

E/L/G0300 Intermediate Incident Command System For Expanding Incidents, ICS 300

Student Manual

Date Released: 03/2025



FEMA

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Unit 1: Course Introduction

Unit Content

Unit Terminal Objective

Identify the course scope, objectives, and classroom logistics.

Unit Enabling Objectives

1. Identify the course scope and objectives.
2. Explain how assigned groups will function during the course activities.

Methodology

This unit uses lecture, handouts, an activity, and discussion to identify the course scope, objectives, and classroom logistics. The instructor welcomes the students to the class, reviews the course objectives, and outlines the classroom considerations to include safety, break areas, restroom locations, and smoking areas.

The instructor then introduces the instructional team and prompts the students to introduce themselves. The instructor then distributes the course pretest and informs the students they will have 20 minutes to complete it. Once the students have finished, the instructor collects the tests and grade privately to gain a sense of how familiar the students are with the content.

Following the pretest, the instructor reviews the instructional team's expectations of the students, and in turn, ask the students to share their expectations of the course. Finally, the instructor presents the course objectives, structure, and design. The instructor explains the course completion requirements, including the final exam. As the unit activity, the instructor directs the students to form groups to work together on the unit activities for the duration of the course. Group members will be given the opportunity to introduce themselves, choose a group leader, and decide how they will operate during the activities of the course.

Visual 1: E/L/G 300 Intermediate Incident Command System for Expanding Incidents, ICS 300

Visual 2: Unit 1: Course Introduction

Visual 3: Unit Terminal Objective

Identify the course scope, objectives, and classroom logistics.



Visual 4: Unit Enabling Objectives

- Identify the course scope and objectives.
- Explain how assigned groups will function during the course activities.

The pretest and final exam are based on the Unit Enabling Objectives from Units 2–7.

Visual 5: Administrative Considerations

- Lodging
- Transportation
- Safety Procedures
- Smoking Policy
- Message and Telephone Location
- Cell Phone, Texting and Email Policies
- Restrooms and Drinking Fountains
- Other Local Information
- Facility Safety
- Lunches / Breaks

Visual 6: Introductions



- Instructor and student introductions
- Incident response experiences
- Disaster experience

The instructor gives an overview of their personal experience and the agencies in which they have worked.

You will be asked to introduce yourself and provide an overview of your incident response experiences and ICS background.

After the introductions, the instructor will administer the Pretest.

Visual 7: Expectations

- Instructional Team
- Student



Share your expectations for the course.

Visual 8: Course Objective

By the end of this course, students will be able to demonstrate through activities and a Final Exam, the duties, responsibilities, and capabilities of an effective ICS in expanding incidents.



The course will outline how the NIMS Command and Coordination component supports the management of expanding incidents as well as describe the incident management processes as prescribed by ICS.

This course has a threaded activity that will give students the opportunity to practice implementing the incident management process and create an Incident Action Plan (IAP) for a simulated expanding incident.

Visual 9: Course Terminal Learning Objectives

- Given a simulated situation, identify roles and reporting relationships under a Unified Command that involves agencies within the same jurisdiction and under multijurisdictional conditions. (Unit 2)
- Develop incident objectives for a simulated incident. (Unit 3)
- Create an ICS Form 215, Operational Planning Worksheet, and an ICS Form 215A, Incident Action Plan Safety Analysis, using the strategies and tactics from a given scenario. (Unit 4).

Visual 10: Course Terminal Learning Objectives (Continued)

- Create a written IAP for an incident/event using the appropriate ICS forms and supporting materials and use the IAP to conduct an Operational Period Briefing. (Unit 5)
- Explain the principles and practices of incident resources management. (Unit 6)
- Identify demobilization considerations for a given scenario. (Unit 7)
- Summarize the course objectives. (Unit 8)

Visual 11: Course Structure

- Unit 1 – Course Introduction
- Unit 2 – ICS Fundamentals Review
- Unit 3 – Initial Actions for Unified Command
- Unit 4 – Implementing an Operational Process
- Unit 5 – Planning Process, IAP, and Operations Brief
- Unit 6 – Incident Resource Management
- Unit 7 – Demobilization, Transfer of Command, Closeout, and Transition to Recovery
- Unit 8 – Course Summary

Handout 1-1: Course Agenda

The Appendix includes additional course-related information, blank ICS forms, and a glossary.

The Applied Activity Materials section includes the materials, instructions, and debriefing suggestions needed for the applied activities.

Refer to Handout 1-1: Course Agenda.

Visual 12: Course Design

- Course length of 3 days.
- Combination of lecture, discussion, and activities.
- Prerequisites –
 - IS-0100.c
 - IS-0200.c
 - IS-0700.b
 - IS-0800
- Closed-book Final Exam.

The course is scheduled to be 3 days in length. Through a combination of lecture, discussion, and activities, students, upon course completion, will be provided the knowledge to meet the objectives of the course. Student interaction and participation will be integral to this process.

Prerequisites

- IS-0100.c, *An Introduction to the Incident Command System, ICS 100*
- IS-0200.c, *Basic Incident Command System for Initial Response, ICS 200*
- IS-0700.b, *An Introduction to the National Incident Management System*
- IS-0800, *National Response Framework (NRF)*

Recommended courses:

- E/L/G 0191, *Emergency Operations Center/Incident Command System Interface*
- E/L/G 0400, *Advanced Incident Command System for Complex Incidents, ICS 400*

Closed-Book Final Exam: To receive a certificate of completion for the course, students must obtain a 75% or higher on the final exam. The final exam will be closed-book, one hour will be allotted for its completion, and the final exam's questions will be based on the Unit Enabling Objectives for Units 2 - 7. Unit 1 will not be tested in the pretest nor the final exam.

Visual 13: Successful Course Completion

- Participate in unit activities.
- Achieve 75% or higher on the Final Exam.
- Complete daily Check-in List.
- Create an IAP and associated documentation.
- Complete end-of-course evaluation.



Visual 14: Activity 1.1: Group Formation



Allotted Time: 20 minutes

The purpose of this activity is to assign students to groups and to provide the opportunity for the members to introduce themselves, decide how they will operate during activities throughout the course, and how they will complete daily check-in and their group's ICS Form 214 Activity Log.

Total activity time is 20 minutes, which includes 10 minutes of group discussions and 10 minutes of presenting your group's operating ground rules.

Visual 15: Objectives Review

1. What is the course scope? Objective?
2. How will your assigned group operate during this course?

Unit Enabling Objectives

- Identify the course scope and objectives.
- Explain how assigned groups will function during the course activities.

Handout 1-1: Course Agenda

DAY 1

- Unit 1: Course Introduction
- Unit 2: ICS Fundamentals Review
- Unit 3: Initial Actions for Unified Command

DAY 2

- Unit 4: Implementing an Operational Process
- Unit 5: Planning Process, IAP, and Operations Brief

DAY 3

- Unit 6: Incident Resource Management
- Unit 7: Demobilization, Transfer of Command, Closeout, and Transition to Recovery
- Unit 8: Course Summary

Unit 2: ICS Fundamental Review

Visual 1: Unit 2: ICS Fundamentals Review

Unit 2 is a review of basic ICS organizational and staffing concepts learned in prerequisite courses as well as an overview of the roles and responsibilities of a Unified Command.

Visual 2: Unit Terminal Objective

Given a simulated scenario, identify roles and reporting relationships under a Unified Command that involves agencies within the same jurisdiction and under multijurisdictional conditions.



Visual 3: Unit Enabling Objectives

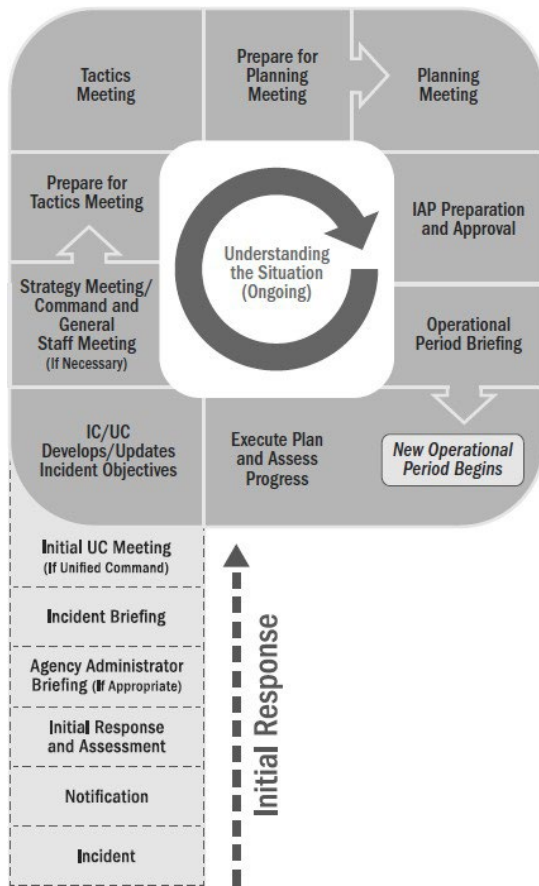
- Explain how ICS fits into the Command and Coordination component of NIMS.
- Explain reporting relationships and information flow within the organization.
- Identify ICS supervisory positions and titles.

The Final Exam is based on the Unit Enabling Objectives.

Visual 4: Unit 2 Enabling Objectives (Continued)

- Explain considerations for developing an organizational structure that supports the incident and delegating authority to the lowest practical level.
- Identify the primary features of Unified Command.
- Explain how Unified Command functions on a multijurisdictional or multiagency incident.

Visual 5: Incident Action Planning Process



Handout 2-1: Operational Period Planning Cycle (Planning P)

Refer to Handout 2-1: Operational Period Planning Cycle (Planning P) and review. The Planning “P” is a guide to the process and steps involved in planning for an incident, from the onset of the incident (shown in the “leg” of the “P”) through preparations for the first Operational Period (shown in the “top” of the “P”).

In complex incidents, a formal planning process as illustrated in the visual is used. In less complex incidents or during the initial response, the planning steps are completed in a more flexible manner.

The planning cycle then continues for each successive Operational Period, as shown in the circular part of the “P”.

As illustrated on the visual, the Unified Command conducts an initial Unified Command meeting early in the incident response. Then the Unified Commanders jointly establish objectives for each Operational Period. The Planning “P” is extremely valuable when preparing for a planned event.

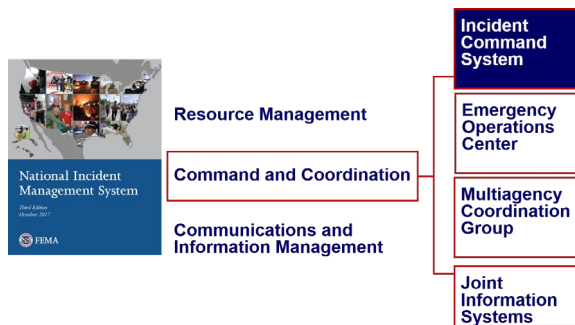
The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Agency Administrator Briefing (if appropriate),

Incident Briefing using ICS Form 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, Strategy Meeting/Command and General Staff Meeting (if necessary), 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.

Visual 6: NIMS Components & ICS



ICS is only one facet of NIMS. NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context.

These components represent a building-block approach to incident management. The application of the guidance for all three components is vital to successful NIMS implementation.

- **Resource Management** describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.
- **Command and Coordination** describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.
- **Communications and Information Management** describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

Additional information can be found at the [NIMS website](https://www.fema.gov/national-incident-management-system) at <https://www.fema.gov/national-incident-management-system>.

Visual 7: NIMS Management Characteristics

14 foundational characteristics of incident command and coordination under NIMS:

- Common Terminology
- Management by Objectives
- Manageable Span of Control
- Comprehensive Resource Management
- Establishment and Transfer of Command
- Chain of Command and Unity of Command
- Dispatch/Deployment
- Modular Organization
- Incident Action Planning
- Incident Facilities and Locations
- Integrated Communications
- Unified Command
- Accountability
- Information and Intelligence Management

These characteristics are the foundation of incident command and coordination under NIMS and contribute to the strength and efficiency of the overall system:

Visual 8: Unity of Command

Under unity of command, personnel:

- Report to only one supervisor.
- Receive work assignments and take directions only from that one person.



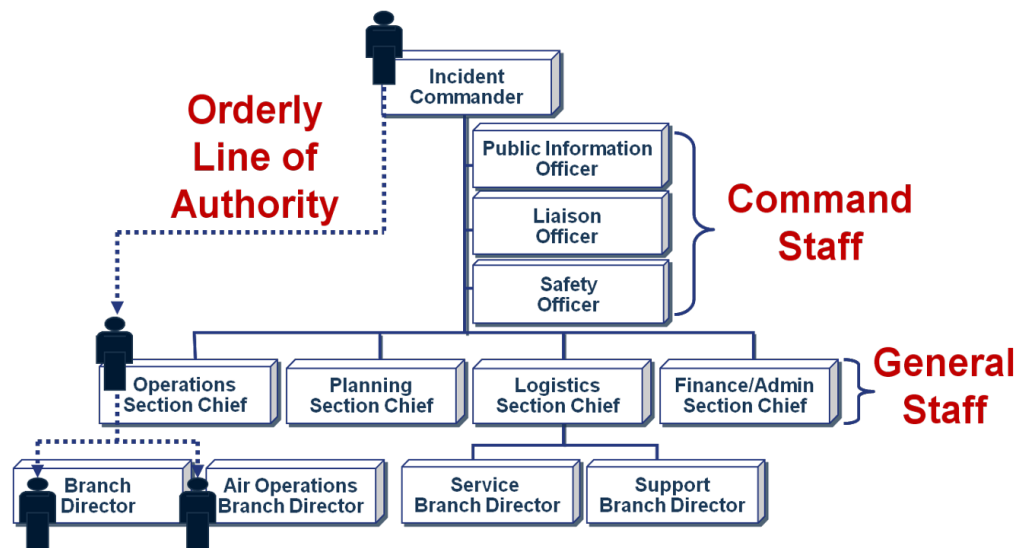
Don't confuse **unity** of command with **Unified** Command!

Visual 9: "Unity" vs. "Unified"



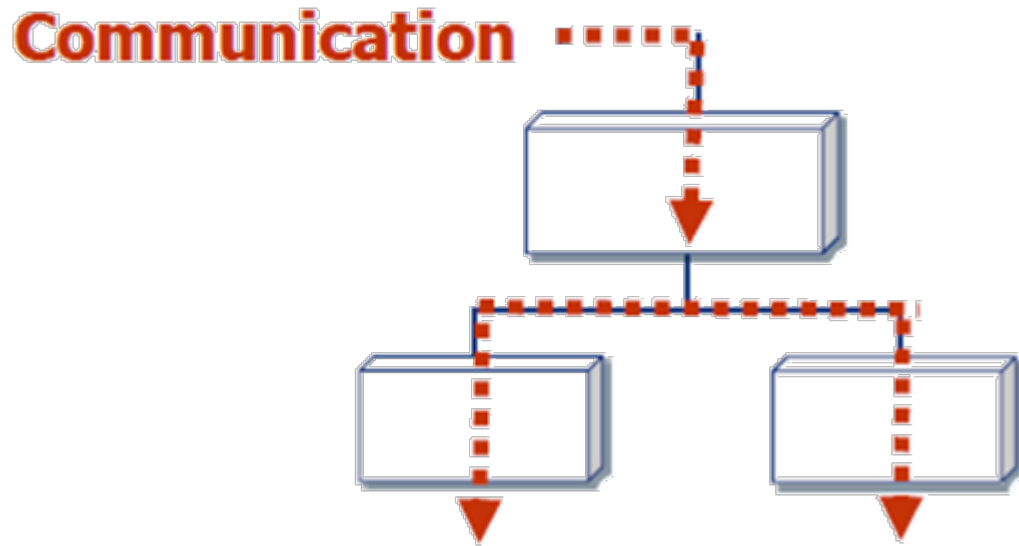
**What's the difference between
unity of command and
Unified Command?**

Visual 10: Chain of Command



Chain of command is used to communicate direction and maintain management control. Chain of command, however, does not apply to the exchange of informal information. Although orders must flow through the chain of command, members of the organization may directly communicate with each other to ask for or share informal information.

Visual 11: Formal Communication (1 of 2)



Formal Communication follows the chain of command.

Formal communication follows the chain of command and as the incident organization grows to meet the needs of the incident, care must be taken to ensure that information transfer is handled effectively.

Formal communication requires that orders, directives, resource requests, and status changes must follow the hierarchy of command unless otherwise directed.

Visual 12: Formal Communication (2 of 2)

Use formal communication when:

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



Visual 13: Informal Communication

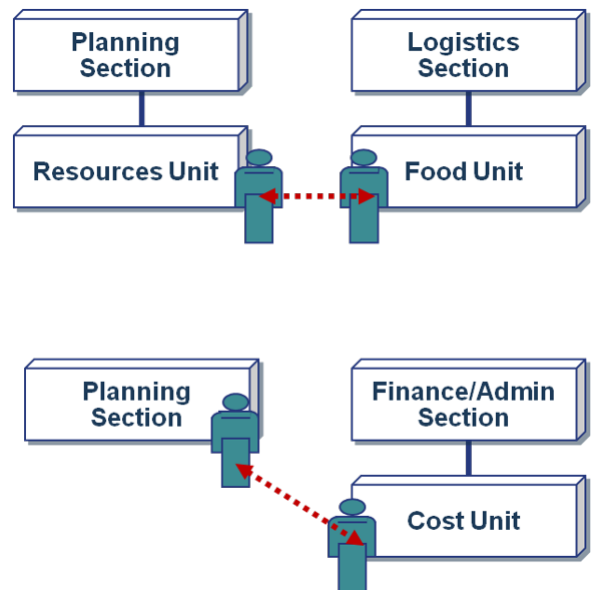
- Used to only exchange incident or event information.
- NOT used for:
 - Formal requests for additional resources.
 - Tasking work assignments.



Within the ICS organization, critical information must flow freely!

There is ongoing communication within the organization to exchange information among and between personnel. However, it is important to note that some information such as classified, sensitive or personally identifiable information, has limitations on how and with whom it can be shared.

Visual 14: Informal Communication: Examples



Examples of informal communication:

- Operations talking directly to Safety.
- Liaison talking to Operations.
- Logistics may directly contact Resources to determine the number of persons requiring feeding.
- Finance/Admin may directly discuss and share information on alternative strategies with Planning.

Visual 15: Common Terminology

Using common terminology helps to define:

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



Using common terminology helps to define:

- Organizational functions.
 - Major functions and functional units with incident responsibilities are named and defined. Terminology for the organizational elements is standard and consistent
- Incident facilities.
 - **Incident Command Post** – The field location at which the primary tactical-level, on-scene incident command functions are performed.
 - **Staging Area** – The location where resources can be placed while awaiting a tactical assignment.
 - **Incident Base** – The location where primary logistics functions are coordinated. There is only one incident base per incident. The Incident Command Post may be collocated with the incident base.
 - **Camp** – A location where food, water, rest, and sanitary services are provided to incident personnel.
- Resource descriptions.
 - Major resources—including personnel, equipment, teams, and facilities,—are given common names and are "typed" with respect to their capabilities, to help avoid confusion and to enhance interoperability.
- Position titles.
 - At each level within the ICS organization, individuals with primary responsibility have distinct titles. Titles provide a common standard for all users, and also make it easier to fill ICS positions with qualified personnel. ICS titles often do not correspond to the titles used on a daily basis.

Using common terminology requires plain English (no jargon) and clear text (no code).

Visual 16: Incident Management Roles

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

Incident Commander	EOC Director and Staff
• Manage the incident at the scene. • Keep the EOC/MAC Group informed on all important matters pertaining to the incident.	Support the Incident Commander and MAC Group: • Provide Resources • Plan for Resource Requirements • Facilitate Situational Awareness
Joint Information System	Senior Officials/MAC Group
• Enable communication between incident personnel • Provide Critical Information to the Public	Provide the Incident Commander and EOC Staff: • Authority • Mission and Strategic Direction • Policy

The Incident Commander (IC) is the primary person in charge at the incident. In addition to managing the incident scene, he or she is trained to keep the Agency Executives/Senior Officials informed and up to date on all important matters pertaining to the incident. The IC is delegated has overall authority and assigned responsibility for conducting incident operations.

The Agency Executives/Senior Officials have overall responsibility within the Jurisdiction. They delegate authority and assign responsibility to the Incident Commander. They often act as members of the Multiagency Coordination Group (may also be called a Policy Group) to set policy for an agency or jurisdiction, establish the mission to be accomplished, shape the overall strategic direction, and give the trained responders the authority to accomplish the incident objectives.

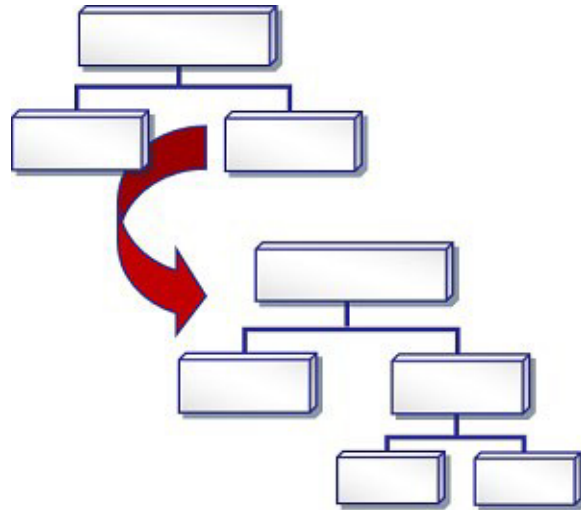
Visual 17: Modular Organization

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.



Handout 2-2: Incident Complexity

This modular concept is based on the following considerations:

- The organization matches the function or task to be performed and the Resources that must be managed to perform these tasks and functions;
- Staffing is made only for those functional elements required to perform the task;
- Span of control guidelines are maintained;
- The function of any non-activated organizational element is performed at the next highest level; and
- Organizational elements are deactivated if they are no longer required.

Refer to Handout 2-2: Incident Complexity.

Span of control is an ICS concept that describes the ratio of individuals supervised to the number of supervisors. Span of control is accomplished by organizing resources into Teams, Divisions, Groups, Branches, or Sections.

Effective incident management frequently necessitates ratios significantly different from the guideline 1:5 ratio of supervisors to subordinates. The type of incident, nature of the task, hazards and safety factors, experience of the supervisor and subordinates, and communication access between the subordinates and the supervisor are all factors that influence manageable span of control. Incident personnel should use their best judgment to determine the actual distribution of subordinates to supervisors for a given incident or operations.

Visual 18: Modular Expansion

- Developing organization's structure to match function or task to be performed
- Staffing only organizational elements needed to perform task
- Ensuring manageable span of control
- Performing function of any non-activated organizational element at next higher level
- Demobilizing organizational elements no longer needed

The complexity of the incident and the type and number of resources managed will drive organizational structure requirements.

Visual 19: Delegating ICS Supervisors

Designating subordinate Command and General Staff supervisors allows the Incident Commander to:

- Delegate the IC's leadership responsibilities to subordinates.
- Maintain a manageable span of control.

Responsibility for every function defaults to the next higher supervisory position until that supervisor delegates those responsibilities.

A basic ICS operating guideline is that the person at the top of the organization is responsible for a task until that responsibility is delegated to a subordinate position. For this reason, it is important for the IC to designate subordinate leaders and delegate portions of his or her responsibilities to these supervisors.

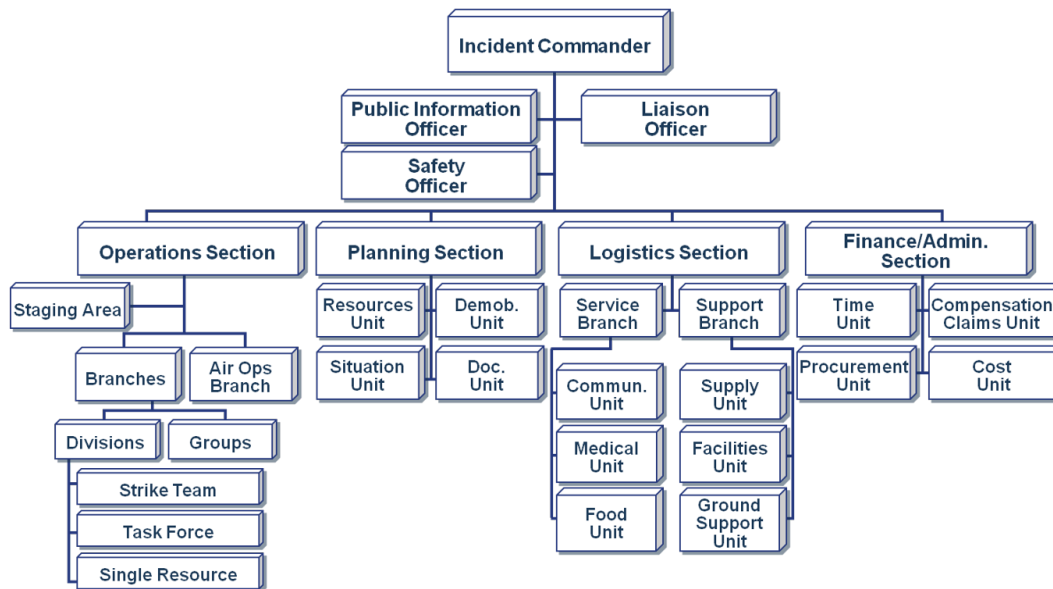
Visual 20: ICS Organizational Components



As complexity increases, resources must increase, requiring an organization with additional levels of supervision. In addition, resources should match the incident complexity (type).

The visual shows how the Incident Command System can expand according to the needs of the incident (modular organization).

Visual 21: ICS Organizational Components

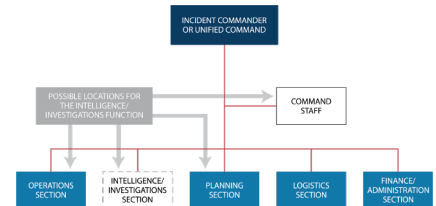


- Typically structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.
- Adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond.
- Scalable organizational structure that is based on the size and complexity of the incident. However, this flexibility does NOT allow for the modification of the standard, common language used to refer to organizational components or positions.

Refer to Handout 2-4: ICS Organizational Structure and Elements.

Visual 22: Intelligence/Investigations Function

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



Intelligence/Investigations (I/I) is a sixth function of ICS that is only established when needed.

The purpose of the I/I function within ICS is to determine the source or cause of the incident, to control its impact and/ or help prevent the occurrence of similar incidents.

ICS allows for organizational flexibility; therefore, the Intelligence/Investigations Function can be embedded in several different places within the organizational structure:

- Within the Planning Section.
- As a Separate General Staff Section.
- Within the Operations Section.
- Within the Command Staff.

Regardless of how the Intelligence/Investigations Function is organized, a close liaison will be maintained and information will be transmitted to Command, Operations, and Planning.

Additional information on the I/I function can be found in the [NIMS Intelligence and Investigations Function Guidance and Field Operations guide](https://www.fema.gov/nims-intelligence-and-investigations-function-guidance-and-field-operations-guide) at <https://www.fema.gov/nims-doctrine-supporting-guides-tools>.

Visual 23: ICS Supervisory Position Titles

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/Resource Team/Task Force	Leader	Single Resource

Visual 24: Facilitated Activity: Matching Position Titles



Allotted Time: 10 minutes

The instructor will explain the facilitated activity.

Visual 25: Unified Command Definition

Provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.



When no one jurisdiction, agency or organization has primary authority and/or the resources to manage an incident on its own, Unified Command may be established. In Unified Command, there is no one “commander.” Instead, the Unified Command manages the incident by jointly approved objectives. A Unified Command allows these participating organizations to set aside issues such as overlapping and competing authorities, jurisdictional boundaries, and resource ownership to focus on setting clear priorities and objectives for the incident (one IAP). The resulting unity of effort allows the Unified Command to allocate resources regardless of ownership or location.

Unified Command does not affect individual agency authority, responsibility, or accountability.

Visual 26: ICS Management: Span of Control

- Enables all agencies with responsibility to manage an incident together by establishing a common set of incident objectives and strategies.
- Allows members of the Unified Command to make joint decisions by establishing a single command structure.
- Maintains unity of command. All tactical resources report to one Operations Section Chief.



Visual 27: Unified Command Features



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

Visual 28: Unified Command Principles

- Policies: Established by participating jurisdiction and/or agency authorities.
- Objectives: Set by members of Unified Command.
- Organization: Consists of various jurisdictional or agency on-scene senior representatives operating within a Unified Command structure.
- Resources: Supplied by the jurisdictions and agencies that have functional or jurisdictional, legal, and financial responsibility.
- Operations: Directed by the Operations Section Chief, who controls tactical resources. There is still unity of command.

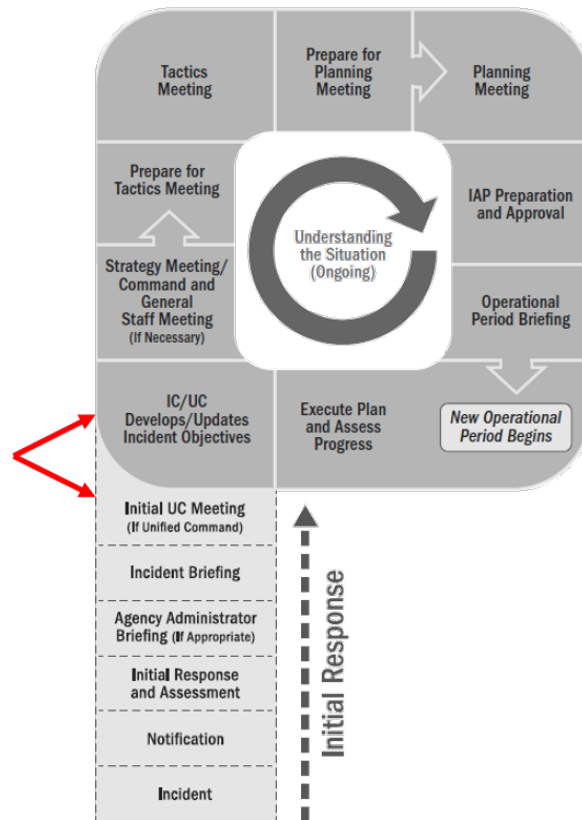
Resources (personnel and equipment) stay under the administrative and policy control of their agencies. Operationally, personnel respond to tactical assignments under the coordination and direction of the Operations Section Chief.

An example of administrative and policy control may be agreements with a union that could affect overtime, compensable breaks, time in pay status, etc.

Visual 29: Planning "P" and Unified Command

Unified Commanders meet:

- Initially to assess the situation, set objectives and priorities, discuss authorities, and establish the ICS organization.
- At the onset of subsequent Operational Period planning cycles to develop or update objectives.



