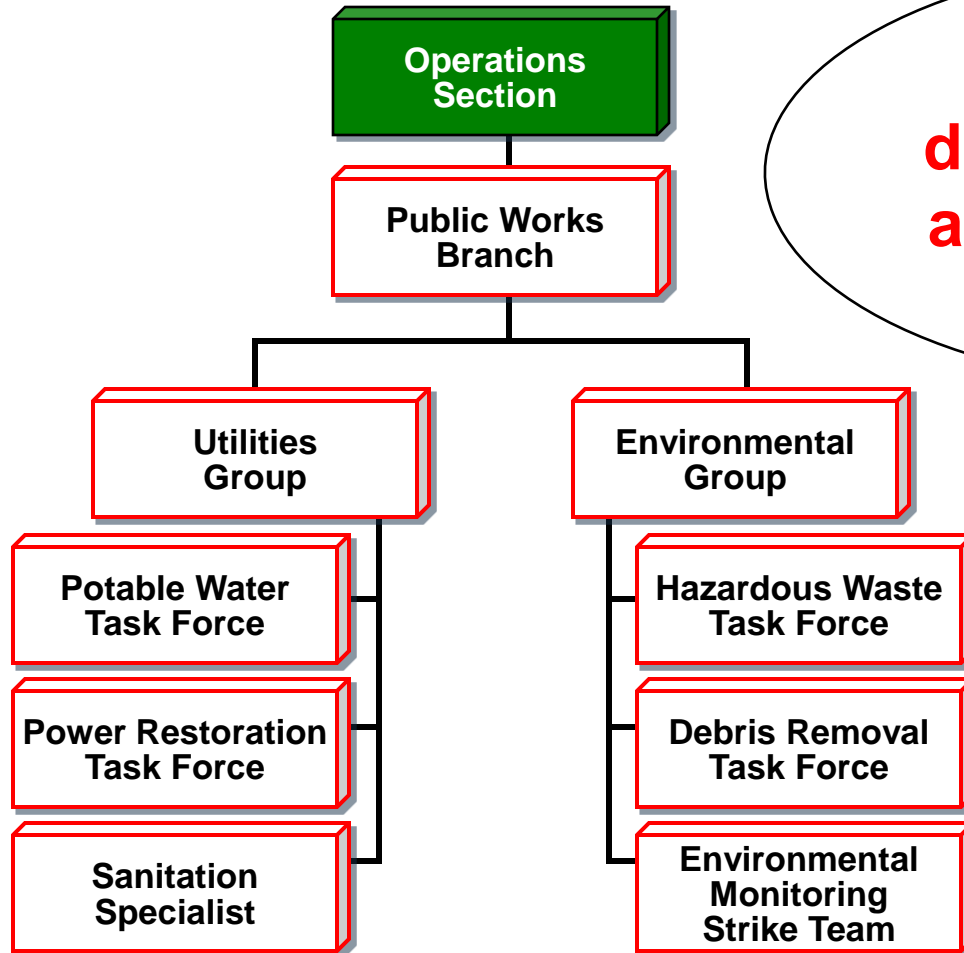
What ICS term is used to describe the Emergency Medical Technician?

ICS Organization: Review



What is an example of a situation where Divisions would be used?

ICS Organization: Review



What's the difference between a Task Force and a Strike Team?



Use of Position Titles

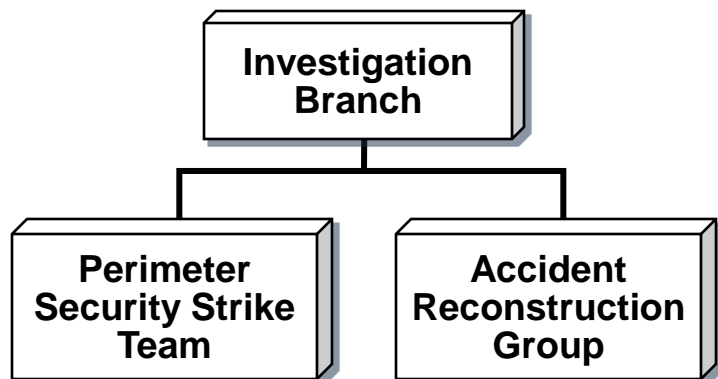
- ◆ Using specific ICS position titles:
 - Provides a common standard for performance expectations.
 - Helps to ensures that qualified individuals fill positions.
 - Standardizes communication.
 - Describes the responsibilities of the position.

ICS Supervisory Position Titles

- ◆ Titles for all ICS supervisory levels are shown in the table below:

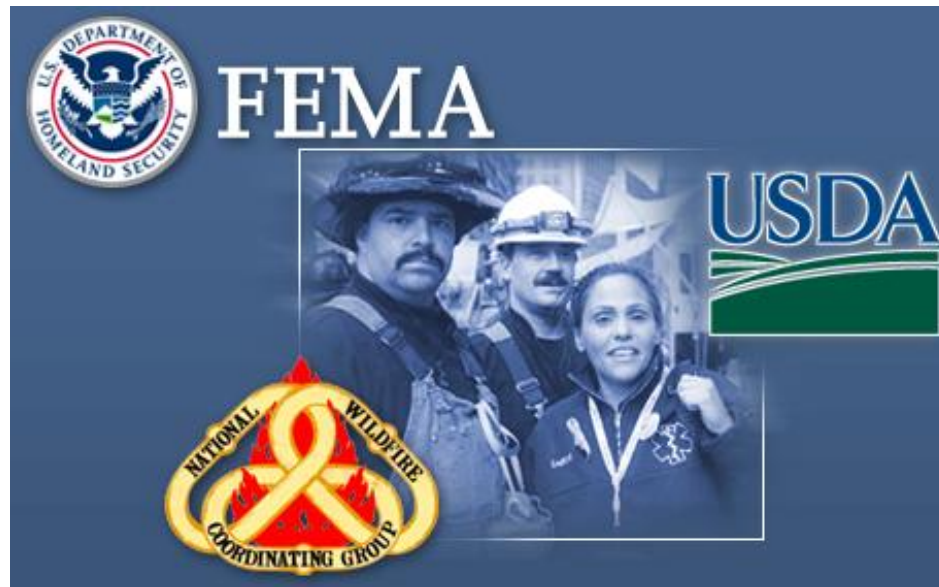
Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

ICS Position Titles: Review



What is the supervisor's title for each organizational element shown?

Unit 3: Delegation of Authority & Management by Objectives



Unit Objectives

- Describe the delegation of authority process.
- Describe scope of authority.
- Describe management by objectives.
- Describe the importance of preparedness plans and agreements.



◆ **Authority** is . . .

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



Who's Responsible?

**Within your
jurisdiction or agency, who
has the authority for
protecting citizens and
responding to incidents?**

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: When Not Needed

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



- ◆ An emergency manager may already have the authority to deploy response resources to a small flash flood.



- ◆ A fire chief probably has the authority (as part of the job description) to serve as an Incident Commander at a structure fire.

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.

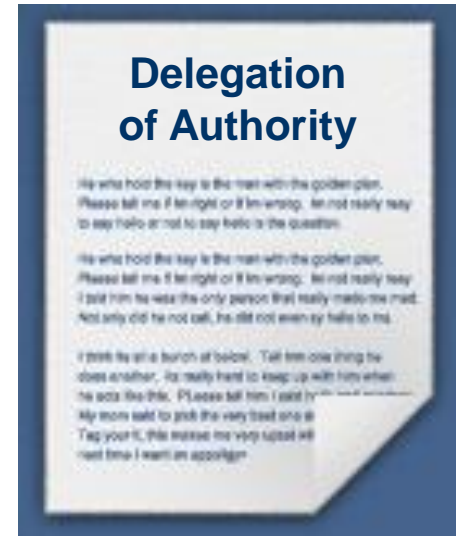


Discussion Question

When would an Incident Commander in your jurisdiction or agency need a delegation of authority?

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.



Implementing Authorities

- ◆ Within his or her scope of authority, the Incident Commander establishes incident objectives, then determines strategies, resources, and ICS structure.



**Incident
Commander**



Strategies

Resources

ICS Structure

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 Saving
- ◆ #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.



Sample Incident Objectives

- ◆ Incident: At noon a sudden, severe windstorm strikes the city, uprooting trees and trapping several commuters in their vehicles. Power is out to half of the city. Traffic is gridlocked. The storm has passed as quickly as it began.
- ◆ Incident Objectives:
 - Identify life-safety priorities and initial resource needs.
 - Begin rescue operations before 12:45.
 - **What other objectives would you add?**

Objectives, Strategies, and Tactics

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graph TD; A[Incident Objectives] --> B[Strategies]; B --> C[Tactics];
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Incident Objectives

Strategies

Tactics

- ◆ State what will be accomplished.
- ◆ Establish the general plan or direction for accomplishing the incident objectives.
- ◆ Specify how the strategies will be executed.

