ICS 100 Intro to Incident Command System

Crawford County Volunteer Unit Training Session

Course Objective

- Demonstrate basic knowledge of the Incident Command System (ICS)

What is ICS?

- A standardized, on-scene, all-hazard incident management concept

- Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries

Purpose of ICS

- Helps to ensure the safety of responders and others

- Helps to ensure the achievement of tactical objectives

- Helps to ensure the efficient use of resources

Why ICS was developed

○ Previous incident management had weaknesses such as:

- Lack of accountability
- Poor communication
- Lack of a planning process
- Too many Incident Commanders
- No methods to integrate interagency requirements

National Incident Management System

- ICS is part of the National Incident Management System (NIMS)

- HSPDs 5 & 8 mandate NIMS

NIMS

- Provides a consistent nationwide template
- Enables all government and non-government organizations to work together
- Helps prepare for, prevent, respond to, and recover from incidents of all causes, size, location, or complexity
- Was implemented to reduce the loss of life & property, and damage to the environment

Components of NIMS

- Preparedness
- Communications & Information Management
- Resource Management
- Command & Management
  - ICS
  - Multiagency Coordination Systems
  - Public Information
- Ongoing Maintenance & Management

ICS Features

- Standardization
- Command
- Planning/Organizational Structure
- Facilities & Resources
- Communication/Information Management
- Professionalism

Standardization: Common Terminology

- Common Terminology helps to define:
  - Organizational functions
  - Incident facilities
  - Resource descriptions
  - Position titles
- Communication in plain English
  - Avoids confusion

Command

- Incident Commander has command of incident

- Chain of Command
  - Orderly line of authority

- Transfer of Command
  - Moves responsibility from one IC to another

- Unity of Command
  - Report to and receive assignments from one supervisor

- Unified Command
  - All responsible agencies manage incident together

Planning/Organizational Structure

- Management by objectives

- Incident Action Plan (IAP)

- Modular Organization

- Manageable Span of Control
  - Can control up to 7 entities

Facilities & Resources

- Comprehensive Resource Management
  - Categorizing
  - Ordering
  - Dispatching
  - Tracking
  - Recovering
- Incident Location & Facilities
  - Incident Command Post
  - Staging Area
  - Base
  - Camp

Resources

- Tactical
  - Personnel & major equipment

- Support
  - All other resources, such as food, communications equipment, or supplies

Communications/Info Management

- Integrated Communications
  - Use of common communications plan
  - Interoperability of communication equipment, procedures, & systems
  - Elements:
    - Modes
    - Planning
    - Networks
- Information & Intelligence Management

Professionalism

- Accountability
  - Check-in
  - IAP
  - Unity of Command
  - Span of Control
  - Resource Tracking
- Dispatch/Deployment
  - Personnel & equipment should <u>respond only when requested or dispatched</u>

ICS Staff

- Incident Commander
- Command Staff
  - Public Information Office
  - Safety Officer
  - Liaison Office
- General Staff
  - Operations Chief
  - Planning Chief
  - Logistics Chief
  - Finance/Administration Chief
  - Other staff below the section chiefs

ICS Supervisory Position Titles

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

Incident Commander

- Highest ranking person generally assumes command
- Can perform or delegate & assign all command staff functions & responsibilities
- Overall leadership for incident response
- Delegates authority to others

Command Staff -
Public Information Officer

- Advises IC on information distribution & media relations
- Obtains & provides information to/from Planning Section
- Obtains & provides information to/from community & media

Command Staff - Safety Officer

- Advises IC on safety issues

- Works with Operations Section to ensure safety of field personnel

- Ensures safety of all incident personnel

Command Staff - Liaison Officer

- Serves as point-of-contact for agency representatives supporting the operation

- Provides briefings and answers to supporting agencies

General Staff – Operations Chief

- Develops & implements strategy to carry out incident objectives
- Organizes, assigns, & supervises tactical field operations
- Supervises air operations & resources in Staging Area
- Depends on other general staff for support

Operations Section

- Directs & coordinates all tactical operations
- One of the first sections to be assigned in incident
- Most incident resources
- Span of control
  - Divisions – geographic
  - Groups – functional areas
  - Branches – used when span of control exceeded; geographic or functional

General Staff – Planning Chief

- Gathers, analyzes, & distributes information & intelligence

- Manages the planning process

- Compiles the IAP

Planning Section

- Maintains resource status
- Maintains & displays situation status
- Prepares the IAP
- Develops alternative strategies
- Provides documentation services
- Prepares the Demobilization Plan
- Units
  - Resources
  - Situation
  - Documentation
  - Demobilization