As illustrated on the visual, the Unified Command conducts an initial Unified Command meeting early in the incident response. Then the Unified Command jointly establishes objectives for each Operational Period.

Visual 30: Advantages of Unified Command



What are the advantages of using Unified Command?

Discuss the advantages of using Unified Command.

Visual 31: Advantages of Using Unified Command: Overview

- Single set of objectives developed for entire incident.
- Collective approach develops strategies to achieve objectives.
- Improved information flow and coordination between jurisdictions and agencies.
- All agencies understand joint priorities and restrictions.
- Agency's legal authorities not compromised or neglected.
- Single Incident Action Plan combines efforts and optimizes assignment performances.

Visual 32: Unified Command: Multiple Jurisdictions

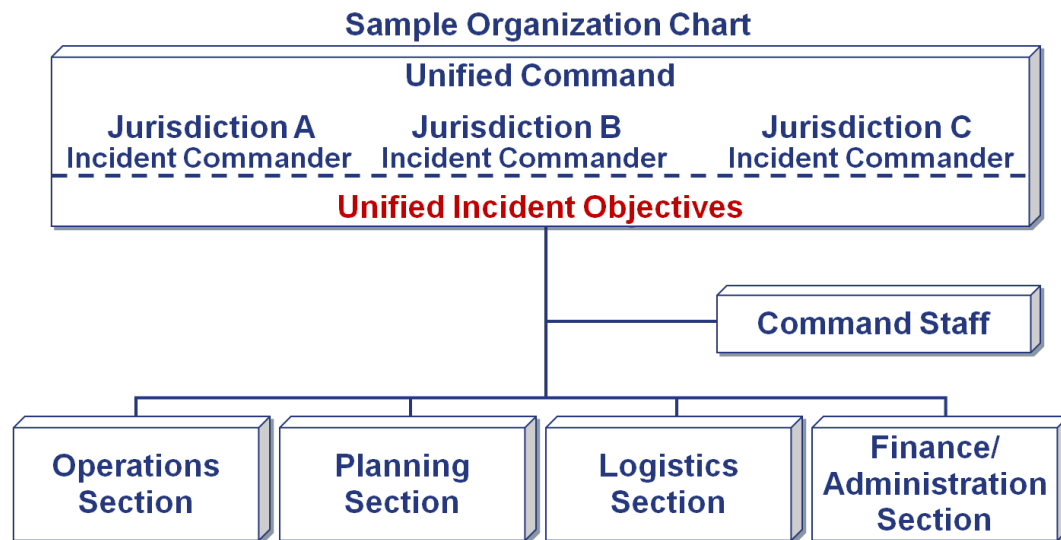
Unified Command may be used when incidents impact more than one political jurisdiction.

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.



Visual 33: Multijurisdictional Incident



This visual presents an example of a Unified Command organization chart for a multijurisdictional incident. The chart includes the following elements:

- **Unified Command:** The Unified Command is composed of the representatives from the three jurisdictions. The Unified Command establishes a single set of unified objectives.
- **Integrated Command and General Staff:** The organization has an integrated Command Staff and Operations, Planning, Logistics, and Finance/Administration Sections.

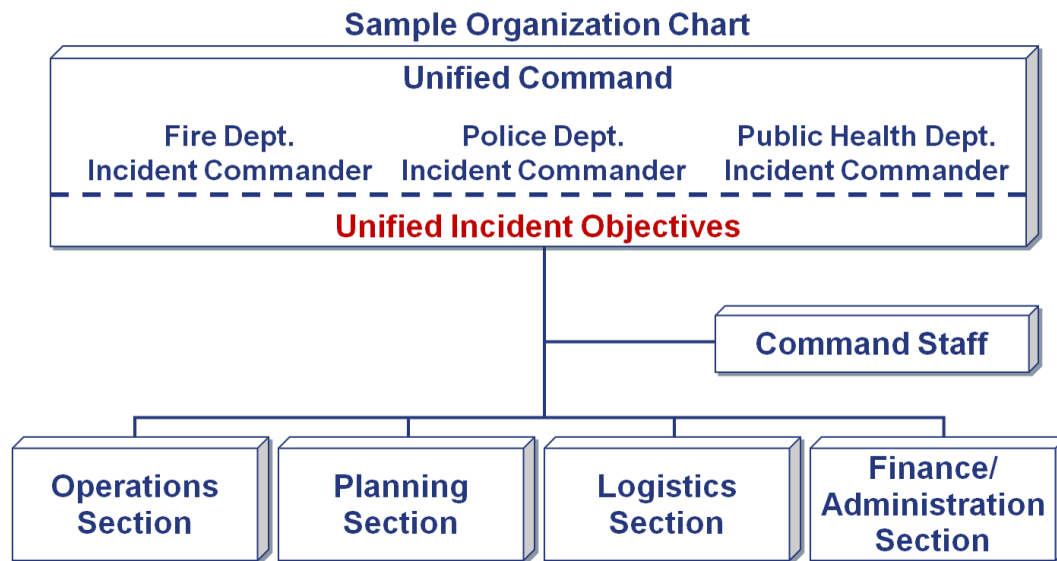
Visual 34: Unified Command: Multiple Agencies/Single Jurisdiction

Unified Command may also be used when incidents involve multiple agencies or 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.



Visual 35: Multiagency/Single Jurisdiction Incident



This visual presents an example of a Unified Command organization chart for a Multiagency/Single Jurisdiction incident. The chart includes the following elements:

- **Unified Command:** The Unified Command is composed of the representatives from the three departments of the single jurisdiction (fire department, police department, and public health agency). The Unified Command establishes a single set of unified objectives.
- **Integrated Command and General Staff:** The organization has an integrated Command Staff and Operations, Planning, Logistics, and Finance/Administration Sections.

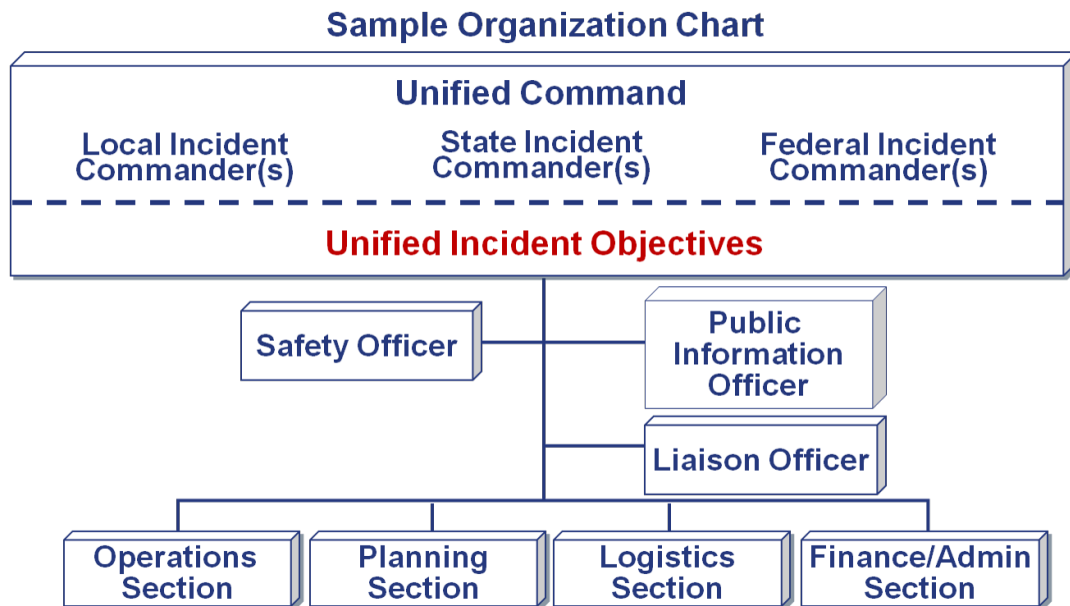
Visual 36: Unified Command: Multiagency/Multijurisdiction

A third instance in which Unified Command may be used involves 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.



Visual 37: Multiagency/Multijurisdiction Incident



This visual presents an example of a Unified Command organization chart for a multiagency/multijurisdiction incident. The chart includes the following elements:

- Unified Command: Representatives from local, State, and Federal agencies comprise the Unified Command and share responsibility for incident management.
- Integrated Command and General Staff: The organization has an integrated Command Staff (including Safety, Public Information, and Liaison functions) and Operations, Planning, Logistics, and Finance/Administration Sections.

Visual 38: Activity 2.1: Unified Command Roles and Relationships



Allotted Time: 1 hour 30 minutes

The instructor will explain Applied Activity 2.1.

You will have 45 minutes to complete the activity and 45 minutes for an instructor-facilitated debrief (1 hour 30 minutes in total).

Refer to Unit 2 of the Applied Activity Materials document.

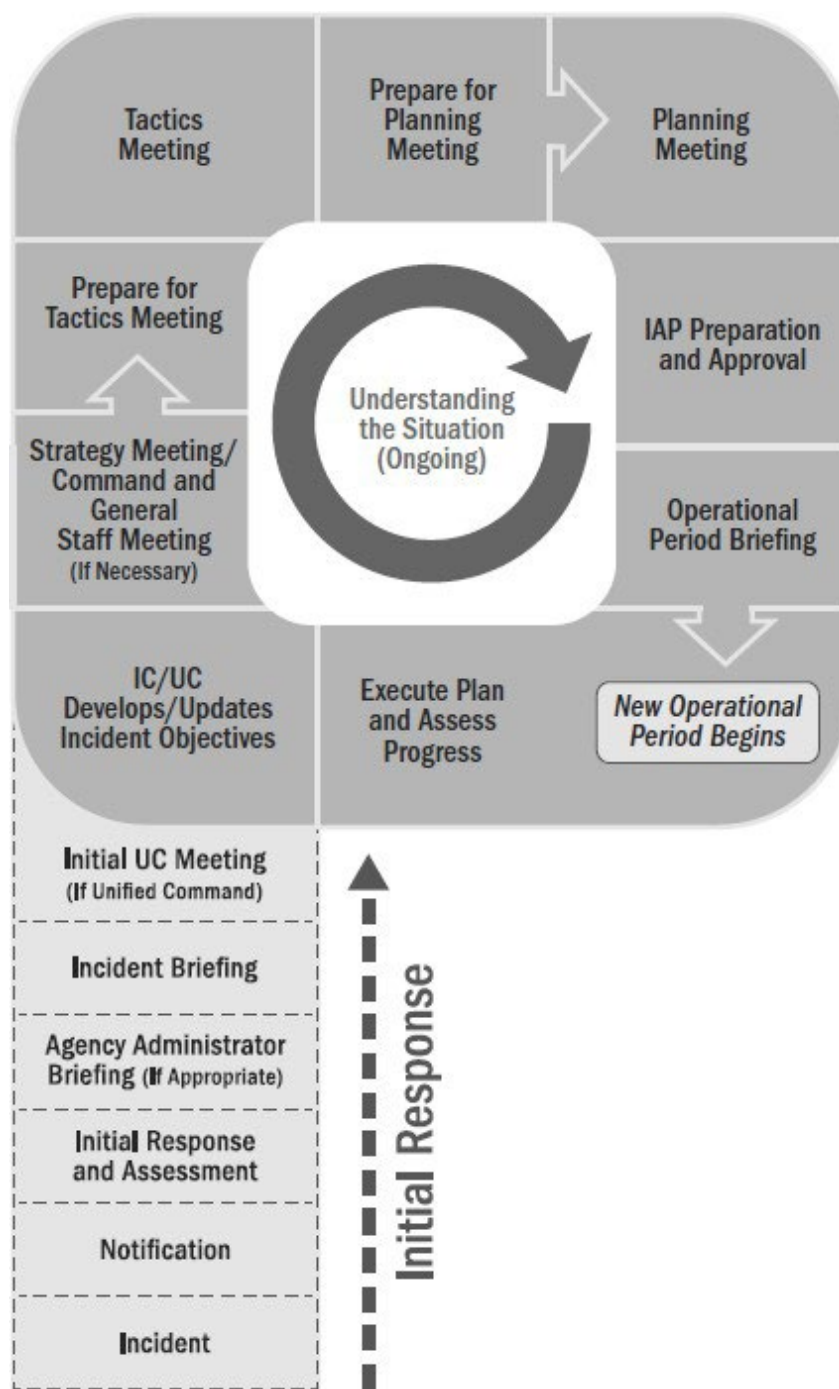
Visual 39: Objectives Review

1. How does ICS fit into the Command and Coordination component of NIMS?
2. What are the reporting relationships and information flow within the organization?
3. Can you match ICS supervisory positions with titles?
4. What are considerations for developing an organizational structure and delegating authority to the lowest practical level that enable management of an incident?
5. What are the primary features of UC?
6. How does UC function on a multiagency incident?

Unit Enabling Objectives

- Explain how ICS fits into the Command and Coordination component of NIMS.
- Explain reporting relationships and information flow within the organization.
- Identify ICS supervisory positions and titles.
- Explain considerations for developing an organizational structure that supports the incident and delegating authority to the lowest practical level.
- Identify the primary features of Unified Command.
- Explain how Unified Command functions on a multijurisdictional or multiagency incident.

Handout 2-1: Operational Period Planning Cycle (Planning P)



Handout 2-2 - 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, environment, 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

Facilitated Activity: Matching Position Titles

Instructions: Using the list of terms below, fill in the blanks within the table to align organizational levels with titles and support positions.

Hint: Each term is used once.

- Public Information Officer
- Deputy
- General Staff Section
- Incident Command
- Command Staff
- Chief
- Agency Representatives
- Unit Leader
- Supervisor
- Strike (Resource) Team/Task Force

Organizational Element	Leadership Position Title	Support Positions
	Planning Section Chief	Deputy, Assistant
Branch	Director	
Division/Group		n/a
	Safety Officer	Assistant
Command Staff	Liaison Officer	
General Staff Section		Deputy, Assistant
Unit		Manager, Coordinator
	Leader	Single Resource Boss
	Incident Commander	Deputy
Command Staff		Assistant

Unit 3: Initial Actions for Unified Command

Visual 1: Unit 3: Initial Actions for Unified Command

Unit 3 covers the steps in the Planning “P” that focus on the Incident Commander/Unified Command developing and updating incident objectives as well as establishing strategies at the Command and General Staff meeting.

Visual 2: Unit Terminal Objective

Develop incident objectives for a simulated incident.



Visual 3: Unit Enabling Objectives

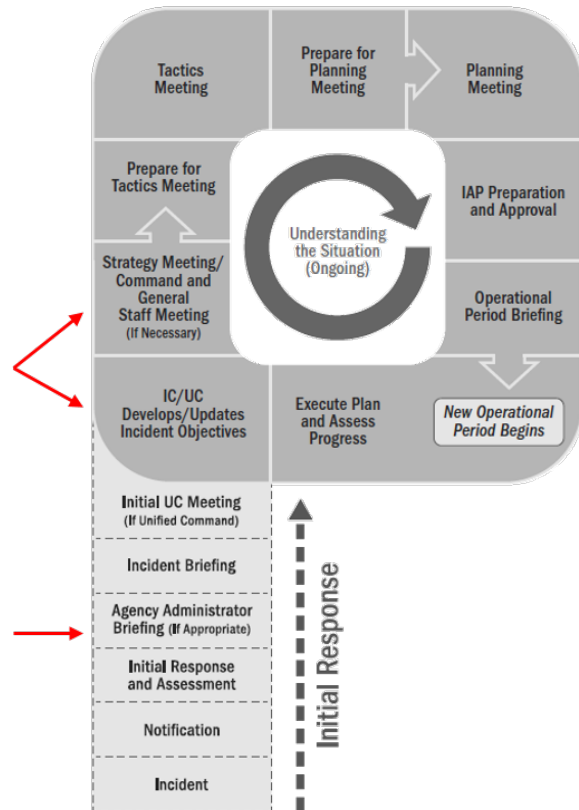
- Identify the importance of planning for incidents / events.
- Contrast the differences between planning for incidents and events.
- Identify methods and tools used to assess incident / event complexity.
- Identify agency policies and guidelines that influence management of incident or event activities.
- Explain the process for developing incident objectives, strategies, and tactics.
- Identify the steps in transferring and assuming incident command.

The Final Exam is based on the Unit Enabling Objectives.

Visual 4: Planning "P" and Unified Command

This unit covers:

- IC/UC objectives meeting
- Command and General Staff meeting
- Agency Administrator Briefing



This unit covers the steps in the Operational Period Planning Cycle (Planning "P") that focus on the Incident Commander/Unified Command developing and updating incident objectives, establishing strategies at the Command and General Staff meeting, as well as conducting the Agency Administrator Briefing.

Visual 5: Planning P Video: Introduction

The Introduction



Visual 6: Incidents vs. Events

- Incident: An unexpected occurrence that requires immediate response actions through an ICS organization.
- Event: A scheduled nonemergency activity (sporting events, concerts, parades, and other events requiring special security).

Incident: An occurrence, natural or human-caused, that requires an ICS 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.

Event: A scheduled, normally preplanned activity (e.g., sporting events, concerts, parades, and other events requiring special security).

Visual 7: Planning for Complex 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

This kind of situation requires immediate organizing actions that must be taken to ensure effective incident management and control. The number of considerations will increase as the situation deteriorates and the incident grows.

The first responding units to the incident must take the initial steps to provide organization for the incident. These initial decisions are important and will impact the long term management of the incident.

Visual 8: Planning for Events

The planners of an event should know:

- Type of event
- Location, size, expected duration, history, and potential in order to project incident objectives
- Number of agencies involved
- Single or multijurisdictional
- Command Staff needs
- Kind, type, and number of resources required
- Projected aviation operations
- Staging Areas required
- Other facilities required
- Kind and type of logistical support needs
- Financial considerations
- Known limitations or restrictions
- Available communications

Use the ICS incident action planning process to plan for scheduled events as well as emergencies/incidents. In doing so, it reinforces ICS concepts and makes implementation during emergencies much easier.

Visual 9: Initial Response Actions

- Assessment and Safety
- Planning and Resource Management

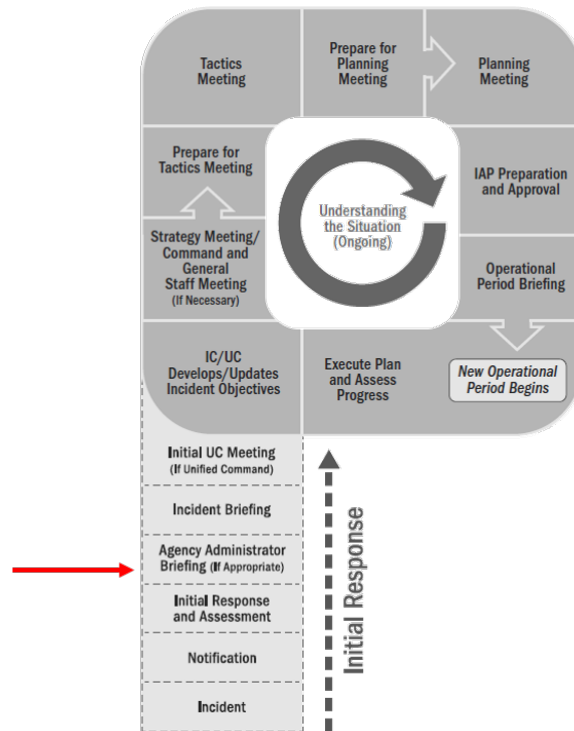
For a Unified Command in a complex incident, these are actions that will normally precede the establishment of the unified command and the agency Administrator briefing.

- Assessment and Safety
 - Size up the situation.
 - Determine if life is at immediate risk.
 - Ensure that personnel safety factors are taken into account.
 - Determine if there are any environmental issues that need to be addressed.
- Planning and Resource Management
 - Assume command and establish the Incident Command Post.
 - Establish immediate incident objectives, strategies, and tactics..
 - Determine if there are enough resources of the right kind and type on scene or ordered.
 - The incident objectives will drive resource requirements.
 - Establish the initial organization that maintains span of control.

Requesting an Incident Management Team (IMT) may be necessary depending on the size or complexity of the incident, or existing policies and laws.

Visual 10: Agency Administrator Briefing

- Incident Description and Summary
- Location/Population threatened
- Jurisdictions involved AA
- Priorities and Delegation of Authority
- Resource Ordering Process
- Public Information Release Policies, Procedures
- Schedule to Transfer Command



The Agency Administrator's (AA) Briefing is used to convey critical information that the incoming Incident Commander (IC) needs to safely and efficiently assume command of the incident and achieve the management goals and objectives of the Agency Administrator(s).

This meeting is only necessary when the IC assumes incident management duties outside their normal position description or are from a jurisdiction that does not possess authority to manage the incident they are being assigned.

In those cases the incoming IC must be delegated that authority from an official responsible for administering policy for the agency, jurisdiction.

During the briefing, the agency administrator or a designee provides information, guidance, and direction—including priorities and constraints—necessary for the successful management of the incident. The briefing is intended to ensure a common understanding between the jurisdiction, agency, or organization and the incident personnel regarding such things as the environmental, social, political, economic, and cultural issues relevant to the incident and its location.

Visual 11: Planning P Video: Agency Administration Brief

The Agency Administration Brief



Visual 12: Authorities, Policies, and External Stakeholders

In addition to information collected during size up, Incident Commander takes into account:

- Authorities
- Policies and Guidelines
- External Stakeholders



Authorities
Policies & Guidelines
External Stakeholders

The Incident Commander must also be aware of authorities, policies, and external stakeholders as part of the incident size up.

Agency policy can affect the incident objectives. All agencies develop policies and guidelines for accomplishing their responsibilities. The Incident Commander must be fully aware of agency policy including any limits of authority.

On the majority of incidents, agency policy is known by the Incident Commander because the incident occurs in his/her jurisdiction. These guidelines and policies may be for routine activities or for emergency activities, or both. These policies and guidelines may come to bear in the management of an incident or a planned event based upon the jurisdiction of an agency. For larger incidents, some agencies will require agency policies in writing.

These policies, guidelines, and authorities may give direction on the following:

- Safety
- Control objectives
- Cleanup and rehabilitation guidelines
- Spending
- Resource sharing

External stakeholders are those parties not directly affected by the incident who, nonetheless, could be affected by decisions that are made in conjunction with the incident. External stakeholders can usually be identified when the question is asked, “Who else could be affected by this decision?”

Visual 13: Agency Policies and Guidelines



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

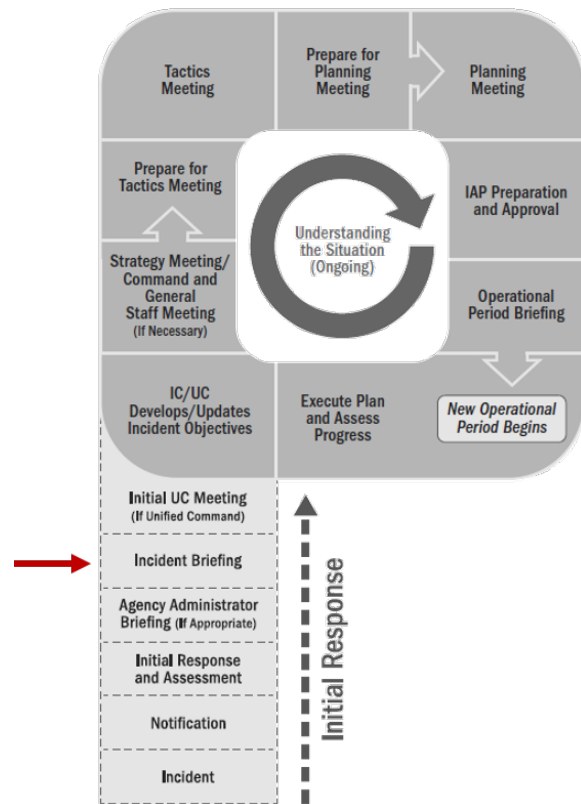
Visual 14: Policies and Guidelines: Examples

The following are examples of agency policies and guidelines that can affect management of an incident:

- 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 15: Planning "P" and Incident Briefing

Following the Initial Assessment and AA Briefing, an Incident Briefing is conducted.



The Planning "P" illustrates the incident planning cycle. Following the initial response and assessment, and the agency administrator briefing, an incident briefing is conducted using ICS Form 201, the Incident Briefing form.

Visual 16: Planning P Video: Incident Briefing

The Incident Briefing



Visual 17: Incident Briefing (ICS Form 201)

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

INCIDENT BRIEFING (ICS 201)		
	2. Incident Number:	3. Date/Time Init Date:
Sketch, showing the total area of operations, the incident site/area, trajectories, impacted shorelines, or other graphics depicting situa		
▪ Incident situation (maps, significant events) ▪ Incident objectives ▪ Summary of current actions ▪ Status of resources assigned or ordered		

The ICS Form 201 Incident Briefing form:

- Provides staff with information about the incident situation (to include complexity) and the resources allocated to the incident. This should include objectives, tactics, organization, facilities, communications and notifications completed.
- Serves as a permanent record of the initial response to the incident.
- Can be used for transfer of command.

As the visual shows, the ICS Form 201 is used to communicate the incident situation (maps), objectives, current actions, and resource status.

Refer to Handout 3-1: ICS Form 201.

Visual 18: Activity 3.1: ICS Form 201

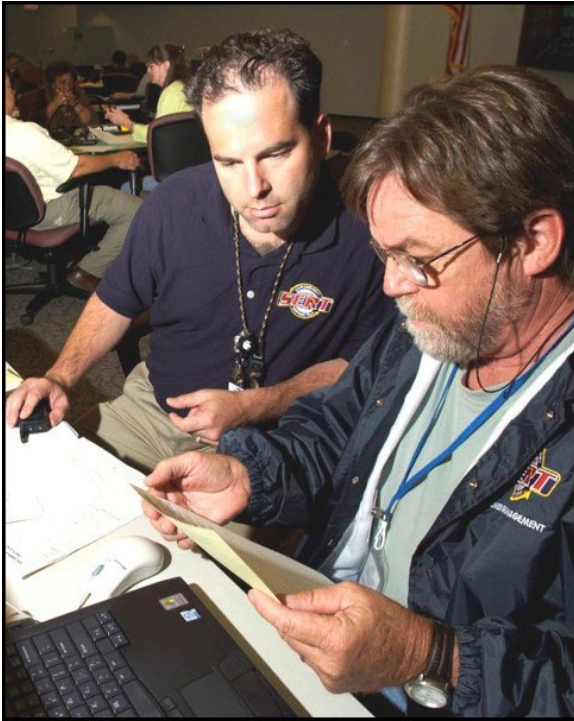


Allotted Time: 10 minutes

The instructor will explain Activity 3.1.

You will have 10 minutes to complete the activity.

Visual 19: Transfer of Command



Process of moving responsibility for incident command from one Incident Commander/Unified Command to another.

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander/Unified Command to another. It can be incident command to unified command or unified command to unified command.

Visual 20: Steps in Transfer of Command

Incoming Incident Commander (IC) (Assuming)

1. Assess situation with current IC.
2. Receive briefing, using the ICS Form 201.
3. Determine appropriate time for transfer of command.
4. Notify others of change in command.
5. Reassign or demobilize current IC.

Outgoing Incident Commander (Transferring)

1. Assess situation with incoming IC.
2. Deliver briefing from the ICS Form 201.
3. Determine appropriate time for transfer of command.
4. Notify others of change in command.
5. Accept new assignment or demobilize.

Visual 21: Transfer of Command Briefing



- Current situation
- Resources remaining and status
- Areas of concern (political, community interest, etc.)
- Logistical Support needed or retained
- Turnover of appropriate incident documentation
- Future outlook

The briefing of the receiving Incident Commander will contain the following information that will be recorded on the ICS Form 201:

- Current situation to include objectives, tactics and organization.
- Resources available and status to include facilities, communications, and notifications completed.
- Particular areas of concern (political, community interest, etc.). Include a discussion of complexities associated with the incident.
- Logistical Support needed or retained.
- Turnover of appropriate incident documentation
- Future outlook

Visual 22: Transfer of Command Pitfalls

- Compromised responder safety.
- Inefficient use of resources.
- Ineffective transfer of information.
- Attitude (egos, complacency, resignation).

Pitfalls often associated with transfer of command:

- Compromised responder safety.
- Inefficient use of resources.
- Ineffective Transfer of Information – key information needed to manage the incident is not transferred to the incoming command.
- Attitudes:
 - Egos – positional or personality conflicts that interfere with transfer of command.
 - Complacency – lack of proactive approach to get ahead of the expanding incident.
 - Resignation – giving up.

Visual 23: Transfer of Command Considerations

- A deliberate transfer of command plan may be required.
- Allow sufficient, dedicated time to conduct Transfer of Command.
- Communicate professionally and effectively.
- Verify that key information is understood.

To mitigate the potential pitfalls, consider these suggestions:

- A written plan outlining the tasks associated with the command transfer can be an effective method to ensure key information is transferred.
- Allow sufficient dedicated time for the transfer of command. This may require stepping away from hands on management of the incident in order to effectively complete the transfer of command.
- Engage in active listening skills and positive communications.
- It is critical to verify that key information is transferred to the incoming Unified Command.

Visual 24: 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.

An important aspect of planning under Unified Command is the need for all jurisdictional or functional agency members of the Unified Command to participate in a command meeting early in the incident response.

The command meeting provides the responsible agency officials with an opportunity to discuss and concur on important issues prior to joint incident planning. Requirements for the Initial Unified Command meeting include:

- Prior to the meeting, the members of the Unified Command should have reviewed the purposes and agenda items and be prepared to discuss them.
- The command meeting should only include the members of the Unified Command. Select staff may be required to brief key information to the Unified Command for this meeting.
- The meeting should be brief, and important points, to include Unified Command decisions should be documented.
- The results of this meeting will guide the overall response effort.

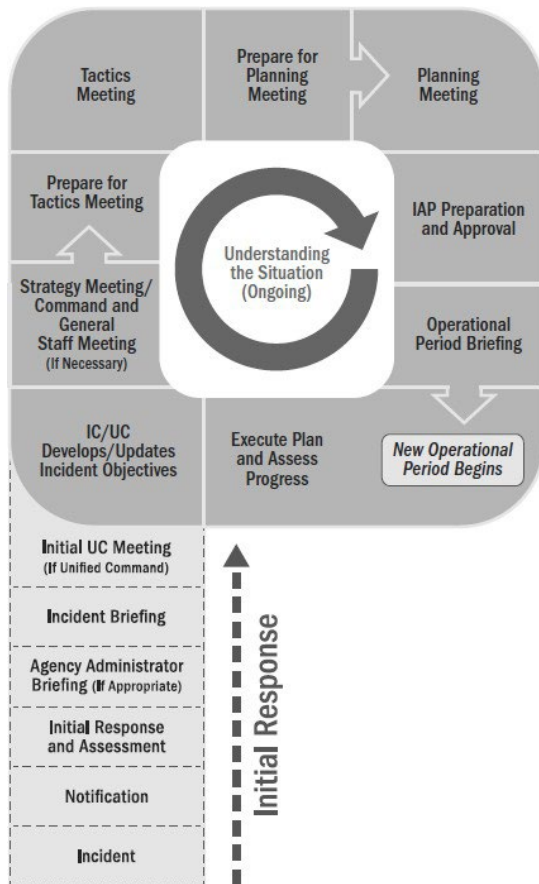
Refer to Handout 3-2: Sample Initial Unified Command Meeting Agenda.