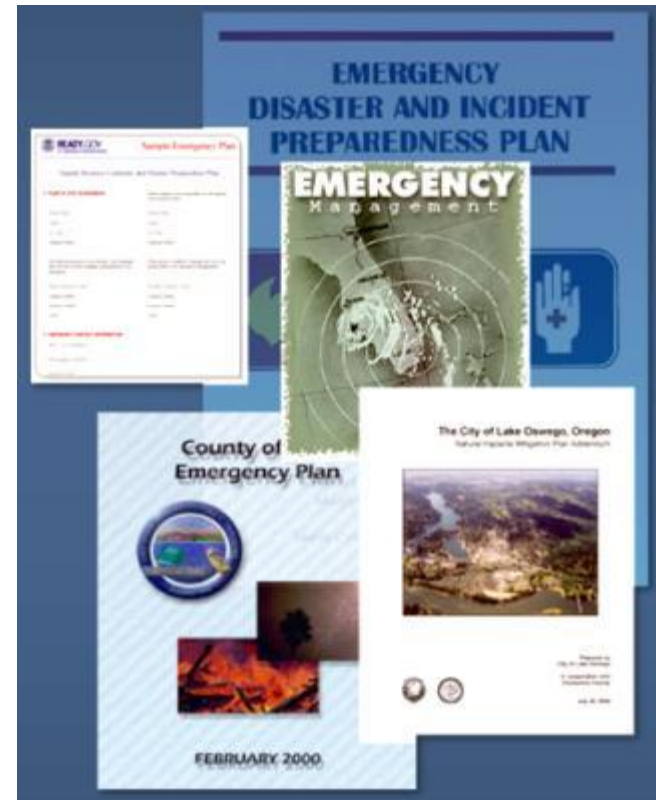
Elements of an Incident Action Plan

- ◆ 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.



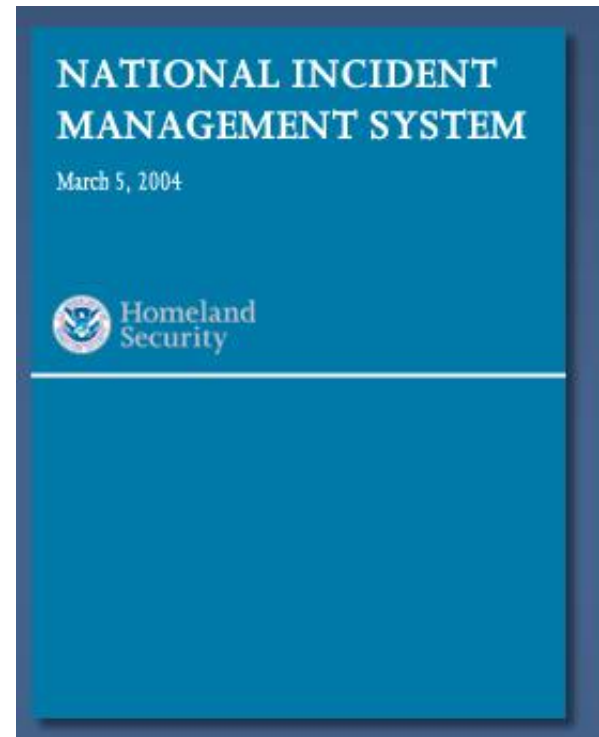


Preparedness Plans

- ◆ 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.

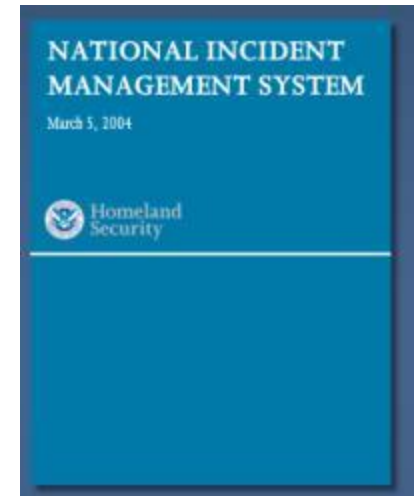
Emergency Operations Plans (EOPs)

- 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 Agreements (1 of 2)

- ◆ NIMS states that:
 - Mutual-aid 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 agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.



Mutual-Aid Agreements (2 of 2)

- Mutual aid 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 allows jurisdictions to share resources among mutual-aid partners.





Mutual-Aid Agreements: All Levels

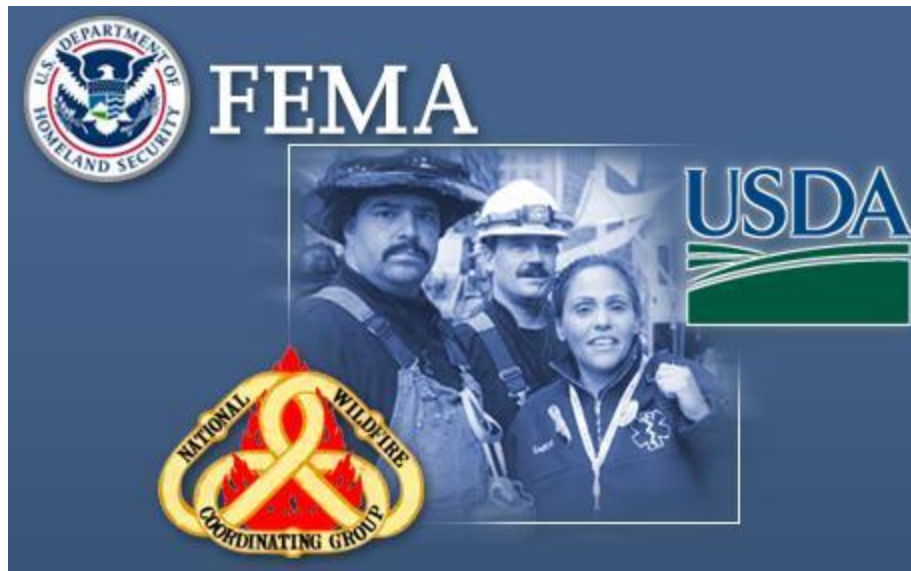
- **Federal** agencies offer mutual aid to each other and to States, tribes, and territories under the NRP.
- **States** can participate in mutual aid through the Emergency Management Assistance Compact (EMAC).
- **Local** jurisdictions participate in mutual aid through agreements with neighboring jurisdictions.



Information Derived From Plans

- ◆ Plans may include information about:
 - Hazards and risks in the area.
 - Resources in the area.
 - Other formal agreements and plans.
 - Contact information for agency administrators and response personnel.
 - Other pertinent information.

Unit 4: Functional Areas and Positions

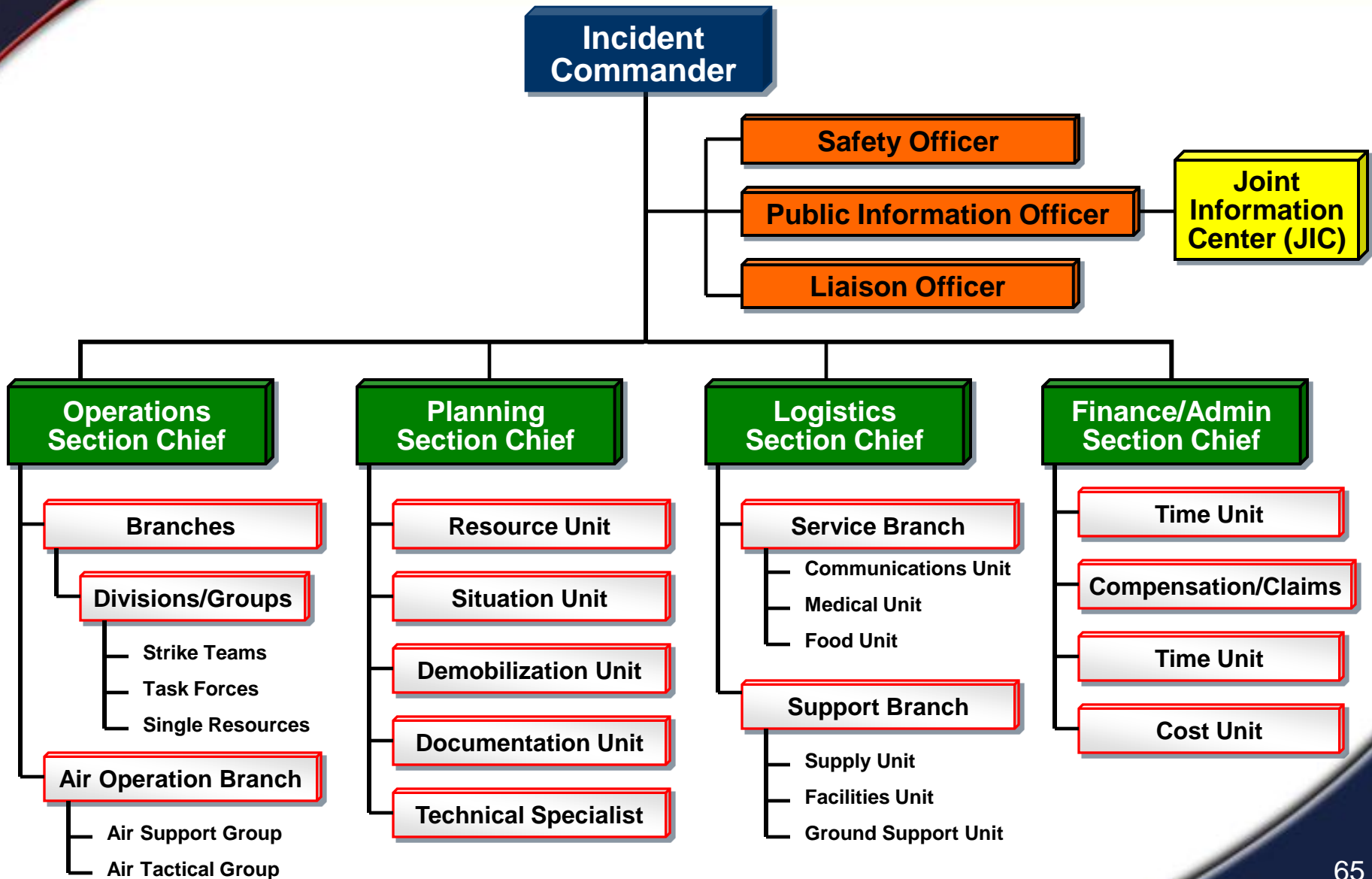


Unit Objectives

- Describe the functions of organizational positions within the Incident Command System (ICS).
- Identify the ICS tools needed to manage an incident.
- Demonstrate the use of an ICS Form 201, Incident Briefing.