General Staff – Logistics Chief

- Provides resources & services required to support incident activities

- Develops portion of IAP and forwards to Planning Section

- Handles the purchasing of goods & services needed at the incident

Logistics Section

- Responsible for:
  - Communications
  - Medical support to incident personnel
  - Food for incident personnel
  - Supplies
  - Facilities
  - Ground support
- Generally duties will be divided into differing branches & units
  - Service Branch
  - Support Branch

General Staff – Finance/Administration Chief

- Responsible for financial & cost analysis
- Oversees contract negotiations
- Tracks personnel & equipment time
- Processes claims for accidents & injuries
- Works with Logistics to ensure resources are acquired

Finance/Administration Section

- Contract negotiating & monitoring

- Timekeeping

- Cost analysis

- Compensation for injury or damage to property
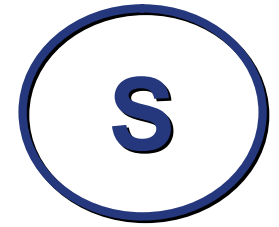
Incident Facilities

- Some may be located together
- Established by the IC
- Activated only when needed
- Six basic ICS facilities
  - Incident Command Post (ICP)
  - Staging Area
  - Base
  - Camp
  - Helibase
  - Helispots

Incident Command Post

- IC oversees all incident operations from here
- May change locations during event
- May be located in a vehicle, trailer, tent, or building
- Should be positioned outside the present & potential hazard zones, but close enough to maintain command
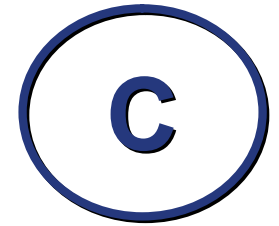- All incidents must have an ICP

Staging Area

S

- Temporary locations where available personnel & equipment are waiting for assignments
- May be more than one for an incident
- Should be close enough for quick response, but far enough away to be out of immediate impact zone
- May be in same location as the other 5 ICS facilities
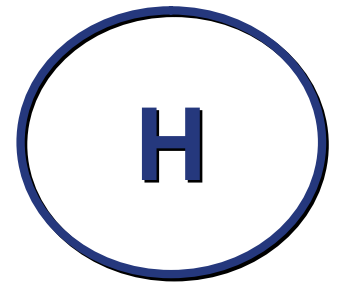
Base

B

- Primary logistics & administrative functions are coordinated from here
- One base per incident
- Designated by incident name
- Established & maintained by Logistics Section
- Resources in the Base are always out of service
- May be located in the ICP

Camps

- Resources may be kept here if a Base isn't accessible
- Multiple Camps may be used, but not all incidents will have a Camp
- Temporary locations within the general incident area to provide food, water, sleeping areas, & sanitary services
- Designated by geographic location or number

Helibase/Helispots

- Helibase
  - Location where helicopter-centered air operations are conducted
  - Generally for longterm use
- Helispots
  - Temporary locations
  - Locations where helicopters can safely land & take off
  - Multiple Helispots may be used

