
**UNIT 7: COURSE SUMMARY –
PUTTING IT ALL TOGETHER**

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Unit 7: Course Summary – Putting It All Together

Unit Objectives

At the end of this unit, the participants should be able to:

- Describe the steps to take to ensure you are ready to assume ICS responsibilities.
 - Assess your organization's readiness for implementing ICS.
 - Take the final exam.
-

Scope

- Unit Introduction
 - Assuming Accountability
 - Dispatch/Deployment and Check-in
 - Recordkeeping
 - Lengthy Assignments
 - Demobilization
 - Plans, Policies, and Regulations
 - Training, Credentialing, and Exercising
 - Making ICS Work
 - Additional Resources
 - Final Exam
 - Course Evaluation
-

Methodology

The final unit begins with emphasis on the personal actions that each person must take to make ICS work. The unit then covers recordkeeping and demobilization. Next, the instructors will discuss how to assess an institution's preparedness for implementing ICS. The instructors will then provide instructions on taking the final exam. To conclude the unit, the instructors will emphasize to the group the importance of providing course feedback.

Materials

- PowerPoint visuals 7.1 – 7.12
 - Instructor Guide
 - PowerPoint slides and a computer display system
 - Student Manual
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Unit 7: Course Summary – Putting It All Together

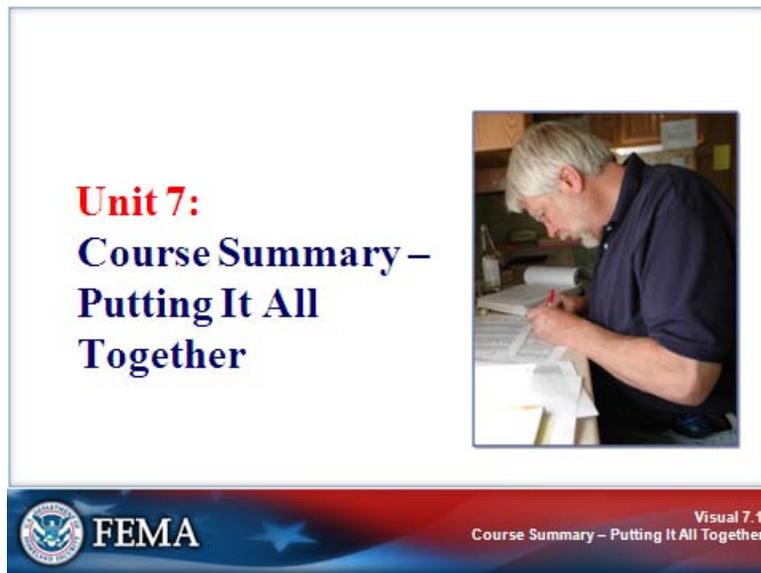
Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Introduction	5 minutes
Assuming Accountability	5 minutes
Dispatch/Deployment and Check-in	5 minutes
Recordkeeping	5 minutes
Lengthy Assignments	5 minutes
Demobilization	5 minutes
Plans, Policies, and Regulations	10 minutes
Training, Credentialing, and Exercising	5 minutes
Making ICS Work	5 minutes
Additional Resources	5 minutes
Final Exam	30 minutes
Course Evaluation	5 minutes
Total Time	1 hour 30 minutes

UNIT INTRODUCTION

Visual 7.1



Instructor Notes: Present the following key points.

You should now be familiar with the core system features of ICS and the ICS organizational roles and responsibilities.

“Putting it all together” means that:

- You are personally ready to follow the ICS principles.
- Your organization is ready to implement ICS.

UNIT INTRODUCTION

Visual 7.2

Unit Objectives

- Describe the steps to take to ensure you are ready to assume ICS responsibilities.
- Assess your organization's readiness for implementing ICS.
- Take the final exam.

Unit List

- ✓ Course Overview
- ✓ ICS Overview
- ✓ ICS Features & Principles
- ✓ Incident Commander & Command Staff Functions
- ✓ General Staff Functions
- ✓ Unified Command
- Course Summary – Putting It All Together

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Visual 7.2
Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

By the end of this unit, you should be able to:

- Describe the steps to take to ensure you are ready to assume ICS responsibilities.
- Assess your organization's readiness for implementing ICS.
- Take the final exam.

ASSUMING ACCOUNTABILITY

Visual 7.3

Assuming Accountability

ICS requires that you be accountable for:

- Abiding by policies, procedures, and guidelines.
- Working on objectives outlined in the Incident Action Plan.
- Ensuring unity of command and chain of command by taking directions from your incident supervisor.
- Managing your stress and being professional during the incident.

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Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

ICS requires that you be accountable for:

- Abiding by policies, procedures, and guidelines.
- Working on objectives outlined in the Incident Action Plan.
- Ensuring unity of command and chain of command by taking directions from your incident supervisor.
- Managing your stress and being professional during the incident.