ICS Organizational Components



Incident Commander (1 of 2)

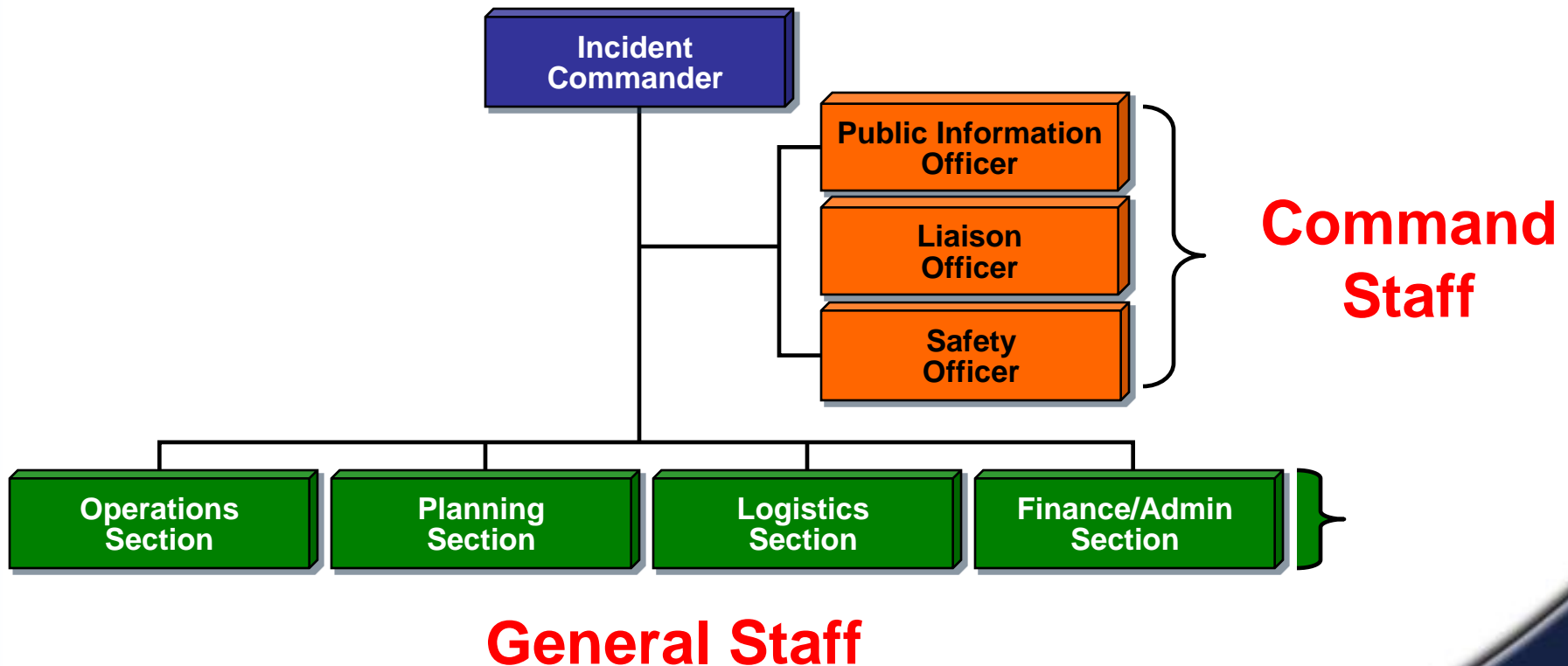
- ◆ Upon arriving at an incident the higher ranking person will either assume command, maintain command as is, or reassign command to a third party.



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

Incident Commander (2 of 2)

- ◆ The Incident Commander performs all major ICS command and staff responsibilities unless these functions are activated.



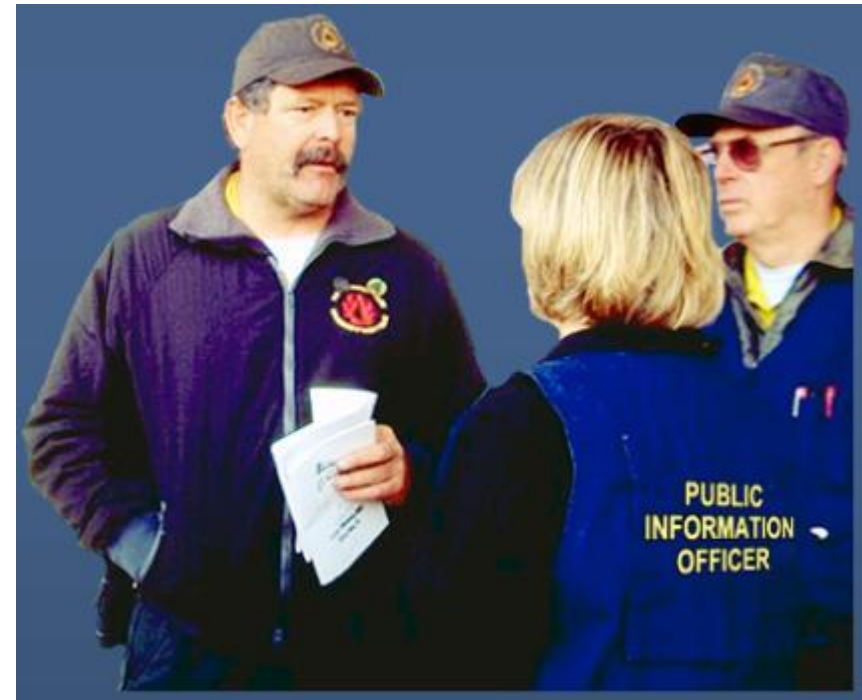
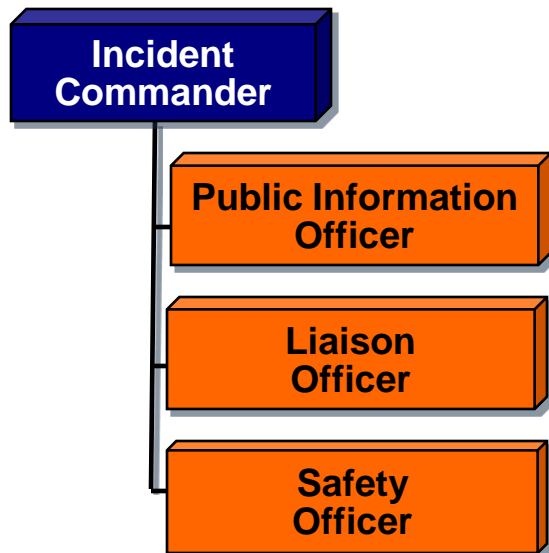
Deputy Incident Commander

- ◆ 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.
 - Represent an assisting agency that shares jurisdiction.



Command Staff

- ◆ The Command Staff is only activated in response to the needs of the incident.



Command Staff: Public Information Officer

What are the major responsibilities of the Public Information Officer?



Command Staff: Safety Officer



What are some examples of types of incidents where you might activate a Safety Officer?

Command Staff: Liaison Officer



What are the major responsibilities of the Liaison Officer?

Agency Representative

- ◆ An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.



Assisting Agency

- ◆ An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.



Cooperating Agency

- ◆ An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.



Assistants

- Are subordinates of principal Command Staff positions.
- Must have technical capability, qualifications, and responsibility subordinate to the primary position.
- May also be assigned to Unit Leaders.



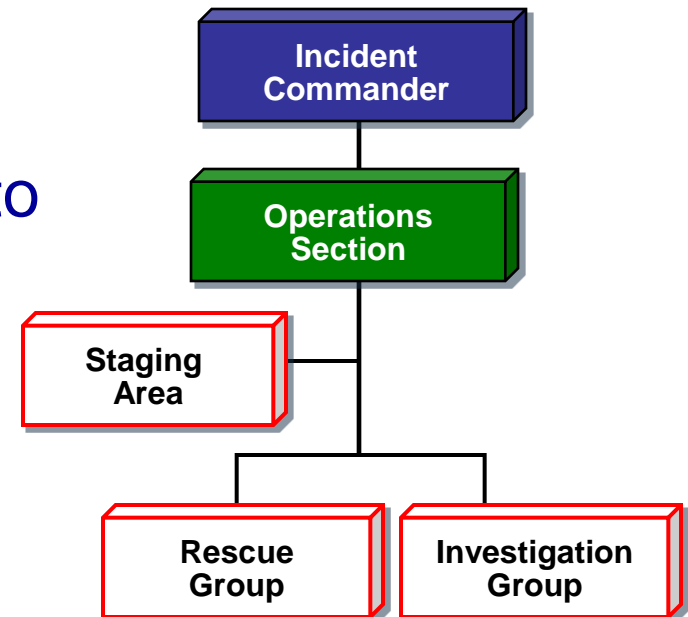
Expanding Incidents

- An Incident Commander can activate and delegate authority to Section Chiefs, Branch Directors, Division or Group Supervisors, and Team or Unit Leaders.



Operations Section

- Directs and coordinates all incident tactical operations.
- Is typically one of the first organizations to be assigned to the incident.
- Expands from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations.



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 ready for assignment.
 - Out-of-service resources are NOT located at the Staging Area.