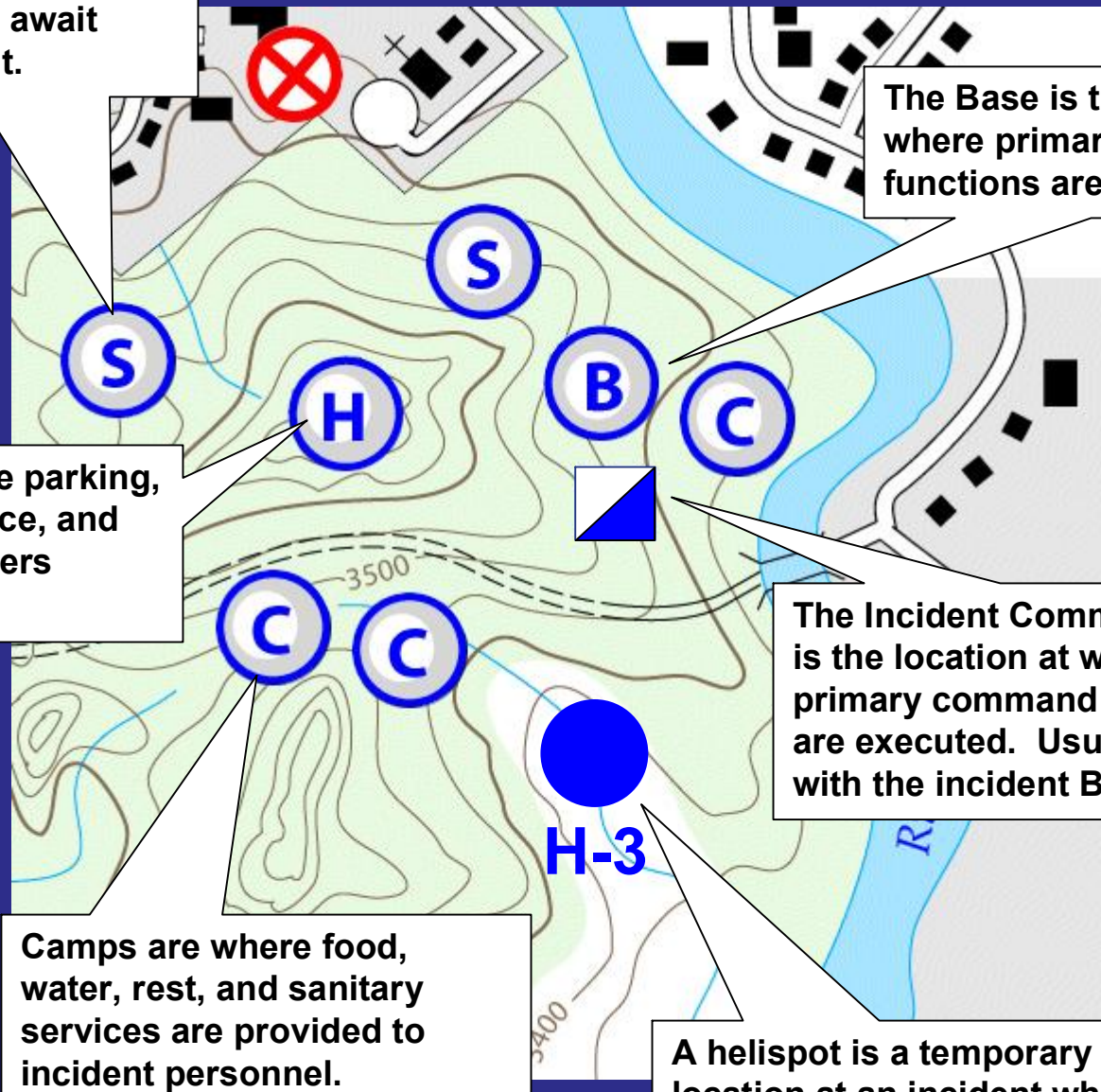A Staging Area is where incident personnel await tactical assignment.

The Base is the location where primary logistics functions are coordinated.

A helibase is where parking, fueling, maintenance, and loading of helicopters occur.

The Incident Command Post is the location at which primary command functions are executed. Usually located with the incident Base.

Camps are where food, water, rest, and sanitary services are provided to incident personnel.

A helispot is a temporary location at an incident where helicopters can safely land and take off.

H-3

Common Responsibilities

- Dispatch/Deployment responsibilities
- Common responsibilities at incident
- Individual accountability responsibilities
- Common demobilization responsibilities

Dispatch/Deployment

- Only deploy to an incident when requested or when dispatched by an appropriate authority
- Make sure that you receive a complete deployment briefing
  - Descriptive location & response area
  - Incident check-in location
  - Specific assignment
  - Reporting time
  - Communications instructions
  - Special support requirements
  - Travel arrangements

Incident Check-In: Purpose

- Ensure personnel accountability
- Track resources
- Prepare personnel for assignments and reassignments
- Locate personnel in case of an emergency
- Establish personnel time records and payroll documentation
- Plan for releasing personnel
- Organize the demobilization process

Incident Check-In: Procedures

- Check-in only once at authorized location
  - At one of the ICS locations
  - With Division or Group supervisor

Initial Incident Briefing

- Current situation assessment & objectives
- Specific job responsibilities
- Location of work area
- Instructions for obtaining additional resources
- Safety hazards & required safety procedures/PPE

Common Responsibilities

- Keep accurate records
  - Print/type all records
  - All dates in month/day/year format
  - Use military time
  - Date & time on all forms/records
- Supervisory responsibilities
  - Maintain daily log
  - Provide briefings to subordinates, adjacent forces, & replacement personnel

Accountability

- Maintain chain of command & unity of command

- Communicate potential hazards & changing conditions in plain English

- Act professionally & report prohibited activities

Demobilization

- Complete all assignments & required forms/reports
- Brief replacements, subordinates, & supervisor
- Follow incident & agency check-out procedures
- Return incident-issued equipment & supplies
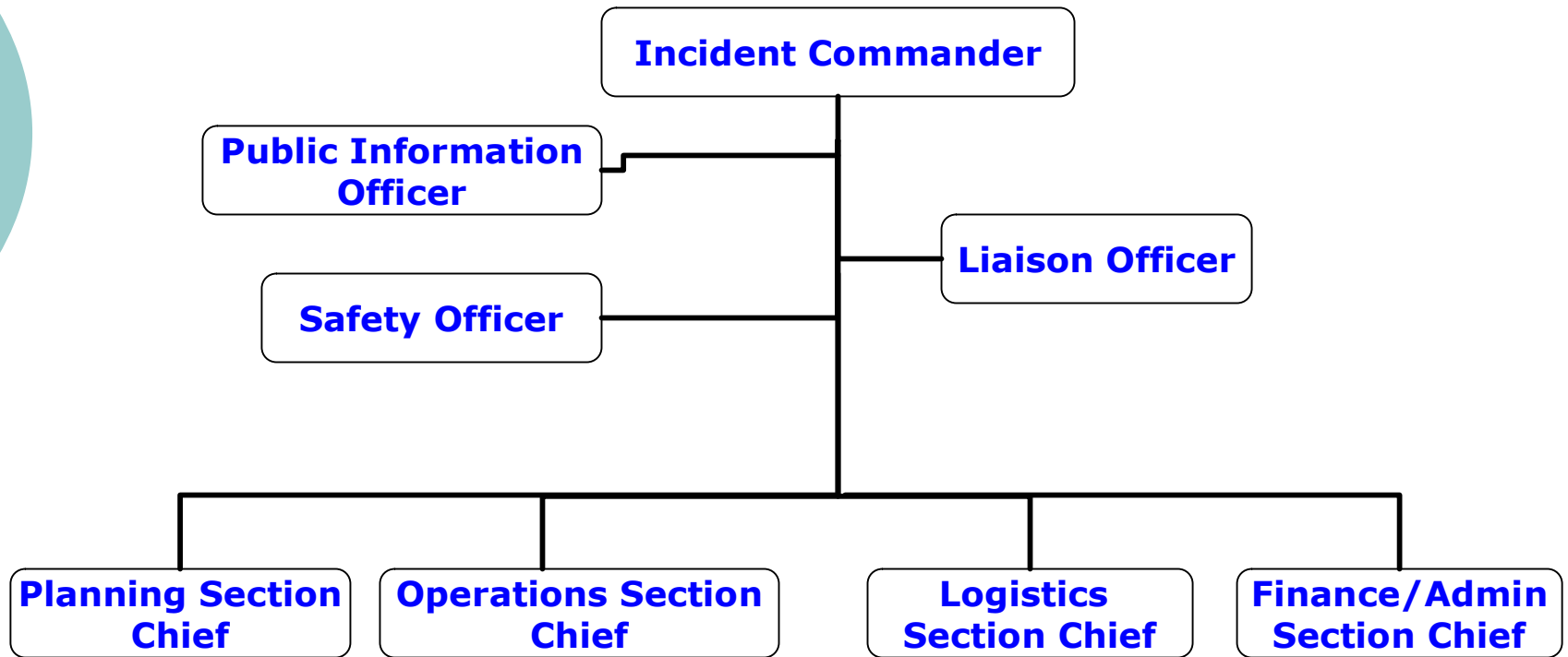- Complete any administration issues

Summary

- ICS developed due to many weaknesses in previous incident management
- ICS is standardized & can be used in any size incident
- ICS is part of a larger NIMS program

Summary

- Standard Sections & Job Titles
  - Incident Commander (overall leader)
  - Command Staff (PIO, Safety, Liaison)
  - General Sections
    - Planning Section
    - Operations Section
    - Logistics Section
    - Finance/Admin Section

ICS Organizational Chart

Incident Commander

Public Information Officer

Liaison Officer

Safety Officer

Planning Section Chief

Operations Section Chief

Logistics Section Chief

Finance/Admin Section Chief

Summary

- Incident Facilities
  - ICP
  - Staging Area
  - Base
  - Camp
  - Helibase/Helispots

Summary

○ Common Responsibilities

- Deployment
- Check-in/out
- Incident briefings
- Accountability/accurate record keeping
- Demobilization

Knowledge Check…

- What size incident can ICS be used in?
- Who has overall control of an incident?
- Who are the 3 members of the Command Staff?
- Which section is responsible for supplies?
- What facility has resources that are waiting to be deployed?

Course Objective Review

- You should be able to describe the basics of the Incident Command System

Course Exam

- Exam for course is available online at www.training.fema.gov/EMIWeb/IS/IS100A.asp
- More detailed course is also available on the website
- Can refer to course notes/information as needed when taking test
- Please complete multiple choice exam; 75% correct is required to pass
- Provide a copy of certificate completion to me for my records

Questions/Comments?

Thank You

- Next meeting
  - National Incident Management System basics
    - IS-700.a: National Incident Management System An Introduction

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