Visual 25: Planning P Video: Initial Unified Command Meeting

The Initial Unified Command Meeting



Visual 26: What's an Operational Period?



- The schedule for executing a given set of operation actions, as specified in the IAP.
- Operational periods can be of various lengths, although usually they last 12-24 hours.
- Length depends on:
 - Nature of incident
 - Complexity

The NIMS definition of an operational period is the time scheduled for executing a given set of operation actions, as specified in the incident action plan.

All ICS incident action planning is designed around identifying accomplishments expected over a set period of time called the Operational Period.

The specific length of time of the Operational Period varies based on a list of factors:

- Safety conditions – Safety of responders, victims, and others is always the first priority on any response.
- Condition of resources – Planning must be done far enough in advance to ensure that additional resources needed for the next Operational Period are available.
- The length of time necessary or available to achieve the tactical assignments.
- Availability of fresh resources.
- Future involvement of additional jurisdictions or agencies.
- Environmental conditions – Factors such as the amount of daylight remaining and weather and wind conditions can affect decisions about the length of the Operational Period.

The Incident Commander will determine the length of the Operational Period with input from staff. In some cases, the Operational Period length may change from day to day based on operational and incident needs.

The length of an Operational Period depends on the nature and complexity of the incident. Common lengths of Operational Periods are:

- 4, 8, 12, or 24 hours depending on the nature and complexity of the incident and the working conditions such as weather, safety, and anticipated fatigue.
- 2 to 4 hours for hazardous materials incidents.
- Multiple days for relatively stable situations and recovery actions such as debris removal.

The initial determination of the operational period may change later in the planning cycle based on development of the incident, but the initial determination is made in the Unified Command meeting.

Visual 27: Priorities of Response

- Save lives
- Protect property and the environment
- Stabilize the incident
- Provide for basic human needs



The overall response priorities guide, but are not identical to, the priorities established during an incident by the IC/UC. For example, saving lives is a priority for response, but in an incident, the safety of responders is commonly prioritized above saving lives of those affected by the incident.

It is also important to understand that priorities are not mutually exclusive. You do not have to complete one priority before you can begin another. It is normally possible to support multiple priorities simultaneously.

Visual 28: Situational Awareness

To maintain situational awareness, incident personnel update incident information continually by gathering, collating, synthesizing, and disseminating incident information to and from all appropriate parties.

Visual 29: Situational Awareness Skills

- Understand critical information requirements.
- Recognize atypical situations and take correct actions.
- Seek and provide information before acting.
- Continue collecting information about incident and assignments.
- Assess your own task performance.
- Communicate your SA to all team members!
- Handle, document, and store information properly.

Situational awareness requires critical thinking skills.

- Understand critical information requirements.
- Recognize the correct actions to take with information. Look for the unusual, information that deviates from the expected. Recognize and analyze information discrepancies before proceeding.
- Seek and provide information before acting. Ensure that you have verified the information is accurate and sufficient to support operational decisions. Inaccurate or incomplete information can result in poor operational decisions.
- Continue collecting information about incident.
- Assess your own task performance.
- Communicate your SA to all team members!
- Properly handle, document, and store information.

Visual 30: Situational Awareness and Decision Support

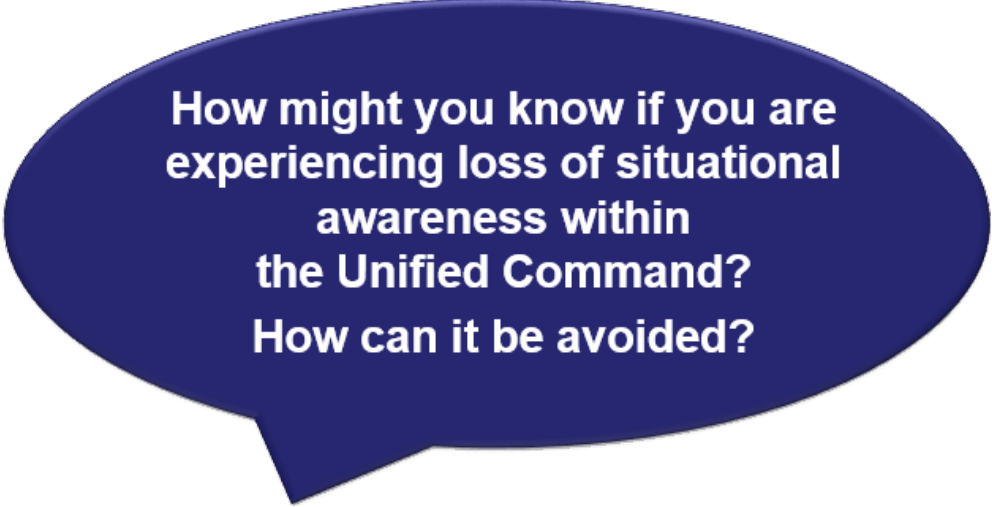
All participants in the Unified Command share the same information in a common presentation format that supports effective decision making.

However, not all information can be shared with everyone, displayed openly, or released to outside entities.

Situational Awareness and Decision Support means that all participants in the Unified Command share the same information in a common presentation format that supports effective decision making. Normally this is accomplished through a single, identical summary of critical incident information that is shared by all responders and organizations. In the ICS courses, this is referred to as a Shared Situational Picture. Some organizations may refer to this as common operating picture.

Share as much verified information as possible with other agencies, organizations, jurisdictions, and the public; however, understand that not all information can be shared with everyone, displayed openly, or released to outside entities.

Visual 31: Loss of Situational Awareness



**How might you know if you are
experiencing loss of situational
awareness within
the Unified Command?
How can it be avoided?**

Visual 32: 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.



Complexity analysis involves that combination of factors that affect the probability of control of an incident.

Cascading events or incidents occur as a direct or indirect result of an initial event or incident. For example, as the result of a hazardous materials spill a neighborhood must be evacuated and a local stream is contaminated. Taken together, the effect of cascading events or incidents can be crippling to a community.

Visual 33: Complexity Analysis Factors (2 of 2)

Additional factors that can affect incident complexity:

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



Visual 34: Considerations for Developing Objectives



- The UC is responsible for developing incident objectives.
- The C&G Staff normally contribute to the development of incident objectives.

The Unified Command is responsible for developing incident objectives.

The Command and General Staff normally contribute to the development of incident objectives. However, the Unified Command is still responsible for the incident objectives.

Visual 35: Considerations for Developing Objectives (Continued)

Objectives should consider demob requirements. Demobilization will occur during the life cycle of the incident/event.

- Demobilization of resources
- Planning ahead for final demobilization

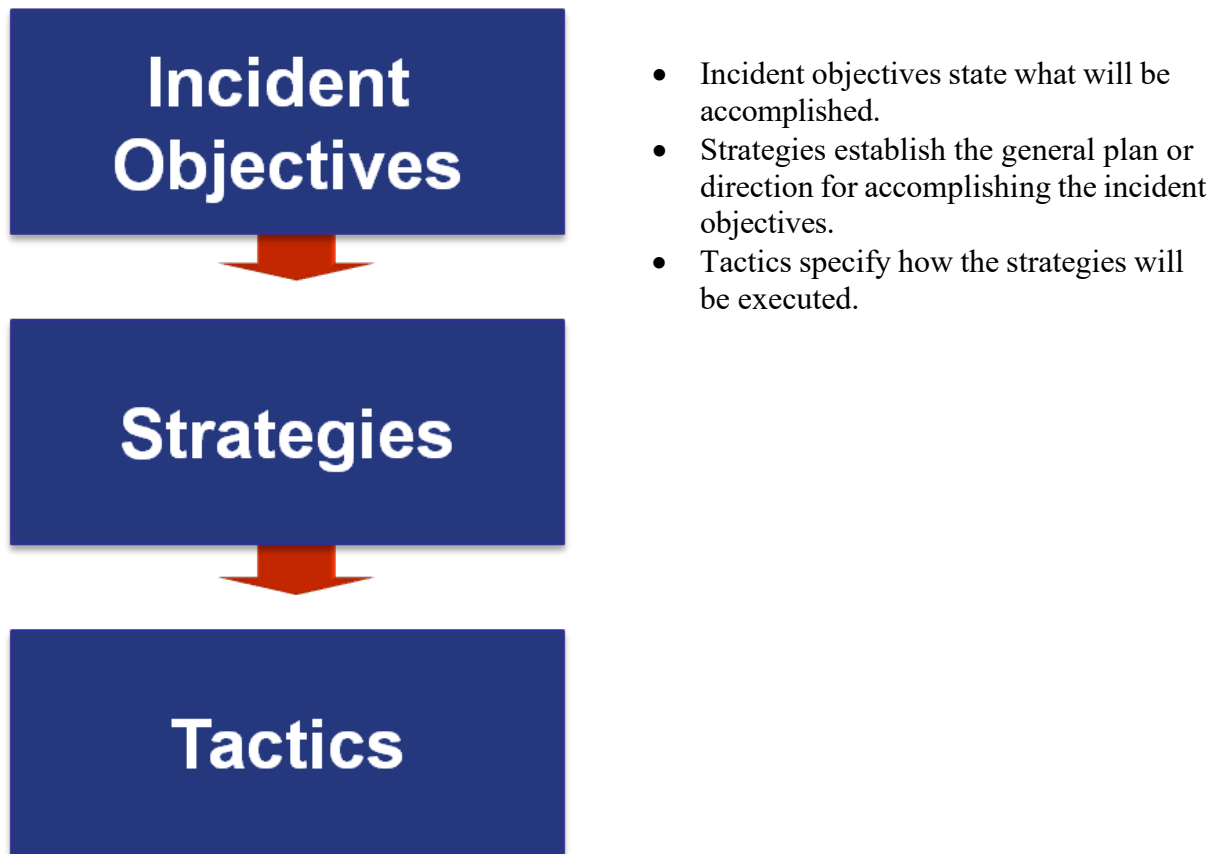


Demobilization will occur during the life cycle of the incident/event.

The IC/UC should demobilize resources no longer required or reassigned to other incidents. This may include individuals demobilized due to personal emergencies.

Plan ahead for final demobilization.

Visual 36: Objectives, Strategies, and Tactics



Life safety is the first priority, followed by incident stabilization, and then property conservation.

Visual 37: Writing "SMART" Objectives

Specific – Are words precise & unambiguous?

Measurable – How will achievements be measured?

Action Oriented – Is an action verb used to describe expected accomplishments?

Realistic – Is the outcome achievable with given available resources?

Time Sensitive – What is the timeframe (if applicable)?

Incident objectives should have the following SMART characteristics:

- **Specific** – The wording must be precise and unambiguous in describing the objective.
- **Measurable** – The design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved.
- **Action Oriented** – The objective must have an action verb that describes the expected accomplishments.
- **Realistic** – Objectives must be achievable with the resources that the agency (and assisting agencies) can allocate to the incident, even though it may take several Operational Periods to accomplish them.
- **Time Sensitive** – The timeframe should be specified (if applicable).

Visual 38: Sample Objectives

- Complete evacuation of residents 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 potable water to the business district.
- Contain fire within existing structures by 1800 hours on 3/21.

Visual 39: Activity 3.2: SMART Objectives



Allotted Time: 10 minutes

The instructor will explain Activity 3.2.

You will have 10 minutes to complete the activity.



Student
Manual

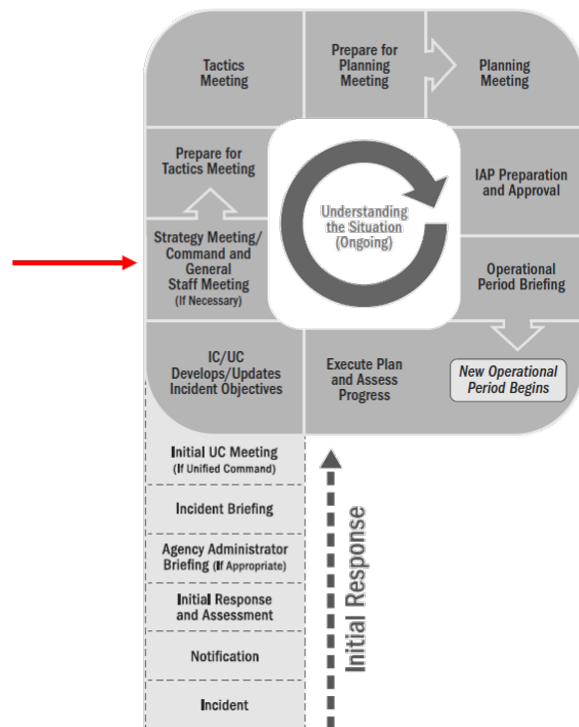
SM Note: Activity 3.2: SMART Objectives

Situation 1: It's midnight and heavy rains have caused localized flooding. In one neighborhood, residents are becoming trapped in their homes.

Situation 2: Blocked storm drains are causing standing water on major roadways.

Visual 40: Strategy/Command and General Staff Meeting

- Share incident objectives and solicit input.
- Announce Operational Period and meeting schedule.
- Discuss key decisions and concerns.
- Share information.
- Also known as a Strategy Meeting.



After developing or revising the incident objectives, the Incident Commander or Unified Command typically meets with the Command and General Staff, and sometimes others, to discuss the incident objectives and provide direction.

This meeting may be called the Strategy Meeting or the Command and General Staff Meeting and is held as needed to determine how best to meet the incident objectives.

The initial Strategy Meeting, which is held the first time through the planning cycle, is particularly important, because it allows team members to share information and jointly determine the initial approach to response operations.

Visual 41: Planning P Video: Strategy Meeting

The Strategy Meeting



Visual 42: Activity 3.3: Applied Activity

Allotted Time: 1 hour



The instructor will explain Activity 3.3.

You will have 30 minutes to complete the activity and 30 minutes for an instructor-facilitated debrief (1 hour total).

Refer to Unit 3 of the Applied Activity Materials document.

Visual 43: Objectives Review

1. Why is planning for incidents and events important?
2. What is the difference between planning for an incident and an event?
3. How can one assess incident complexity?
4. What policies and guidelines influence incident management activities?
5. What is the process for developing incident objectives, strategies, and tactics?
6. How is transfer of command carried out?

Unit Enabling Objectives

- Identify the importance of planning for incidents/events.
- Contrast the differences between planning for incidents and events.
- Identify methods and tools used to assess incident/event complexity.
- Identify agency policies and guidelines that influence management of incident or event activities.
- Explain the process for developing incident objectives, strategies, and tactics.
- Identify the steps in transferring and assuming incident command.

Handout 3-1: ICS Form 201

[Link to ICS Form 201](#)

Handout 3-2: Sample Initial Unified Command Meeting Agenda

- Statement of specific jurisdictional/agency goals, based on the overarching response priorities.
- Presentation of jurisdictional limitations, concerns, and restrictions.
- Establishment of and agreement on acceptable priorities.
- Adoption of an overall strategy or strategies to accomplish objectives.
- Agreement on the basic organization structure for the Unified Command. (note that the Operations Section normally defines their section structure in the Tactics meeting based on objectives, requirements and resources).
- 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 resource ordering process to be followed.
- Agreement on cost-sharing procedures.
- Agreement on informational matters.
- Designation of one the members of the Unified Command to act as the Unified Command spokesperson.

Unit 4: Implementing an Operational Planning Process

Visual 1: Unit 4: Implementing an Operational Planning Process

Visual 2: Unit Terminal Objective

Create an ICS 215, Operational Planning Worksheet, and an ICS 215A, Incident Action Plan Safety Analysis, using a given scenario.



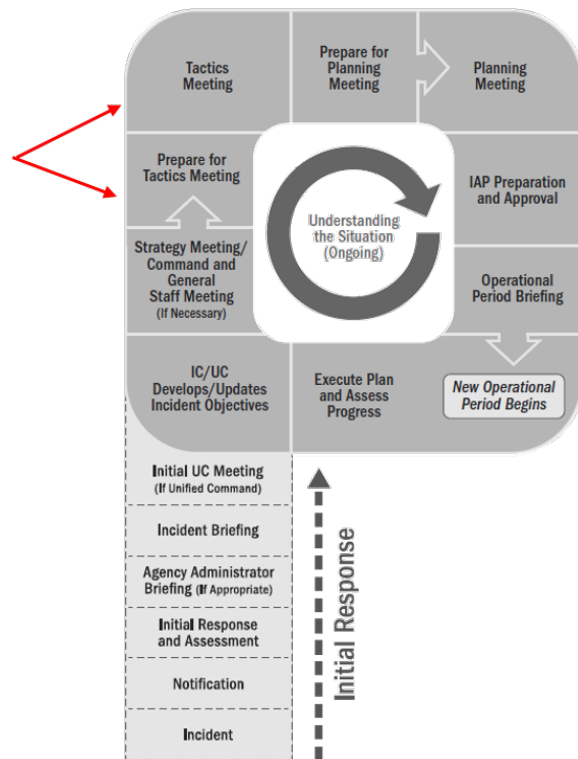
Visual 3: Unit Enabling Objectives

- Explain the operational planning steps including logistical concerns, cost-benefit analysis, and appropriate strategies and tactics to meet incident objectives.
- Identify the scope and results of the Tactics Meeting.
- Explain the purpose and use of ICS Form 215, Operational Planning Worksheet.
- Explain the purpose and use of ICS Form 215A, Incident Action Plan Safety Analysis.

The Final Exam is based on the Unit Enabling Objectives.

Visual 4: The Tactics Meeting: Overview

- Purpose
- Preparation
- Who Attends
- Who Leads



Purpose - The purpose of the Tactics Meeting is to review the proposed strategy and tactics developed by the Operations Section. This includes:

- Determining how the selected strategy or strategies will be accomplished to achieve the incident objectives.
- Assigning resources to implement the tactics.
- Identifying methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

Preparation - Once the incident objectives are determined, the Operations Section Chief and staff prepare for the Tactics Meeting by developing tactics and determining the resources that will be applied during the operational period. Note that this is a distinct step in the planning cycle “Preparing for the Tactics Meeting.” It is not a meeting; It is a period of time in which key preparation activities occur that will enable final decisions to be made during the Tactics Meeting.

Attendees - The Operations Section Chief, Safety Officer, Planning Section Chief or a planning representative (Resource Unit Leader), Logistics Section Chief, and other technical specialists or invited team members attend the Tactics Meeting.

Leaders - The Operations Section Chief leads the Tactics Meeting. The ICS Form 215, Operational Planning Worksheet, and the ICS Form 215A, Incident Action Plan Safety Analysis, are used to facilitate and document decisions made during the Tactics Meeting.

Visual 5: Planning P Video: Tactics Meeting

The Tactics Meeting



Visual 6: Assessing Current Objectives

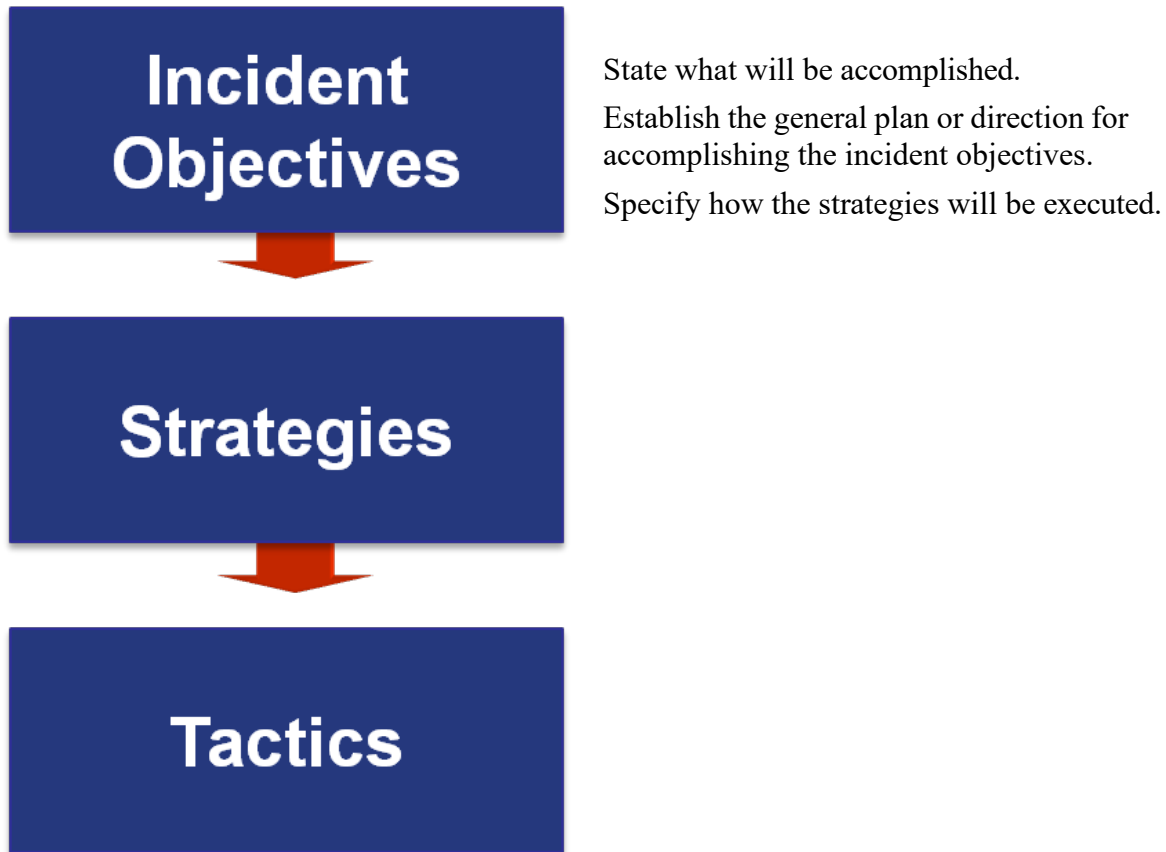
- Is the incident stable, or is it increasing in size and complexity?
- What are the current incident objectives, strategy, and tactics?
 - Are there any safety issues?
 - Are the objectives effective? Is a change of course needed?
 - How long will it be until the objectives are completed?
- What is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

Starting at the beginning of the Operational Period, before the tactics meeting, the incident objectives were assessed by the IC/UC and updated as needed.

The visual shows questions to ask when assessing objectives.

When immediate action is required, changes may be implemented prior to the issuance of the next written IAP.

Visual 7: Objectives, Strategies, and Tactics



- **Incident objectives** state what is to be accomplished in the Operational Period. The incident objectives can be found on the ICS Form 201 or ICS Form 202. The Incident Command/Unified Command establishes the incident objectives and overall strategies.
- **Strategies** establish the general plan or direction for accomplishing the incident objectives. The IC has created and briefed the incident objectives. Now it is time for the Operations Section Chief to translate the objectives and strategies into tactics.
- **Tactics** specify how the strategies will be executed.

Visual 8: Developing Strategies

Generate a list of strategies.

Select the strategy that:

- Is within acceptable safety norms.
- Makes good sense (feasible, practical, and suitable).
- Is cost effective.
- Is consistent with sound environmental practices.
- Meets political considerations.

Guidelines when developing an appropriate strategy:

- First, the Operations Section Chief generates strategies to meet the incident objectives.
- Next, the Operations Section Chief selects a strategy (or strategies) that:
 - Is within acceptable safety norms.
 - Makes good sense (feasible, practical, and suitable).
 - Is cost effective.
 - Is consistent with sound environmental practices.
 - Meets political considerations.

Visual 9: 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.



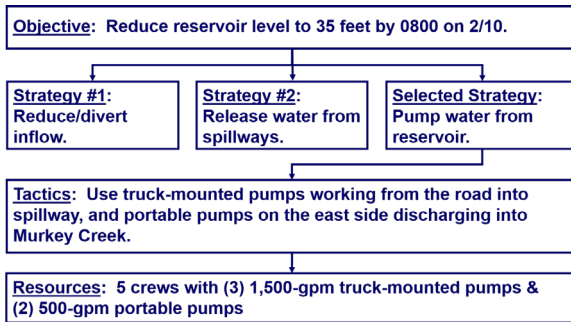
Tactical direction is developed based on the Incident Objectives. It describes what must be accomplished within the selected strategy or strategies in order to achieve the incident objectives. Tactical direction is the responsibility the Operations Section Chief (if an OSC has not been assigned then the Incident Commander/ Unified Command takes responsibility).

Gathering input is particularly important when the incident involves personnel from multiple disciplines. Jointly developed tactics can ensure understanding and enhance commitment. To accomplish this, the Operations Section Chief gathers input from the Branch Directors and Division and/or Group Supervisors.

Tactical direction consists of the following steps:

- Establish Tactics
- Assign Resources
- Monitor Performance

Visual 10: Sample Strategy and Tactics



The objective is: Reduce reservoir level to 35 feet by 0800 on 2/10.

Three possible strategies are identified and one is selected: Pump water from reservoir.

The tactics for the selected strategy are: Use truck-mounted pumps working from the road into spillway, and portable pumps on the east side discharging into Murkey Creek.

Once the tactics have been selected, the next step is to determine what and how many resources will be needed to accomplish the tactics.

Visual 11: Logistics Support Factors

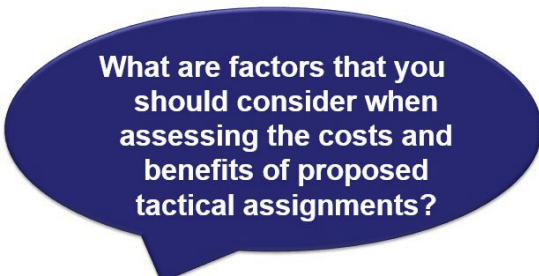
When determining tactical operations, consider the following personnel and logistical support factors:

- If the required tactical resources will not be available, then an adjustment should be made to the tactics and operations planned for the Operational Period.
- Lack of logistical support can mean the difference between success and failure.

It is very important that tactical resource availability and other needed support are determined prior to investing time on strategies and tactical operations that realistically cannot be achieved.

Tactical planning is dependent on resource availability and may affect accomplishment of objectives.

Visual 12: Cost-Benefit Analysis



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

Visual 13: Cost-Benefit Factors

- What alternatives are available to accomplish the selected tactic?
- What are the estimated costs of these alternatives?
- What are the benefits of each alternative?
- What are the safety factors of these alternatives?
- What are the time variables of these alternatives?
- Which of the alternatives has the highest cost-benefit ratio? (A ratio of 1:1 would indicate the cost of the alternative equals the benefits derived from using that alternative.)

Visual 15: Operational Planning Worksheet

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 4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources	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. See maps for emergency locations. # maximum accumulation.	Req. 4 Have 4 Need 0	4 4 0		Public Work Shop				
Division A	Remove snow from all primary and secondary roadways in Div. Monitor all north-south roadways for drifting. # maximum accumulation.	Req. 3 Have 1 Need 2	3 1 2		Public Work Shop				
Sanding Group	Monitor ice for accumulation. Sand all 4-way stops and tighted intersections. Sand	Req. 4 Have 4 Need 0	2 1 1		Public Work Shop				
Operations Section Organizational Element		Req. 1 Have 1 Need 0							

The ICS Form 215, Operational Planning Worksheet is a planning tool used to assist in establishing resource needs for an Operational Period. It communicates the decisions made during the Tactics Meeting concerning resource assignments to the Resources Unit. The Resources Unit uses the worksheet to complete Assignment Lists (ICS Form 204s) and the Logistics Section Chief uses the worksheet for ordering resources for the incident.

The ICS Form 215 is initiated prior to the Planning Meeting by the Incident Commander or the Operations Section Chief, who uses the worksheet to plan resource requirements for the next Operational Period. The ICS Form 215 reflects resources available for assignment during the next Operational Period (information provided by Resources Unit in Planning Section) and it is used as a display during the Planning Meeting where it is finalized based on contributions from the Command and General Staffs.

Provides information on:

- Work assignments (Branch, Division, Group, or other).
- Kind of resources needed, required, and/or already have.
- Any specialized equipment or supplies that may be needed.
- Reporting location.
- Requested arrival time for additional resources.
- Total number of resources that need to be ordered for the next Operational Period.

By using the worksheet, planners can:

- Determine total resources required (for example: 25 personnel).
- Subtract the number on hand (for example: -12).
- Determine additional resources needed (for example: 13).

The ICS Form 215 can show graphically that span of control is appropriate. It can also help to identify surplus resources that may be released. Some agencies that regularly use the Planning Worksheet have prepared it in a larger format on a whiteboard or have developed electronic versions for display on a large screen. This makes the worksheet visible to a larger audience at planning meetings.

Although agencies and jurisdictions may have their own systems for tracking resources, the ICS Form 215 should be used to ensure that there is shared awareness by all participants in the Unified command of what tactical resources are needed.

Visual 16: Operational Planning Worksheet (Continued)

OPERATIONAL PLANNING WORKSHEET (ICS 215)											
		2. Operational Period:				Date From: 2/10 Time From: 1800		Date To: 2/11 Time To: 0600			
6. Resources	Shown Plows	Sending Trucks	Front-End Loaders								
	Req.	4		4							
	Have	4		4							
	Need	0		0							
7. Overhead Position(s)	Req.	3									
	Have	1									
	Need	2									
	Kind/Type Resources	4	2								
8. Special Equipment & Supplies	Req.	4	2								
	Have	4	1								
	Need										
	Reporting Location										
9. Reporting Location	Req.										
	Have										
	Need										
	Requested Arrival Time										
10. Requested Arrival Time	Req.										
	Have										
	Need										
	Requested Arrival Time										

The worksheet provides an area to indicate:

- Operational period being planned, incident name, and the name and position of the person preparing the ICS Form 215.
- Kind of resources.
- Reporting location for resources.
- Requested arrival time of resources.

Resource typing is defining and categorizing incident resources by capability. Typed resources are identified by capability, category, kind and type. The Resource Typing Library Tool (RTLTL) is an online catalog of NIMS resourcing typing definitions. Resource typing is discussed in Unit 6 of this course.

Visual 17: 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.



Before the planning meeting, either the Safety Officer or Incident Commander must complete an analysis of the safety concerns related to the tactics and resources being deployed through the use of the Incident Action Plan Safety Analysis (ICS Form 215A).

Visual 18: Aviation Safety

If there is aviation, there must be a separate aviation Safety Officer assigned.



When aviation is used, there are specific aviation policies, procedures and requirements.

Most agencies do not conduct routine major air operations, so it is unlikely that they will have personnel trained to manage aviation tactical and support operations. Part of the resource pre-incident planning should include the identification of where you can acquire aviation management expertise when needed.