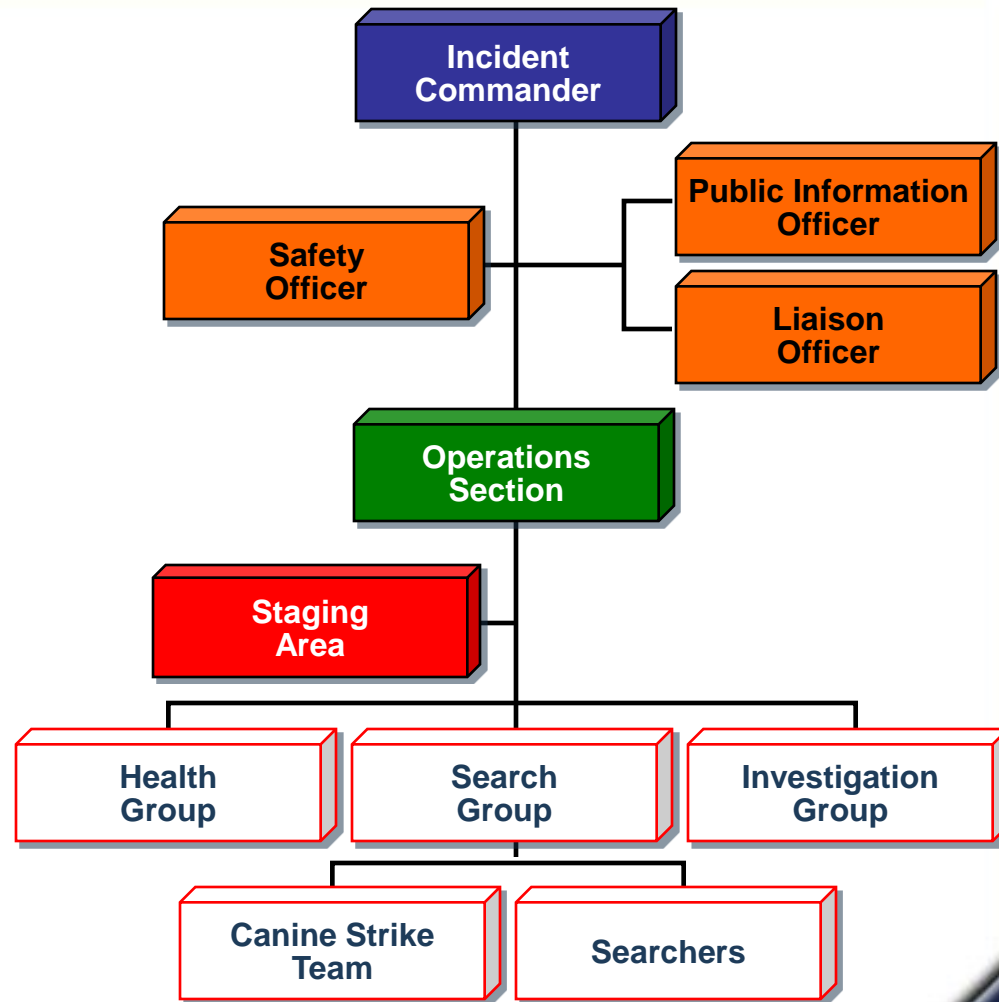


Staging Areas: Chain of Command

◆ Once designated, a Staging Area Manager will:

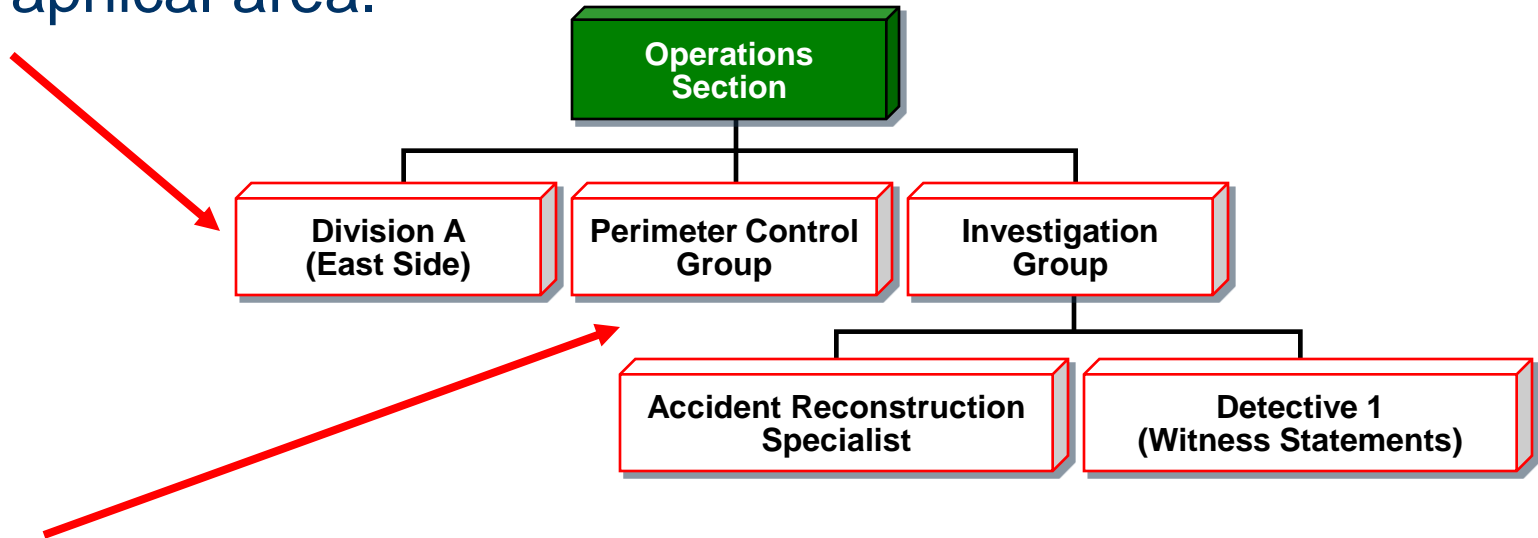
- Be assigned.
- Report to the Operations Section Chief.

If there is no Operations Section, the Staging Area Manager reports to the Incident Commander



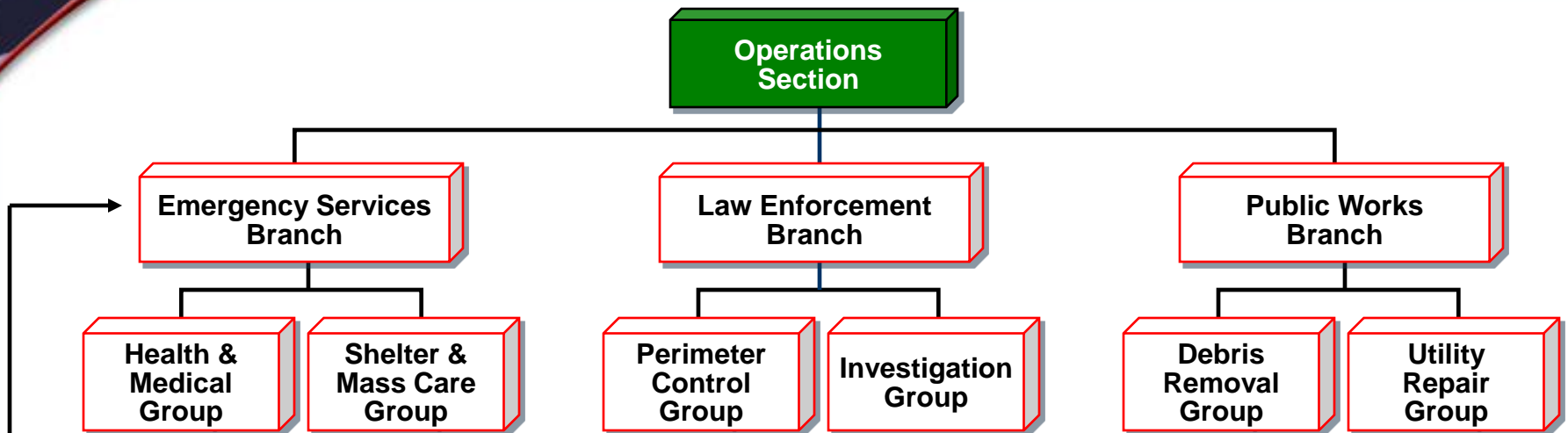
Divisions and Groups

- ◆ **Divisions**: Organize incident resources by geographical area.



Groups: Divide incident resources into functional areas, not necessarily within a single geographic division.

Branches



◆ Branches:

- Have functional or geographical responsibility for major parts of incident operations.
- Identified by Roman numerals or functional name.
- Managed by a Branch Director.

Air Operations Branch

The Air Operations Branch:

- Is activated to coordinate the use of aviation resources.
- Is managed by the Air Operations Branch Director, who reports to the Operations Section Chief.
- May include the following functional groups:
 - Air Support Group
 - Air Tactical Group

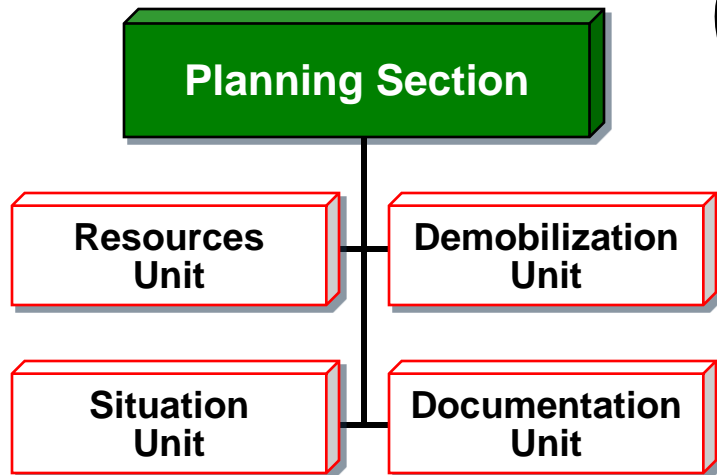


Planning Section

- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan.
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for technical specialists assigned to an incident.



