Unit 8: Course Summary

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Unit 8. Course Summary

Unit Objectives

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

- Summarize the key learning points of the course.
- Complete a course evaluation.

Scope

- Unit Introduction
- Leadership and Management
- Delegation of Authority
- Functional Areas & Positions
- Briefings
- Organizational Flexibility
- Transfer of Command
- Final Exam
- Course Evaluation

Methodology

This unit summarizes the key learning points of the course. The instructor will review key points from: Leadership and Management, Delegation of Authority, Functional Areas & Positions, Briefings, Organizational Flexibility, and Transfer of Command. Then, the instructor will administer the final exam. Finally, students will complete a course evaluation form to give their feedback.

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
Leadership and Management	5 minutes
Delegation of Authority	5 minutes
Functional Areas & Positions	5 minutes
Briefings	5 minutes
Organizational Flexibility	5 minutes
Transfer of Command	5 minutes
Final Exam	20 minutes
Course Evaluation	5 minutes
Total	**1 hour**

Materials

- PowerPoint visuals 8.1 – 8.21
- Student Manual
- Course evaluations (one per student)

UNIT INTRODUCTION

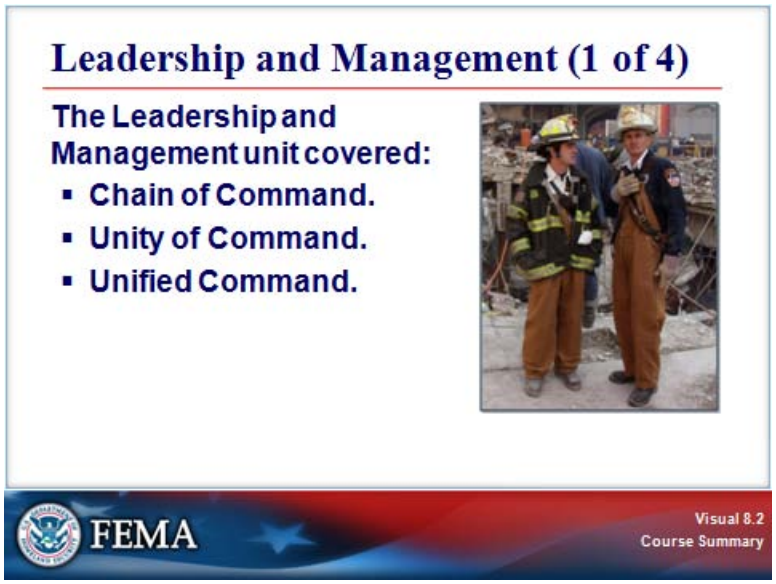
Visual 8.1

Instructor Notes: Present the following key points.

This unit provides a brief summary of the key learning points of the course. After reviewing the summary information, you will receive instructions for taking the final exam.

LEADERSHIP AND MANAGEMENT

Visual 8.2



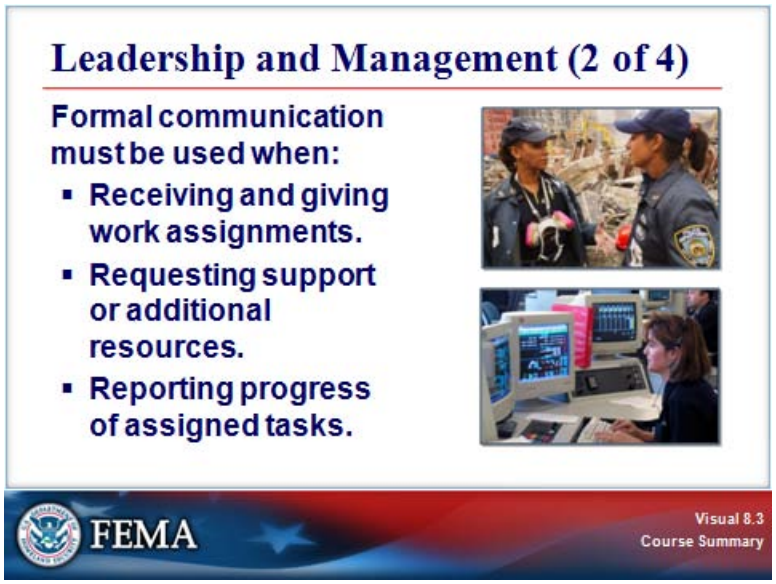
Instructor Notes: Present the following key points.