Contact your State Aviation Officer and refer to the State and Regional Disaster Airlift (SARDA) plan for assistance. Other sources of expertise include the U.S. Coast Guard, National Guard Aviation Units, and State and Federal wildland management agencies.

Visual 19: Incident Safety Analysis

The Incident Safety Analysis is used to:

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

Visual 20: 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: xxxxxxxxxxxxxxxxxxxxxxxxx	
3. Date/Time Prepared: Date: Feb. 10 Time: 1100		4. Operational Period: Date From: 2/10 Time From: 1800 Date To: 2/11 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

The purpose of the Incident Action Plan Safety Analysis (ICS Form 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls.

This worksheet can assist Planning and Operations in their assessment of risk associated with tactics. It is used in the planning process and during the Operations Briefing to communicate risk, hazards, and mitigations.

The form provides information on:

- Incident work location(s). This is based on the Operations Section Organization as developed by the OSC (Branches, Division or Groups).
- Risks such as weather, biohazard, hazardous materials, communications, flooding, special hazard areas, fatigue, driving hazards, dehydration, and critical incident stress.
- Mitigation measures. The mitigation measures identified may have implications for the resources entered on the ICS Form 215.
- Other logistical information such as date and time of the Operational Period, incident name, and the name and position of the person(s) preparing the form.

The objective of the Incident Action Plan Safety Analysis is to identify, prioritize, 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. The completed ICS Form 215A is displayed during the planning meeting.

When the Safety Analysis is completed, the form is used by the Resources Unit to add specific hazard/risk mitigation information to the specific ICS Form 204 Assignment List. All completed original forms must be given to the Documentation unit. Refer to Handout 4-2: ICS Form 215A, Incident Action Plan Safety Analysis.

The Safety Officer or the Incident Commander/Unified Command should coordinate, develop, and approve an ICS Form 215A, Incident Action Plan Safety Analysis, for each Operational Period with the Operations Section Chief.

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.

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.

ICS Form 215A is used as a display during the Planning Meeting. It provides information on:

- Incident work location(s)
- Risk mitigations
- Date (daily) prepared by Operation Section Chief/Safety Officer and approved by Safety Officer

Techniques for Identifying Hazards

- Personal observation and/or experience
- Checklist
- Communication with incident personnel
- Personnel

Types of Risks

- Traffic
- Driving hazards
- Dehydration
- Fatigue
- Confined space
- Downhill fireline construction
- Air operations
- Hazardous materials (chemical, biological, and radiation)
- Secondary devices/explosive
- Slip, trip, and fall
- Weather
- Limited visibility
- Structural instability
- Civil unrest
- Criminal intent with hostile acts
- Critical incident stress

Locations

- Divisions
- Groups
- Helibase
- Staging Area
- Emergency Operations Center
- Others

Mitigation of Hazards

- L - Use lookouts
- C - Maintain communications with personnel
- E - Identification of escape routes
- S - Use of safety zones
- Use of personal protective equipment (PPE)
- Proper clothing for inclement weather
- Reflective clothing and lights for nighttime or low-light operations
- Maintain awareness of landing zones
- Monitoring personnel well-being

Visual 21: Activity 4.1: Applied Activity



Allotted Time: 90 minutes

The instructor will explain Activity 4.1.

You will have 60 minutes to complete Activity 4.1 and 30 minutes of an instructor feedback.

Refer to Unit 4 of the Applied Activity Materials document.

Visual 22: Objectives Review

1. What are the operational planning steps to meet incident objectives?
2. What are the scope and results of the Tactics Meeting?
3. What is the purpose and use of ICS Form 215?
4. What is the purpose and use of ICS Form 215A?

Unit Enabling Objectives

- Explain the operational planning steps including logistical concerns, cost-benefit analysis, and appropriate strategies and tactics to meet incident objectives.
- Identify the scope and results of the Tactics Meeting.
- Explain the purpose and use of ICS Form 215, Operational Planning Worksheet.
- Explain the purpose and use of ICS Form 215A, Incident Action Plan Safety Analysis.

Handout 4-1: ICS Form 215, Operational Planning Worksheet

[Link to ICS Form 215](#)

Handout 4-2: ICS Form 215A, Incident Action Plan Safety Analysis

[Link to ICS Form 215a](#)

Unit 5: Planning Process

Visual 1: Unit 5: Planning Process, IAP, and Operations Briefs

The IAP is the central tool for planning during a response. ICS Forms provide a mechanism for the staff to complete the IAP. Using the ICS forms ensures the responsible staff member does not omit important incident-related information.

This unit will continue with the incident action planning process and IAP development.

Visual 2: Unit Terminal Objective

Create a written IAP for an incident/event using the appropriate ICS forms and supporting materials and use the IAP to conduct an Operational Period briefing.



Visual 3: Unit Enabling Objectives

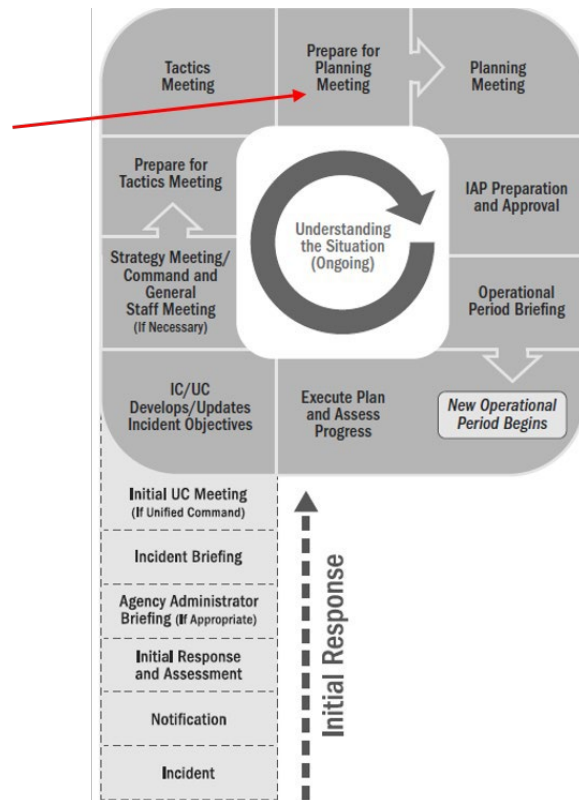
- Explain the purpose of the Planning Meeting.
- Identify the role and use of ICS forms and supporting materials included in an Incident Action Plan.
- Explain the purpose of the Operational Period Briefing.

The Final Exam is based on the Unit Enabling Objectives. Additionally, performance of the activities in this unit is a key part of the evaluation of your performance for this course.

Visual 4: The Start of Each Planning Cycle

- Analyze the ICS 215 developed in Tactics Meeting.
- Finalize Incident Action Plan Safety Analysis (ICS 215A) completed by Safety Officer.
- Assess current operations effectiveness and resource efficiency.
- Gather info to support incident management decisions. Handout 5-1: Preparing for the Planning Meeting

Handout 5-1: Preparing for the Planning Meeting



The next step in the incident action planning process is to prepare for the Planning Meeting. Following the Tactics Meeting, the Planning Section coordinates preparations for the Planning Meeting.

It is very important to complete the ICS Form 215A after the ICS Form 215 so that any safety concerns that are identified can be successfully mitigated.

Refer to Handout 5-1: Preparing for the Planning Meeting.

Visual 5: Planning P Video: Planning Meeting

The Planning Meeting Agenda



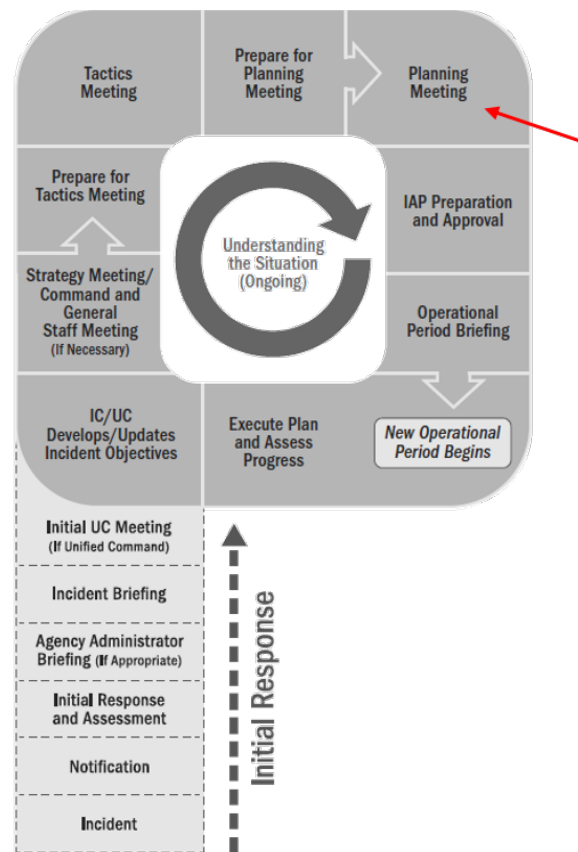
Visual 6: Planning Meeting Displays



Displays should include the Planning Meeting agenda, Incident Objectives, large versions of the ICS Forms 215 and 215A, maps/charts, the schedule for forms submission and additional meetings, and any other props needed to illustrate the IAP.

Visual 7: 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



The Planning Meeting provides the final opportunity for the Command and General Staffs, as well as other incident management personnel, agency officials, and cooperating/assisting agencies and organizations, to review and validate the Operational Plan and resource assignments as proposed by the Operations Section Chief.

The Operations Section Chief presents the tactical plan using the ICS Form 215. The ICS Form 215 delineates operations section organization, work assignments the amount and kind/type of resources he or she will need to accomplish the plan as well as reporting location and time. The Planning Section's Resources Unit will have to work with the Logistics Section to fulfill the resource needs.

The Planning Chief facilitates the meeting following a fixed agenda to ensure that the meeting is efficient while allowing each organizational element represented to assess and acknowledge the plan.

At the conclusion of the meeting, the Planning Section Chief indicates when all elements of the plan and support documents must be submitted so the plan can be collated, reviewed, approved, duplicated, and made ready for the operations briefing.

Visual 8: Handout 5-2

The Planning Meeting Agenda



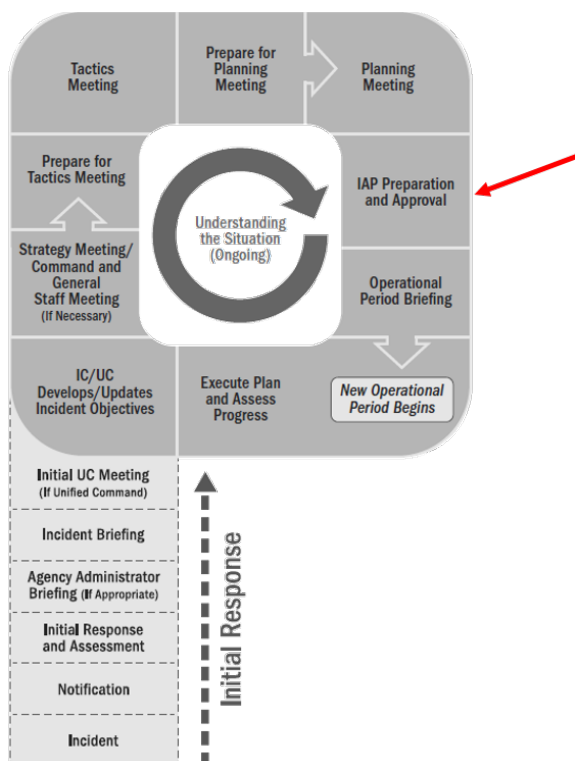
Refer to Handout 5-2: Planning Meeting Agenda.

Visual 9: Planning P Video: Planning Meeting

The Planning Meeting Agenda



Visual 10: IAP Preparation and Approval



After 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.

After the Planning Meeting is held, the following actions are taken to prepare the Incident Action Plan (IAP):

- ICS Staff Sections prepare their components of the IAP and submit them to the Planning Section.
- The **Planning Section** collates, prepares, and duplicates the IAP document for distribution at the operations briefing. The Planning Section will:
 - Set the deadline for completing IAP attachments.
 - Obtain plan attachments and review them for completeness and approvals.
 - Review the IAP to ensure it is up to date and complete prior to the operations briefing and plan distribution.
 - Provide the IAP briefing plan, as required, and distribute the plan prior to the beginning of the new Operational Period.
- The **Documentation Unit** will normally be responsible for reproducing the IAP
- The **Resources Unit** coordinates with the Logistics Section to acquire the amount and type of resources needed.
- The **Incident Commander/Unified Command** reviews and approves the IAP.

Visual 11: Planning P Video: IAP Preparation Approval

The IAP Preparation Approval



Visual 12: Forms and Supporting Documents: Overview



Handout 5-3: ICS Forms

The written IAP is a series of standard forms and supporting documents that convey the Incident Commander's and the Operations Section's directions for the accomplishment of the plan for that Operational Period.

- ICS Form 202 Incident Objectives - what is to be done
- ICS Form 203 Organization Assignment List - who is assigned
- ICS Form 204 Assignment List - what they are assigned to do
- ICS Form 205 Incident Radio Communications Plan - how we talk to each other
- ICS Form 205A Communications List – all methods of non-radio contact information for personnel assigned (optional)
- ICS Form 206 Medical Plan - how to treat medical/ injured responders
- ICS Form 207 Incident Organizational Chart – visual chart depicting organizational positions and who is assigned to each(optional)
- ICS Form 208 Safety Message/Plan - how to keep people safe.

It is a best practice to include a cover sheet to indicate which forms and supporting documents are included in the IAP. An alternate approach is to list the contents of the IAP on the bottom of the ICS Form 202 Incident Objectives. The key concept is that an IAP may not contain all ICS forms. Use of a checklist to indicate which forms and supporting documents are enclosed as part of the IAP will ensure that IAP users understand what forms were included in the IAP.

It is also important to understand that an IAP will change over time in an incident. Initial IAPs may be shorter and response action focused. Later IAPs may be longer, contain more forms, and include recovery and mitigation objectives. Again, listing the components included in the IAP will help IAP users.

For a more in-depth explanation of the ICS forms, refer to Handout 5-3: ICS Form Descriptions and review.

Visual 13: Facilitated Activity: Review of an IAP



The instructor will explain this facilitated activity.

Visual 14: ICS Form 202, Incident Objectives (1 of 2)

INCIDENT OBJECTIVES (ICS 202)	
Operational Period Winter Storm 3. Objective(s): 1. Provide for responder safety through adherence to agency policies and SOPs during the incident duration. 2. Provide for public safety by excluding them 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.	2. Operational Period: Date From: Feb. 10 Date To: Feb. 11 Time From: 1800 Time To: 0600
Incident Objectives	Command Emphasis for this Operational Period
4. Operational Period Command Emphasis: 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.	

The Incident Objectives, ICS Form 202, includes incident information, a listing of the incident objectives for the Operational Period), and a brief summary of the command emphasis/priorities.

The ICS Form 202 is completed by the Incident Commander or Unified Command (with the support of the Planning Section) following each Command and General Staff Meeting.

Visual 15: ICS Form 202, Incident Objectives (2 of 2)

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.

5. Site Safety Plan Required? Yes ☐ No ☒ Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

☒ ICS 203	☐ ICS 207	Other Attachments:
☒ ICS 204	☐ ICS 208	
☒ ICS 205	☒ Map/Chart	
☒ ICS 205A	☒ Weather Forecast/Tides/Currents	
☒ ICS 206		

7. Prepared by: Name: Alice Walker Position/Title: PSC Signature: *Alice Walker*

8. Approved by Incident Commander: Name: Dan Franklin Signature: *Dan Franklin*

ICS 202 IAP Page _____ Date/Time: Feb. 10, 1100

Planning Section Chief Prepares

Incident Commander Approves By Signature

- A Situational Awareness message is included with pertinent weather information.
- Identifies if a Site Safety Plan is required.
- The Planning Section Chief signs the ICS Form 202 indicating completion of the form and Incident Commander(s) sign indicating approval of the written IAP.
- A list of attachments is included (table of contents for the IAP). Note that some organizations will use a separate IAP cover sheet for this purpose.

Visual 16: 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: Winter Storm		2. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0600	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs: Dan Franklin		Chief: Jerry Campbell	
Deputy:		Deputy:	
Safety Officer: Pam Wetzel		Staging Area: Branch	
Public Info. Officer:		Branch Director: Deputy	
Liaison Officer:		Deputy:	
4. Agency/Organization Representatives:		Division/Group: A Jill Hood	
Agency/Organization	Name	Division/Group	B Bill Montoya
CCPW	Mike Gilbert cell: 420-1398	Division/Group	C Jose Gomez
SDOT	Martina Andrews cell: 421-5439	Division/Group	Sanding Rob Paulson
		Division/Group	Parking Lot Andy Anderson

Command and General Staff

Operations Supervisors to Division/Group Level

The Organization Assignment List, ICS Form 203, provides a full accounting of incident management and supervisory staff currently activated for the Operational Period of the IAP.

The Resources Unit prepares and maintains the list. The Planning Section Chief is responsible for ensuring the most current ICS Form 203 is placed in the IAP.

Visual 17: ICS Form 204, Assignment List (1 of 4)

ICS Form 204 specifies the Operations Section structure for the Operational Period:

ASSIGNMENT LIST (ICS 204)			
1. Incident Name: Winter Storm		2. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0600	
3. Branch:		Division:	
4. Operations Personnel: Name Operations Section Chief: Jerry Campbell Branch Director: Division/Group Supervisor: Andy Anderson		Contact Number(s) xxx-xxx-xxxx xxx-xxx-xxxx	
5. Resources Assigned:		Staging Area:	
Resource Identifier	Leader	# of Personnel	Reporting Location

Operations Section Chief

Supervisor of this Assignment

Organizational Elements

The Assignment List, ICS Form 204, is based on the organizational structure of the Operations Section for the Operational Period.

The ICS Form 204 is normally prepared by the Resources Unit, It must be approved by the IC, but may first also be reviewed and initialed by the Planning Section Chief and Operations Section Chief to ensure they understand and concur with the assignments.

Each Division or Group will have its own page. This page will list who is supervising the Division or Group, to include Branch Director if assigned.

Visual 18: ICS Form 204, Assignment List (2 of 4)

Division/Group Supervisor: Andy Anderson		xxx-xxx-xxxx		Staging Area:
5. Resources Assigned:				
Resource Identifier	Leader	# of Persons		Reporting Location
TF #1	Don Wills	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #15 Loader #2	Tony Anzili Carl Gossard		City/County Channel 6J	DPW Shop
TF #2	Mark Jones	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #2 Loader #7	Ann Walker Paul Drew		City/County Channel 6J	DPW Shop
TF #3	Larry Carpenter	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #10 Loader #4	Bob Smith Greg Little		City/County Channel 6J	DPW Shop
TF #4	Drew Parish	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #8 Loader #6	John Dietz Barry Miller		City/County Channel 6J	DPW Shop
6. Work Assignments:				

Resources Assigned

The Assignment List includes specific assigned resources with leader name and number of personnel assigned to each resource.

Visual 19: ICS Form 204, Assignment List (3 of 4)

6. Work Assignments: 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 5 use "Lot Closed" signs when plowing hospital parking lots.
7. Special Instructions: 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.
8. Communications (radio and/or phone contact numbers needed for this assignment):

Assignment and Special Instructions

The Work Assignment section describes in detail the specific actions that the Division or Group will be taking in support of the overall incident objectives. Any special instructions will be included as well as the elements of the Communications Plan that apply to that Division or Group.

Visual 20: ICS Form 204, Assignment List (4 of 4)

The image shows the bottom portion of ICS Form 204, titled '8. Communications (radio and/or phone contact numbers needed for this assignment):'. The form contains fields for Name/Function, Primary Contact, Command, Support, Div./Group Tactical, and Ground to Air, each with a corresponding frequency and channel. Below this is section '9. Prepared by: Name: Tom Fry, Position/Title: Resource Unit Leader, Signature: [Signature]'. At the bottom left is 'ICS 204' and 'JAP Page', and at the bottom right is 'Date/Time: Feb. 10/1500'. Two orange arrows point from callout boxes to the form: one from 'Prepared by Resources Unit Leader' to the 'Prepared by' section, and another from 'Communications for this Assignment' to the '8. Communications' section.

8. Communications (radio and/or phone contact numbers needed for this assignment):	
Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
Command	Freq: 800 MHz, Chan: 2J
Support	Freq: 800 MHz, Chan: 3J
Div./Group Tactical	Freq: 800 MHz, Chan: 6J
Ground to Air	
9. Prepared by: Name: Tom Fry Position/Title: Resource Unit Leader Signature: [Signature]	
ICS 204	JAP Page
Date/Time: Feb. 10/1500	

Prepared by Resources Unit Leader

Communications for this Assignment

Communications assignments are specified on the Assignment List. Summarize by noting that information from several forms is integrated on the Assignment List in order to inform members of the Operations Section about assignments, instructions, and communication protocols/frequencies.

Visual 21: ICS Form 205, Incident Communications Plan

ICS Form 205 presents the communications plan for the entire incident:

The image shows the ICS Form 205, Incident Communications Plan. It is a structured form with several sections. The top section contains fields for Incident Name, Date/Time Prepared, and Operational Period. Below this is a table for Basic Radio Channel List, which includes columns for Zone, ID, Function, Channel, Frequency, and Remarks. The table is divided into sections for Command, Operations, and Planning and Logistics. Callouts point to specific areas: 'Priority 1 Command to Ops' points to the Command section, 'Priority 2 Tactical Assignments' points to the Operations section, and 'Special Instructions' points to the bottom section.

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)									
1. Incident Name: [Blank]			2. Date/Time Prepared: Date: [MM/DD] Time: [HH:MM]			3. Operational Period: Date From: [MM/DD] Time From: [HH:MM] Date To: [MM/DD] Time To: [HH:MM]			
Zone	ID	Function	Channel	Frequency	Remarks				
01	01	Command	Channel 1	155.000	Command				
02	02	Operations	Channel 2	155.000	Operations				
03	03	Operations	Channel 3	155.000	Operations				
04	04	Operations	Channel 4	155.000	Operations				
05	05	Planning and Logistics	Channel 5	155.000	Planning and Logistics				

4. Special Instructions:
[Blank]

The Incident Communications Plan, ICS Form 205, summarizes the communications plan for the entire incident.

The ICS Form 205A is a second communications-related form that may also be used in an IAP.

The ICS Form 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief to include in the Incident Action Plan.

The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders.

Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS Form 204).

Visual 22: 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: Winter Storm		2. Operational Period: Date From: Feb. 10 Time From: 0800 Date To: Feb. 11 Time To: 0800		
3. Medical Aid Stations:				
Name	Location	Contact Number(s)/Person(s)	Paragraphs IC 507	
Fire Station 1	1171 SP Avenue	xxx-xxx-xxxx	IC 507 Yes ☐ No ☐	
Fire Station 2	500 Bellingham Way	xxx-xxx-xxxx	IC 507 Yes ☐ No ☐	
Fire Station 4	2100 Main	xxx-xxx-xxxx	IC 507 Yes ☐ No ☐	
Fire Station 6	4700 N. 12th Ave	xxx-xxx-xxxx	IC 507 Yes ☐ No ☐	
Fire Station 7	170 West Cowdrie	xxx-xxx-xxxx	IC 507 Yes ☐ No ☐	
4. Special Medical Emergency Procedures:				
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.				
☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.				
Prepared by (Medical Unit Leader): Name: John Himes Signature: 				
Approved by (Safety Officer): Name: Pam Volante Signature: 				
ICS 206 IAP Page: _____ Date/Time: Feb. 10/1530				

Aid Stations
and Level of
Service

Instructions,
if required

The Medical Plan, ICS Form 206, presents the plan for providing care in the case of responder medical emergencies. In addition, provides information on incident medical aid stations, ground and air transportation services, and hospitals. The ICS Form 206 is normally prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination.

If aviation assets are used for rescue, coordinate with Air Operations.

Visual 23: ICS Form 207, Incident Organization Chart

MEDICAL PLAN (ICS 206)

1. Incident Name: Winter Storm
2. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0900

3. Medical Aid Stations:

Name	Location	Contact Number(s) / Phone(s)	Paramedics 911 Site?
Fire Station 1	1171 3P Avenue	xxx-xxx-xxxx	☒ Yes ☐ No
Fire Station 2	550 Bellingham Way	xxx-xxx-xxxx	☐ Yes ☒ No
Fire Station 4	2100 Main	xxx-xxx-xxxx	☐ Yes ☒ No
Fire Station 5	4100 N. 12th Ave	xxx-xxx-xxxx	☐ Yes ☒ No
Fire Station 7	170 West Oakdale	xxx-xxx-xxxx	☐ Yes ☒ No

4. Special Medical Emergency Procedures:
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 Accidents/Injury Form T&A A-B.

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

5. Prepared by (Medical Unit Leader): Name: John Henson Signature: 

6. Approved by (Safety Officer): Name: Pam Weitzel Signature: 

ICS 206 IAP Page _____ Date/Time: Feb. 10/1530

Aid Stations
and Level of
Service

Instructions,
if required

The ICS Form 207 provides a visual chart depicting the ICS organization position assignments for the incident. May be used as a wall chart during meetings and briefing.

The ICS Form 207 is prepared by the Resources Unit Leader and reviewed by the IC.

Visual 24: ICS Form 208, Safety Message/Plan

SAFETY MESSAGE/PLAN (ICS 208)			
1. Incident Name: Extreme Weather	2. Operational Period:	Date From: 2/10/2017 Time From: 1800	Date To: 2/11/2017 Time To: 0600
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:			
Winter Storm warning continues until 1200 hours on 2/9/2017. Snow level between 12-24 inches is possible, with high winds and drifting. Driving is extremely hazardous. Lights on and vehicle equipment chains are required. High visibility clothing, to include head gear, gloves and suitable outerwear will be worn at all times when outside of vehicles. Be alert for frostbite, seek protection from the wind. Warm the body part slowly, do not attempt to self treat. Contact EMS if needed. Be alert for slippery conditions and resulting falls. Immediately notify Supervisor if any injuries occur. Command must be notified immediately for all incidents.			

The ICS Form 208 is completed by the Safety Officer. The form outlines safety message(s), priorities, key command emphasis/decisions/directions, safety hazards and specific precautions to be observed during the Operational Period for the IAP.

Identifies if a Site Safety Plan is required and the location of the Site Safety Plan.

Visual 25: Additional Supporting Documents



- Weather forecasts
- Incident traffic plan
- Other important information for operational supervisors

Refer to Handout 5-3: ICS Form Descriptions.

Visual 26: Are All Forms Used?

On less complex incidents, the Incident Commander may only require the Incident Objectives (ICS Form 202), Organization Assignment List (ICS Form 203), Assignment List (ICS Form 204), Safety Message/Plan (ICS Form 208), and a map of the incident area.

The Incident Commander makes the final determination regarding which ICS forms, documents, and attachments will be included in the IAP.

Visual 27: IAP Approval

The Incident Commander/Unified Command reviews and approves the IAP.

Planning Section staff assemble the plan and ensure it is ready for the Operational Period Briefing.

Based on concurrence from all elements at the end of the Planning Meeting, the Incident Commander or Unified Command approves the plan.

After this final approval, the Planning Section staff assemble the plan and ensure that it is ready for use during the Operational Period Briefing.

Visual 28: Activity 5.1: Applied Activity – Part 1



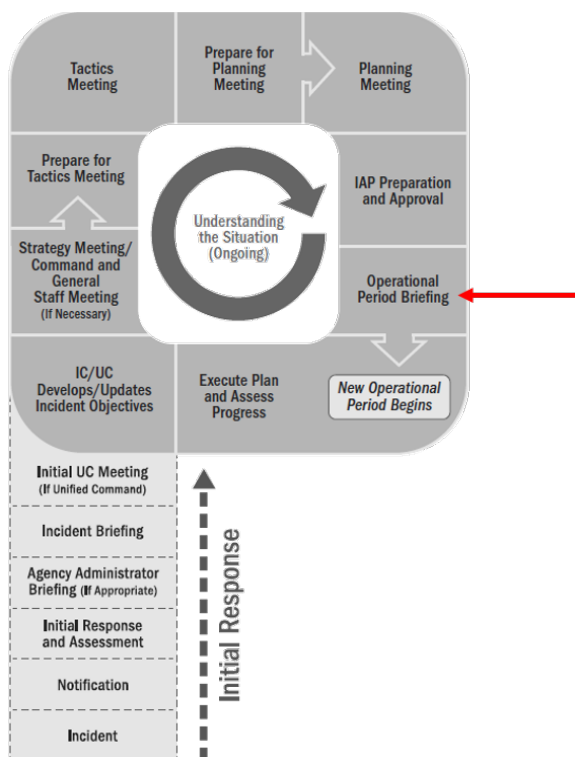
Allotted Time: 1 hour 30 minutes

The instructor will explain Activity 5.1 Part 1.

You will have 1 hour 15 minutes to complete the activity with 15 minutes of individual feedback/debrief.

Refer to Unit 5 of the Applied Activity Materials document.

Visual 29: Operations Briefing



The Operations Briefing:

- Is conducted at the beginning of each operational period.
- Presents the IAP to supervisors of tactical resources.
- Should be concise.

The Operations Briefing is conducted at the beginning of each Operational Period, immediately prior to the start of the new Operational Period. Supervisors of the tactical resources to be employed during that period attend the operations briefing. Normally this will include Branch, Group and Division level supervisors. Unit leaders may participate in this briefing, but they will more often be briefed on the IAP in a later, separate Group/ Division briefing. In some cases, all of the tactical personnel may attend the Operations Briefing if this meets an operational need and they can be accommodated.

The Operations Briefing presents the IAP to supervisors of tactical resources. Following the Operational Period Briefing, supervisors brief their assigned personnel on their respective assignments as documented in the IAP. Staff members are briefed on the operational elements of the plan to ensure they are aware of whom they will work for, and what it is that must be accomplished. In this briefing, staff members will have a chance to ask questions regarding the plan, any critical safety issues, and specific logistical information.

The Operations Briefing should be concise. The Planning Section Chief facilitates the briefing, following a concise agenda.