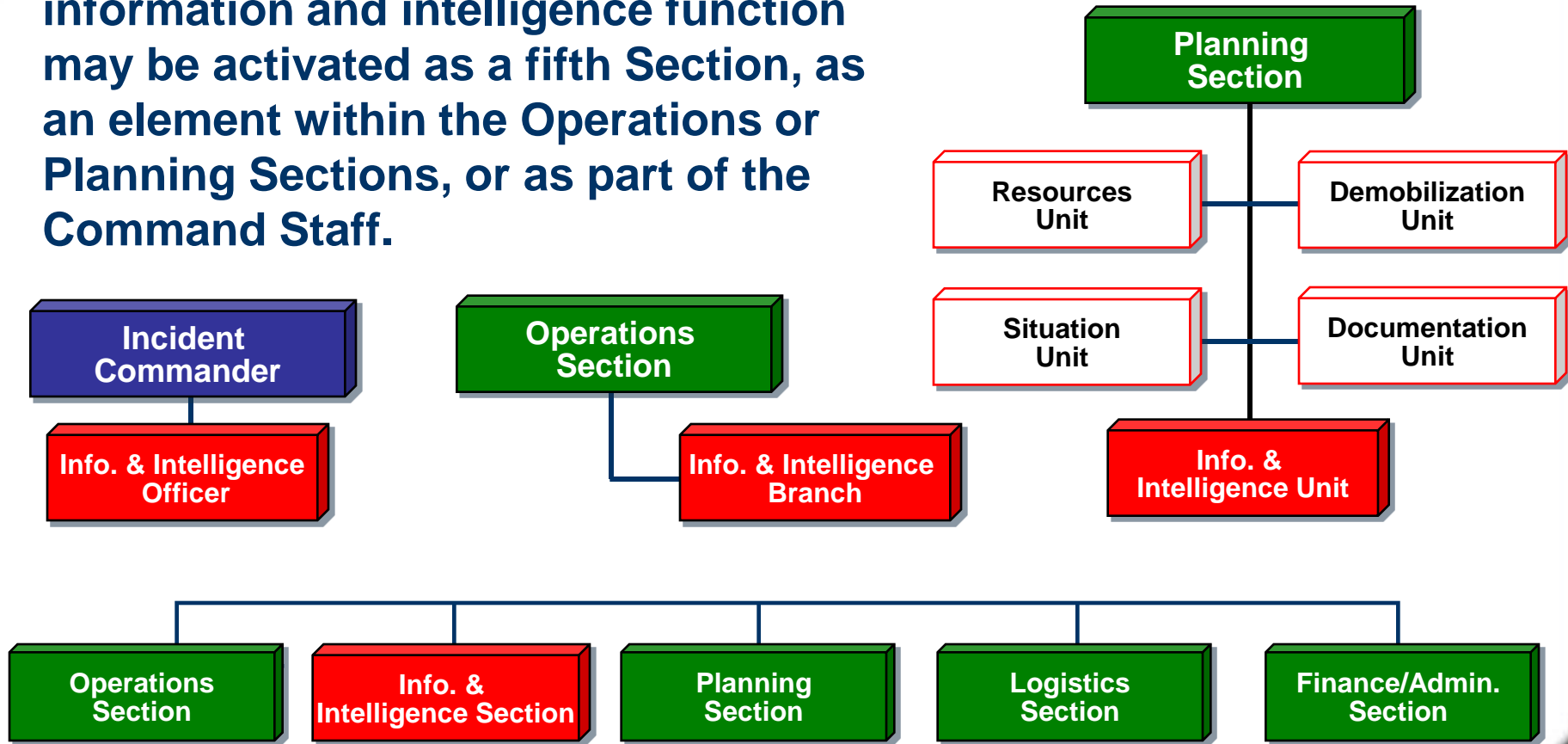
Planning Section



What are the major responsibilities of each Planning Unit?

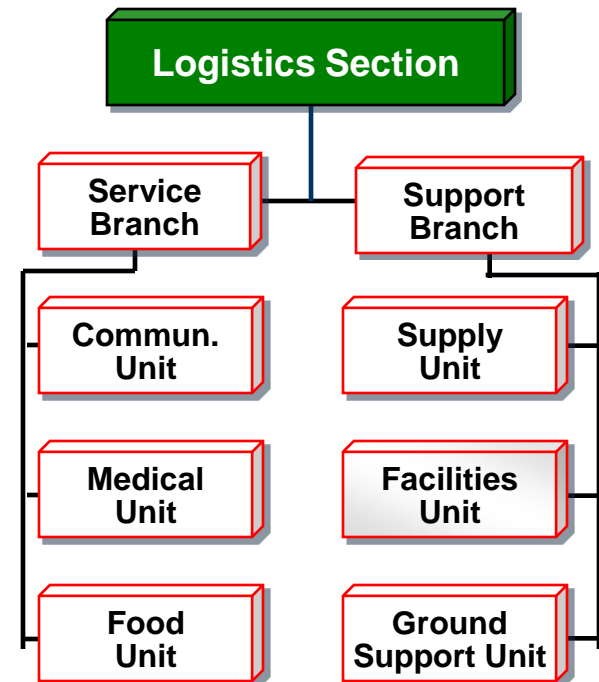
Information and Intelligence

Based on the incident needs, the information and intelligence function may be activated as a fifth Section, as an element within the Operations or Planning Sections, or as part of the Command Staff.



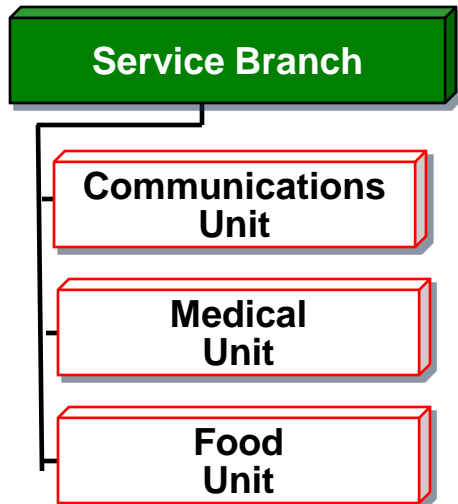
Logistics Section

- ◆ Responsible for:
 - Communications.
 - Medical support to incident personnel.
 - Food for incident personnel.
 - Supplies.
 - Facilities.
 - Ground support.



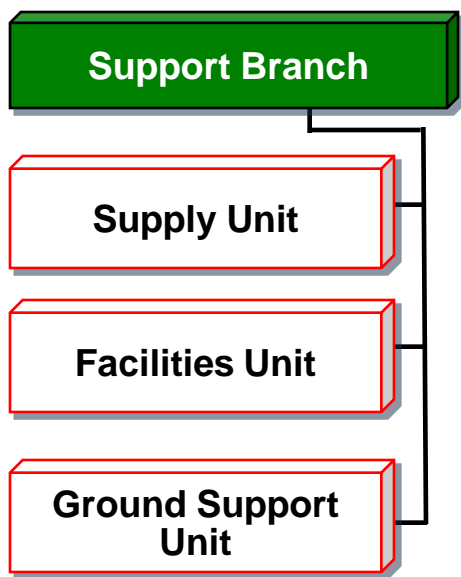
Logistics Section: Service Branch

- ◆ The Service Branch may be made up of the following units:



Logistics Section: Support Branch

- ◆ The Support Branch includes:

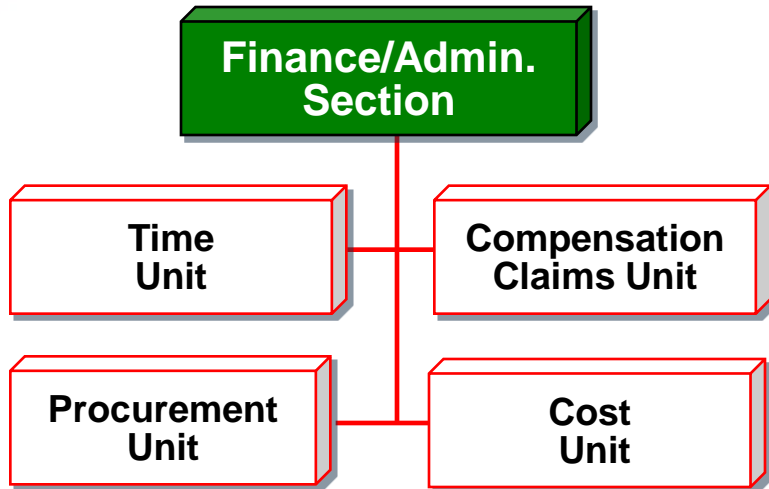


Finance/Administration Section

- ◆ Responsible for:
 - Monitoring incident-related costs.
 - Administering any necessary procurement contracts.



Finance/Administration Section



What are the major responsibilities of each Finance and Administration Unit?

- ICS Forms
- Position Description and Responsibilities Document
- Emergency Operations Plan
- Agency Policies and Procedures Manual
- Maps



ICS Forms

The image shows two ICS forms. The top form is the 'UNIT LOG' which includes fields for '1. INCIDENT NAME', '4. UNIT NAME/DESIGNATORS', and '5. UNIT LEADER (NAME AND POSITION)'. Below these is a 'PERSONNEL ROSTER ASSIGNED' table with columns for 'NAME' and 'ICE POSITION'. The bottom form is the 'CHECK-IN LIST' which includes a header for '1. INCIDENT NAME' and a table with columns for '2. NAME', '3. POSITION', '4. UNIT', '5. CHECK-IN TIME', '6. CHECK-IN STATUS', and '7. CHECK-OUT TIME'. The table contains several rows of data.