The Leadership and Management unit provided a detailed look at the following ICS features:

- **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 involved in incident operations will be assigned to only one supervisor to whom they report.
- **Unified Command** is a management structure used in multijurisdictional or multiagency incidents. Unified Command is not implemented in all incidents.

LEADERSHIP AND MANAGEMENT

Visual 8.3



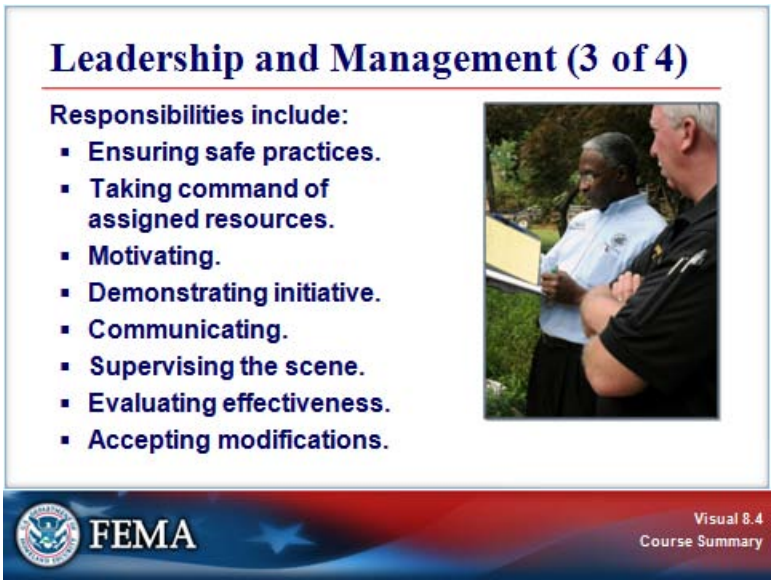
Instructor Notes: Present the following key points.

Within the ICS organization, information must flow freely. The types of communication are summarized below.

- **Formal communication** channels must be used when:
  - Receiving and giving work assignments.
  - Requesting support or additional resources.
  - Reporting progress of assigned tasks.
- **Informal communication** is the exchange of incident information among responders that does not involve tasking work assignments or requests for support or additional resources.

LEADERSHIP AND MANAGEMENT

Visual 8.4



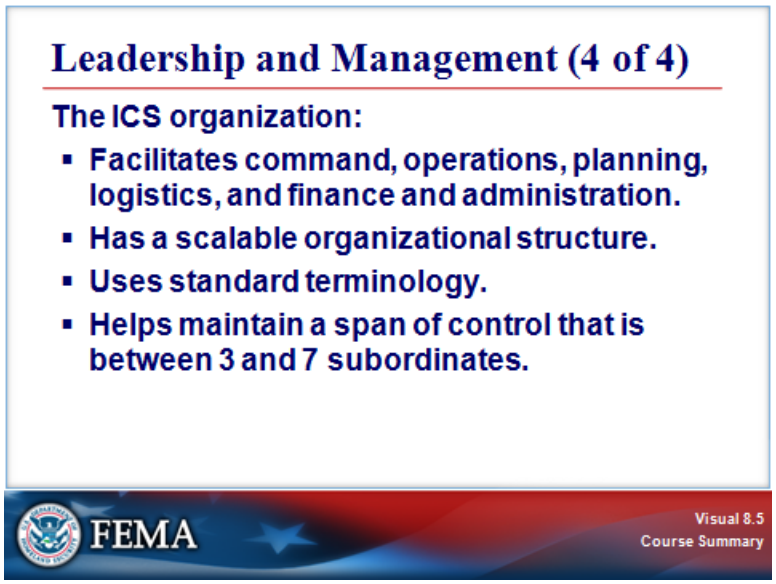
Instructor Notes: Present the following key points.

Common leadership responsibilities include:

- **Ensuring** safe work practices.
- **Taking command** of assigned resources.
- **Motivating** with a “can do safely” attitude.
- **Demonstrating initiative** by taking action.
- **Communicating** by giving specific instructions and asking for feedback.
- **Supervising** the scene of action.
- **Evaluating** the effectiveness of the plan.
- **Understanding and accepting** the need to modify plans or instructions.

LEADERSHIP AND MANAGEMENT

Visual 8.5



Instructor Notes: Present the following key points.

The ICS organization:

- Is typically structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.
- Has a scalable organizational structure that is based on the size and complexity of the incident.
- Uses standard terminology to refer to elements and positions.
- Helps maintain a span of control that is between 3 and 7 subordinates.