Visual 30: Planning P Video: Operations Briefing

The Operations Briefing



Visual 31: Sample Operations Briefing Agenda (1 of 2)

Agenda Item	Who
1. Introduction and Welcome	Planning Section Chief
1. Review of Incident Objectives	Incident Commander
1. Review of Current Incident/Objective Status	Operations Section Chief, Technical Specialist, (as necessary)
1. Incident Boundaries, Branch/Division Locations, and Group Assignments (Map)	Notify others of change in command.
1. Review of Division/Group Assignments (ICS 204)	Operations Section Chief

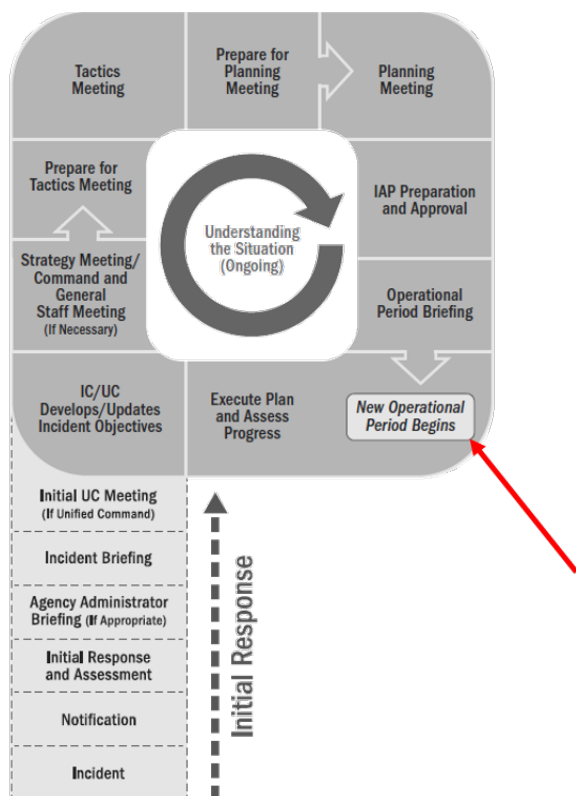
Visual 32: Sample Operations Briefing Agenda (Continued)

Agenda Item	Who
1. Review of Safety Issues, Safety Message	Safety Officer
1. Logistics (Communications and Medical Plans)	Logistics Section Chief (Communications Unit Leader/Medical Unit Leader)
1. Other personnel	Incident Dependent (Finance Section Chief, Liaison Officer, Public Information Officer, etc.)
1. Closing Remarks	Agency Administrator/Incident Commander
1. Conclusion	Planning Section Chief

1. The **Operations Section Chief** reviews all Division/Group Assignments (ICS Form 204), ensuring that the Division and Group Supervisors thoroughly understand the tactical assignment, resources, communications, special instructions, and safety issues associated with the Division or Group. It is not unusual for incident conditions to have changed between the time the IAP is duplicated and the operations briefing. The Operations Section Chief may dictate last-minute changes to the IAP. The IAP is the primary focus of the briefing.
2. **Safety Officer** discusses safety issues such as accidents and injuries to date, continuing and new hazards, and mitigation efforts. Reviews Safety Message.
3. **Logistics Section Chief** covers supply, transportation, food, and facilities-related issues. The Logistics Section Chief will also cover (or may have staff discuss) the following:
 - Medical Unit Leader discusses the Medical Plan (ICS Form 206), ensuring that all supervisors understand the procedures to follow if a responder is injured on the incident.
 - Communications Unit Leader reviews the overall Incident Communications Plan (ICS Form 205 and ICS Form 205A).
1. **Other Personnel** may review additional IAP elements as needed. These may include:
 - Air Operations Summary – Air Operations Branch Director
 - Fiscal or Compensation/Claims issues – Finance/Administration Section Chief
 - Issues associated with cooperating or assisting agencies – Liaison Officer
 - Media and incident information issues – Public Information Officer
 - Other issues (may include presentations by Training Specialist, the Demobilization Unit Leader, etc.)

1. **Incident Commander** provides closing remarks.
2. **Planning Section Chief** provides housekeeping information such as times of next meetings, etc., and concludes the meeting. Refer to Handout 5-4: Sample Operations Briefing Agenda.

Visual 33: 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.

The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section are responsible for implementation of the plan for the specific Operational Period.

Once the Incident Action Plan has been approved, any change or modification to the plan identified at the Operational Period Briefing should be written in red ink on the original document. This original document serves as the incident's official document to be retained.

- The plan is evaluated at various stages in its development and implementation:
 - First, all members of the **Command and General Staff** review the final plan document and correct any discrepancies.
 - Next, during the implementation of the plan, all **incident supervisors and managers** must continually assess the effectiveness of the plan based upon the original measurable objectives for the Operational Period. This evaluation of the plan keeps responders on track and on task and ensures that the next Operational Period plan is based on a reasonable expectation of success of the current plan.
 - Finally, the **Operations Section Chief** may make the appropriate adjustments during the Operational Period to ensure that the objectives are met and effectiveness is assured.

Operations Section Chief assesses the IAP implementation, incident objectives, strategies, and tactics prior to the next Operational Period.

Visual 34: Planning P Video: Execute Plan and Assess

The Execute Plan and Assess



Visual 35: Other Types of Meetings

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



- **Team Meetings** – The Incident Commander can call a meeting of the Command and General Staffs to assess general morale, ensure groupwork and communication, or provide additional direction. These meetings are not planning meetings and do not have a set agenda.
- **Section Meetings** – Following the Operational Period Briefing, Section Chiefs will need to brief section personnel not in attendance at the Operational Period Briefing on the IAP. Section Chiefs may also call meetings of their staff at any time and for the same reasons.
- **Team Closeout** – The Incident Management Team may want to hold a closeout meeting to discuss lessons learned, performance issues, changes in team practices, etc.
- **Public Meetings** – The Incident Commander may find it useful to hold general public meetings or focus group meetings to brief the public or special interest groups on incident activities. Such meetings should be carefully planned in advance and have a formal agenda. Usually the Public Information Officer is also involved in advertising, organizing, and facilitating such meetings.
- **Special Planning Meetings** – Special planning meetings may be useful to discuss proposed specialty plans such as the Demobilization Plan or specific contingency plans. Such meetings may be convened by the Planning Section Chief (Demobilization Plan) and/or the Operations Section Chief (contingency plans).
- **Transition Meetings** – A transition meeting can be seen as an expanded transfer of command meeting when one Incident Management Team replaces another Incident Management Team. Transition meetings are a good way to ensure that all information is shared between members of incoming and departing Incident Management Teams.

Visual 36: Activity 5.1: Applied Activity – Part 2



Allotted Time: 1 hour

The instructor will explain Activity 5.1 Part 2.

You will have 45 minutes to complete the activity with 15 minutes of individual feedback/debrief.

Visual 37: Objectives Review

1. What is the purpose of the Planning Meeting?
2. Name a characteristic of a strong IAP.
3. Name a characteristic of a weak IAP.
4. How should you use the ICS forms and supporting materials included in an Incident Action Plan?
5. What is the purpose of the Operational Period Briefing?

Unit Enabling Objectives

- Explain the purpose of the Planning Meeting.
- Identify the role and use of ICS forms and supporting materials included in an Incident Action Plan.
- Explain the purpose of the Operational Period Briefing.

Handout 5-1: Preparing for the Planning Meeting

Incident Commander/Unified Command Responsibilities:

- Gives direction.
- Communicates.
- Manages.
- Avoids getting unnecessarily involved in details.

Safety Officer Responsibilities:

- Identifies incident risks and hazards.
- Completes ICS Form 215A developed at the tactics meeting.
- Works with the Operations Section Chief on tactical safety issues.
- Identifies safety issues associated with incident facilities and nontactical activities, such as transportation and food service.

Liaison Officer Responsibilities:

- Identifies cooperating and assisting agencies.
- Identifies special agency needs.
- Determines capabilities of cooperating and assisting agencies.
- Determines restrictions on participation of cooperating and assisting agencies.
- Confirms name and contact location of agency representatives.

Public Information Officer Responsibilities:

- Assesses general media coverage to date.
- Identifies incident-related information issues that need to be explained or corrected with the media.
- Determines what Joint Information System (JIS) elements and procedures are in place.
- Determines process for development and approval of media releases and visits.

Operations Section Chief Responsibilities:

- Continues to obtain good incident resource and status information.
- Communicates current information.
- Considers alternate strategies and determines probable tactics.
- Calculates resource requirements.
- Works with the Safety Officer and Planning Section staff to complete ICS Forms 215 and 215A developed at the tactics meeting.

Planning Section Chief Responsibilities:

- Prepares incident maps and displays, as necessary.
- Develops information for the IAP.
- Develops situation status and predictions.
- Acquires information and ICS forms for the IAP.

Logistics Section Chief Responsibilities:

- Determines service and support needs for the incident.
- Determines responder medical and rehabilitation needs.

- Determines incident communications needs.
- Confirms resource ordering process.

Finance/Administration Section Chief Responsibilities:

- Collects information on rental agreements and contracts.
- Determines potential and actual claims.
- Calculates incident costs to date.
- Develops cost-benefit analyses as requested.

Handout 5-2: Sample Planning Meeting Agenda

- Planning - **Introduction** (Brings meeting to order, covers ground rules, and refers to agenda) Δ
- Incident Commander/Unified Command – **Opening Remarks**
- Situation Unit Leader (and any needed Technical Specialists) Current Situation, **Weather, and Incident Projections**
- Planning - **Incident Objectives and Priorities** (Reads the Incident Objectives for the group)
- Operations - **Current Operations and Proposed Plan** (Provides overview of the current operations and the proposed operations plan. This includes strategies, tactics/ work assignments, resource commitments, Ops Section organization, facilities, using the Operational Planning Worksheet (ICS Form 215).
- Logistics - **Communications, Medical, Supply Approval** (Validates that Communications, Medical, transportation, and Supply units concur with and capable of supporting the proposed plan)
- Finance - Indicates **fiscal constraints** and verifies proposed plan fits with financial constraints)
- PIO - Provides **public information plan** and methodologies to meet objectives. Verifies that public information outreach meets objectives)
- Liaison - Confirms **interagency issues** are being addressed
- Other Staff or Technical specialists as needed
- Safety Officer- **Mitigation Measures/Safety Plan** Using wall-sized Incident Action Plan Safety Analysis (ICS Form 215A) discusses hazards/risks, and measures employed to mitigate and manage risks.
- Planning- Final Confirmation and Support (Polls Command and General Staff members to solicit their final input and commitment to the proposed plan)
- IC/UC - Approval of the Plan (Provides approval as presented and committed to by C&GS.
- IC/UC Closing Comments (Provides any final or closing comments)
- Planning - Assignments and Deadlines (Issues assignments and deadlines to appropriate IMT members for developing IAP components)
- Planning - Meeting/Briefing Reminders (Reminds students of upcoming schedule and adjourns meeting)

Handout 5-3: ICS Form Descriptions

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:

- Incident Briefing ICS Form 201: Provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS Form 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.
- Incident Objectives ICS Form 202: Describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.
- Organization Assignment List ICS Form 203: Provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS Form 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. Not all positions need to be filled. Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.
- Assignment List ICS Form 204: Informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.
- Incident Radio Communications Plan ICS Form 205: Provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS Form 204).
- Communications List ICS Form 205A: Records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS Form 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS Form 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 Form 206: Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
- Incident Organization Chart ICS Form 207: Provides a visual wall chart depicting the ICS organization position assignments for the incident. The ICS Form 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

- Safety Message/Plan ICS Form 208: Outlines safety message(s), priorities, and key command emphasis/decisions/directions, safety hazards and specific precautions to be observed during this Operational Period.
- Incident Status Summary ICS Form 209: Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases. The ICS Form 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared.
- Resource Status Change ICS Form 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 Form 213). The form could also be used by Operations as a worksheet to track entry, etc.
- Incident Check-In List ICS Form 211: Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS Form 211). The ICS Form 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.
- General Message ICS Form 213: Used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS Form 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.
- Activity Log ICS Form 214: Records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any After Action Report.
- Operational Planning Worksheet ICS Form 215: Communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS Form 215 is used by the Resources Unit to complete the Assignment Lists (ICS Form 204) and by the Logistics Section Chief for ordering resources for the incident.
- Incident Action Plan Safety Analysis ICS Form 215A: Aids the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.
- Support Vehicle/Equipment Inventory ICS Form 218: Provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information

- Air Operations Summary ICS Form 220: Provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.
- 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 is a planned process and this form assists with that planning.

Component	Normally Prepared By ICS
Incident Command	Incident Commander
Command Staff	Officer
Section	Deputy
Branch	Director
Divisions/Groups	Supervisors
Unit	Unit Leader
Strike Team/Task Force	Leader
Single Resource	Boss, Leader
Technical Specialist	Specialist

Other Potential Components (Incident Dependent)	Normally Prepared By ICS
Air Operations Summary	Air Operations
Traffic Plan	Ground Support Unit
Decontamination Plan	Technical Specialist
Waste Management or Disposal Plan	Technical Specialist

Other Potential Components (Incident Dependent)	Normally Prepared By ICS
Demobilization/Deactivation Plan	Demobilization Unit
Site Security Plan	Law Enforcement, Technical Specialist, or Security Manager
Investigative Plan	Intelligence/Investigations Function
Evacuation Plan	As needed
Meeting Schedule (ICS Form 230)	Situation Unit
Sheltering/Mass Care Plan	As needed
Other (as needed)	As needed

Handout 5-4: Sample Operations Briefing Agenda

Agenda Item	Who Performs Action
1. Introduction and Welcome	Planning Section Chief
1. Review of Incident Objectives	Incident Commander
1. Review of Current Incident/Objective Status	Operations Section Chief Technical Specialists (as necessary)
1. Incident Boundaries, Branch/Division Locations, and Group Assignments (Map)	Operations Section Chief
1. Review of Division/Group Assignments (ICS Form 204)	Operations Section Chief
1. Review of Safety Issues, Safety Message	Safety Officer
1. Logistics (Communications and Medical Plans)	Logistics Section Chief (Communications Unit Leader/Medical Unit Leader
1. Other personnel	Incident Dependent (Finance Section Chief, Liaison Officer, Public Information Officer, etc)
1. Closing remarks	Agency Administrator/Incident Commander
1. Conclusion	Planning Section Chief

Unit 6: Incident Resource Management

Visual 1: Unit 6: Incident Resource Management

This unit will cover the resource management process during an incident which includes standard methods to identify, order, mobilize, and track resources.

Visual 2: Unit Terminal Objective

Explain the principles and practices of incident resources management.



Visual 3: Unit Enabling Objectives

- Identify the progression and associated considerations involved in the Incident Resource Management Process.
- Recall the authorities or organizational elements that can order resources.
- Contrast the differences and motives between single-point and multipoint resource ordering.

Visual 4: Unit Enabling Objectives

- Explain the scope and purpose of an Incident Management Team.
- Explain the evaluation process for resources.
- Choose interventions for common resource performance issues.

Visual 5: NIMS Resource Management Principles

Two parts of Resource Management process:

- Preparedness
- During an Incident

Preparedness tasks:

- Identifying and Typing Resources
- Qualifying, Certifying, and Credentialing Personnel
- Planning for Resources
- Acquiring, Storing, and Inventorying Resources
- Mutual Aid Agreements and Compacts

The resource management process can be separated into the following two parts:

- Preparedness: The preparedness activities (resource typing, credentialing, and inventory) are conducted on a continual basis to help ensure that resources are ready to be mobilized when called to an incident.
- During an Incident: Resource management during an incident is a finite process with a distinct beginning and ending specific to the needs of the particular incident.

The resource management tasks for preparedness.

Resource management preparedness involves those activities conducted prior to an incident response. This includes identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.

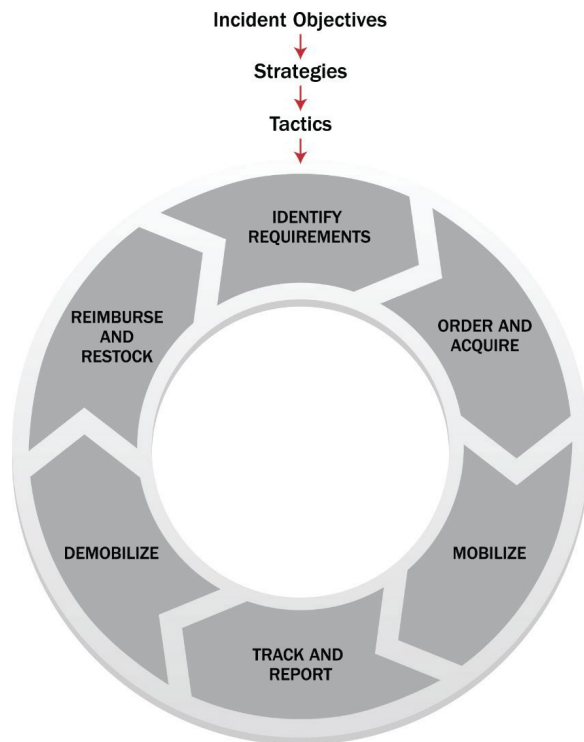
The National Incident Management System (NIMS) includes the following preparedness tasks related to resource management:

- Identifying and Typing Resources
 - Resource typing is defining and categorizing incident resources by capability. Resource typing definitions establish a common language for discussing resources by defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. Resource typing enables communities to plan for, request, and have confidence that the resources they receive have the capabilities they requested.
- Qualifying, Certifying, and Credentialing Personnel
 - Qualifying, certifying, and credentialing are the essential steps, led by an AHJ, that help ensure that personnel deploying through mutual aid agreements have the knowledge, experience, training, and capability to perform the duties of their assigned roles. These steps help to ensure that personnel across the Nation are prepared to perform their incident responsibilities based on criteria that are standard nationwide.
 - Qualification is the process through which personnel meet the minimum established criteria—training, experience, physical and medical fitness, and capability—to fill specific positions.

- Certification/Recertification is the recognition from the AHJ or a third party stating that an individual has met and continues to meet established criteria and is qualified for a specific position.
- The National Qualification System (NQS) provides the tools for jurisdictions and organizations to share resources seamlessly. Using the NQS approach to qualify, certify, and credential incident management and support personnel ensures personnel deploying through mutual aid agreements and compacts have the capabilities to perform the duties of their assigned roles.
- The NIMS Guideline for the National Qualification System and all [NQS Job Title/Position Qualifications and Position Task Books](https://www.fema.gov/emergency-managers/nims/components/position-task-books) can be found here: <https://www.fema.gov/emergency-managers/nims/components/position-task-books>.
- Planning for Resources
 - Jurisdictions and organizations work together before incidents occur to develop plans for identifying, managing, estimating, allocating, ordering, deploying, and demobilizing resources. The incident action planning process includes identifying resource requirements based on the threats to, and vulnerabilities of, the jurisdiction or organization. Planning also includes developing alternative strategies to obtain needed resources. Resource management personnel should consider resources necessary to support all mission areas (Prevention, Protection, Mitigation, Response, and Recovery).
 - **Note:** The National Preparedness Goal and the five National Planning Frameworks describe the mission areas in greater detail.
- Acquiring, Storing, and Inventorying Resources
 - Organizations acquire, store, and inventory resources for day-to-day operations, as well as additional resources that the organization has stockpiled for incidents. Those with resource management responsibilities should plan for periodic replenishments, preventive maintenance, and capital improvements. They should also plan for any ancillary support, supplies, or space that may be needed for large or complex resources. Effective resource management involves establishing a resource inventory and maintaining the currency and accuracy of the information. While a resource inventory can be as simple as a paper spreadsheet, many resource managers use information technology (IT)-based inventory systems to track the status of resources and maintain an accurate list of available resources. Accurate resource inventories not only enable organizations to resource incidents promptly, but also to support day-to-day resource management activities such as reconciliation, accounting, and auditing.
- Mutual Aid Agreements and Compacts
 - Mutual aid agreements establish the legal basis for two or more entities to share resources. Mutual aid agreements exist in various forms among and between all levels of government. These agreements support effective and efficient resource management. Mutual aid agreements may authorize mutual aid between two or more neighboring communities, among all jurisdictions within a state, between states, between Federal agencies, and/or internationally. Mutual aid also exists through formal and informal arrangements developed by tribal governments, NGOs, and in various forms within the private sector. FEMA has published a [NIMS Guideline for](#)

[Mutual Aid](https://www.usfa.fema.gov/operations/nims/mutual_aid.html) available at:
https://www.usfa.fema.gov/operations/nims/mutual_aid.html.

Visual 6: Resource Management During an Incident



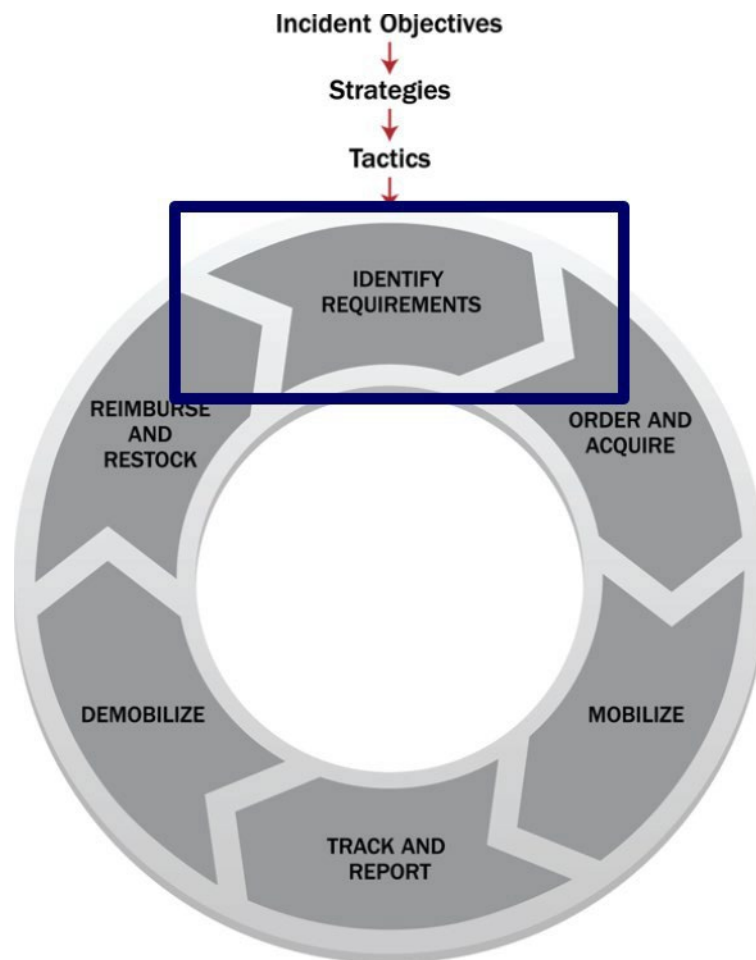
Follow instructions...

- **Presented by instructors.**
- **Outlined on handouts.**

Incident resource management includes standardized procedures, methodologies, and functions. The following are the six primary tasks of resource management during an incident:

- Identify Requirements
- Order and Acquire
- Mobilize
- Track and Report
- Demobilize
- Reimburse and Restock

Visual 7: Identify Requirements



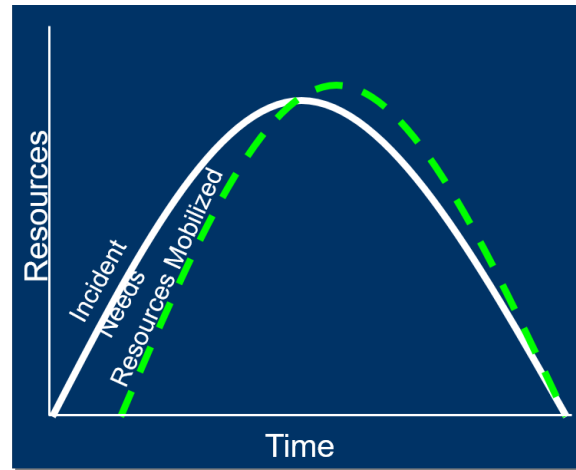
During an incident, personnel continually identify, validate, and refine resource needs. This process involves identifying the type and quantity of resources needed, the location where resources should be sent, and who will receive and use the resources.

When an incident occurs, those with resource management responsibilities should continually identify, refine, and validate resource requirements. This process involves accurately identifying:

- What and how much is needed,
- Where and when it is needed, and
- Who will be receiving or using it.

Visual 8: Evaluating Resource Needs

1. Initial incident needs exceed resources.
2. Resources sufficient to control incident.
3. Incident decline results in excess resources.



On most incidents, resource needs follow a predictable arc that corresponds to the arc followed by the incident itself.

Visual 9: Identifying Requirements: Tactics Meeting

OPERATIONAL PLANNING WORKSHEET									
1. Incident Name: Extreme Weather					2. Operational Period: Date From Time From				
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources	7. Snow Plows	8. Sanding Trucks	9. Front End Loaders			
	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 0	4 4 0				
	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 1 2					
	Sanding Group	Monitor ice for accumulation. Sand all 4-way stops	Req. 4 Have 4 Need 0	4 4 0	2 1 0				

The diagram illustrates the Incident Response Cycle. It starts with 'Incident' at the bottom, followed by 'Notification', 'Initial Response and Assessment', 'Agency Administrator Briefing (# Appropriate)', 'Incident Briefing', and 'Initial UC Meeting (# Unified Command)'. These steps lead to 'IC/UC Develops/Updates Incident Objectives', which then leads to 'Execute Plan and Assess Progress'. This leads to 'New Operational Period Begins', which then leads to 'Operational Period Briefing', 'IAP Preparation and Approval', 'Planning Meeting', 'Prepare for Planning Meeting', 'Tactics Meeting', 'Prepare for Tactics Meeting', and 'Strategy Meeting/Command and General Staff Meeting (if Necessary)'. A central circular arrow labeled 'Understanding the Situation (Ongoing)' connects the 'Tactics Meeting' and 'Strategy Meeting/Command and General Staff Meeting (if Necessary)' steps.

Operational Planning Worksheet, ICS Form 215

The Operational Planning Worksheet, ICS Form 215, identifies the resources needed to achieve the incident objectives and tactics. It documents the results from the Tactics Meeting and serves the following functions:

- Assists in establishing requirements (resource needs) for an Operational Period.
- Communicates the decisions made during the Tactics Meeting.
- Provides information that is used for ordering resources for the incident.

Visual 10: Incident Management Team (IMT)

A comprehensive resource to either:

- Augment ongoing operations through provision of infrastructure support, or
- When requested, transition to an incident management function to include all components/ functions of a Command and General Staff. Handout 6-1: Incident Management Teams



Handout 6-1: Incident Management Teams

One specific resource that may be identified as a requirement for a complex incident is an IMT.

An Incident Management Team (IMT) is a rostered group of ICS-qualified personnel, consisting of an Incident Commander, other incident leadership, and personnel qualified for other key ICS positions. IMTs exist at local, regional, state, tribal, and national levels and have formal notification, deployment, and operational procedures in place.

These teams are typed based on team members' qualifications and may be assigned to manage incidents or to accomplish supporting incident-related tasks or functions. When assigned to manage an incident or to support an incident-related task or function, IMTs are typically delegated the authority to act on behalf of the affected jurisdiction or organization.

A delegation of authority is a statement that the authorized jurisdiction/organization official provides to make such delegations to the Incident Commander. It assigns the Incident Commander specific responsibilities and authorities. The delegation of authority typically describes priorities, expectations, constraints, and other considerations or guidelines. Many agencies require the delegating authority to provide a written delegation of authority to the Incident Commander before the Incident Commander may assume command:

- Provide subject-matter expertise to advise operations and support during the incident, or
- Augment ongoing operations through supporting incident-related tasks or functions, or

- The IMT may be directed to transition to an incident management function. This includes filling all primary functions of a Command and General Staff.

The key aspects of IMTs:

- Include Command and General Staff members and support personnel.
- Pre-designated roles and responsibilities.
- Rostered and on-call (Types 1-4).
- Identified and able to be contacted (Type 5).
- Typed based on capability, the level of training and experience, and reasonably anticipated incident response requirements.
- Delegated statutory authority and/or formal response requirements and responsibilities.
- Available 24/7/365.

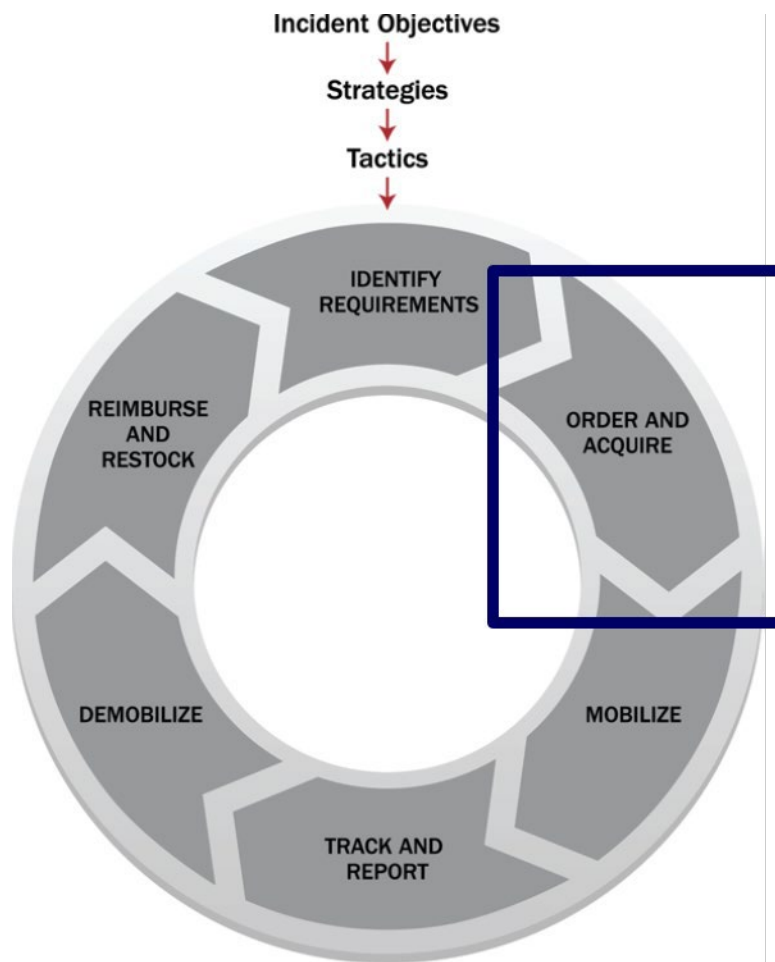
Refer to Handout 6-1: Incident Management Teams.

Visual 11: Incident Management Assistance Teams

Some IMTs are referred to as Incident Management Assistance Teams (IMAT) to clarify that they support on-scene personnel and/or the affected jurisdiction(s).

IMATs may have command and control over certain aspects of response and recovery efforts (e.g., the use of state/Federal assets). Through participation in a Unified Command with representatives from local, state, and/or tribal government, they ensure that activities align with local priorities. IMATs exist at various levels of government and within the private sector. Regardless of who owns IMATs or their specific missions, IMATs operate using the principles and practices of ICS.

Visual 12: Order and Acquire



Both incident and EOC staff make initial and ongoing assessments of resource requirements and either activate or request those resources. Incident personnel can order additional resources by executing contracts, implementing mutual aid agreements, or requesting assistance from another level of government (e.g., a local government to a state, or a state to the Federal Government).