Ask the participants: Are you ready to assume accountability?

DISPATCH/DEPLOYMENT AND CHECK-IN

Visual 7.4

Dispatch/Deployment and Check-In



Do you know the procedures for:

- Being dispatched/ deployed to an incident?
- Checking in at the incident scene?

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Visual 7.4
Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

When an incident occurs, you must be mobilized or assigned to become part of the incident response. In other words, until you are mobilized to the incident organization, you remain in your everyday role.

After being mobilized, your **first task is to check in and receive an assignment.**

Ask the participants: Do you know the procedure for being dispatched/deployed to an incident? Do you know the procedure for check-in?

DISPATCH/DEPLOYMENT AND CHECK-IN

Visual 7.5

Initial Briefing



Briefings should include:

- Situation assessment.
- Job responsibilities.
- Identification of coworkers.
- Location of work area.
- Identification of break areas.
- Instructions for obtaining resources.
- Operational periods.
- Required safety procedures.

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Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

After check-in, you will locate your incident supervisor and obtain your initial briefing. The briefings you receive and give should include:

- Current assessment of the situation.
- Identification of your specific job responsibilities.
- Identification of coworkers.
- Location of work area.
- Identification of break areas, as appropriate.
- Procedural instructions for obtaining needed resources.
- Operational periods/work shifts.
- Required safety procedures and personal protective equipment (PPE), as appropriate.

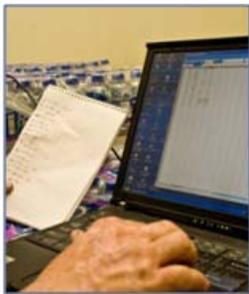
Ask the participants: Do you have a checklist to help ensure that you receive all needed information?

RECORDKEEPING

Visual 7.6

Recordkeeping

- **Print or type all entries.**
- **Enter dates by month/day/year format.**
- **Enter date and time on all forms and records. Use local time.**
- **Fill in all blanks. Use N/A as appropriate.**
- **Use military time.**



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Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

All incidents require some form of recordkeeping. Requirements vary depending upon the agencies involved and the nature of the incident. Below are general guidelines for incident recordkeeping:

- Print or type all entries.
- Enter dates by month/day/year format.
- Enter date and time on all forms and records. Use local time.
- Fill in all blanks. Use N/A as appropriate.
- Use military 24-hour time.

LENGTHY ASSIGNMENTS

Visual 7.7

Lengthy Assignments



Have you:

- Assembled a go-kit?
- Prepared personal items needed for your estimated length of stay?
- Made arrangements to take care of your personal matters?

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Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

Many incidents last only a short time. However, if you were asked to deploy to support a lengthy assignment away from home, you would need to prepare yourself and your family.

Ask the participants if they have:

- Assembled a travel or go-kit containing any special technical information (e.g., maps, manuals, contact lists, and reference materials).
- Prepared personal items needed for your estimated length of stay, including medications, cash, credit cards, etc.
- Made arrangements to take care of your personal and home matters.

DEMOBILIZATION

Visual 7.8



Demobilization

At the end of your assignment:

- Complete all tasks and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow check-out procedures.
- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical followup.
- Complete all time records or other accounting obligations.

Instructor Notes: Present the following key points.

Resource demobilization occurs at the end of your assignment or when the incident is resolved. Before leaving an incident assignment, you should:

- Complete all tasks and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow check-out procedures.
- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical followup.
- Complete all time records or other accounting obligations.

MAKING ICS WORK

Visual 7.9



Making ICS Work!

ICS works when everyone commits to:

- Following the chain of command.
- Reporting critical information.
- Waiting to be dispatched.

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Visual 7.9
Course Summary – Putting It All Together

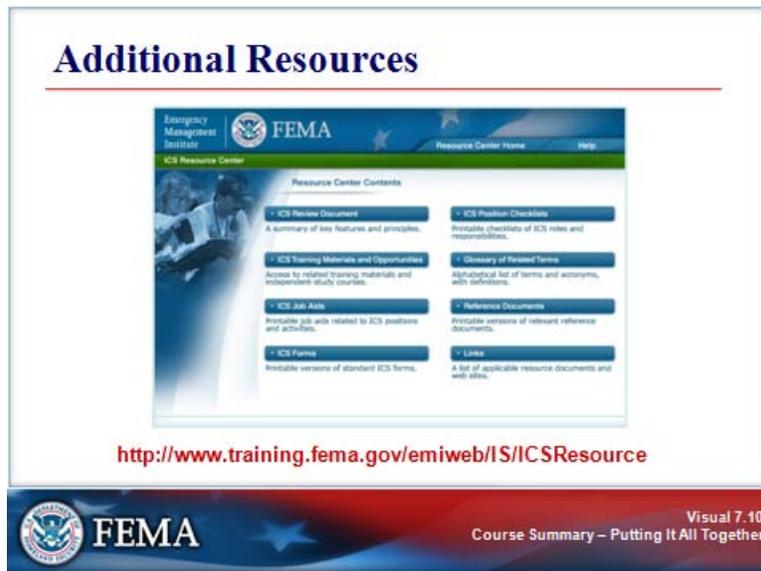
Instructor Notes: Present the following key points.