DELEGATION OF AUTHORITY

Visual 8.6

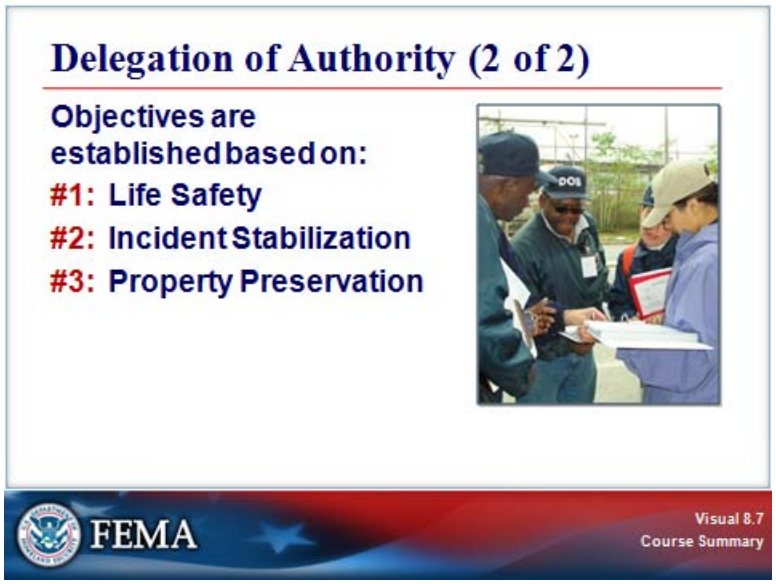
Instructor Notes: Present the following key points.

The Delegation of Authority & Management by Objectives unit presented information about:

- The delegation of authority process.
- Management by objectives and the Incident Action Plan.
- Preparedness plans (Federal, State, or local Emergency Operations Plans, Standard Operating Guidelines, Standard Operating Procedures, etc.).

DELEGATION OF AUTHORITY

Visual 8.7



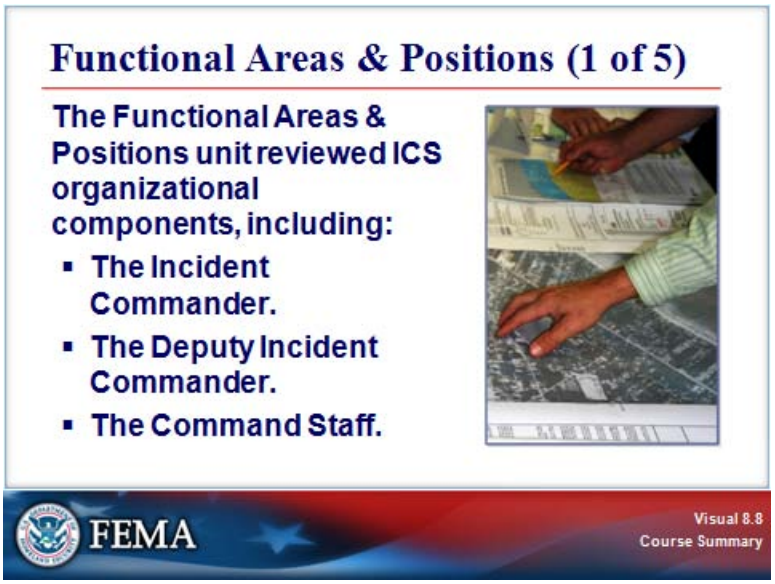
Instructor Notes: Present the following key points.

Throughout the incident, objectives are established based on the following priorities:

- First Priority: Life Safety
- Second Priority: Incident Stabilization
- Third Priority: Property Preservation

FUNCTIONAL AREAS & POSITIONS

Visual 8.8



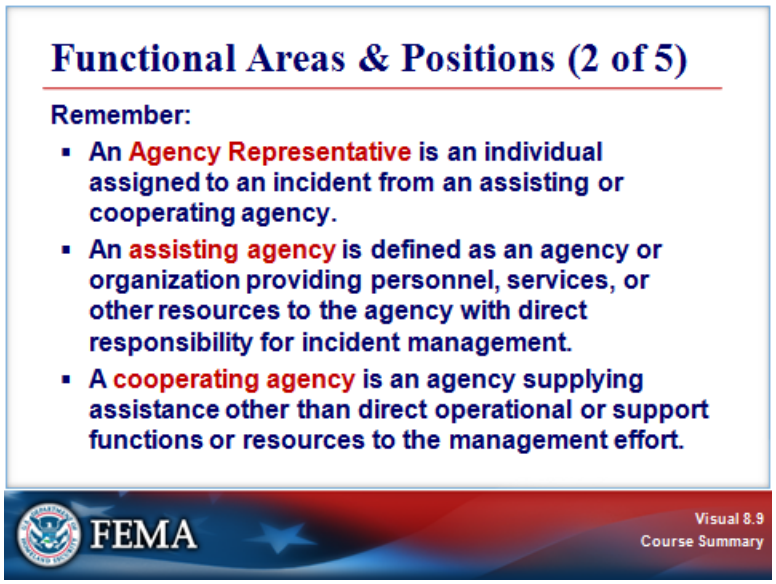
Instructor Notes: Present the following key points.

The Functional Areas & Positions unit reviewed ICS organizational components, including:

- The **Incident Commander**, who has the overall responsibility for the incident management.
- The **Deputy Incident Commander**, who performs assigned tasks and may relieve the Incident Commander. A Deputy must be fully qualified and equally capable to assume the position.
- The **Command Staff**, which carries out staff functions needed to support the Incident Commander. These functions include interagency liaison, incident safety, and public information.

FUNCTIONAL AREAS & POSITIONS

Visual 8.9



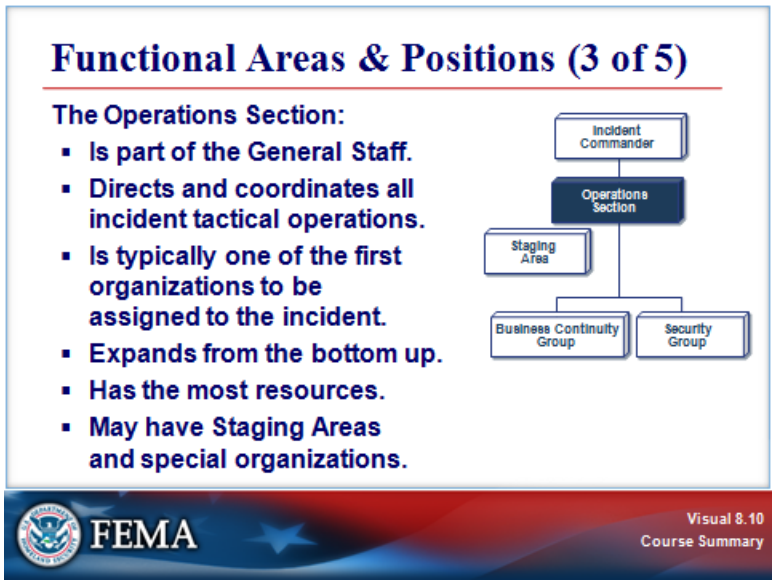
Instructor Notes: Present the following key points.

Remember that:

- An **Agency Representative** is an individual assigned to an incident from an assisting or cooperating agency.
- An **assisting agency** is defined as an agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.
- A **cooperating agency** is an agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

FUNCTIONAL AREAS & POSITIONS

Visual 8.10



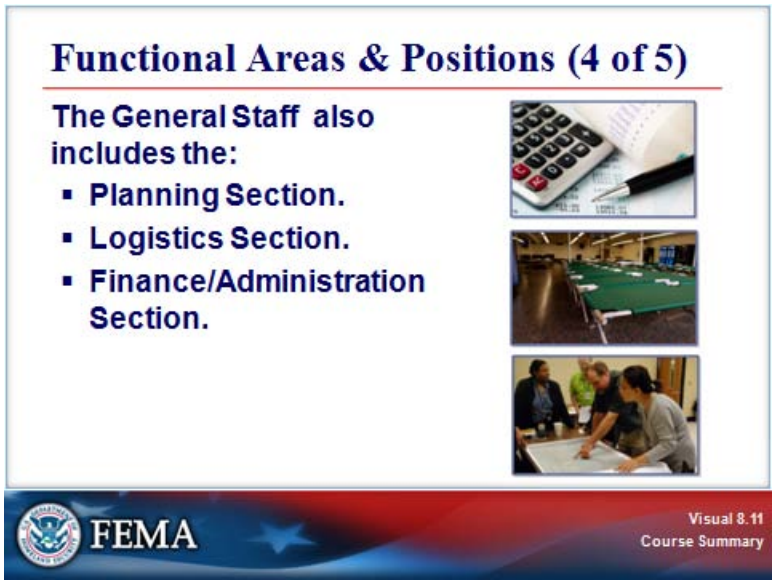
Instructor Notes: Present the following key points.

The Operations Section:

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

FUNCTIONAL AREAS & POSITIONS

Visual 8.11



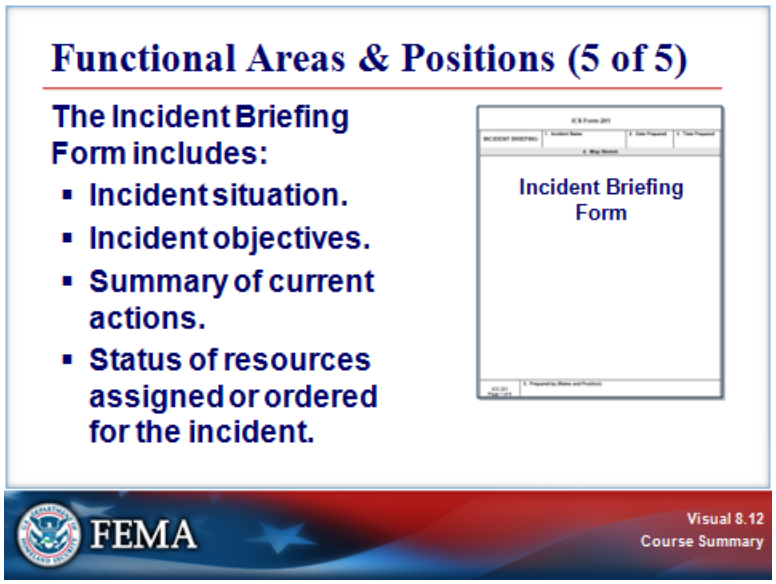
Instructor Notes: Present the following key points.

In addition to the Operations Section, the **General Staff** includes:

- **Planning Section:** Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. This Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.
- **Logistics Section:** Responsible for providing facilities, services, and materials for the incident.
- **Finance/Administration Section:** Responsible for all incident costs and financial considerations.

FUNCTIONAL AREAS & POSITIONS

Visual 8.12



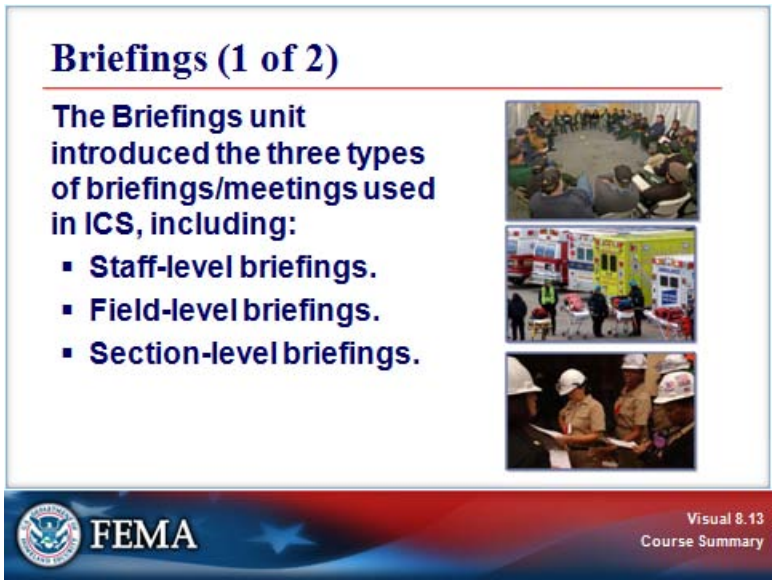
Instructor Notes: Present the following key points.

The Incident Briefing Form (ICS Form 201) provides an Incident Command/Unified Command with status information that can be used for briefing incoming resources, an incoming Incident Commander or team, or an immediate supervisor. The basic information includes:

- Incident situation (map, significant events).
- Incident objectives.
- Summary of current actions.
- Status of resources assigned or ordered for the incident or event.

BRIEFINGS

Visual 8.13



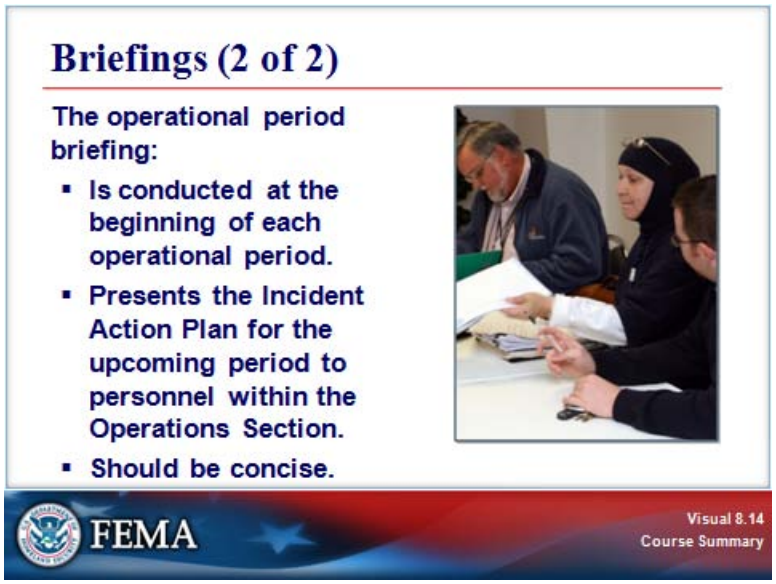
Instructor Notes: Present the following key points.

The Briefings unit introduced the three types of briefings/meetings used in ICS, including:

- **Staff-level briefings**, which are delivered to resources assigned to nonoperational and support tasks at the Incident Command Post or Base.
- **Field-level briefings**, which are delivered to individual resources or crews who are assigned to operational tasks and/or work at or near the incident site.
- **Section-level briefings**, which are delivered to an entire Section and include the **Operational Period Briefing**.

BRIEFINGS

Visual 8.14



Instructor Notes: Present the following key points.

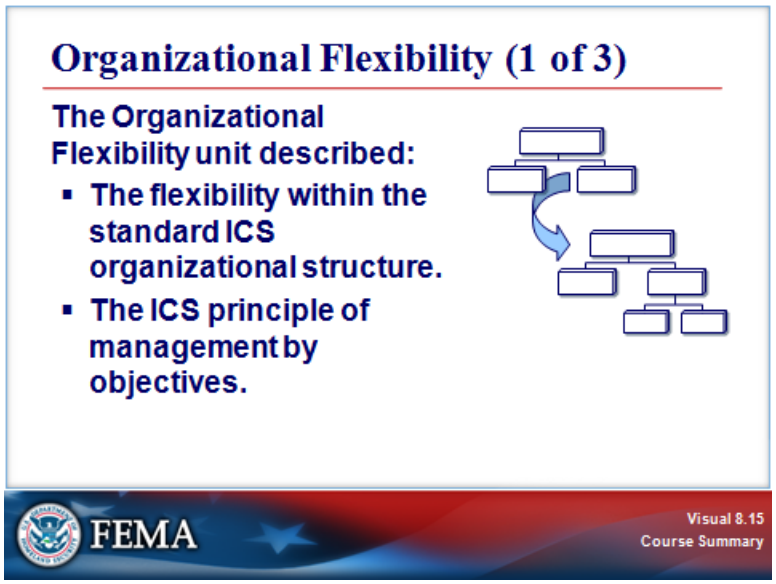
The Operational Period Briefing:

- May be referred to as the Shift Briefing.
- Is conducted at the beginning of each operational period.
- Presents the Incident Action Plan for the upcoming period to supervisory personnel within the Operations Section.
- Should be concise.

In addition to the Operations Section Chief, the other members of the Command and General Staffs as well as specific support elements (e.g., Communications Unit, Medical Unit) can provide important information needed for safe and effective performance during the shift.

ORGANIZATIONAL FLEXIBILITY

Visual 8.15



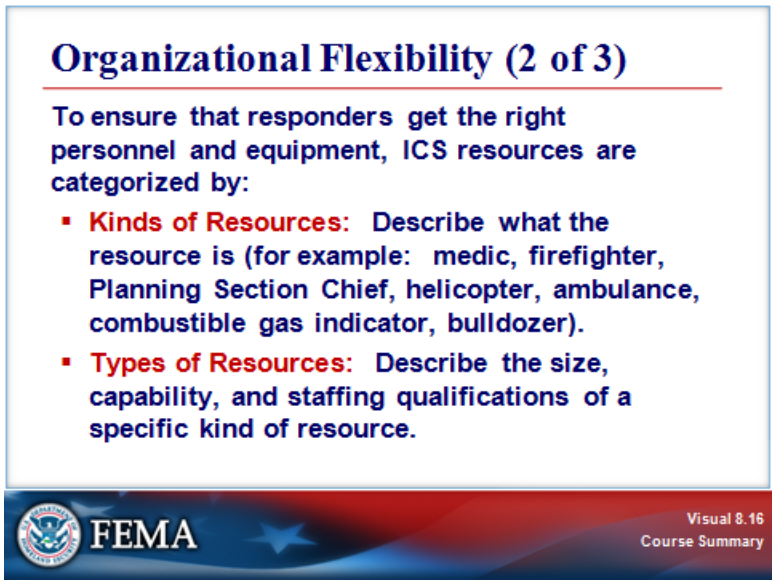
Instructor Notes: Present the following key points.

The Organizational Flexibility unit described the flexibility within the standard ICS organizational structure and the ICS principle of management by objectives.

It is important to strike the right balance when determining resource needs. Having too few resources can lead to loss of life and property, while having too many resources can result in unqualified personnel deployed without proper supervision. A complexity analysis can help ensure the right resource balance.

ORGANIZATIONAL FLEXIBILITY

Visual 8.16



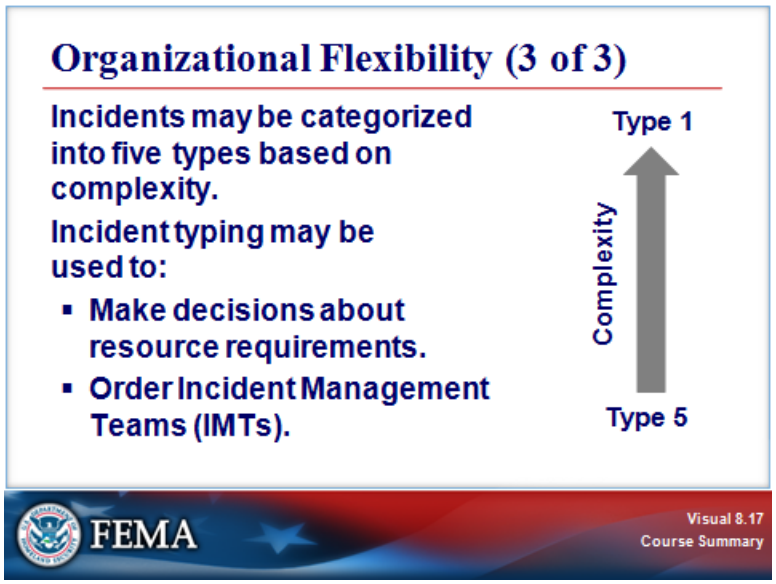
Instructor Notes: Present the following key points.

To ensure that responders get the right personnel and equipment, ICS resources are categorized by:

- **Kinds of Resources:** Describe what the resource is (for example: registered nurse, emergency physician, engineer, security officer, ambulance).
- **Types of Resources:** Describe the size, capability, and staffing qualifications of a specific kind of resource. Types range from Type 1 (most capable) to Type 4 (least capable), letting you reserve the appropriate level of resource for your incident by describing the size, capability, and staffing qualifications of a specific resource.

ORGANIZATIONAL FLEXIBILITY

Visual 8.17



Instructor Notes: Present the following key points.

Incidents, like resources, may be categorized into types based on complexity, with a total of five types used to delineate levels of incident complexity. Type 5 incidents are the least complex and Type 1 are the most complex.

Incident typing may be used to:

- Make decisions about resource requirements.
- Order Incident Management Teams (IMTs). An IMT is made up of the Command and General Staff members in an ICS organization.

TRANSFER OF COMMAND

Visual 8.18

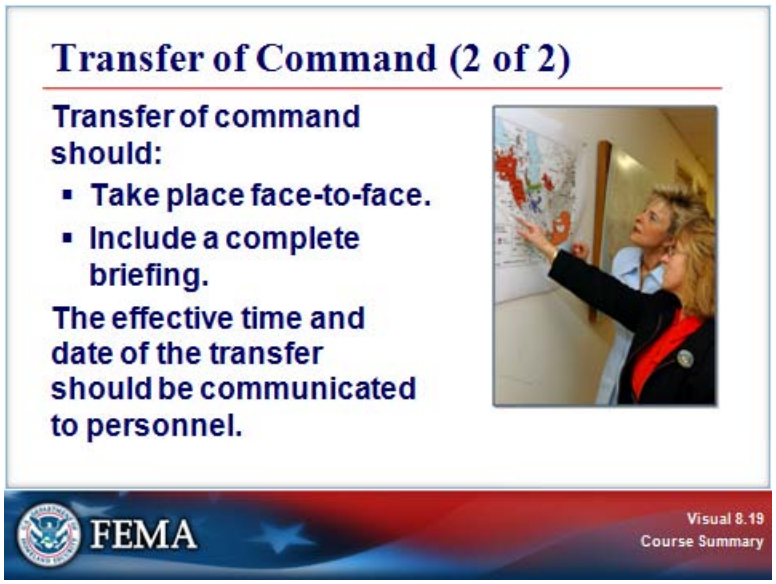
Instructor Notes: Present the following key points.