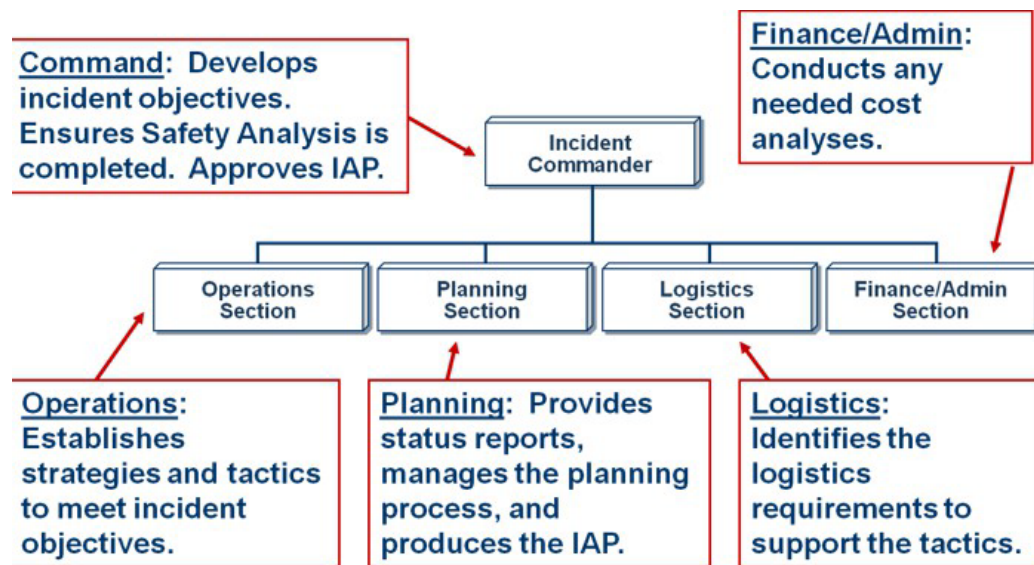
Usually, all incidents will have an initial commitment of resources assigned. Resources can include key supervisory personnel (incident management) and personnel and equipment assigned as tactical resources.

Visual 13: Survivors as Resources

Before emergency responders can mobilize and arrive, neighbors and bystanders are often the first people to provide life-saving assistance.

The natural desire to help does not disappear once responders arrive on the scene. Incident management personnel should anticipate this and have plans to use these volunteers' capabilities safely and effectively.

Visual 14: Order and Acquire Resources



Resource ordering activities of the incident command organization include the following:

- Command develops incident objectives and approves resource orders and demobilization.
- Operations identifies, assigns, and supervises the resources needed to accomplish the incident objectives.
- Planning tracks resources and identifies resource shortages.
- Logistics orders resources.
- Finance and Administration procures and pays for the resources and reports costs.

This is the process for ordering resources that perform tactical operations. Planning, Logistics, and Finance can order non-operational resources for their respective sections.

Visual 15: Authority to Order Resources



- Approving Orders: The Incident Commander/Unified Command approves all resource orders.
- Placing Orders: The IC, LSC, SPUL, and ordering manager are authorized to place orders.



Final approval for ordering additional resources, as well as releasing resources from an incident, is the responsibility of the Incident Commander/ Unified Command.

If the incident organization is small and General Staff positions have not been filled, then the Incident Commander will personally request the additional resources from the agency dispatch/ordering center. Ordinarily, it is not efficient use of the Incident Commander/Unified Command's time to review and approve all resource orders for routine supplies (e.g., food) on a major incident. The Incident Commander may delegate approval of certain orders while reviewing and approving any nonroutine requests, especially if they are expensive, require outside agency participation, or have potential political ramifications.

If the Logistics Section Chief (LSC) position has been filled, then the Logistics Section Chief has the delegated authority to place the resource order after the order has been approved by the Incident Commander or his/her designee.

On larger incidents, where the Logistics Section contains a Supply Unit, the Supply Unit Leader (SPUL) has the authority to place the approved resource order. Also the ordering manager has authority to place orders.

Visual 16: 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 IC/UC, and
- Transmitted from the incident to the jurisdiction or Agency Ordering Point (AOP).

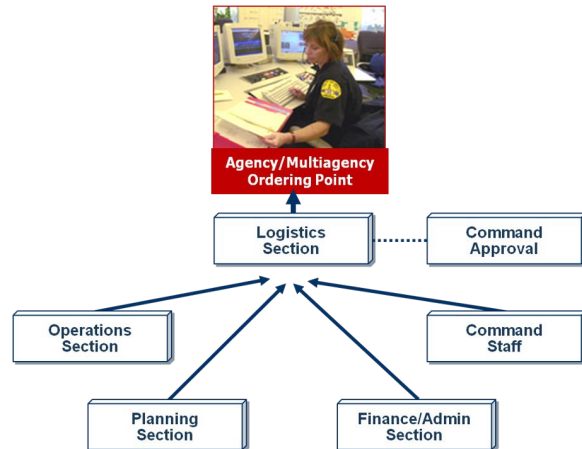


During smaller incidents, where only one jurisdiction or agency is primarily involved, the resource order is typically prepared at the incident, approved by the Incident Commander/Unified Command, and transmitted from the incident to the jurisdiction or Agency Ordering Point (AOP). Resource ordering can be accomplished by:

- Single-point resource ordering.
- Multipoint resource ordering.

Visual 17: Single-Point Ordering

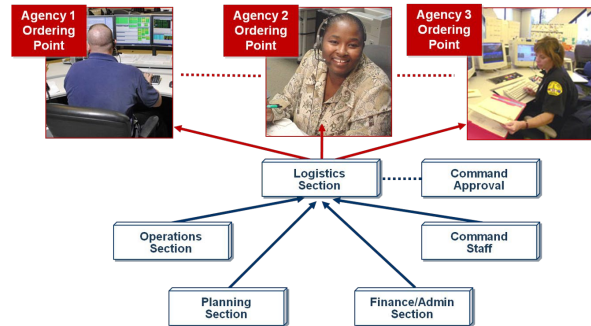
In single-point ordering, the burden of finding the requested resources is placed on the responsible ordering point and not on the incident organization.



Single-point resource ordering (i.e., ordering all resources through one dispatch/emergency operations center or other multiagency coordination entity) is usually the preferred method. However, single-point resource ordering may not be feasible when:

- The dispatch/emergency operations center becomes overloaded with other activity and is unable to handle new requests in a timely manner.
- Assisting agencies at the incident have policies that require all resource orders be made through their respective dispatch/emergency operations center.
- Special situations relating to the order may necessitate that personnel at the incident discuss the details of the request directly with an offsite agency or private-sector provider.

Visual 18: Multipoint Ordering

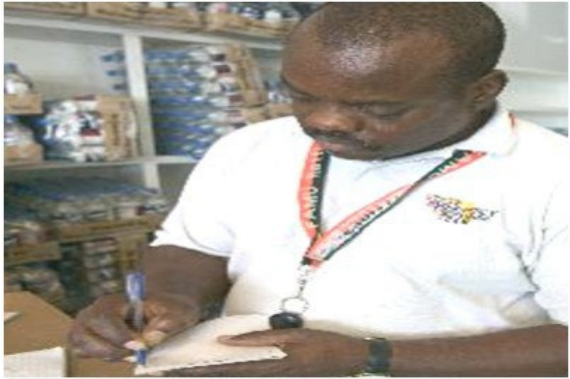


Multipoint ordering is when the incident orders resources from several different ordering points. This can include orders from voluntary organizations and the private sector.

Voluntary organizations, such as the American Red Cross or Medical Reserve Corps, also mobilize and provide valuable assistance before, during, and after incidents. These groups provide a structure to integrate volunteers into incident activities. They also frequently have established relationships with the community, provide assistance that governmental organizations cannot, and support requests through formal resource-ordering processes.

- Multipoint ordering is used when:
 - A certain kind of resource must be directly ordered through the owner agency or supplier (which may not be the home agency). For example, hazardous materials situations may require specialized private-sector cleanup equipment.
 - Agency policy requires the direct ordering process.
 - Most of the requested resources are not from agencies or organizations within the jurisdiction, and it is more convenient or effective to deal with resource providers directly from the incident.
- Multipoint ordering places a heavier load on incident personnel by requiring them to place orders through two or more ordering points. This method of ordering also requires coordination between and among ordering points, and increases the chances of lost or duplicated orders. An EOC may assist the resource ordering process. Advantages of involving the EOC include:
 - A wider range of sources can be accessed.
 - Priorities can be established, especially in large-scale incidents that have multiple Incident Command Posts.
 - On-scene personnel can focus better on the response issues at hand.

Visual 19: Resource Requests: Information Elements



- Complete item description
- Arrival date and time
- Delivery or reporting location
- Position title resource should report to
- Health or safety concerns (incident specific)

Organizations that request resources should provide enough detail to ensure that those receiving the request understand what is needed. Using NIMS resource names and types helps ensure that requests are clearly communicated and understood.

Visual 20: Resource Requests: Information Elements
(Continued)

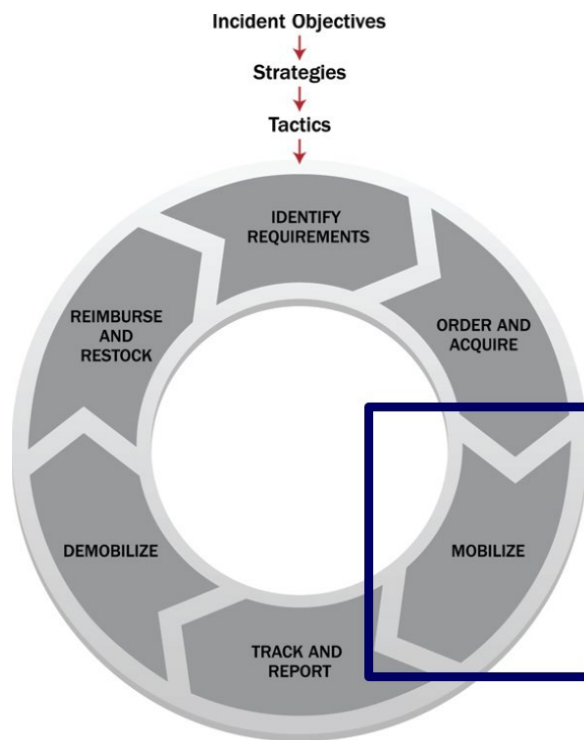
[illegible]

On more complex incidents, resource order forms may be used. In most jurisdictions there is an established format for resource requests. For the purposes of this course, a sample Form 213RR Resource Request Message is included. Note: this form is not included in the NIMS ICS Forms List, but is included in these course materials.

The following information is typically included on resource order forms:

- Source for the resource request
- Source for the responding resource
- Description of resource
- Approval by the requesting agency
- Estimated time of arrival and reporting location
- Resource request order number

Visual 21: Mobilize



Personnel and other resources begin mobilizing when notified by the requesting jurisdiction or by an intermediary acting on its behalf, such as the state Emergency Management Assistance Compact (EMAC) coordinator. At the time of notification, deploying personnel should be notified regarding:

- Date, time, and place of departure.
- Mode of transportation to the incident.
- Estimated date and time of arrival, reporting location (address, contact name, and phone number), and anticipated incident assignment.
- Reporting location (address, position title, and phone number or radio frequency).
- Anticipated incident assignment.
- Anticipated duration of deployment.
- Resource request number, incident number
- Applicable cost and funding codes.

The resource tracking and mobilization processes are directly linked.

Resource tracking occurs during an incident and includes the number and status of resources assigned to an incident, the organizational element to which they are assigned, and their progress against applicable work/rest ratios. Incident needs drive the numbers and types of resources tracked.

- The Logistics Section staff track resources that have been ordered but have not yet arrived at the incident.
- The Resources Unit tracks resources assigned to an incident.

Visual 22: Mobilization: Check-In Process

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

- 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.

Mobilization: Check-In Process

The ICS Form 211, Incident Check-in List, is used for resource check-in. A Check-In Recorder will be assigned to each location where resources will check in. Check-In Recorders must have an adequate supply of check-in forms and be briefed on the frequency for reporting check-in information to the Resources Unit.

Limiting the number of check-in locations will greatly increase the reliability of resource information on the incident, thus improving future planning efforts.

Some organizations may use a system other than the ICS form 211 for check in. For example, some organizations use automated check in using scanners that record information from a Personal Identity Verification (PIV) card into a personnel database.

Refer to Handout 6-3: ICS Form 211.

Visual 23: Resource Status Card (ICS Form 219)

The image shows three colored tags hanging vertically on the left, representing resource status: a green tag labeled "Assigned", a yellow tag labeled "Available", and a red tag labeled "Out-of-Service". To the right of these tags are two versions of the ICS Form 219, the Resource Status Card. The top version is the generic purple form, and the bottom version is the green form specifically for "ICS 219.2 CREWTEAM (GREEN)". Both forms contain fields for ST/Unit, LDW, # Pers, Order #, Agency, Cat/Kind/Type, Name/ID #, Date/Time Checked In, Leader Name, Primary Contact Information, Resource ID #s, Home Base, Departure Point, ETD, ETA, Date/Time Ordered, Remarks, Prepared by, Date/Time, and a section for "When Needs at Incident" with checkboxes for Bus, Air, and Other.

Resource Status Cards (ICS Form 219) are also known as “T-Cards,” and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel.

Information to be placed on the cards may be obtained from the Incident Check-In List (ICS Form 211).

T cards provide a visual display of the status and location of resources assigned to the incident:

- Assigned – Currently working on scene.
- Available – Ready for immediate assignment and has been issued all required equipment. Has completed check-in and has been briefed.
- Out of Service – Not available or ready to be assigned (e.g., maintenance issues, rest periods).

Visual 24: Incident Assignment and Resource Status



Incident Assignment on the ICS Form 211 and Resource Status on the ICS Form 219 are based on where Tactical Resources are assigned.

Visual 25: Assigned: Direct Assignment to Scene

- On fast-moving or rapidly expanding incident, tactical resources may report to an on-scene Task Force or Strike Team immediately.
- As soon as possible, these resources should be checked-in.
- If check-in is not done, resources must check in after tactical assignment.



The key is that every resource participating in the response must be tracked.

A Strike Team composed of Law Enforcement may be called a Resource team.

Visual 26: Available: Resources in Staging Area

Resources are sent to Staging Area when resources are:

- Assigned during the current Operational Period.
- Needed to provide a reserve force for contingencies.
- Formed into TF and/or ST/RT prior to assignment on-scene.



Incoming tactical resources are normally first assigned to Staging Areas prior to receiving their tactical assignments.

Staging Areas: The Operations Section Chief may establish staging areas to position and track for resources. A staging area can be any location in which personnel, supplies, and equipment await assignment. Staging areas may include temporary feeding, fueling, and sanitation services. The Operations Section Chief assigns a manager for each staging area who logs in all incoming resources, dispatches resources at a section chief's request, and requests Logistics Section support, as necessary, for resources at the staging area.

As part of the planning process, the Operations Section Chief will decide quantity, kind, and type of resources to be kept in Staging Areas. These decisions are based on creating adequate reserves to meet expected contingencies.

The number of resources in a Staging Area can change dramatically during an Operational Period. It can be, and often is, a dynamic and fluid situation, with resources leaving the Staging Area for active assignments and new resources arriving.

The Staging Area Manager must maintain the status of resources in the Staging Area and inform the Operations Section Chief when minimum levels of resources are about to be reached.

The Operations Section Chief may delegate authority to the Staging Area Manager for placing additional resource orders to maintain minimum levels.

Visual 27: Out-of-Service to Incident Base or Camp

- Often done when the tactical resources are not scheduled for assignment on-scene during the current Operational Period.
- For resources who have traveled a long distance, being in Out-of-Service status allows a rest period.



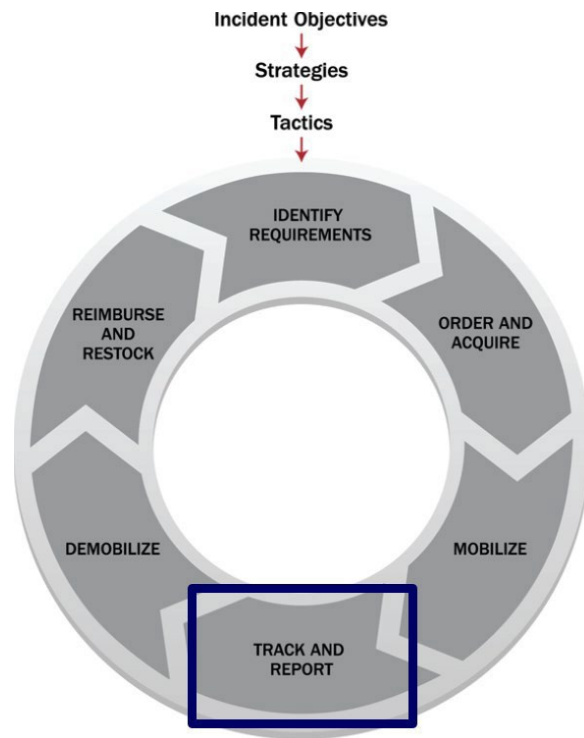
Out-of-Service to the incident Base or Camp location is often done when the tactical resources are not scheduled for assignment on-scene during the current Operational Period.

For resources who have traveled long distance, the assignment to the Incident Base or Camps in an out-of-service status allows for a rest period prior to taking on an active assignment in the next Operational Period.

Personnel resources ordered to fill specific organizational assignments will report to their designated check-in location, which will usually be the Resources Unit at the Incident Command Post, the Incident Base, or another designated facility.

Tactical resources are not assigned to a Incident Base or to a Camp. Out-of-Service equipment may be sent to a Incident Base. Out-of-Service personnel may be sent to a Camp.

Visual 28: Track and Report



Incident managers use established procedures to track resources from mobilization through demobilization. Resource tracking occurs prior to, during, and after an incident. This process helps staff prepare to receive and use resources; tracks resource location; facilitates the safety and security of personnel, equipment, teams, and facilities; and enables effective resource coordination and movement.

Visual 29: 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.
- Finance/Administration Section is responsible for tracking the costs associated with resources.

The Logistics Section staff track resources that have been ordered but have not yet arrived at the incident. The Resources Unit tracks resources assigned to an incident.

Visual 30: Changing Resource Status

Change in resource status:

May be made by the IC/UC, Operations Section Chief, Branch Director, or Division/Group Supervisor. Changes in resource status must be communicated using the chain of command.



This is the NIMS characteristics of chain of command and unity of command. This communication of resource status enables situational awareness and decision support.

Visual 31: Ongoing Resource Tracking

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

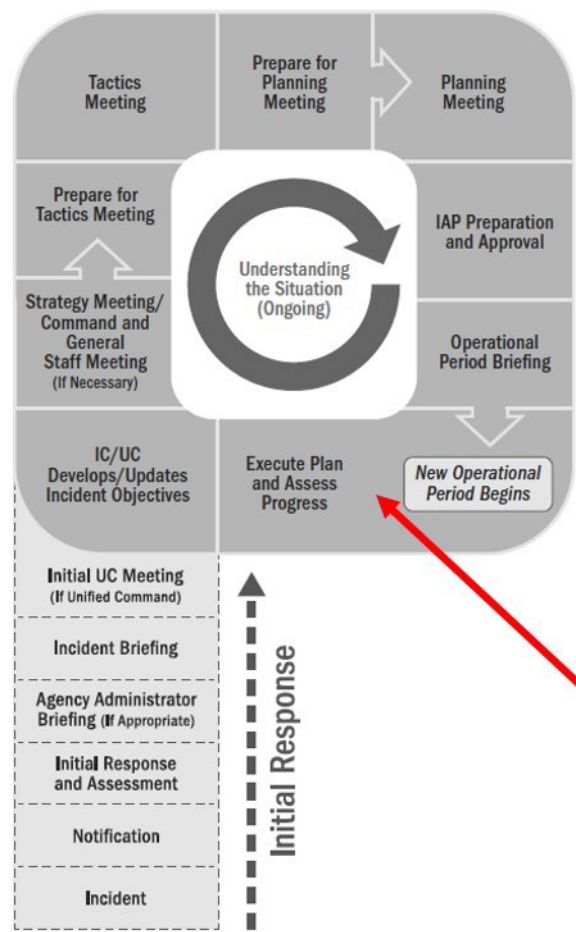


- Manual Recordkeeping on Forms. ICS forms can be used for resource tracking: ICS Form 201, ICS Form 211, and ICS Form 204.
- Card Systems. Several versions are available. One of these systems has different colored T-shaped cards for each kind of resource ICS Form 219-1 through 10 Resource Status Cards.
- Magnetic Symbols on Maps or Status Boards. Symbols can be prepared and placed on maps or boards indicating incident locations.
- Computer Systems. A laptop computer can be used to maintain information on resources.

Visual 32: Monitoring and Assessing Resources

Resource use is:

- Monitored on an ongoing basis.
- Assessed before objectives are set for the next Operational Period.



The Planning “P” is used to illustrate the operational period planning cycle.

Visual 33: Resource Evaluation

Resources should be evaluated:

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



Evaluation of resource performance involves monitoring, evaluating, and adjusting the performance of the organization and its components to ensure that all efforts are directed toward achieving the specified objectives.

Visual 34: Addressing Poor Performance

- Management actions may contribute to poor performance.
- Failure at the tactical level may reflect a failure in the planning process.
- Ongoing evaluation and corrective action are made throughout the incident.

Understand that management actions may have contributed to the poor performance.

Management actions that may cause poor performance include the following:

- 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.

Visual 35: 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.**

Activity Improving Performance Effectiveness

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



Student
Manual

Performance Issues	Strategies
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.	Answer
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.	Answer
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.	Answer

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.	Answer
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.	Answer
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.	Answer

Visual 36: Activity 6.1: Improving Performance Effectiveness

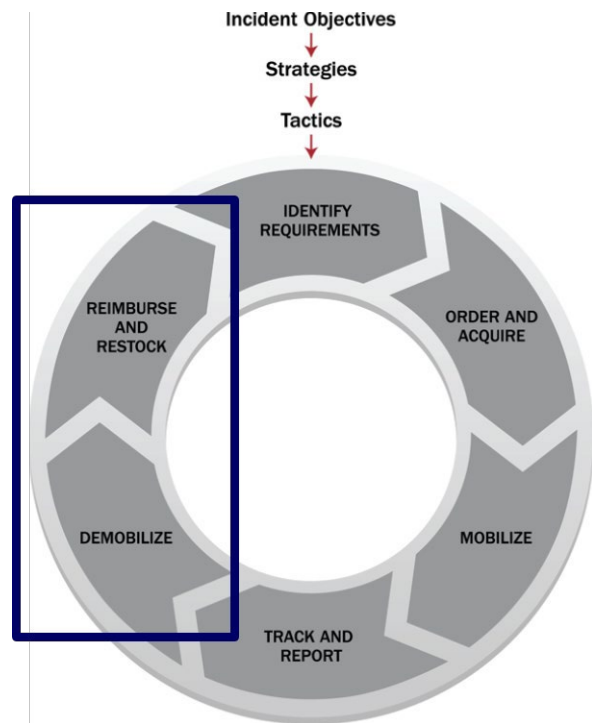


Allotted Time: 30 minutes

The instructor will explain Activity 6.1.

You will have 30 minutes for activity completion (15 minutes for group work and 15 minutes for collaborated discussion).

Visual 37: Demobilize, Reimburse, Restock



The goal of demobilization is the orderly, safe, and efficient return of a resource to its original location and status. Once resources are no longer needed on an incident, those responsible for resources should demobilize them. The resource requestor and provider may agree to reassign a resource rather than demobilize it. Prior to demobilization, incident staff responsible for the planning and logistics functions collaborate to plan how resources are rehabilitated, replenished, disposed of, and/or returned or restored to operational condition.

Reimbursement includes the payment of expenses incurred by resource providers for specific activities. Reimbursement processes are important for establishing and maintaining resource readiness and establishing the means to pay providers in a timely manner. Processes include mechanisms for collecting bills, validating costs against the scope of the work, replacing or repairing damaged equipment, and accessing reimbursement programs. Reimbursement procedures are often specified in mutual aid and assistance agreements.

Restocking is returning inventories to a predetermined minimum level.

Visual 38: Resource Demobilization

- Excess resources must be released in a timely manner to reduce costs and to "free them up" for reassignments.
- Demob planning should begin as soon as practical.
- Demob planning begins with the tactical resources assigned to the Operations Section. As tactical resources are demob, support resources may also be demob.



Excess resources must be released in a timely manner to reduce incident-related costs and to "free up" resources for other assignments.

The planning for demobilization should begin in the very early stages of the incident and certainly well in advance of when demobilization actually takes place.

The process of demobilizing resources begins at the Operations Section level, where the need for continued tactical resources will be determined.

When tactical resources are no longer needed, other support resources may also be demobilized.

Visual 39: Activity 6.2: Applied Activity



Allotted Time: 1 hour

The instructor will explain Applied Activity 6.2.

You will have 30 minutes to complete the activity with an instructor-facilitated 30-minute debrief.

Refer to Unit 6 of the Applied Activity Materials document.

Visual 40: Objectives Review

1. What are the tasks in the Incident Resource Management Process?
2. Who can order resources?
3. When is single-point and multipoint resource ordering used?
4. What is the purpose of an IMT?
5. What process is used to evaluate resources?
6. What are some approaches to common resource performance issues?

Unit Enabling Objectives

- Identify the progression and associated considerations involved in the Incident Resource Management Process.
- Recall the authorities or organizational elements that can order resources.
- Contrast the differences and motives between single-point and multipoint resource ordering.
- Explain the scope and purpose of an Incident Management Team.
- Explain the evaluation process for resources.
- Choose interventions for common resource performance issues.

Handout 6-1: Incident Management Teams

Basic IMT Functions	
Deployment	• Mobilization • Staff roster • Personnel accountability • Coordination with other units • Matching team to incident needs • Self-sufficiency for appropriate time period
Transfer of Command	• Jurisdiction established • Coordination with local agencies • Ongoing communication with local agencies • Delegation of authority
Coordination of On-Scene Operations	• Management and coordination of efforts • Procedures for assigned functional areas • Development and modification of an Incident Action Plan (IAP) • Oversight of the incident action planning process
Demobilization	• Demobilization requirements • Personnel accountability • Coordination with other units • Returning resources to service
Documentation	• Incident files • Financial claims • Workers compensation issues • Human resource, labor, and legal issues

Additional information on All Hazards IMTs can be found on the [USFA IMT training website](http://www.usfa.fema.gov/training/imt/) at www.usfa.fema.gov/training/imt/.

Handout 6-3: ICS Form 211

Refer to the Appendix for sample form.

Activity 6.1: Improving Performance Effectiveness

Instructions:

1. Working as a group, ask the students to review their 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.

Activity 6.1 Performance Issues

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.

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?

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.

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?

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.

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?

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.

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?

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.

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?

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.

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?

Unit 7: Demobilization, Transfer of Command, Closeout, and Transition to Recovery

Visual 1: Unit 7: Demobilization, Transfer of Command, Closeout, and Transition to Recovery

All incidents eventually draw to a close. How the incident is downsized and closed out is an important part of incident management.

This unit focuses on the demobilization process, transfer of command, incident closeout, and transition to recovery.

For incidents that have a recovery dimension, ensure that short-term recovery is coordinated with the EOC staff to assist in the transition to long-term recovery operations.

After the fire is out and the responders demobilize, recovery will continue.

Visual 2: Unit Terminal Objective

Identify demobilization considerations for a given scenario.



Visual 3: Unit Enabling Objectives

- Explain 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.
- List the major sections in a Demobilization Plan.
- Identify the need for transfer of command or closeout.
- Explain the process involved in a closeout meeting.
- Explain the transition from Response to Recovery.

The Final Exam is based on the Unit Enabling Objectives.

Visual 4: Demobilization

- The release and return (or reassign) of resources that are no longer required.
- Incident staff must collaborate to plan how resources are managed.
- It may occur at any time during the life cycle of the incident/event.

The goal of demobilization is the orderly, safe, and efficient release and return of an incident resource to its original location and status. Once resources are no longer needed on an incident, those responsible for resources should demobilize them. The resource requestor and provider may agree to reassign a resource rather than demobilize it.

Visual 5: Demobilizing Nonexpendable and Expendable Resources

Nonexpendable Resources

- Account for resources returned.
- Restore resources to functional capability.
- Replace broken and/or lost items.

Expendable Resources

- Account for resources used.
- Reimburse for expendable items used.
- Return and restock items.



Nonexpendable Resources: These resources (such as people, fire engines, and other durable equipment) are fully accounted for during the incident and again when they are returned to the organization that issued them. The issuing organization then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the appropriate resupply process, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements.

It is critical that fixed facility resources also be restored to their full functional capability in order to ensure readiness for the next mobilization. In the case of human resources, such as Incident Management Teams, adequate rest and recuperation time and facilities should be provided. Important occupational health and mental health issues should also be addressed, including monitoring how such incidents affect emergency management/response personnel over time.

Expendable Resources: Expendable resources (such as water, food, fuel, and other one-time-use supplies) must be fully accounted for. The incident management organization bears the costs of expendable resources, as authorized in financial agreements executed by preparedness organizations.

Restocking normally occurs at the point from which a resource was issued. Waste management is of special note in the process of demobilizing resources. Resources that require special handling and disposition are handled according to established regulations and policies. These

hazardous materials include hazardous waste, biological waste and contaminated supplies, debris, and equipment.

Reimbursement processes include mechanisms for collecting bills, validating costs against the scope of the work, replacing or repairing damaged equipment, and accessing reimbursement programs.

Visual 6: Demobilization Challenges

- Planning for demobilization is often overlooked, leading to problems such as disgruntled responders or tragic accidents en route home.
- As incidents wind down, personnel may be anxious to return home.
- Fiscal concerns require verification of total time that a resource is assigned to an incident.
- Any non-expendable supplies that were provided to incident must be returned.
- Sufficient rest provided to personnel before driving home.



Visual 7: 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 8: Agency Policies and Procedures

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

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



On less complex incidents, resources are released to finish shifts or work periods. Because there is minimal staff, demobilization planning rests with the Incident Commander and be conducted IAW established agency protocols.

For more complex incidents, resources may have worked in excess of agreed-upon work schedules or have traveled well out of their jurisdiction. The Finance/Administration Section will require documentation prior to outside agencies departing the incident.

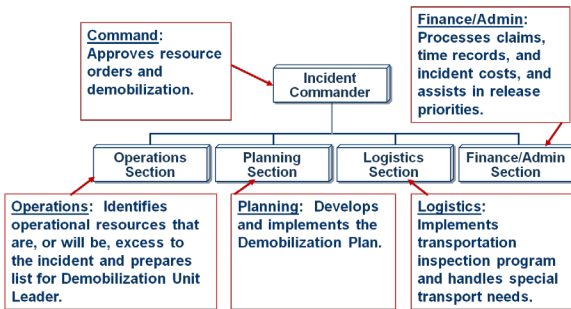
In some cases, a priority of release may be necessary if all resources cannot be processed for release at the same general time. Agency policy or work rules will impact this priority. Local, regional, or national concerns can affect release priorities for incident resources.