- **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 BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
<p data-bbox="297 302 401 317">4. MAP SKETCH</p> <ul style="list-style-type: none"><li data-bbox="336 362 890 558">■ Incident situation (map, significant events)<li data-bbox="336 596 935 654">■ Incident objectives<li data-bbox="336 686 967 811">■ Summary of current actions<li data-bbox="336 851 973 975">■ Status of resources assigned or ordered			
<p data-bbox="297 1168 542 1182">5. PREPARED BY (NAME AND POSITION)</p>			

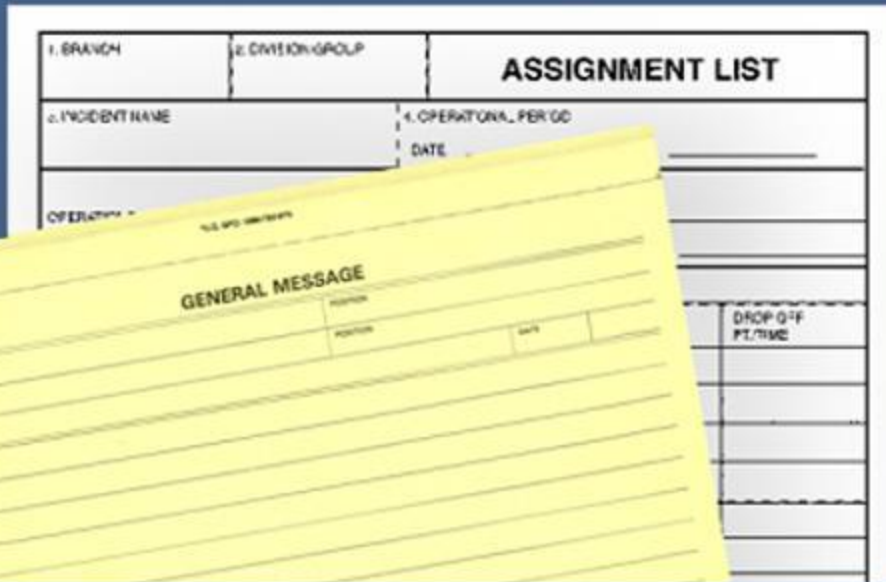
201 ICS (1-99)

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NFES 1325

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



ICS Form 204, Assignment List. The form includes fields for 1. BRANCH, 2. DIVISION/GROUP, 3. INCIDENT NAME, and 4. OPERATIONAL PERIOD. It features a table for listing assignments with columns for OPERATIONAL PERIOD, UNIT NAME, and DROP OFF PT. TIME.



ICS Form 213, General Message. A yellow message slip with a header 'GENERAL MESSAGE' and a 'TO:' field. The body contains several horizontal lines for writing the message.

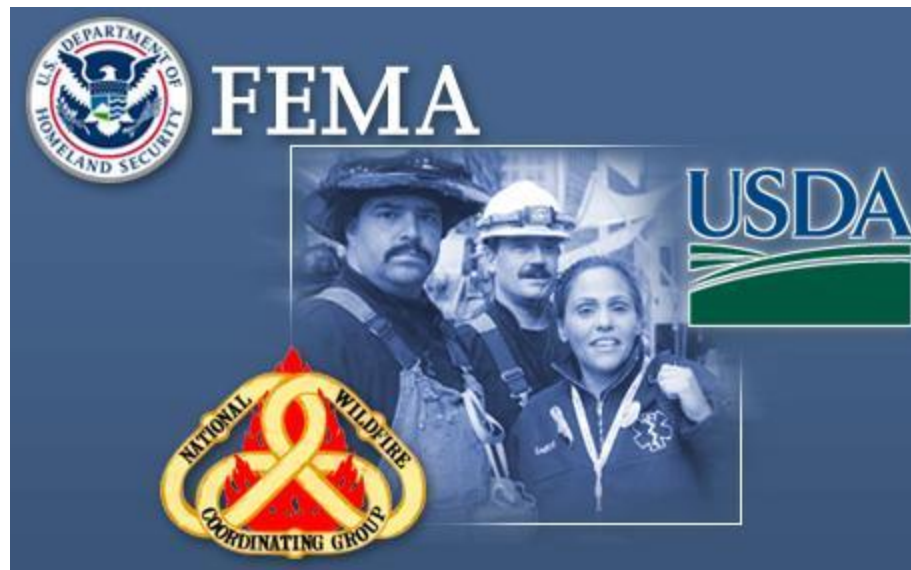


ICS Form 214, Unit Log and ICS Form 211, Check-in List. The Unit Log form includes fields for 1. INCIDENT NAME, 4. UNIT NAME/SIGNATURE, and 5. UNIT LEADER (NAME AND POSITION). It contains a table for PERSONNEL ROSTER ASSIGNED with columns for NAME and ICS POSITION. The Check-in List form includes fields for 1. INCIDENT NAME and 4. PERSONNEL (UNIT NAME/ASST/NAME/CONTACT NO./PHONE BY UNIT - CLASS/STATUS). It features a table with columns for NAME, UNIT, TIME, STATUS, and CHECK-IN STATUS.

Are you now able to:

- Describe the functions of organizational positions within the Incident Command System (ICS)?
- Identify the ICS tools needed to manage an incident?
- Demonstrate the use of an ICS Form 201, Incident Briefing?

Unit 5: Briefings



Unit Objectives

- Describe components of field, staff, and section briefings/meetings.
- Give an operational period briefing.



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



Staff-Level Briefing Topics

- Work area
- Safety issues and emergency procedures
- Specific tasks for the work period
- Coworkers, subordinates
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Communications protocol within the unit
- Expectations:
 - Meeting attendance and schedule
 - Quantity and quality of work
 - Timelines
 - Schedule for updates and completed products



Field-Level Briefing Topics

- Work area
- Scope of responsibility
- Safety issues and emergency procedures
- Specific tasks for the work period
- Communication channels and protocols
- Coworkers, subordinates, supervisor, and adjoining forces
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Expectations



Section-Level Briefing Topics

- Scope of work assigned to the Section
- Section organization
- Work site/area/facility layout
- Safety issues and emergency procedures
- Staff introductions
- Section meetings schedule
- Process to obtain additional resources, supplies, and equipment
- Expectations
- Scope of responsibility and delegated authority

Operational Period Briefing

- ◆ The operational period briefing:
 - May be referred to as the shift briefing.
 - Is conducted at the beginning of each operational period.
 - Presents the Incident Action Plan to supervisors within the Operations Section.
 - Should be concise.



Operational Period Briefing: Agenda (1 of 4)



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



➤ **Incident Commander:** Presents incident objectives or confirms existing objectives.

Note: Objectives may be presented by the Planning Section Chief.

Operational Period Briefing: Agenda (2 of 4)



- **Current Operations Section Chief:** Provides current assessment and accomplishments.



- **On-Coming Operations Section Chief:** Covers the work assignments and staffing of divisions and groups for the upcoming operational period.

Operational Period Briefing: Agenda (3 of 4)



- **Technical Specialists:** Present updates on conditions affecting the response (weather, fire behavior, environmental factors).



- **Safety Officer:** Reviews specific risks to operational resources and the identified safety/mitigation measures.



- **Special Operations:** Briefs on Air Operations (if activated).

Operational Period Briefing: Agenda (4 of 4)



- **Specific Section Chief/Unit Leaders:** Present information related to ensuring safe and efficient operations.



- **Incident Commander:** Reiterates his or her operational concerns and directs resources to deploy.



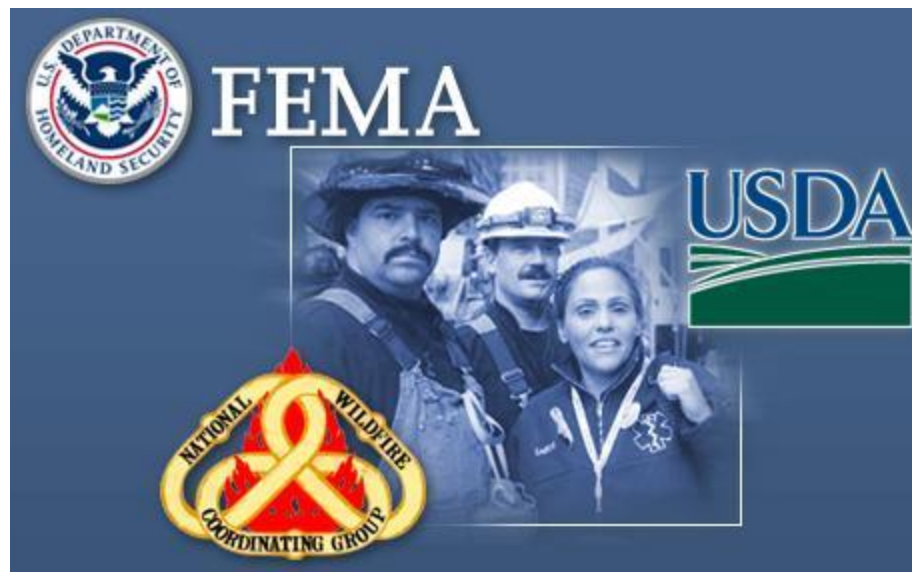
- **Planning Section Chief:** Announces next planning meeting and operational period briefing. Adjourns the meeting.