Using ICS at incidents succeeds when everyone assumes personal accountability by:

- **Not going around the chain of command.** Only take direction from your immediate ICS supervisor (might not be your day-to-day supervisor). Exchange of information is encouraged; however, all assignments and resource requests must go through your immediate ICS supervisor.
- **Reporting critical information** about safety hazards, status, changing conditions/needs within assigned areas, and resource needs.
- **Not self-dispatching.** Do not start responding unless you are deployed or your actions are critical for life and safety. Make sure to check in when you begin your assignment. If the plan is not working or your assigned activity cannot be completed, tell your supervisor. Do not create your own plan of action.

ADDITIONAL RESOURCES

Visual 7.10



Instructor Notes: Present the following key points.

Additional resources can be found at the EMI online ICS Resource Center. The Resource Center can be accessed at <http://www.training.fema.gov/emiweb/IS/ICSResource>.

Ask if anyone has any questions before continuing to the course exam.

FINAL EXAM

Visual 7.11

Taking the Exam

Instructions:

1. Take a few moments to review your Student Manual and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
 - Read each item carefully.
 - Circle your answer on the test.
 - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

→ You may refer to your Student Manual and the NIMS document when completing this test.

 **FEMA** Visual 7.11
Course Summary – Putting It All Together

Instructor Notes: Present the following key points.

Present the following IS-100.b test instructions:

Instructions:

1. Take a few moments to review your Student Manual and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test...
 - Read each item carefully.
 - Circle your answer on the test.
 - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or take the test online.

Tell the participants that they may refer to their Student Manuals and the NIMS document when completing this test. When the review is completed, distribute the exams. Remain in the room to monitor the exam and to be available for questions. Collect the completed exams.

See next page for an important instructor note.

FINAL EXAM

Instructor Note: To receive a certificate of completion, participants must take the 10-question multiple-choice posttest, submit an answer sheet (to EMI's Independent Study Office), and score 75 percent on the test. Two options exist for test submission:

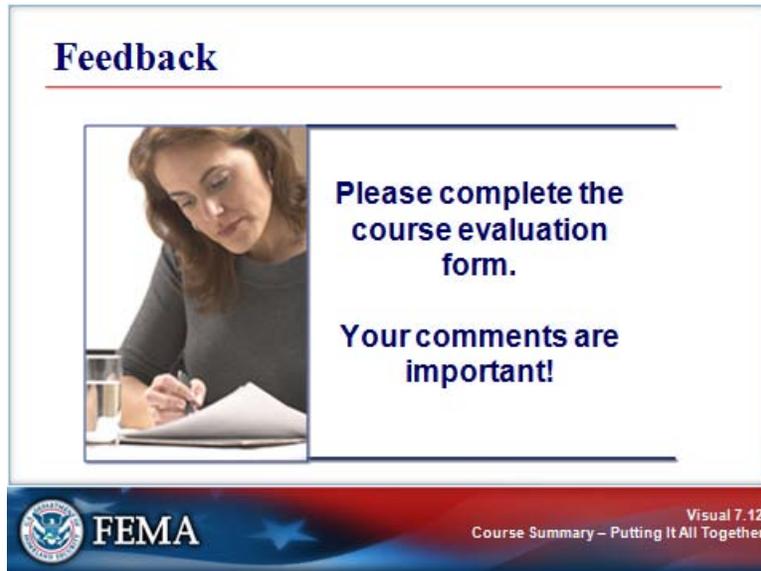
- Participants submit their tests online, and upon successful completion receive an e-mail message with a link to their electronic certification.
 - Go to <http://training.fema.gov/IS/crslist.asp> and click on the link for IS-100.b.
 - Click on "Take Final Exam."
- Instructions for group delivery can be found on the EMI IS website at:
<http://training.fema.gov/IS/docs/STEPS%20FOR%20CLASSROOM%20TRAINING-final.docx>.

The completed answer sheets can then be submitted as a group to:

EMI Independent Study
16825 South Seton Ave.
Emmitsburg, MD 21727

COURSE EVALUATION

Visual 7.12



Instructor Notes: Present the following key points.

Completing the course evaluation form is important. Your comments will be used to evaluate the effectiveness of this course and make changes for future versions.

Please use the course evaluation forms provided by the organization sponsoring the course.

Your Notes: