

INCIDENT COMMAND SYSTEM ICS-100

INTRODUCTION TO THE INCIDENT
COMMAND SYSTEM FOR
FEDERAL WORKERS



FEMA

ICS-100 Objectives

At the end of this lesson, you should be able to:

- Describe how ICS became the standard for emergency management across the country.
- Provide examples of how ICS is interdisciplinary and organizationally flexible.
- Identify five major management functions.
- Determine whether the principle of span of control has been applied properly in a scenario.

ICS-100 Objectives (cont.)

- Describe the purpose of unique position titles in ICS.
- Determine the roles and responsibilities of the Incident Commander and Command Staff.
- Describe the roles and responsibilities of the General Staff.
- Determine, when it is appropriate to expand and contract the ICS organization.
- Identify the facilities used in ICS.

Types of Incidents



- Planned events
- Fire, both structural and wildfire
- Hazardous materials incidents
- Search and rescue missions
- Oil spills
- Natural disasters
- Terrorist/WMD events

What Is ICS?

- Standardized, on-scene, all-hazard incident management concept.
- Allows its users to adopt an integrated organizational structure.
- Has considerable internal flexibility.
- A proven management system based on successful business practices.
- The result of decades of lessons learned in the organization and management of emergency incidents.

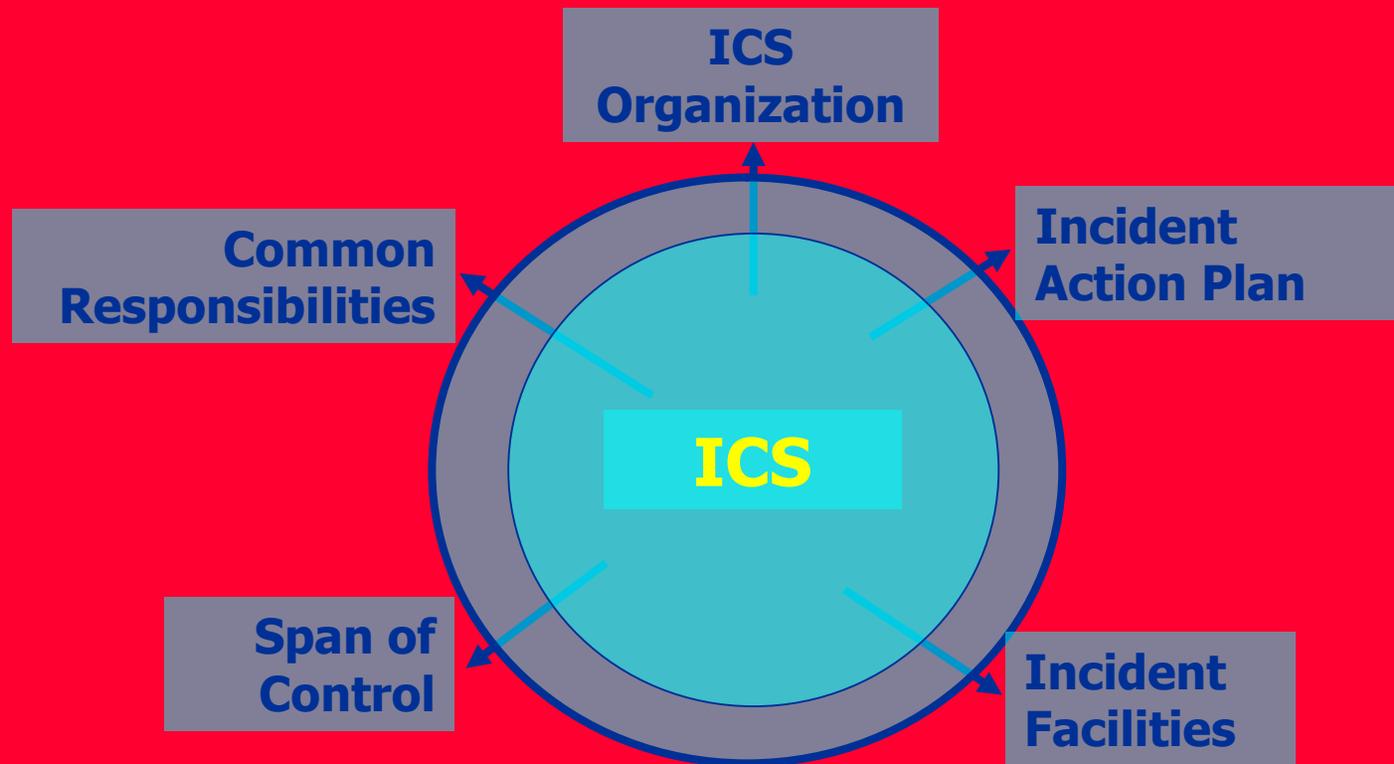
Weaknesses Addressed by ICS

- Lack of accountability, including unclear chain of command and supervision.
- Poor communication, including system and terminology problems.
- Lack of an orderly, systematic planning process.
- No common, flexible, predesigned management structure.
- No predefined methods to integrate interagency requirements into the management structure and planning process.

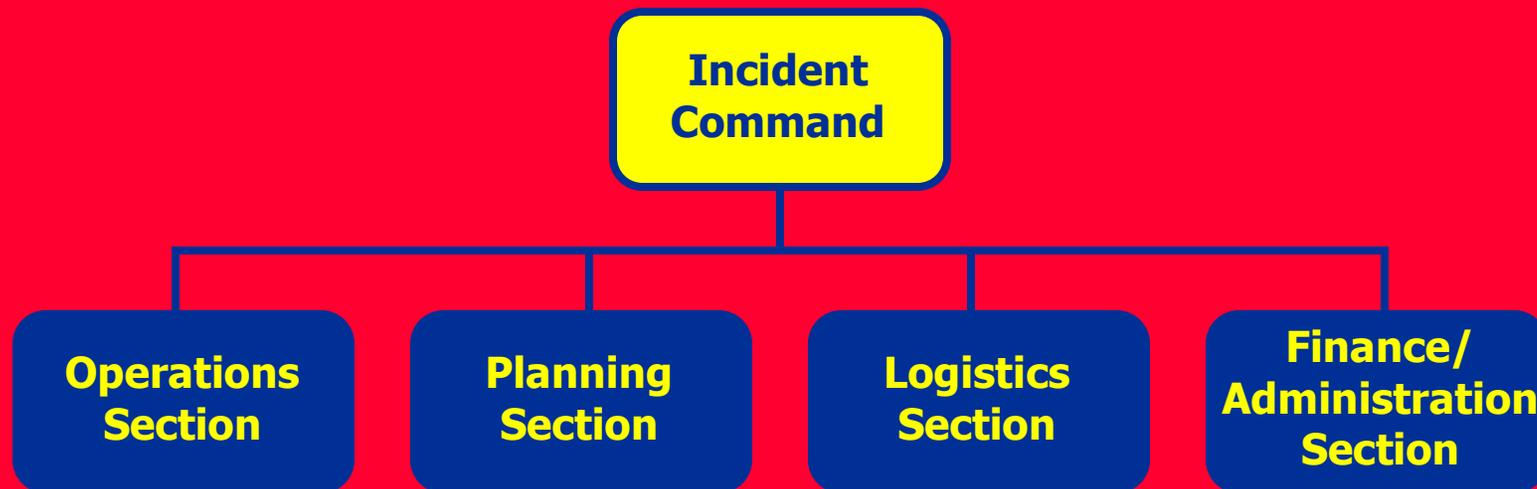
What ICS Is Designed To Do

- Meet the needs of incidents of any kind or size.
- Allow personnel from a variety of agencies to meld rapidly into a common management structure.
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.
- ICS has been tested in more than 30 years of emergency and non-emergency applications, by all levels of government and in the private sector.

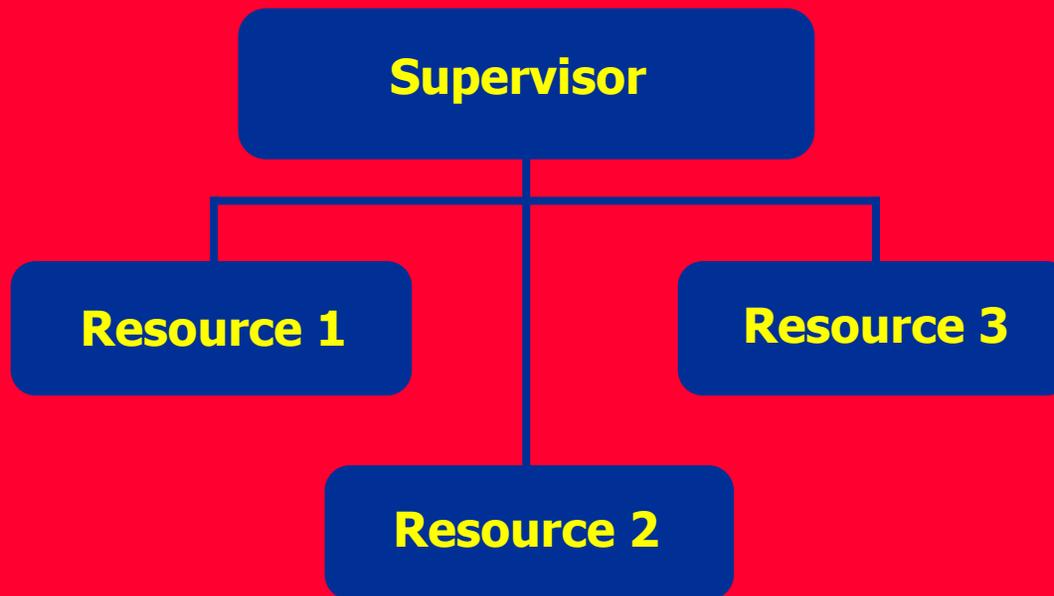
ICS Features



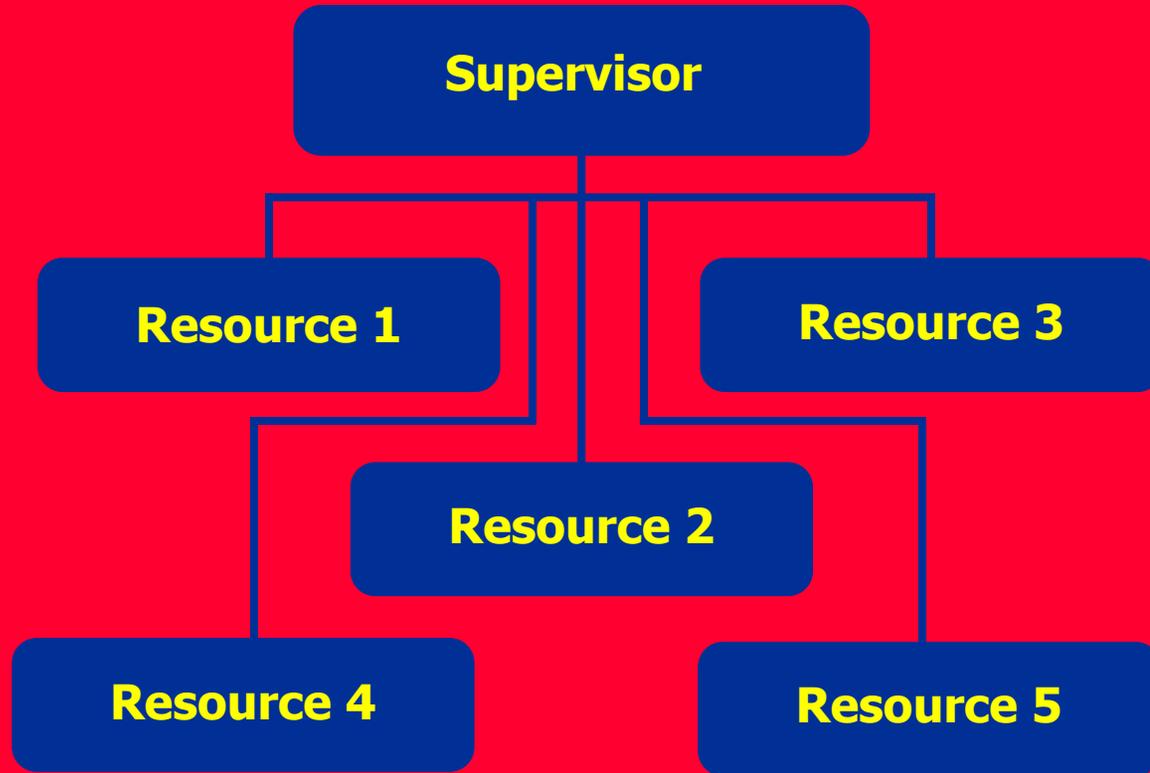
Five Major Management Functions



ICS Span of Control



Maintaining Span of Control



ICS Position Titles



- Provide a common standard for all users.
- Distinct titles allow for filling positions with the most qualified individuals.
- Useful when requesting personnel.

ICS Organizational Components



- Section
- Division
- Group
- Branch
- Task Force
- Strike Team
- Single Resource

Maintaining Span of Control

- **Divisions:** Divide incident geographically, led by a Supervisor.
- **Groups:** Describe functional areas of operation, led by a Supervisor.
- **Branches:** Used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional, led by a Director.

Maintaining Span of Control

- **Task Forces:** Mixed resources with common communications reporting to a Leader.
- **Strike Teams:** A set number of resources of the same kind and type with common communications reporting to a Leader.
- **Single Resources:** Individuals, a piece of equipment and its personnel complement, or a crew or team of individuals.

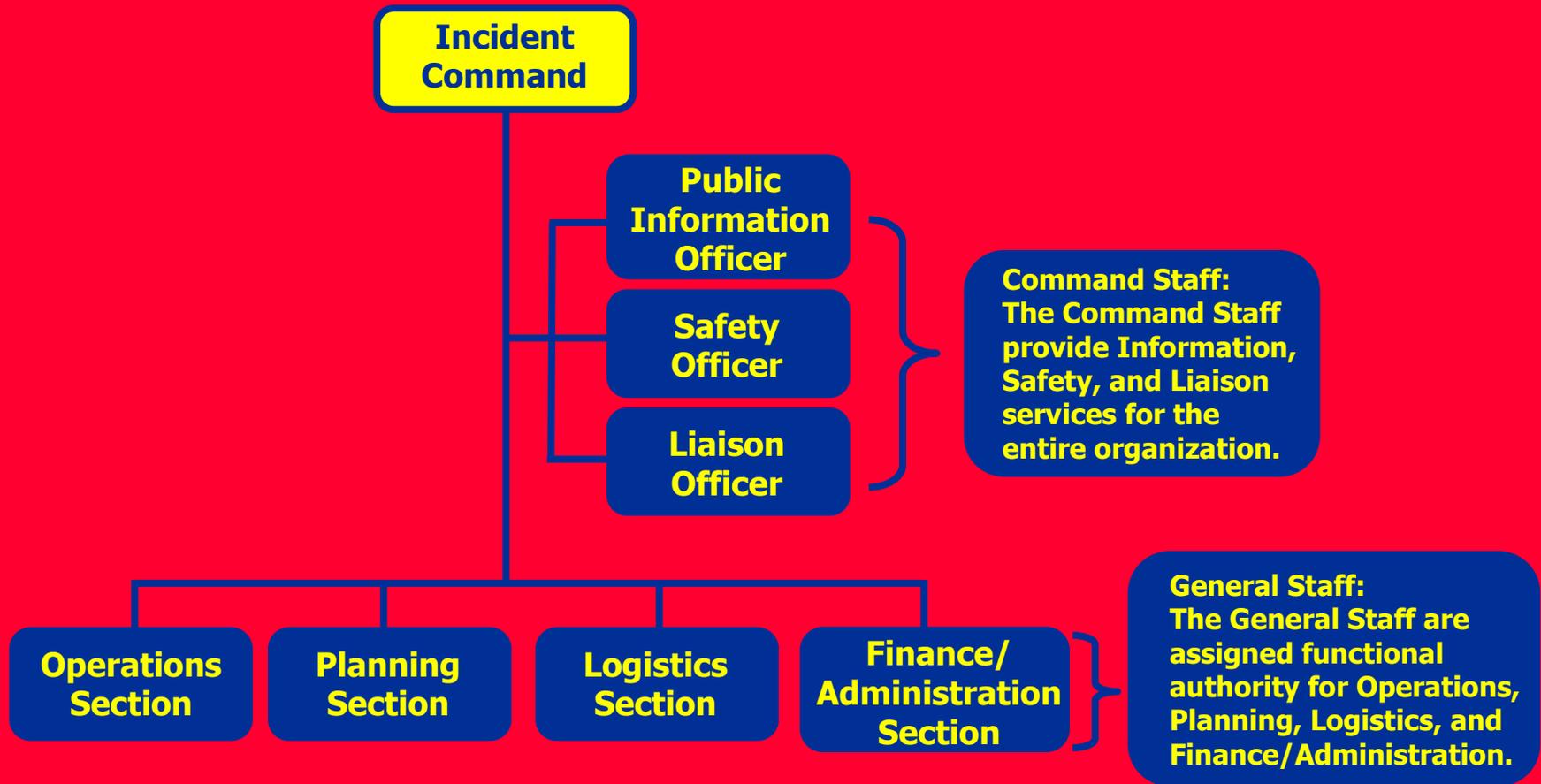
Incident Commander's Role

- Has overall responsibility for managing the incident.
- Must be fully briefed, and should have a written delegation of authority.
- Personnel assigned by the Incident Commander have the delegated authority of their assigned positions.
- Only position that is always filled.

Incident Commander Responsibilities

- Overall command and control.
- Ensures incident responder safety.
- Protects health and safety of the general public and the environment.
- Provides information to internal and external stakeholders.
- Maintains liaison with other agencies.

Expanding the Organization



Command Staff



- Public Information Officer
- Safety Officer
- Liaison Officer

PIO Responsibilities

- Advise the Incident Commander on information dissemination and media relations.
- Serve as the primary contact for anyone who wants information.
- Serve external audience and internal audience.
- Obtain information from the Planning Section.
- Coordinate with other public information staff.
- Obtain information from the community, the media, and others.

Safety Officer Responsibilities



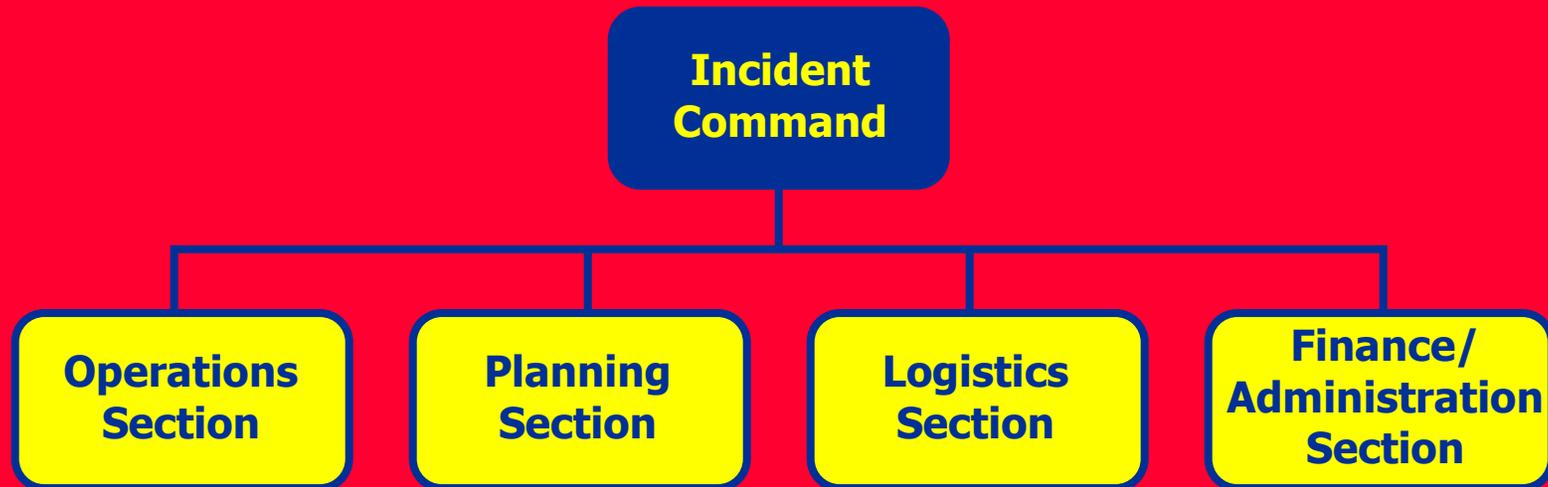
- Ensures responder safety.
- Advises Incident Command on safety issues.
- Minimizes employee risk.

Liaison Officer Responsibilities

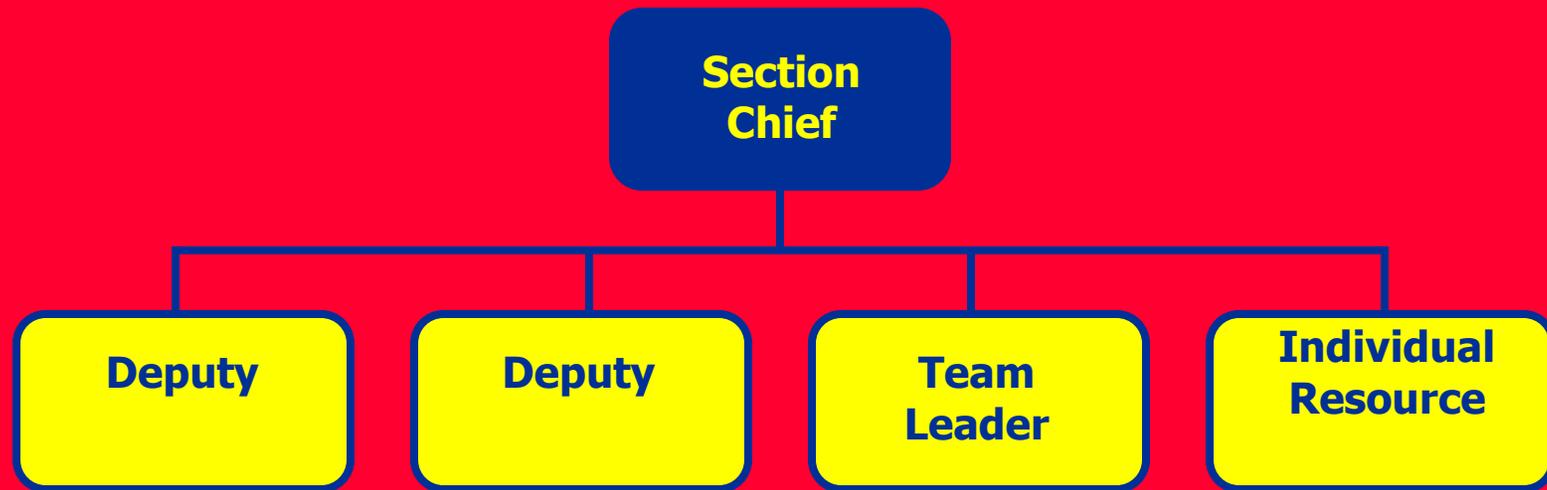


- Gathers information about support agencies.
- Coordinates for agencies not in command structure.
- Provides briefings and answers questions.

Understanding the General Staff



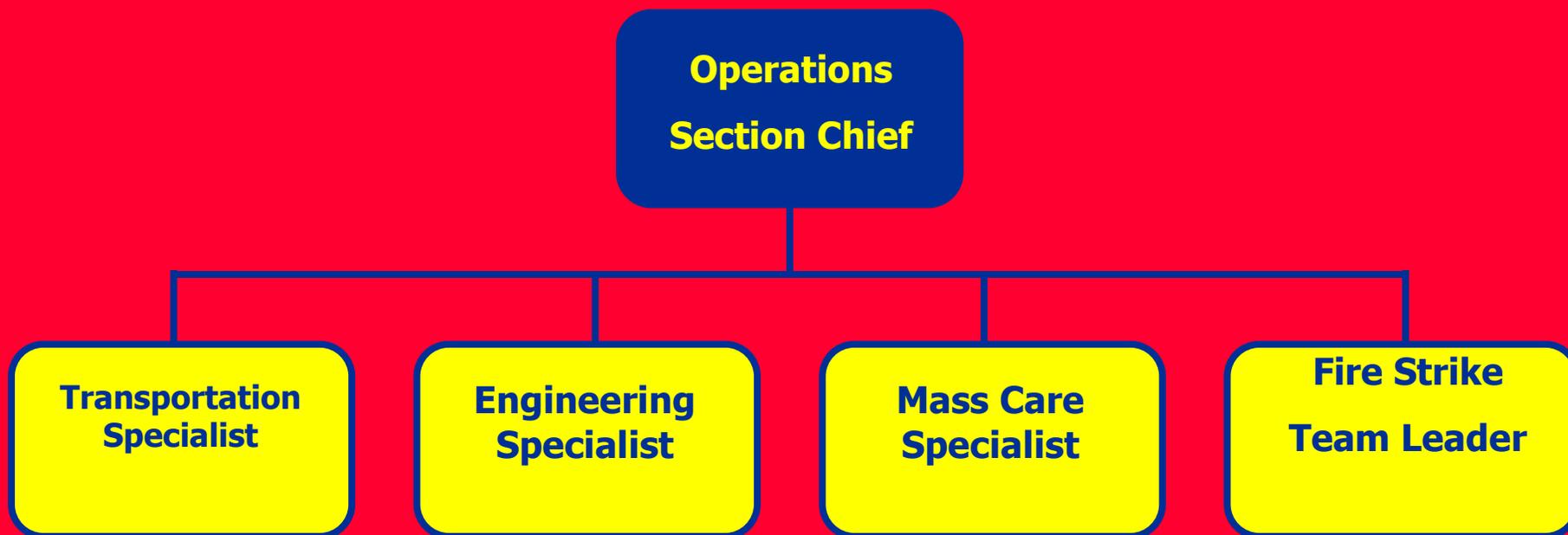
ICS Section Chiefs and Deputies



Operations Section Chief Role

- Develop and manage the Operations Section.
- Develops and implements strategies and tactics.
- Work very closely with other members of the Command and General Staff to coordinate tactical activities.

Operations Section Expanding



Planning Section Chief Roles

- Gathers and analyzes information.
- Gathers, analyzes, and disseminate intelligence and information.
- Manages the planning process.
- Compiles and develops the Incident Action Plan.
- Manages the activities of Technical Specialists.
- Works closely with the Incident Commander and General Staff.

Incident Action Plan Elements

What, Where, When, Who, How?

- What do we want to do?
- Where do we stage?
- When are we going to do it?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?

Logistics Section Chief: Role



- Provides resources and services to support the incident.
- Develops portions of the IAP.
- Contracts for goods and services.

Finance/Administration Section Chief: Role

- Negotiate contracts.
- Time keeping for personnel and equipment.
- Documenting and processing claims.
- Tracking costs.

Communications within ICS

- The ability to communicate with ICS is critical.
- Use standard, common terminology.
- Avoid jargon.
- Use standard ICS position titles and facility names.
- Develop a communications plan and protocols specific to the incident.
- Determine flow path for communications.

Communications Discipline

- Observe strict radio/telephone procedures.
- Use plain English in all communications.
- Limit radio and telephone traffic to essential information only.
- Follow procedures for secure communications as required.

Incident Facilities

- Incident Command Post (ICP): Where the Incident Commander oversees the incident.
- Staging Areas: Where resources are kept while waiting to be assigned.
- Base: Where primary logistics functions are coordinated and administered.
- Camps: Where resources may be kept.
- Helibase/Helispot: The area from which helicopter operations are conducted.

Roles and Authorities

- Review assignment.
- Establish a clear understanding of your decisionmaking authority.
- Determine procedures for contacting your headquarters or home office (if necessary).
- Identify purchasing authority and procedures.
- Determine how food and lodging will be provided.

Check-In at the Incident

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

Initial Incident Briefing

Briefings received and given should include:

- Situation assessment.
- Specific job responsibilities.
- Coworkers.
- Work area.
- Eating and sleeping arrangements.
- Instructions for obtaining additional supplies, services, and personnel.
- Operational periods/work shifts.
- Required safety procedures and PPE.

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.
- Section Chiefs and above should assign a log keeper (scribe).

Incident Demobilization

- Complete work assignments.
- Brief replacements, subordinates, and supervisor.
- Follow check-out procedures.
- Provide follow-up contact information.
- Return incident-issued equipment.
- Complete post-incident reports, critiques, evaluations, and medical follow-up.
- Resolve payment and/or payroll issues.

Objective Review

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