Agency policies, procedures, and agreements must be considered by the incident management prior to releasing resources. For example, if the drivers of large vehicles carry special licenses (commercial rating, for example), they are affected by State and Federal regulations for the amount of rest required before a driver can get back on the road.

Some agencies require that vehicles get inspected by incident personnel for damage caused by use on the incident and that damage claims be properly documented.

If an injury occurred while on the incident, worker's compensation laws apply and documentation must be completed in a timely manner. Compensation and Claims Unit staff typically maintain files on injuries and illnesses associated with the incident and obtain written witness statements.

Visual 9: Who Does What?



Demobilization planning helps to:

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

Incident Commander Organizational Chart Image Description:

The Incident Commander oversees the Operations, Planning, Logistics, and Finance/Admin Sections.

The Incident Commander develops incident objectives, ensures safety analysis is completed, and approves IAP. 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. Finance/Admin conducts any needed cost analyses.

Demobilization is not just an Operations function; all ICS functions should evaluate staffing needs and demobilize excess personnel.

The primary roles of the Incident Commander and the Sections in demobilization planning:

- Incident Commander: Approves resource orders and demobilization.
- Operations Section: Identifies operational resources that are, or will be, excess to the incident and prepares list for Demobilization Unit Leader.
- Planning Section: Develops and implements the Demobilization Plan.
- Logistics Section: Implements transportation inspection program and handles special transport needs.
- Finance/Administration Section: Processes claims, time records, and incident costs, and assists in release priorities.

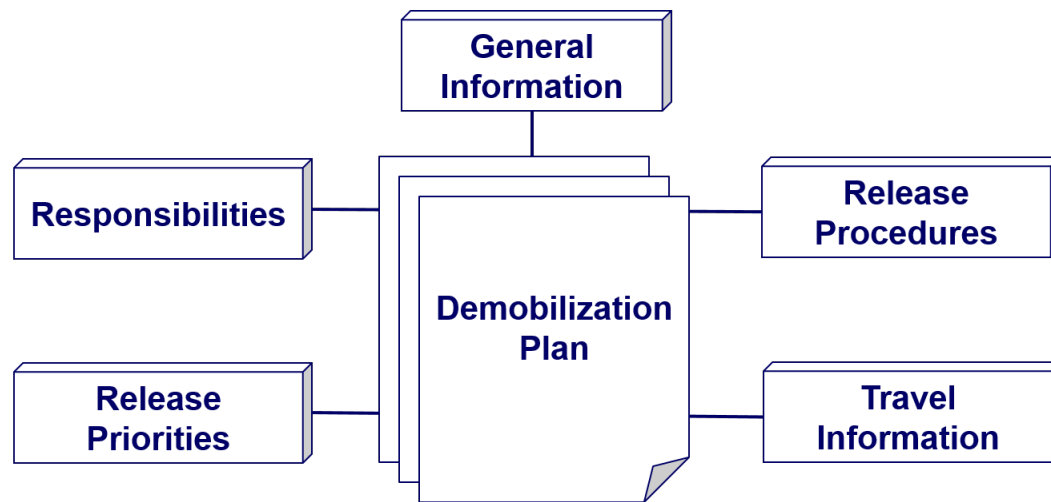
Visual 10: Demobilization Plan: Information Needs

What Information Is Needed?	Who Provides?
Excess resources; release priorities	All supervisory personnel
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

- **All supervisory personnel:** Identify excess resources and provide list and priorities to the Demobilization Unit.
- **Planning Section:** Coordinate the development of the Demobilization Plan. The Demobilization Unit Leader develops the specific, individual plan document and outline of the process. The Resources Unit Leader assists the Demobilization Unit Leader in determining total resources assigned, home units, length of assignment, and travel needs.
- **Operations Section:** Identifies continuing needs for operational resources and those that are, or will be, excess to the incident, and prepares the list for the Demobilization Unit Leader.
- **Logistics Section:** Handles special transportation and communications needs and implements vehicle inspection program. Ensures that incident assigned equipment is accounted for and returned.
- **Finance/Administration Section:** Processes claims, time records, and incident costs, and helps determine release priorities.
- **Liaison Officer:** Identifies terms of agreements with assisting agencies in regard to release of the resources and special needs.

- **Safety Officer:** Considers physical condition of personnel and ensures that supervisors assess their subordinates' ability to travel.
- **Agency Dispatch Centers and Ordering Points:** Provide information for reassignment of released resources to other incidents.

Visual 11: Demobilization Plan Sections



Handout 7-1: Sample Demobilization Plan

The Demobilization Plan should contain the following sections:

- General information about the demobilization process.
- Responsibilities for implementation of the Demobilization Plan.
- General release priorities.
- Specific release procedures.
- Travel information (procedures, maps, telephone listings, etc.).

Demobilization planning can be quite complex on large, multiagency incidents. Training and experience will help ensure that personnel with demobilization planning responsibilities perform their jobs accurately.

Refer to Handout 7-1: Sample Demobilization Plan.

Visual 12: ICS Form 221, 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:	4. Resource or Personnel Released:	5. Order Request Number:
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). LOGISTICS SECTION		

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 is a planned process and this form assists with that planning.

The Planning Section, or if designated a Demobilization Unit Leader, initiates the ICS Form 221. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

After completion, the ICS Form 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS Form 221.

Visual 13: Transfer of Command in Stabilizing or De-Escalating Incidents



When an incident stabilizes or de-escalates:

- The IMT type may be reduced, and
- The need for a transfer of command may occur if the Agency Administrator agrees.

As the incident de-escalates, the size and complexity of the IMT may be reduced which would lead to a transfer of command.

Visual 14: Incident Command and Closeout



- The Incident Commander position will remain staffed until the conclusion of the incident.
- Team demobilization may include a formal “closeout” with the Agency Administrator.

There will be an Incident Commander for the incident until the conclusion and the close out of the incident. The person filling the position of Incident Commander may change, but there will always be an Incident Commander.

At some point, on-scene tactical operations will be completed, and members of the incident Command and general Staff will be demobilized. If a staff position is no longer required it can be demobilized. Remember that even if the position is demobilized, the function must still be performed as needed. Team demobilization may include a formal “closeout” with the responsible agency or jurisdiction or jurisdictions, and should include an incident debriefing.

Visual 15: Agency Administrator Closeout Meeting

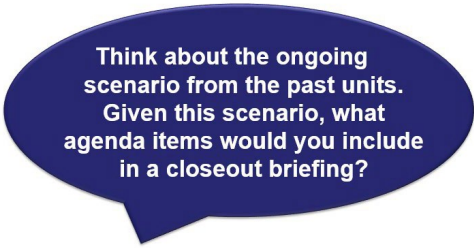
An AA closeout meeting includes the following information:

- 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.

Situations in which it would be important to conduct a closeout meeting.

- Major incidents that have attracted media interest.
- Incidents that have drawn public scrutiny.
- Incidents where there will be a need for longer term recovery efforts.
- Situations where there were important lessons learned for future responses.

Visual 16: Agency Administrator Closeout



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

Visual 17: Team Closeout Meeting

- IMTs or other teams may hold a closeout meeting to discuss team performance.
- These meetings (aka After-Action Review) may result in “lessons learned” summary report.



In some cases, teams will have a closeout meeting either prior to or after the agency briefing to discuss team performance and future enhancements to their performance.

These meetings, also known as an After-Action Review, are usually facilitated by the Planning Section Chief and result in a “lessons learned” listing.

Visual 18: 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 follow-up is needed?

Handout 7-2: AAR Tips

Refer to Handout 7-2: After-Action Review Tips.

Visual 19: Activity 7.1: Applied Activity



Allotted Time: 30 minutes

The instructor will explain Applied Activity 7.1.

You will have 30 minutes to complete the activity (15 minutes for group work; 15 minutes for debrief).

Refer to Unit 7 of the Applied Activity Materials document.

Visual 20: Definition: Recovery

Recovery: Those capabilities necessary to assist communities affected by an incident in recovering effectively.

Recovery is focused on a timely restoration, strengthening, and revitalization of:

- Infrastructure.
- Housing.
- Sustainable economy.
- Health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

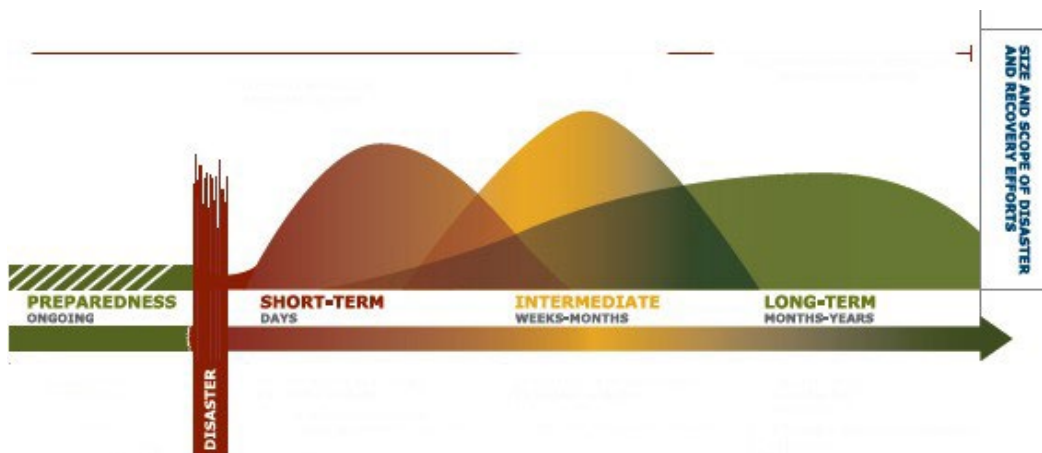
Source: National Preparedness Goal

The term *recovery* refers to those capabilities necessary to assist communities affected by an incident in recovering effectively.

It is focused on a timely restoration, strengthening, and revitalization of the infrastructure; housing; a sustainable economy; and the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Visual 21: Transition to Recovery

At what point does recovery start?



Handout 7-3: Recovery Continuum

The recovery process is a sequence of interdependent and often concurrent activities that progressively advance a community toward a successful recovery. However, decisions made and priorities set early in the recovery process by a community will have a cascading effect on the nature and speed of the recovery progress.

Five periods and their duration are shown in the visual:

- Preparedness (ongoing, before the disaster)
- Response to an incident (shown as disaster)
- Short-term recovery (days)
- Intermediate recovery (weeks to months)
- Long-term recovery (months to years)

In the visual, the height of each period shows the size and scope of disaster and recovery efforts. Note that these periods overlap each other – one does not end before the next begins.

Planning for the transition to Recovery is particularly critical in large-scale events where an organization such as an EOC must assume responsibility for Recovery once the Response has ended.

Many communities have a Post Disaster Redevelopment Plan (PDRP) to restore an incident-affected area or community.

Refer to Handout 7-3: The Recovery Continuum, which outlines the activities that occur during each period, and review.

Visual 22: Recovery Core Capabilities

The National Preparedness Goal identifies eight Core Capabilities for Recovery:

- Planning
- Public Information and Warning
- Operational Coordination
- Economic Recovery
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources

The core capabilities are critical elements, which the whole community must be able to perform to achieve the National Preparedness Goal. They provide a common vocabulary describing the significant functions that must be developed and executed across the whole community to ensure national preparedness.

The Recovery core capabilities are designed to address the risks identified in the Strategic National Risk Assessment (SNRA).

Visual 23: Recovery Support Functions

- Organizational structures for key functional areas.
- Outlined in the National Disaster Recovery Framework.
- Promote effective recovery from disasters before and after disasters strike.

Recovery Support Functions (RSF) are organizational structures for key functional areas of assistance that are outlined in the National Disaster Recovery Framework.

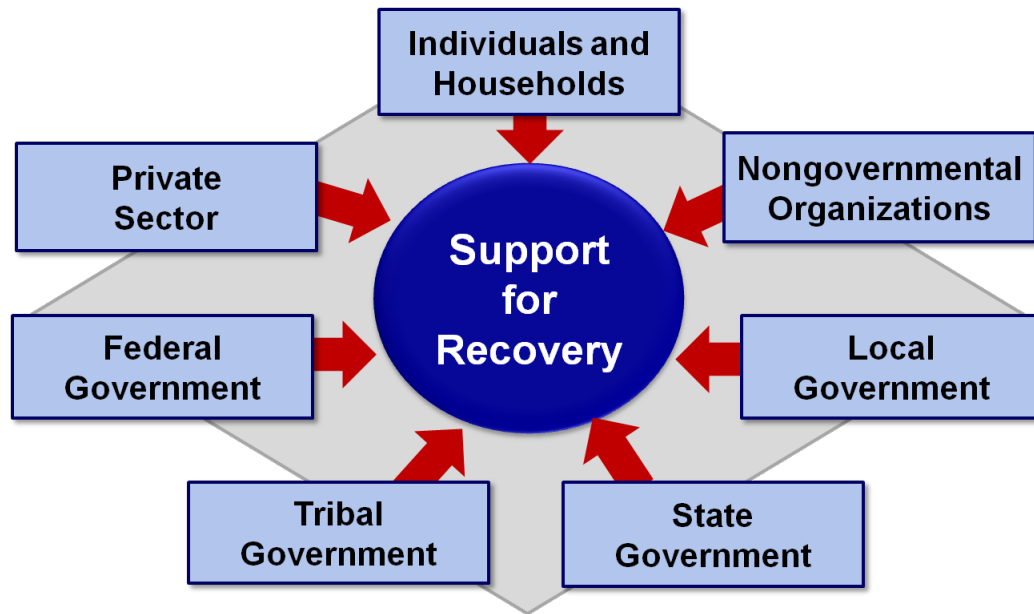
RSF's group capabilities of various government and private sector partner organizations to promote effective recovery from disasters before and after disasters strike.

The six RSFs and their coordinating Federal agencies are:

- Community Planning and Capacity Building (DHS/FEMA)
- Economic Recovery (Dept of Commerce)
- Health and Social Services (Dept of Health and Human Services)
- Housing (Dept of Housing and Urban Development)
- Infrastructure Systems (US Army Corps of Engineers)
- Natural and Cultural Resources (Dept of the Interior)

For more information go to [National Disaster Recovery Framework](https://www.fema.gov/national-disaster-recovery-framework) at <https://www.fema.gov/national-disaster-recovery-framework>.

Visual 24: Whole Community Partnership



The responsibility of preparing for disaster recovery begins with the individual and builds to the larger responsibility of the community and local government. Community planning efforts are supported by voluntary, faith-based, and community organizations; local, State, and tribal governments, the Federal Government; and the private sector.

Visual 25: Objectives Review

1. Why is planning for demobilization important?
2. What are the impacts of agency-specific policies and procedures on demobilization planning?
3. Who is responsible for developing and implementing the Demobilization Plan?
4. What are the 5 sections of the Demobilization Plan?
5. When does transfer of command occur?
6. What is the process of the closeout meeting?
7. Explain the transition from Response to Recovery.

Unit Enabling Objectives

- Explain 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.
- List the major sections in a Demobilization Plan.
- Identify the need for transfer of command or closeout.
- Explain the process involved in a closeout meeting.
- Explain the transition from Response to Recovery

Handout 7-1: Sample Demobilization Plan (1 of)

SAMPLE DEMOBILIZATION PLAN (Page 1 of 5)

NORTH SMITHMAN INCIDENT

Prepared by

Demobilization Unit Leader

Date

Reviewed by

Section Chief

Planning

Date

Reviewed by

Section Chief

Logistics

Date

Reviewed by

Section Chief

Operations

Date

Reviewed by

Section Chief

Finance

Date

Reviewed by

Supervisor-Expanded Dispatch_____
Date

Approved by

Commander Incident_____
Date**SAMPLE DEMOBILIZATION PLAN****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.

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.

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.

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 in the IAP. These resources cannot be released from the Incident without Unified Command approval.

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

Section Chiefs or Deputies 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.

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.

Handout 7-2: After-Action Review Tips

Overall Tips

- Schedule an After-Action Review 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 After-Action Review.

After-Action Review Process Steps

Use the following questions to facilitate the After-Action Review 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).

1. What actually happened?

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

1. 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.

1. 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 After-Action Review.

- Areas To Sustain/Maintain Strengths:
- Areas To Improve:

1. 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.
- 1. **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?

Handout 7-3: Recovery Continuum

Prediaster Preparedness Examples:

- Predisaster recovery planning.
- Mitigation planning and implementation.
- Community capacity and resilience building.
- Conducting disaster preparedness exercises.
- Partnership building.
- Articulating protocols in disaster plans for services to meet the emotional and health care needs of adults and children

Short-Term Recovery Examples:

- Mass Care/Sheltering
 - Provide integrated mass care and emergency services.
- Debris
 - Clear primary transportation routes.
- Utility Infrastructure
 - Re-establish electrical distribution system.
 - Re-establish potable water system.
 - Re-establish sanitary waste water system.
- Business
 - Establish temporary or interim infrastructure to support business reopenings.
 - Reestablish cash flow.
- Emotional/Psychological
 - Identify adults and children who would benefit from counseling or behavioral health services and begin treatment.
- Public Health and Health Care
 - Provide emergency and temporary medical care and establish appropriate surveillance protocols.
- Mitigation Activities
 - Assess and understand risks and vulnerabilities.

Intermediate Recovery Examples:

- Housing
 - Provide accessible interim and housing solutions.
- Debris/Infrastructure
 - Initiate debris removal.
 - Plan immediate infrastructure repair and restoration.
- Business

- Support reestablishment of businesses where appropriate.
- Support the establishment of business recovery one-stop centers.
- Emotional/Psychological
 - Engage support networks for ongoing care.
- Public Health and Health Care
 - Ensure continuity of care through temporary facilities.
- Mitigation Activities
 - Inform community members of opportunities to build back stronger.

Long-Term Recovery

- Housing
 - Develop permanent housing solutions.
- Infrastructure
 - Rebuild infrastructure to meet future community needs.
- Business
 - Implement economic revitalization strategies.
 - Facilitate funding to business rebuilding.
- Emotional/Psychological
 - Followup for ongoing counseling, behavioral health, and case management services.
- Public Health and Health Care
 - Reestablishment of disrupted health care facilities.
- Mitigation Activities
 - Implement mitigation strategies.

Unit 8: Course Summary

Visual 1: Unit 8: Course Summary

The purpose of this unit is to review the course contents and ensure that everyone has mastered the key learning points.

Visual 2: Unit Terminal Objective

Summarize the course objectives.



Visual 3: Unit Enabling Objective

- Identify key discussion topics from the course.

Visual 4: Review Course Objectives

- Given a simulated situation, identify roles and reporting relationships under a Unified Command that involves agencies within the same jurisdiction and under multijurisdictional conditions. (Unit 2)
- Develop incident objectives for a simulated incident. (Unit 3)
- Create an ICS Form 215, Operational Planning Worksheet, and an ICS Form 215A, Incident Action Plan Safety Analysis, using the strategies and tactics from a given scenario. (Unit 4)
- Create a written IAP for an incident/event using the appropriate ICS forms and supporting materials, and use the IAP to conduct an operational period briefing. (Unit 5)
- Explain the principles and practices of incident resources management. (Unit 6)
- Identify demobilization considerations for a given scenario. (Unit 7)

Visual 5: Review Course Expectations



Did the course meet your expectations?

Visual 6: Final Exam



Visual 7: Feedback



Please complete:

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

ICS 300 Appendix

Appendix

E/L/G 0300 INTERMEDIATE INCIDENT COMMAND SYSTEM FOR EXPANDING INCIDENTS, ICS 300

National Incident Management System

National Incident Management System (NIMS) is the culmination of more than 40 years of efforts to improve interoperability in incident management. This work began in the 1970s with local, state, and Federal agencies collaborating to create a system called Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE). FIRESCOPE included ICS and the Multiagency Coordination System (MACS). In 1982, the agencies that developed FIRESCOPE and the National Wildfire Coordinating Group (NWCG) created the National Interagency Incident Management System (NIIMS), in part to make ICS guidance applicable to all types of incidents and all hazards. Under Homeland Security Presidential Directive #5 (February 2003), the Federal government created the National Incident Management System (NIMS). This system directed the creation of a comprehensive, national approach to incident management. Recognizing the value of these systems, communities across the Nation have adopted NIMS. The most current revision of NIMS was released in October 2017.

NIMS Management Characteristics

The following characteristics are the foundation of incident command and coordination under NIMS and contribute to the strength and efficiency of the overall system:

- Common Terminology
- Modular Organization
- Management by Objectives
- Incident Action Planning
- Manageable Span of Control
- Incident Facilities and Locations
- Comprehensive Resource Management
- Integrated Communications
- Establishment and Transfer of Command
- Unified Command
- Chain of Command and Unity of Command
- Accountability
- Dispatch/Deployment
- Information and Intelligence Management

Common Terminology

NIMS establishes common terminology that allows different incident management and support organizations to work together across a wide variety of functions and hazard scenarios. This common terminology covers the following:

- **Organizational Functions:** Major functions and functional units with incident responsibilities are named and defined. Terminology for incident organizational elements is standard and consistent.
- **Resource Descriptions:** Major resources—including personnel, equipment, teams, and facilities—are given common names and are typed to help avoid confusion and to enhance interoperability.
- **Incident Facilities:** Incident management facilities are designated using common terminology.

Modular Organization

ICS and EOC organizational structures develop in a modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing and expanding ICS organizations and EOC teams ultimately rests with the Incident Commander (or Unified Command) and EOC director. Responsibility for functions that subordinates perform defaults to the next higher supervisory position until the supervisor delegates those responsibilities. As incident complexity increases, organizations expand as the Incident Commander, Unified Command, EOC director, and subordinate supervisors delegate additional functional responsibilities.

Management by Objectives

The Incident Commander or Unified Command establishes objectives that drive incident operations. Management by objectives includes the following:

- Establishing specific, measurable objectives;
- Identifying strategies, tactics, tasks, and activities to achieve the objectives;
- Developing and issuing assignments, plans, procedures, and protocols for various incident management functional elements to accomplish the identified tasks; and
- Documenting results against the objectives to measure performance, facilitate corrective actions, and inform development of incident objectives for the subsequent operational period.

Incident Action Planning

Coordinated incident action planning guides incident management activities. IAPs represent concise, coherent means of capturing and communicating incident objectives, tactics, and assignments for operational and support activities.

Every incident should have an action plan; however, not all incidents need written plans. The necessity for written plans depends on incident complexity, command decisions, and legal requirements. Formal IAPs are not always developed for the initial operational period of no-notice incidents. However, if an incident is likely to extend beyond one operational period, becomes more complex, or involves multiple jurisdictions and/or agencies, preparing a written IAP becomes increasingly important to maintain unity of effort and effective, efficient, and safe operations.

Staff in EOCs also typically conduct iterative planning and produce plans to guide their activities during specified periods, though these are typically more strategic than IAPs.

Manageable Span of Control

Maintaining an appropriate span of control helps ensure an effective and efficient incident management operation. It enables management to direct and supervise subordinates and to communicate with and manage all resources under their control. The type of incident, nature of the task, hazards and safety factors, experience of the supervisor and subordinates, and communication access between the subordinates and the supervisor are all factors that influence manageable span of control.

The optimal span of control for incident management is one supervisor to five subordinates; however, effective incident management frequently necessitates ratios significantly different

from this. The 1:5 ratio is a guideline, and incident personnel use their best judgment to determine the actual distribution of subordinates to supervisors for a given incident or EOC activation.

Incident Facilities and Locations

Depending on the incident size and complexity, the Incident Commander, Unified Command, and/or EOC director establish support facilities for a variety of purposes and direct their identification and location based on the incident. Typical facilities include the Incident Command Post (ICP), incident base, staging areas, camps, mass casualty triage areas, points-of-distribution, and emergency shelters.

Comprehensive Resource Management

Resources include personnel, equipment, teams, supplies, and facilities available or potentially available for assignment or allocation. Maintaining an accurate and up-to-date inventory of resources is an essential component of incident management. Section II, the Resource Management component of this document, describes this in more detail.

Integrated Communications

Leadership at the incident level and in EOCs facilitates communication through the development and use of a common communications plan, interoperable communications processes, and systems that include voice and data links. Integrated communications provide and maintain contact among and between incident resources, enable connectivity between various levels of government, achieve situational awareness, and facilitate information sharing. Planning, both in advance of and during an incident, addresses equipment, systems, and protocols necessary to achieve integrated voice and data communications. Section IV, the Communications and Information Management component of this document, describes this in more detail.

Establishment and Transfer of Command

The Incident Commander or Unified Command should clearly establish the command function at the beginning of an incident. The jurisdiction or organization with primary responsibility for the incident designates the individual at the scene responsible for establishing command and protocol for transferring command. When command transfers, the transfer process includes a briefing that captures essential information for continuing safe and effective operations, and notifying all personnel involved in the incident.

Unified Command

When no one jurisdiction, agency or organization has primary authority and/or the resources to manage an incident on its own, Unified Command may be established. In Unified Command, there is no one “commander.” Instead, the Unified Command manages the incident by jointly approved objectives. A Unified Command allows these participating organizations to set aside issues such as overlapping and competing authorities, jurisdictional boundaries, and resource ownership to focus on setting clear priorities and objectives for the incident. The resulting unity of effort allows the Unified Command to allocate resources regardless of ownership or location. Unified Command does not affect individual agency authority, responsibility, or accountability.

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 each individual only reports to one person. This clarifies reporting relationships and reduces confusion caused by multiple, conflicting directives, enabling leadership at all levels to effectively direct the personnel under their supervision.

Accountability

Effective accountability for resources during an incident is essential. Incident personnel should adhere to principles of accountability, including check-in/check-out, incident action planning, unity of command, personal responsibility, span of control, and resource tracking.

Dispatch/Deployment

Resources should deploy only when appropriate authorities request and dispatch them through established resource management systems. Resources that authorities do not request should refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

Information and Intelligence Management

The incident management organization establishes a process for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence. Information and intelligence management includes identifying essential elements of information (EEI) to ensure personnel gather the most accurate and appropriate data, translate it into useful information, and communicate it with appropriate personnel. Note that in NIMS, “intelligence” refers exclusively to threat-related information developed by law enforcement, medical surveillance, and other investigative organizations.

ICS HISTORY AND FEATURES

Incident Command System

ICS is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities, and communications. Using ICS for every incident helps hone and maintain skills needed to coordinate efforts effectively. ICS is used by all levels of government as well as by many NGOs and private sector organizations. ICS applies across disciplines and enables incident managers from different organizations to work together seamlessly. This system includes five major functional areas, staffed as needed, for a given incident: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth ICS Function, Intelligence/ Investigations, is only used when the incident requires these specialized capabilities.

Incident Complexity, Complex Incidents and Incident Complex

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. Incident complexity is assessed on a five-point scale ranging from Type 5 (the least complex incident) to Type 1 (the most complex incident).

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

- 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

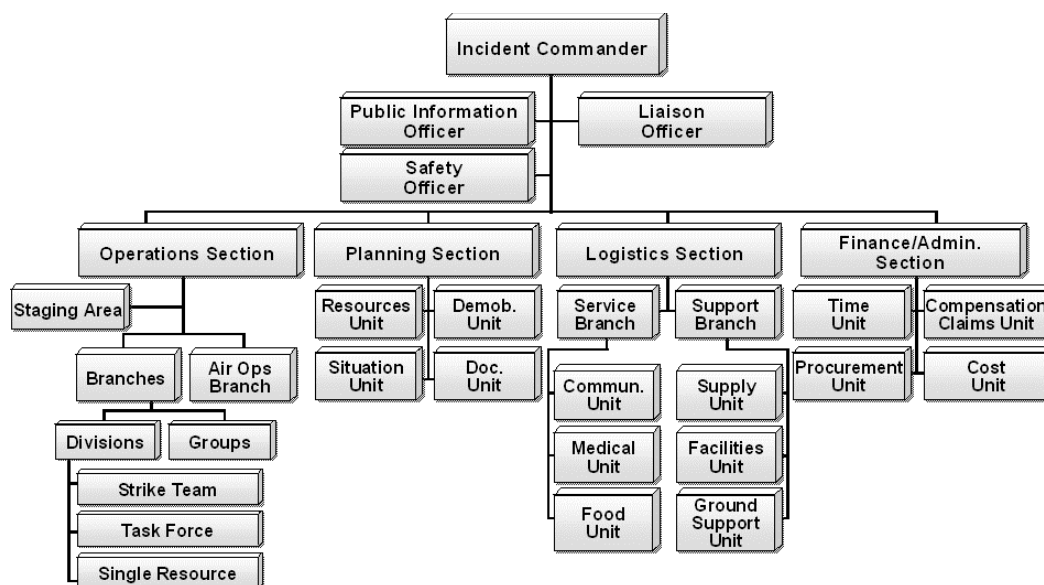
Complex Incidents are larger incidents with higher incident complexity (normally Type 1 or Type 2 incidents) that extend into multiple operational periods and rapidly expand to multijurisdictional and/or multidisciplinary efforts necessitating outside resources and support.

According to NIMS 2017, *Incident Complex* refers to two or more individual incidents located in the same general area and assigned to a single Incident Commander or Unified Command.

Position Titles

Organizational Element	Leadership Position Title	Support Positions
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
Section	Chief	Deputy, Assistant
Branch	Director	Deputy
Divisions/Groups	Supervisor	N/A
Unit	Unit Leader	Manager, Coordinator
Strike Team/Resource Team/Task Force	Leader	Single Resource Boss
Single Resource	Boss, Leader	N/A
Technical Specialist	Specialist	N/A

ICS Organizational Structure and Elements



- **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 and/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 (personnel, equipment, teams, supplies, and facilities) 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. A Task Force will contain resources of different kinds and types, All resource elements within a Task Force must have common communications and a designated leader.

- **Strike Team/ Resource Team:** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a designated leader. In the law enforcement community, Strike Teams are sometimes referred to as Resource Teams.
- **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.

Overall Organizational Functions

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.

ICS – Who Does What?

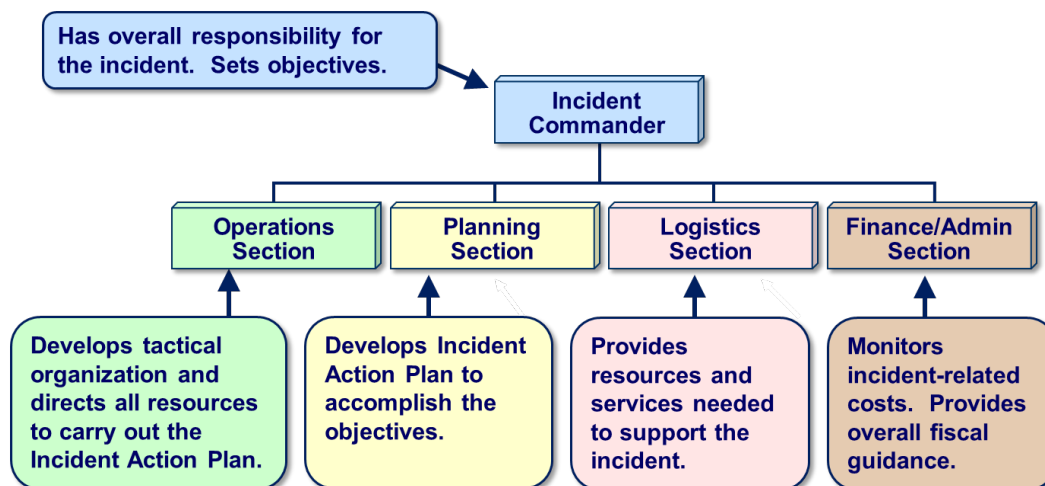


Image description: Chart showing some ICS positions with brief descriptions. Incident Commander has overall responsibility for the incident and sets objectives. Operations Section develops tactical organization and directs all resources to carry out the Incident Action Plan. Planning Section develops Incident Action Plan to accomplish the objectives. Logistics Section provides resources and services needed to support the incident. Finance/Admin Section monitors incident-related costs and provides overall fiscal guidance.

Incident Commander

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.
- Ensuring after-action reports are completed.
- Authorizing information release to the media.
- Ordering demobilization as needed.

Incident Management Team

An Incident Management Team (IMT) is a rostered group of ICS-qualified personnel consisting of an Incident Commander, Command and General Staff, and personnel assigned to other key ICS positions. 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.

Command Staff

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.

General Staff

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. In some incidents the General Staff may also include the Intelligence/Investigations Function, either operating under a staff section, or as a stand alone section.

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.

Public Information Officer Responsibilities

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain IC's approval of news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in planning meetings.

Safety Officer Responsibilities

- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings.

Liaison Officer Responsibilities

- Act as a point of contact for agency representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential interorganizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Provide agency-specific demobilization information and requirements.

Assistants

- 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.

Additional Command

- Staff 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.

Operations Section Chief Responsibilities

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.

Major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.
- Supervise execution of operations portions of the IAP.

- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.

Planning Section Chief Responsibilities

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.

Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
- Conduct and facilitate planning meetings.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units).
- Determine need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

Logistics Section Chief Responsibilities

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:

- Facilities.
- Transportation.
- Communications.
- Supplies.
- Equipment maintenance and fueling.
- Food services (for responders).
- Medical services (for responders).
- All off-incident resources.

Major responsibilities of the Logistics Section Chief are to:

- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
- Manage all incident logistics.
- Provide logistical input to the IAP.
- Brief Logistics Staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
- Oversee demobilization of the Logistics Section and associated resources.

Finance/Administration Section Chief Responsibilities

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. Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident. • Gather pertinent information from briefings with responsible agencies. • Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs. • Determine the need to set up and operate an incident commissary. • Meet with assisting and cooperating agency representatives as needed. • Maintain daily contact with agency(s) headquarters on finance matters. • Ensure that personnel time records are completed accurately and transmitted to home agencies. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup. • Provide input to the IAP.

Intelligence/Investigations Function

The collection, analysis, and sharing of incident-related information are important activities for all incidents. Typically, staff in the Planning Section are responsible for gathering and analyzing operational information and sharing situational awareness, and staff in the Operations Section are responsible for executing tactical activities.

However, some incidents involve intensive intelligence gathering and investigative activity, and for such incidents, the Incident Commander or Unified Command may opt to reconfigure intelligence and investigations responsibilities to meet the needs of the incident. This may occur when the incident involves a criminal or terrorist act and/or other non-law-enforcement intelligence/investigations efforts such as epidemiological investigations.

The purpose of the Intelligence/Investigations function is to ensure that intelligence and investigative operations and activities are properly managed and coordinated to:

- Prevent and/or deter potential unlawful activity, incidents, and/or attacks;

- Collect, process, analyze, secure, and disseminate information, intelligence, and situational awareness;
- Identify, document, process, collect, create a chain of custody for, safeguard, examine and analyze, and store evidence or specimens;
- Conduct thorough and comprehensive investigations that lead to the perpetrators' identification and apprehension;
- Conduct missing persons and mass fatality/death investigations;
- Inform and support life safety operations, including the safety and security of all response personnel, by helping to prevent future attacks or escalated impacts;
- Determine the source or cause of an ongoing incident (e.g., disease outbreak, fire, complex coordinated attack, or cyber incident) to control its impact and/or help prevent the occurrence of similar incidents.

The Incident Commander or Unified Command makes the final determination regarding the scope and placement of the Intelligence/Investigations function within the command structure. The intelligence/investigations function can be incorporated as an element of the Planning Section, in the Operations Section, within the Command Staff, as a separate General Staff section, or in some combination of these locations.

Additional information on the I/I function can be found in NIMS and in the Intelligence and Investigations Function Guidance and Field Operations Guide available on the FEMA [NIMS Doctrine Supporting Guides & Tools](https://www.fema.gov/nims-doctrine-supporting-guides-tools) website at <https://www.fema.gov/nims-doctrine-supporting-guides-tools>.

Deputies

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.

Assistants

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.

Technical Specialists

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.
- Additional information on additional examples of technical specialists can be found in NIMS under Command Advisors and in Tab 3.

Agency Representatives

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.

Incident Action Planning Process

The incident action planning process and IAPs are central to managing incidents. The incident action planning process helps synchronize operations and ensure that they support incident objectives. Incident action planning is more than producing an IAP and completing forms—it provides a consistent rhythm and structure to incident management.

Personnel managing the incident develop an IAP for each operational period. A concise IAP template is essential to guide the initial incident management decision process and the continuing collective planning activities. The IAP is the vehicle by which leaders on an incident communicate their expectations and provide clear guidance to those managing the incident. The IAP:

- Informs incident personnel of the incident objectives for the operational period, the specific resources that will be applied, actions taken during the operational period to achieve the objectives, and other operational information (e.g., weather, constraints, limitations, etc.);
- Informs partners, EOC staff, and MAC Group members regarding the objectives and operational activities planned for the coming operational period;
- Identifies work assignments and provides a roadmap of operations during the operational period to help individuals understand how their efforts affect the success of the operation;
- Shows how specific supervisory personnel and various operational elements fit into the organization; and
- Often provides a schedule of the key meetings and briefings during the operational period.

The IAP provides clear direction and includes a comprehensive listing of the tactics, resources, and support needed to accomplish the objectives. The various steps in the process, executed in sequence, help ensure a comprehensive IAP. These steps support the accomplishment of objectives within a specified time.

The development of IAPs is a cyclical process, and personnel repeat the planning steps every operational period. The Operational Period Planning Cycle (Planning P) is a graphic depiction of this cycle. Personnel develop the IAP using the best information available at the time of the Planning Meeting. Personnel should not delay planning meetings in anticipation of future information.

In the Planning P, the leg of the “P” describes the initial stages of an incident, when personnel work to gain awareness of the situation and establish the organization for incident management.

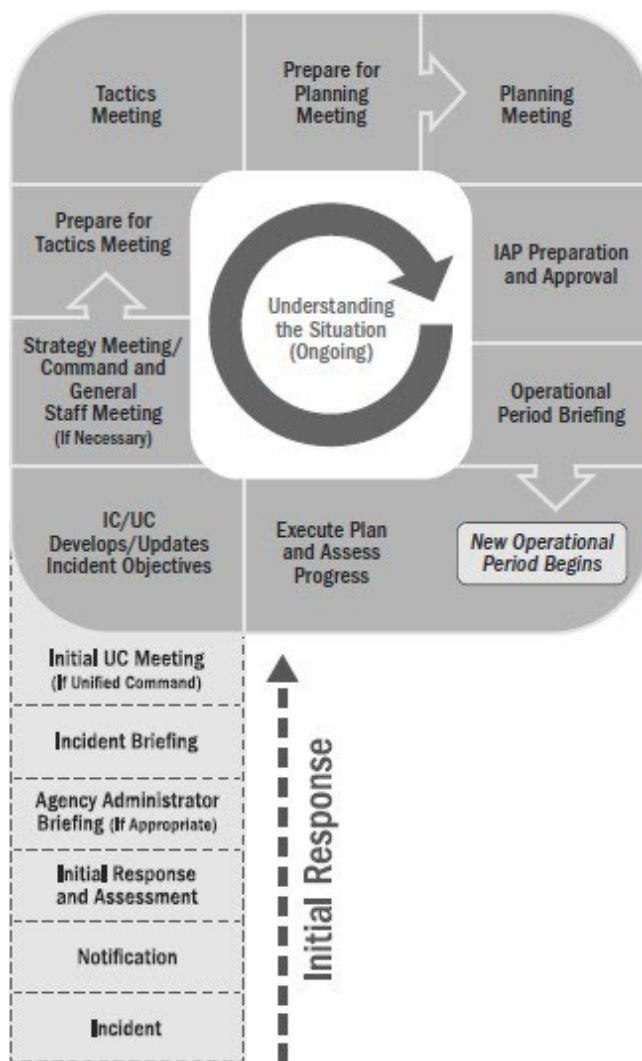
During the initial stage of incident management, the Incident Commander typically develops a simple plan and communicates the plan through concise oral briefings. In the beginning of an

incident, the situation can be chaotic and situational awareness hard to obtain, so the Incident Commander often develops this initial plan very quickly and with incomplete situation information. As the incident management effort evolves, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and lessons learned. The steps of the planning process are essentially the same for the first responders on scene determining initial tactics and for personnel developing formal written IAPs.

Incident personnel perform the steps in the leg of the “P” only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, informed by ongoing situational awareness and repeated each operational period.

The following are brief descriptions of the meetings and briefings that are repeated each operational cycle until the conclusion of the incident or event.

- **Objectives Development/Update:** The IC/UC establishes the incident objectives for the initial operational period. After the initial operational period, the IC/UC reviews the incident objectives and may validate them, modify them, or develop new objectives.
- **Strategy Meeting/Command and General Staff Meeting:** After developing or revising the incident objectives, the IC/UC typically meets with the Command and General Staff, and sometimes others, to discuss the incident objectives and provide direction.
- **Preparing for the Tactics Meeting:** Once the approach to achieving or working toward achieving the incident objectives is determined, the Operations Section Chief and staff prepare for the Tactics Meeting by developing tactics and determining the resources that will be applied during the operational period.
- **Tactics Meeting:** In the Tactics Meeting, key players review the proposed tactics developed by the Operations Section and conduct planning for resource assignments. The OPS Section Chief leads the Tactics Meeting, and key participants include the LOG Section Chief, Safety Officer, a Planning representative and others invitees.
- **Preparing for the Planning Meeting:** Following the Tactics Meeting, staff collaborate to identify support needs and assign specific resources to accomplish the plan.
- **Planning Meeting:** The Planning Meeting serves as a final review and approval of operational plans and resource assignments developed during and after the Tactics Meeting. At the end of the Planning Meeting, Command and General Staff confirm that they can support the plan.
- **IAP Preparation and Approval:** Based on concurrence from all elements at the end of the Planning Meeting, the Incident Commander or Unified Command approves the plan.
- **Operational Period Briefing:** Each operational period starts with an Operational Period Briefing. Incident supervisory and tactical personnel receive the IAP during the briefing. Members of the Command and General Staff present the incident objectives, review the current situation, and share information related to communications or safety. Following the Briefing, supervisors brief their assigned personnel on their respective assignments.



Unified Command

Unified Command improves unity of effort in multijurisdictional or multiagency incident management. The use of Unified Command enables jurisdictions and those with authority or functional responsibility for the incident (called members of the Unified Command) to jointly manage and direct incident activities through the establishment of a common set of incident objectives, strategies, and a single IAP. However, each participating partner maintains authority, responsibility, and accountability for its personnel and other resources, and each member of Unified Command is responsible for keeping other members of Unified Command informed.

Shared General Staff Sections

A feature of Unified Command is shared Operations, Planning, Logistics, and Finance/Administration Sections. While the Unified Command is composed of two or more members, they lead a staff in which there is a single individual appointed or each function (Operations, Planning, etc.). The following are benefits of sharing these General Staff components:

- The Unified Command incident organization can benefit by integrating multijurisdictional and/or multiagency personnel into various other functional areas.
- Integrating other agency personnel into an organization can be equally beneficial in a single incident command situation.

Examples:

- In Operations and Planning, Deputy Section Chiefs can be designated from an adjacent jurisdiction, which may in future operational periods have the primary responsibility for these functions. By placing other agencies' personnel in the Planning Section's Situation, Resources, and Demobilization Units, there can be significant savings in personnel, and increased communication and information sharing.
- In Logistics, a Deputy Logistics Section Chief from another agency or jurisdiction can help to coordinate incident support as well as facilitate resource ordering activities. Placing other agencies' personnel into the Communications Unit helps in developing a single incident-wide Communications Plan.
- Although the Finance/Administration Section often has detailed agency-specific procedures to follow, cost savings may be realized through agreements on cost sharing for essential services. For example, one agency might provide food services, another fuel, another security, etc.

Additional considerations for having an integrated General Staff include:

- The members of 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 Incident Action Plan.

Coordinated Resource Ordering

Another feature of Unified Command is coordinated resource ordering.

- An important advantage of Unified Command is advance establishment of resource ordering procedures. These decisions are made during the command meeting.

- The planning meeting will determine resource requirements for all levels of the organization. However, the nature and location of the incident will, to some extent, dictate the most effective off-incident resource ordering process.
- The resource requirements established at the planning meeting are given to the Logistics Section, which then creates a resource order that is transmitted to one jurisdiction or agency's dispatch center (or emergency operations center if activated) to be filled.
- Some situations may require resource orders to be made to different jurisdictions or agencies from the incident. Multiple resource orders are generally less desirable than the use of a single resource order, and should be avoided when possible.
- If the incident is operating under Unified Command, specific kinds and types of resources to be supplied by certain jurisdictions or agencies may be predesignated as a part of the resource order. This will depend upon the prior commitments of the responsible agency officials in the Unified Command meeting. If this information is not known in advance, then it will be up to the individual agency dispatch center (or emergency operations center if activated) receiving the resource order to fill the order based on closest available resources.

The members of the Unified Command should appoint Section Chiefs with the delegated authority to establish and ensure adherence to these procedures. As much as possible, this should be accomplished pre-incident to allow training of Unit staff within Logistics, Finance, and any supporting Emergency Operations Centers.

Responsibilities of the Incident Commander and Unified Command

Whether using a single Incident Commander or a Unified Command, the command function:

- Establishes a single ICP for the incident;
- Establishes consolidated incident objectives, priorities, and strategic guidance, and updating them every operational period;
- Selects a single Section Chief for each position on the General Staff needed based on current incident priorities;
- Establishes a single system for ordering resources;
- Approves a consolidated IAP for each operational period;
- Establishes procedures for joint decision making and documentation; and
- Captures lessons learned and best practices

Authority

The authority and responsibility for an Incident Commander to manage an incident or event comes from a delegation of authority from the agency executive or administrator of the jurisdiction of occurrence or inherent in existing agency policies and procedures. When an incident/event spans multiple jurisdictions this responsibility belongs to the various jurisdictional and agency executives or administrators who set policy and are accountable to their jurisdictions or agencies. They must appropriately delegate to the members of the Unified Command the authority to manage the incident. Given this authority, the members of the Unified Command will then collectively develop one comprehensive set of incident objectives, and use them to develop strategies.

Advantages of Using Unified Command

The advantages of using Unified Command include:

- 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 is 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.

Air Operations Branch

As the incident grows in complexity, additional "layers" of supervision and coordination may be required to support effective and safe air operations. It is important to recognize that in Air Operations, like any other part of the ICS organization, it is only necessary to activate those parts of the organization that are required.

When activated, the Air Operations Branch is responsible for managing all air operations at an incident. This includes both tactical and logistical operations. Prior to activation of the Air Operations Branch, management of aviation operations (including the use of aircraft for logistical support) is the responsibility of the Operations Section Chief, or Incident Commander if the Operations Section Chief position has not been activated. It is not necessary to activate Air Operations positions if the function can be adequately managed at the Operations Section Chief level.

An Air Operations Branch can be established if:

- Tactical and logistical air support activity is needed at the incident.
- Helicopters and fixed-wing aircraft are involved within the incident airspace.
- Safety, environmental, weather, or temporary flight restriction issues become apparent.
- A helibase or several helispots are required to support incident operations.
- 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 protocols.

Common Types of Aviation Operations

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

Presidential Directives

Preparedness is key to strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. National preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. To address this need, Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5) and Presidential Policy Directive 8: National Preparedness (PPD-8) establish national initiatives that develop a common approach to preparedness and response.

- HSPD-5 identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other Federal departments and agencies and State, local, and tribal governments to establish a National Incident Management System (NIMS).
- PPD-8 describes the Nation's approach to preparedness—one that involves the whole community, including individuals, businesses, community- and faith-based organizations, schools, tribes, and all levels of government (Federal, State, Local, Tribal, and Territorial).

PPD-8 links together national preparedness efforts using the following key elements: National Preparedness System: How We Get There; National Planning System: What We Deliver; Annual National Preparedness: How Well We Are Doing; and Whole Community Initiative: Who We Engage.

The National Incident Management System (NIMS) uses the guidance from HSPD-5 and PPD-8 to provide the mechanisms for emergency management/response personnel and their affiliated organizations to work collectively by offering a consistent and common approach to preparedness.

ICS Forms

Refer to ICS_300_HO_Appendix_ICS_Form_201.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_202.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_203.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_204.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_205.pdf

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Refer to ICS_300_HO_Appendix_ICS_Form_211.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_213rr.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_214.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_215.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_215a.pdf

Refer to ICS_300_HO_Appendix_ICS_Form_221.pdf

Glossary

Access and Functional Needs: Individual circumstances requiring assistance, accommodation, or modification for mobility, communication, transportation, safety, health maintenance, etc., due to any temporary or permanent situation that limits an individual's ability to take action in an emergency.

Agency: A government element with a specific function offering a particular kind of assistance.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction.

Agency Representative: A person assigned by a primary, assisting, or cooperating local, state, tribal, territorial, or Federal Government agency, or nongovernmental or private organization, who has authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with that agency's leadership.

Area Command: An organization that oversees the management of multiple incidents or oversees the management of a very large or evolving situation with multiple ICS organizations. See Unified Area Command.

Assigned Resource: A resource that has been checked in and assigned work tasks on an incident.

Assignment: A task given to a person or team to perform based on operational objectives defined in the IAP.

Assistant: A title for subordinates of principal Command Staff and EOC director's staff positions. The title indicates a level of technical capability, qualification, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

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

Authority Having Jurisdiction (AHJ): An entity that has the authority and responsibility for developing, implementing, maintaining, and overseeing the qualification process within its organization or jurisdiction. This may be a state or Federal agency, training commission, NGO, private sector company, or a tribal or local agency such as a police, fire, or public works department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team (e.g., an IMT).

Available Resource: A resource assigned to an incident, checked in, and available for assignment.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and permit access to incident sites. See Credentialing.

Base: See Incident Base.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch falls 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 Roman numerals or by functional area.

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.

Certification: The process of authoritatively attesting that individuals meet qualifications established for key incident management functions and are, therefore, qualified for specific positions.

Chain of Command: The orderly line of authority within the ranks of incident management organizations.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, report in to receive an assignment in accordance with the Incident Commander or Unified Command's established procedures.

Chief: The ICS title for individuals responsible for the management of functional sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: Communication that does not use codes. See Plain Language.

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

Command Staff: A group of incident personnel that the Incident Commander or Unified Command assigns to support the command function at an ICP. Command staff often include a PIO, a Safety Officer, and a Liaison Officer, who have assistants as necessary. Additional positions may be needed, depending on the incident.

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

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

Core Capability: An element defined in the National Preparedness Goal as necessary to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Credentialing: Providing documentation that identifies personnel and authenticates and verifies their qualification for a particular position. See Badging.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks 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 that the agency executive delegating authority and assigning responsibility provides to the Incident Commander. The delegation of authority can include priorities, expectations, constraints, and other considerations or guidelines, as needed.

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

Department Operations Center (DOC): An operations or coordination center dedicated to a single, specific department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and/or physically represented in a combined agency EOC by an 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 to perform a specific task. In some cases, a deputy can act as relief for a superior, and, therefore, should be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, EOC director, General Staff, and branch directors.

Director: The ICS title for individuals responsible for supervision of a branch. Also, an organizational title for an individual responsible for managing and directing the team in an EOC.

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 organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural, technological, or human-caused, that necessitates responsive action to protect life or property.

Emergency Management Assistance Compact (EMAC): A congressionally ratified agreement 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 up front: liability and reimbursement.

Emergency Operations Center (EOC): The physical location where 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 located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

Emergency Operations Plan: A plan for responding to a variety of potential hazards.

Emergency Support Function (ESF): The grouping of governmental and certain private sector capabilities into an organizational structure to provide capabilities and services most likely needed to manage domestic incidents.

Essential Elements of Information (EEI): Important and standard information items, which support timely and informed decisions.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of people 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.

Finance/Administration Section: The ICS Section responsible for an incident's administrative and financial considerations.

General Staff: A group of incident personnel organized according to function and reporting to the Incident Commander or Unified Command. The ICS General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief.

Group: An organizational subdivision 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 area. See also Division.

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

Incident: An occurrence, natural or manmade, that necessitates a response to protect life or property. In NIMS, the word “incident” includes planned events as well as emergencies and/or disasters of all kinds and sizes.

Incident Action Plan (IAP): An oral or written plan containing the objectives established by the Incident Commander or Unified Command and addressing tactics and support activities for the planned operational period, generally 12 to 24 hours.

Incident Base: A location where personnel coordinate and administer logistics functions for an incident. There is typically only one base per incident. (An incident name or other designator is added to the term Base.) The ICP may be co-located with the Incident Base.

Incident Command (IC): The ICS organizational element responsible for overall management of the incident and consisting of the Incident Commander or Unified Command and any additional Command Staff activated.

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

Incident Command System (ICS): A standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be effective. ICS is the combination of procedures, personnel, facilities, equipment, and communications operating within a common organizational structure, designed to aid in the management of on-scene resources during incidents. It is used for all kinds of incidents and is applicable to small, as well as large and complex, incidents, including planned events.

Incident Commander: The individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations.

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

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

Incident Management Assistance Team (IMAT): A team of ICS-qualified personnel, configured according to ICS that deploy in support of affected jurisdictions and/or on-scene personnel.

Incident Management Team (IMT): A rostered group of ICS-qualified personnel consisting of an Incident Commander, Command and General Staff, and personnel assigned to other key ICS positions.

Incident Objective: A statement of an outcome to be accomplished or achieved. Incident objectives are used to select strategies and tactics. Incident objectives should be realistic, achievable, and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident Personnel: All individuals who have roles in incident management or support, whether on scene, in an EOC, or participating in a MAC Group.

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.

Intelligence/Investigations (I/I): Efforts to determine the source or cause of the incident (e.g., disease outbreak, fire, complex coordinated attack, or cyber incident) in order to control its impact and/or help prevent the occurrence of similar incidents. In ICS, the function may be accomplished in the Planning Section, Operations Section, Command Staff, as a separate General Staff section, or in some combination of these locations.

Interoperability: The ability of systems, personnel, and equipment to provide and receive functionality, data, information, and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of local, state, tribal, and Federal governments and private sector and NGOs with primary responsibility for response and recovery.

Joint Information Center (JIC): A facility in which personnel coordinate incident-related public information activities. The JIC serves as the central point of contact for all news media. Public information officials from all participating agencies co-locate at, or virtually coordinate through, the JIC.

Joint Information System (JIS): A structure that integrates overarching 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.

Jurisdiction: Jurisdiction has two definitions depending on the context:

- 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., local, state, tribal, territorial, and Federal boundary lines) and/or functional (e.g., law enforcement, public health).
- A political subdivision (e.g., municipality, county, parish, state, Federal) with the responsibility for ensuring public safety, health, and welfare within its legal authorities and geographic boundaries.

Kind: As applied to incident resources, a class or group of items or people of the same nature or character or classified together because they have traits in common.

Leader: The ICS title for an individual who is responsible for supervision of a unit, strike team, resource team, or task force.

Liaison Officer (LOFR or LNO): A member of the ICS Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. 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; a 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.).

Logistics: The process and procedure for providing resources and other services to support incident management.

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

Management by Objectives: A management approach, fundamental to NIMS, that involves (1) establishing objectives, e.g., specific, measurable and realistic outcomes to be achieved;(2) identifying strategies, tactics, and tasks to achieve the objectives; (3) performing the tactics and tasks and measuring and documenting results in achieving the objectives; and (4) taking corrective action to modify strategies, tactics, and/or performance to achieve the objectives.

Manager: The individual within an ICS organizational unit assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mission Area: One of five areas (Prevention, Protection, Mitigation, Response, and Recovery) designated in the National Preparedness Goal to group core capabilities.

Mitigation: The capabilities necessary to reduce the loss of life and property from natural and/or manmade disasters by lessening the impacts of disasters.

Mobilization: The processes and procedures for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Multiagency Coordination Group (MAC Group): A group, typically consisting of agency administrators or executives from organizations, or their designees, that provides policy guidance to incident personnel, supports resource prioritization and allocation, and enables decision making among elected and appointed officials and senior executives in other organizations, as well as those directly responsible for incident management. Can also be called the Policy Group.

Multiagency Coordination Systems: An overarching term for the NIMS Command and Coordination systems: ICS, EOCs, MAC Group/policy groups, and JISs.

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

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

National Incident Management System (NIMS): A systematic, proactive approach to guide all levels of government, NGOs, and the private sector to work together to prevent, protect against,

mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

National Planning Frameworks: Guidance documents for each of the five preparedness mission areas that describe how the whole community works together to achieve the National Preparedness Goal. The Frameworks foster a shared understanding of roles and responsibilities, from the firehouse to the White House, and clarifies how the Nation coordinates, shares information, and works together—ultimately resulting in a more secure and resilient Nation.

National Preparedness: The actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation.

National Preparedness Goal (NPG): Doctrine describing what it means for the whole community to be prepared for the types of incidents that pose the greatest threat to the security of the Nation, including acts of terrorism and emergencies and disasters, regardless of cause. The goal itself is: “A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”

National Preparedness System (NPS): An organized process to achieve the National Preparedness Goal of a secure and resilient Nation.

National Response Coordination Center (NRCC): A multiagency coordination center located at FEMA Headquarters. Its staff coordinates the overall Federal support for major disasters and emergencies, including catastrophic incidents and emergency management program implementation.

Nongovernmental Organization (NGO): A group that is based on the interests of its members, individuals, or institutions. An NGO is not created by a government, but it may work cooperatively with government. Examples of NGOs include faith-based groups, relief agencies, organizations that support people with access and functional needs, and animal welfare organizations.

Normal Operations/Steady State: The activation level that describes routine monitoring of jurisdictional situation (no event or incident anticipated).

Officer: The ICS title for a member of the Command Staff authorized to make decisions and take action related to his/her area of responsibility.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the IAP. Operational periods can be of various lengths, but are typically 12 to 24 hours.

Operational Security (OPSEC): The implementation of procedures and activities to protect sensitive or classified operations involving sources and methods of intelligence collection, investigative techniques, tactical actions, counter-surveillance measures, counterintelligence methods, undercover officers, cooperating witnesses, and informants.

Operations Section: The ICS Section responsible for implementing tactical incident operations described in the IAP. In ICS, the Operations Section may include 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, NGOs, and private sector entities.

Plain Language: Communication that the intended audience can understand and that meets the communicator's purpose. For the purpose of NIMS, plain language refers to a communication style that avoids or limits the use of codes, abbreviations, and jargon, as appropriate, during incidents involving more than a single agency.

Planned Event: An incident that is a scheduled non-emergency activity (e.g., sporting event, concert, parade).

Planning Meeting: A meeting held, as needed, before and throughout an incident to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section: The ICS Section that collects, evaluates, and disseminates operational information related to the incident and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Position Qualifications: The minimum criteria necessary for individuals to fill a specific position.

Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. In national preparedness guidance, the term "prevention" refers to preventing imminent threats.

Private Sector: Organizations and individuals 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.

Protection: The capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.

Protocol: A set of established guidelines for actions (designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an 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 ICS Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information needs.

Recovery: The capabilities necessary to assist communities affected by an incident to recover effectively.

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

Recovery Support Function (RSF): Organizing structures for key functional areas of assistance outlined in the National Disaster Recovery Framework that group capabilities of various government and private sector partner organizations to promote effective recovery from disasters before and after disasters strike.

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

Resource Management: Systems for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

Resource Team: See Strike Team.

Resource Tracking: The process that all incident personnel and staff from associated organizations use to maintain information regarding the location and status of resources ordered for, deployed to, or assigned to an incident.

Resources: Personnel, equipment, teams, 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 EOC.

Response: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Safety Officer (SOFR): In ICS, a member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel. The Safety Officer modifies or stops the work of personnel to prevent unsafe acts.

Section: The ICS organizational element having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, and Finance/Administration).

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.

Situation Report (SitRep): Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of subordinates for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals.

Staging Area: A temporary location for available resources in which personnel, supplies, and equipment await operational assignment.

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

State: Used in NIMS to include 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.

Status Report: Reports, such as spot reports, that include vital and/or time-sensitive information. Status reports are typically function-specific, less formal than situation reports, and are not always issued on a specific schedule.

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

Strike Team (ST): A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader. In the law enforcement community, strike teams are sometimes referred to as resource teams.

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

System: Any combination of processes, facilities, equipment, personnel, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives.

Task Force (TF): Any combination of resources of different kinds and/or types assembled to support a specific mission or operational need.

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.

Terrorism: Any activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, or to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: A natural or manmade occurrence, an individual, an entity, or an action having or indicating the potential to harm life, information, operations, the environment, and/or property.

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

Type: A NIMS resource classification that refers to capability of a specific kind of resource to which a metric is applied to designate it as a specific numbered class.

Unified Area Command: version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions.

Unit: The organizational element with functional responsibility for a specific activity within the Planning, Logistics, and Finance/Administration Sections in ICS.

Unit Leader: The individual in charge of a unit in ICS.

United States National Grid: A point and area location reference system that FEMA and other incident management organizations use as an accurate and expeditious alternative to latitude/longitude.

Unity of Command: A NIMS guiding principle stating that each individual involved in incident management reports to and takes direction from only one person.

Unity of Effort: A NIMS guiding principle that provides coordination through cooperation and common interests and does not interfere with Federal department and agency supervisory, command, or statutory authorities.

Whole Community: A focus on enabling the participation in incident management activities of a wide range of players from the private and nonprofit sectors, including NGOs and the general public, in conjunction with the participation of all levels of government, to foster better coordination and working relationships.