- ◆ Are you now able to:
 - Describe components of field, staff, and section briefings/meetings?
 - Give an operational period briefing?



Unit 6:

Organizational Flexibility



Unit Objectives

- Explain how the modular organization expands and contracts.
- Given a scenario, complete a complexity analysis.
- Define the five types of incidents.



Flexibility and Standardization

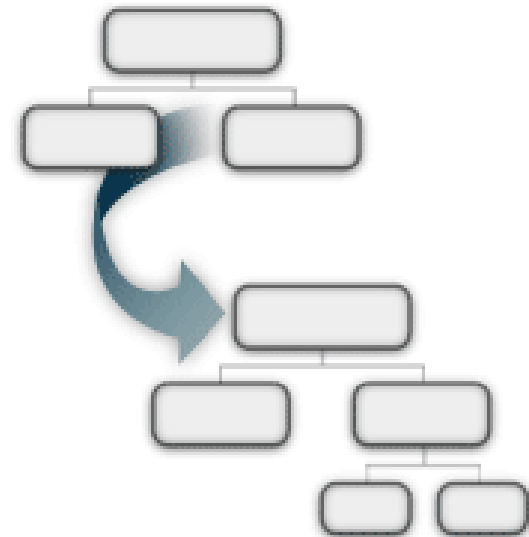
- Standardization does NOT limit flexibility.
- ICS works for small, routine operations as well as catastrophic events.



A key principle of ICS is its flexibility.

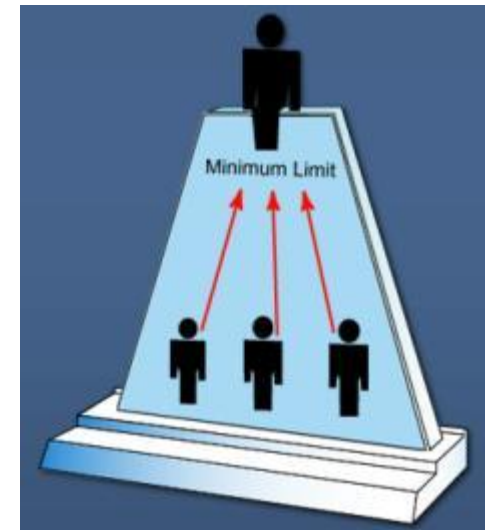
Modular Organization

- ◆ Incident command organizational structure is based on:
 - Size and complexity of the incident.
 - Specifics of the hazard environment created by the incident.
 - Incident planning process and incident objectives.



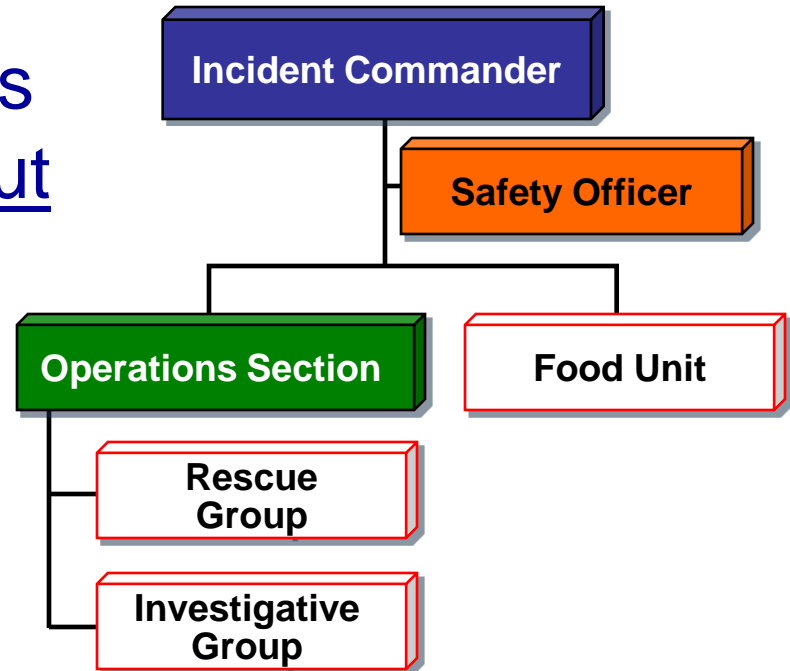
ICS Expansion and Contraction

- ◆ 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.



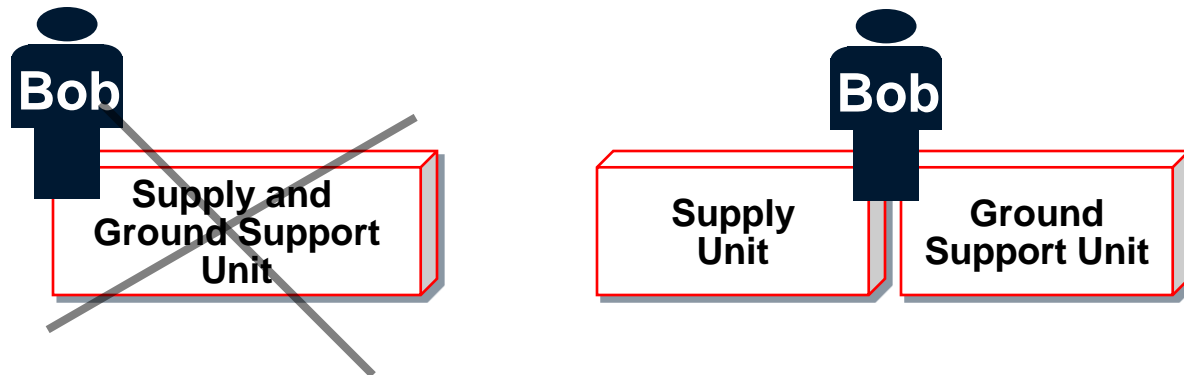
Activation of Organizational Elements

- ◆ Organizational elements may be activated without activating the Section Chief.



Things To Avoid

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



- Do not use nonstandard titles or hybrid positions. These titles may be unrecognizable to assisting or cooperating personnel.



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.

Analyze Complexity

- ◆ Analyzing incident complexity can help you to:
 - Identify resource requirements.
 - Determine if the existing management structure is appropriate.





Complexity Analysis Factors

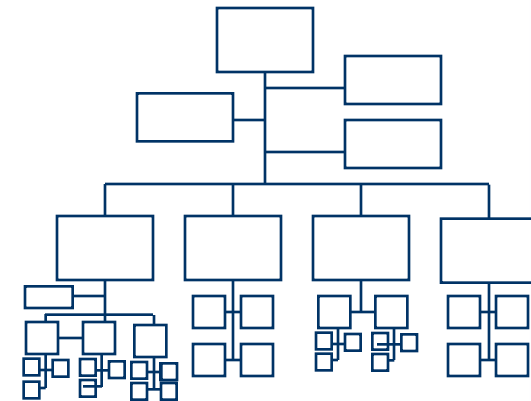
- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
-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

Incident Complexity and Resource Needs

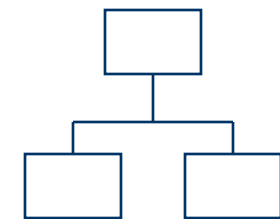
Incident Complexity

Resource Needs

ICS Structure



Complexity





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.

Which Is Kinds? Which Is Types?



A



B



Why “Type” Resources?



What You Needed



What You Got

Resource Typing



Type I



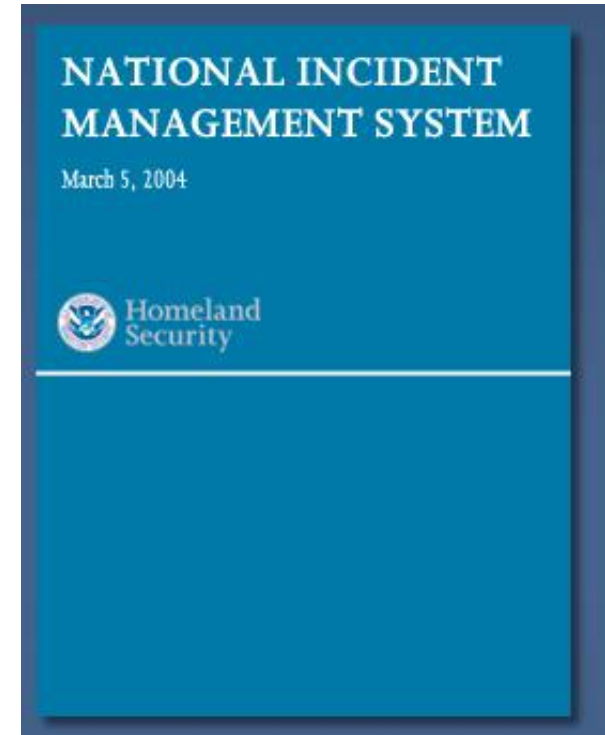
Type IV

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.

- ◆ See: www.fema.gov/nims

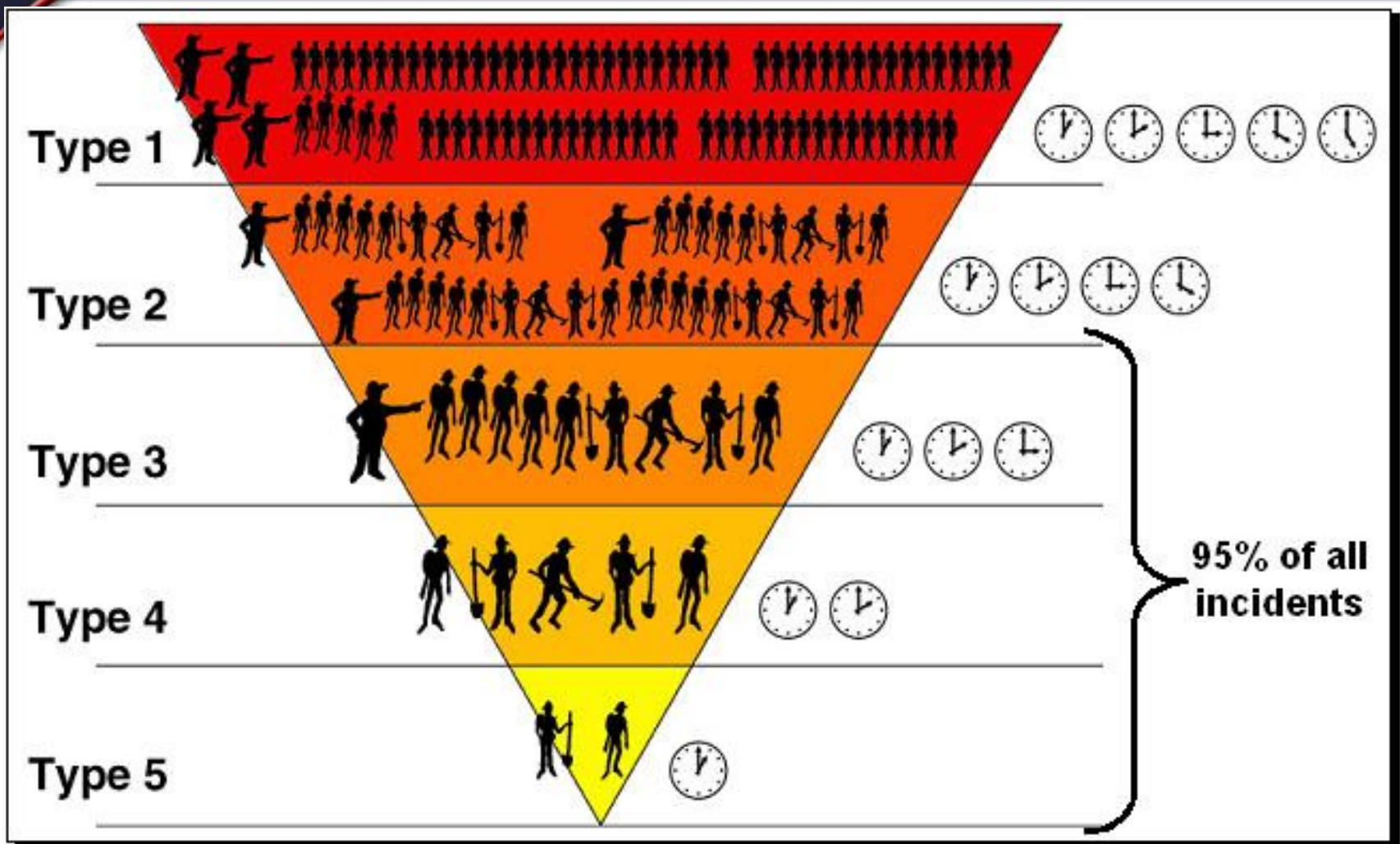


Incident Typing: Overview

- 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. Mostly is an Incident of National Significance, which activates the National Response Plan. 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.





Incidents of National Significance

- When State and local resources are overwhelmed and Federal resources are requested (including Stafford Act major disasters or emergencies and other catastrophic incidents).
- Situations where more than one Federal department or agency is involved in:
 - Credible terrorist threats.
 - Potential threats related to high-profile, large-scale planned events.
- Requests for Department of Homeland Security (DHS) assistance from a Federal department or agency responding under its own authorities.
- Presidential direction for DHS to assume responsibility for incident management.



Incident Management Teams (IMTs)

- An IMT may be used to response 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.

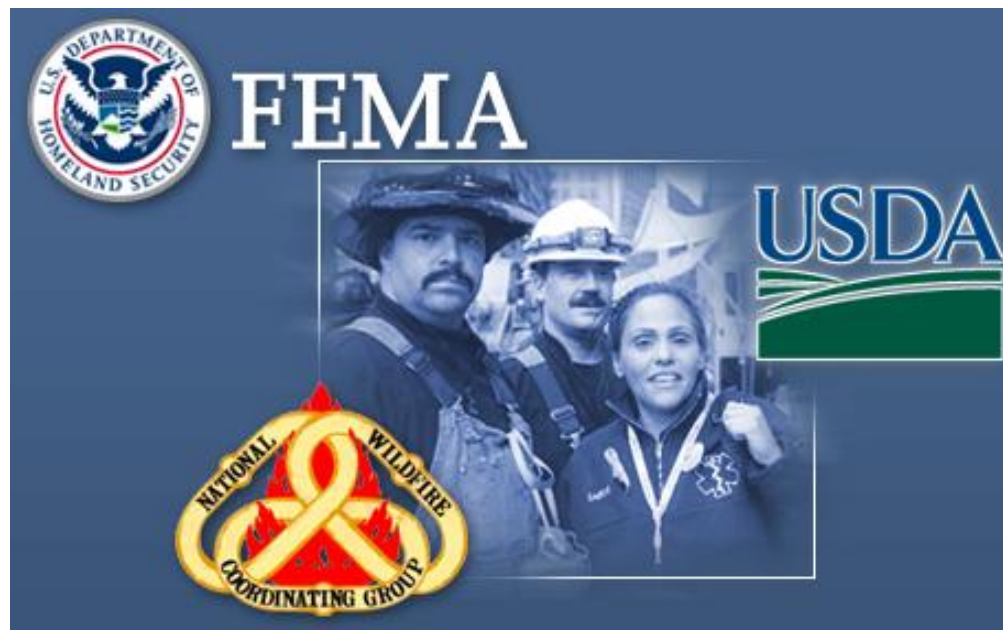
Information Source: www.usfa.fema.gov

Summary

- ◆ Are you now able to:
 - Explain how the modular organization expands and contracts?
 - Given a scenario, complete a complexity analysis?
 - Define the five types of incidents?



Unit 7: Transfer of Command



Unit Objectives

- Describe the process of transfer of command.
- List the essential elements of information involved in transfer of command.



Transfer of Command

- ◆ **Transfer of command** is . . .
- ◆ . . . the process of moving the responsibility for incident command from one Incident Commander to another.





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.



A More Qualified Person Arrives

- ◆ The arrival of a more qualified person does NOT necessarily mean a change in incident command. The more qualified individual may:
 - Assume command according to agency guidelines.
 - Maintain command as it is and monitor command activity and effectiveness.
 - Request a more qualified Incident Commander from the agency with a higher level of jurisdictional responsibility.



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.



Transfer of Command Briefing Elements

- ◆ The transfer of command briefing should include:
 - Situation status.
 - Incident objectives and priorities based on the IAP.
 - Current organization.
 - Resource assignments.
 - Resources ordered and en route.
 - Incident facilities.
 - Incident communications plan.
 - Incident prognosis, concerns, and other issues.
 - Introduction of Command and General Staff members.

Documentation: ICS Form 201

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
Useful Tool for Initial Incident Commander			
5. PREPARED BY (NAME AND POSITION)			

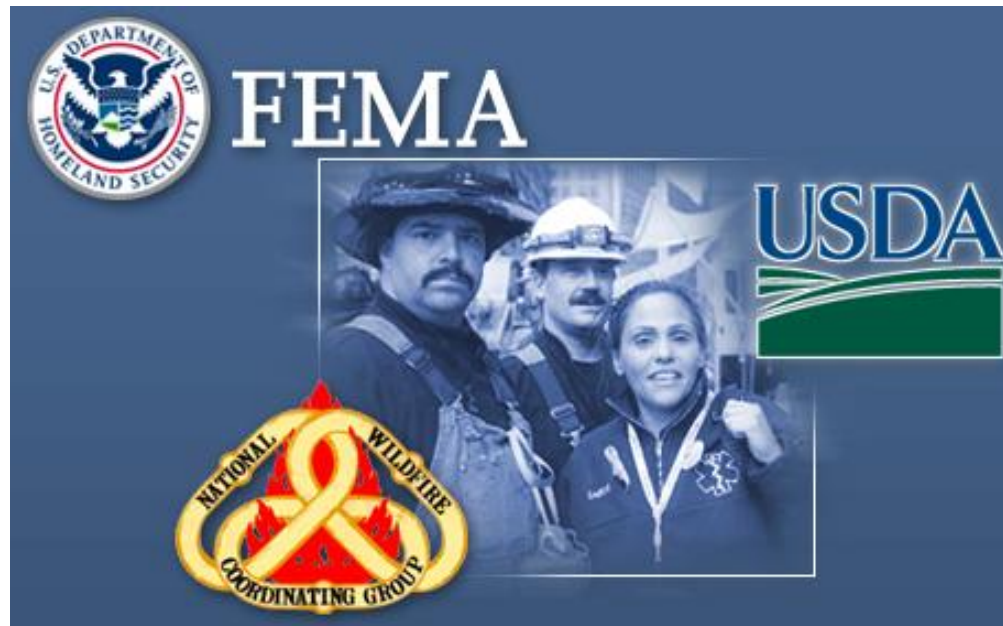
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- The initial Incident Commander can use the ICS 201 to document actions and situational information required for transfer of command.
- For more complex transfer of command situations, every aspect of the incident must be documented and included in the transfer of command briefing.

- ◆ Are you now able to:
 - Describe the process of transfer of command?
 - List the essential elements of information involved in transfer of command?

Unit 8: Course Summary

ICS for Single Resources and Initial Action Incidents





Review ICS-200 Course Objectives

Are you now able to:

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

National Incident Management System