The Transfer of Command unit covered transfer of command briefings and procedures. Transfer of command may take place for many reasons, including when:

- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies arise (e.g., Incident Commander has a family emergency).
- The agency administrator directs a change in command.

TRANSFER OF COMMAND

Visual 8.19



Instructor Notes: Present the following key points.

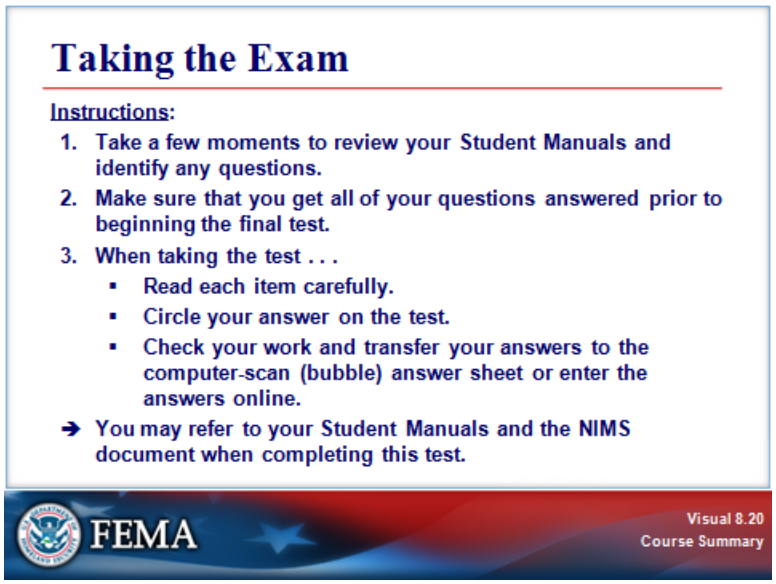
One of the main features of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. Whenever possible, transfer of command should:

- Take place face-to-face.
- Include a complete briefing.

The effective time and date of the transfer should be communicated to personnel.

FINAL EXAM

Visual 8.20



Instructor Notes: Present the following key points.

Instructions: Present the following IS-200.b test instructions:

1. Take a few moments to review your Student Manuals 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 the next page for an important instructor note.

FINAL EXAM

Visual 8.20 (Continued)

Instructor Note: To receive a certificate of completion, participants must take the 23-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:

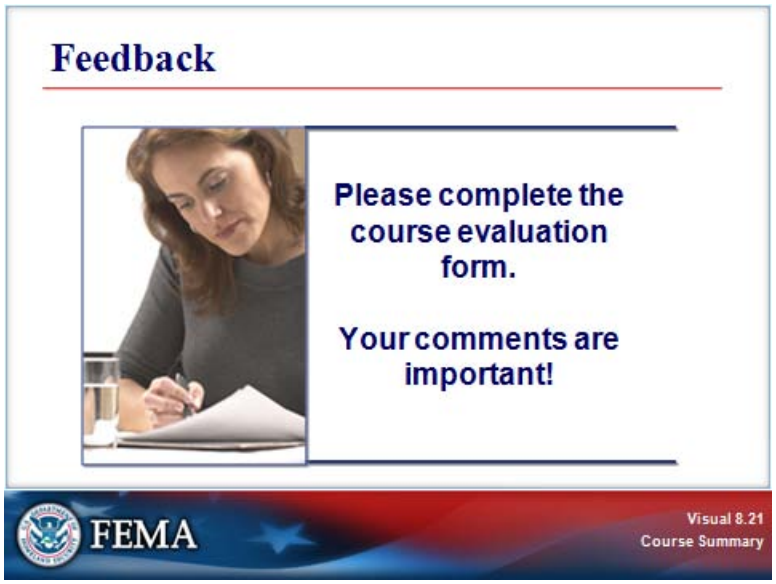
- Participants submit their tests online, and upon successful completion receive an email message with a link to their electronic certification.
  - Go to http://training.fema.gov/IS/crslist.asp and click on the link for IS-200.b.
  - Click on "Take Final Exam."
- Instructions for group delivery can 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 8.21



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. **Note that the course evaluation forms must be obtained well in advance of the course.**