



INCIDENT FACILITIES

PURPOSE AND SCOPE

This unit will acquaint you with key facilities used in the ICS environment. In Unit 2, you learned how the ICS organization expands or contracts as required by the complexity of the incident. This unit will illustrate how the Incident Commander establishes clear lines of communication and authority by establishing critical incident facilities. The unit will identify key ICS facilities, describe when each facility is established, and describe each facility's purpose. The unit also will introduce the standard map symbols for each facility.

OBJECTIVES

After completing this unit, you should be able to:

- ◆ Name critical facilities used in ICS operations and explain the purpose of each.
 - ◆ Identify which facilities may be colocated at an incident.
 - ◆ Describe how the various incident facilities are managed to support incident operations.
 - ◆ Identify the map symbol that is associated with each incident facility.
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TIME

Completion of this unit should take approximately 1½ hours.



INTRODUCTION

There are three main facilities that the Incident Commander can establish based on the needs of the incident:

- ◆ The Incident Command Post.
- ◆ One or more Staging Areas.
- ◆ A Base.

These facilities meet the requirements for most incidents. Depending on factors that may be unique to a specific incident, however, the Incident Commander may determine the need for other facilities, such as a temporary morgue, casualty collection points, triage centers, or a helibase.

Each facility has a specific purpose. This unit will describe critical incident facilities, describe when and where they are established, and illustrate how they support incident operations.

When determining which facilities are required, the Incident Commander will:

- ◆ Prioritize the needs of the incident.
- ◆ Determine the length of time that the facility will be in operation.
- ◆ Estimate how much it will cost to establish and operate the facility.
- ◆ Identify environmental considerations that affect the facility.

Each of these factors will be described in the sections that follow.

Definitions

Base. The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be colocated with the Base.

Incident Command Post. The location at which the primary command functions take place. The Incident Commander is located at the ICP.

Staging Area. Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**THE INCIDENT COMMAND POST**

The Incident Commander's first responsibility is to establish command. By establishing command, the Incident Commander also establishes clear lines of authority and communication for the incident. One key way that the Incident Commander establishes command is by establishing an ICP at every incident.

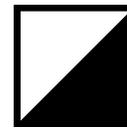
There is *only one* ICP for each incident—even for incidents that involve multiple agencies and/or multiple jurisdictions—whether operating under a single or a unified command. Initially, the ICP may be located in a fire truck, patrol car, or DOT vehicle. As it becomes clear that the incident is escalating in size, complexity, or risk, the Incident Commander will establish a more permanent facility.

But how does the Incident Commander know where to locate the ICP? When establishing an ICP, the Incident Commander will follow several proven guidelines:

- ◆ Position the ICP *away* from the general noise and confusion that are associated with the incident.
- ◆ Position the ICP *outside* the area of present and potential hazards.
- ◆ Position the ICP *within view* of the incident, when possible.

The Incident Commander also will identify a location that will ensure that the ICP can:

- ◆ *Expand*, if necessary, as the incident expands. The ICP must be large enough so that sufficient working area and other necessary facilities (e.g., rest rooms) are available for the potentially large number of individuals who will be working there.
- ◆ *Provide security* and control access to the ICP. Unauthorized personnel should not be able to gain ready access to the facility.
- ◆ *Be identified* clearly by all responders. The ICP should be identified with a green and white flag, lights, or other identifiable marking. The standard symbol for identifying ICPs is shown in the figure below.



After selecting an ICP location, the Incident Commander must ensure that the location is announced to all responders and to dispatch so that all personnel are aware of its location. The scenario that follows illustrates how an Incident Commander may select an ICP location.



THE INCIDENT COMMAND POST

(Continued)

Scenario: On a hot, humid day in mid-July, the Claire City 9-1-1 dispatch center received a call from a local day care center. The caller complained of a strong gas odor, which had been getting stronger over the last several minutes. The dispatcher assigned the call to Engine Company #7, which was returning from another call and was in the vicinity of the day care center.

When the Fire Captain arrived at the scene, the odor of chlorine was evident. The odor was very strong and, with virtually no wind, the Fire Captain did not anticipate any immediate movement of the gas, nor could she expect that the gas would dissipate anytime soon. The Fire Captain ordered an immediate sizeup of the situation. Then, working from Truck 7, she requested a second alarm and police and public works support to assist in evacuating the day care center and other businesses in a four-block area—and requested a weather forecast for later in the day. She also requested a HazMat team.

Because the weather forecast called for increasing winds from the southwest, the Fire Captain was concerned about the possible movement of the chlorine plume later in the day. Movement of the plume would mean expanding the evacuation area—and the incident. The Fire Captain knew, then, that she would require a more permanent ICP that:

- ◆ Was *upwind* of the expected movement of the plume.
- ◆ Could be expanded as the incident expanded.

After getting input on possible ICP locations, the Fire Captain selected a location at a shopping center that was located to the southwest of the incident site, two blocks outside the 4-block evacuation area. Located on Fourth Street, the shopping center seemed to be a good area because it:

- ◆ Was close to, but upwind of, the incident site.
- ◆ Was closed while undergoing major renovation. The center received no traffic at that time, and only construction crews would be displaced by locating the ICP there.
- ◆ Had a large parking lot that could serve as a Staging Area and a Casualty Collection Point (CCP), if one became necessary. Additionally, the parking lot was divided into sections, which would help to separate the functions physically.
- ◆ Was readily identifiable by all responders and dispatch.

Having selected the ICP site, the Fire Captain radioed the location of the *Fourth Street Incident Command Post* to dispatch.

Definition

Casualty Collection Point. Though not an official ICS facility, a CCP can prove useful as an area that serves to triage, treat, and provide transportation to victims in a multi-casualty incident.



THE INCIDENT COMMAND POST

(Continued)

Clearly, the Fire Captain had considered the ICP requirements carefully. The location:

- ◆ Met the immediate needs of the incident.
- ◆ Was expandable, if expansion was needed.
- ◆ Was not heavily trafficked by civilian personnel.
- ◆ Could accommodate colocation of other incident facilities.
- ◆ Was recognizable to response personnel.

Note also, that the Fire Captain *named* the ICP so that responders and dispatch could identify it from ICPs for other ongoing or new incidents.

More complex incidents will often require larger ICP facilities. Incidents that might require an expanded ICP facility include:

- ◆ Long-term incidents.
- ◆ Multiagency incidents run under a unified command.
- ◆ Incidents requiring an on-scene communications center.
- ◆ Incidents requiring activation of the Planning Section.
- ◆ Incidents requiring the use of Command Staff and agency representatives.

The incident in the scenario already meets some of these requirements.

STAGING AREAS

As an incident escalates, additional resources are required. To avoid the problems that could result from the convergence of too many resources and to manage the available resources effectively, the Incident Commander may identify the need for one or more *Staging Areas*.

Scenario Update: A Battalion Commander arrived with the requested fire resources. During her transfer-of-command briefing, the Fire Captain detailed the incident site and provided information about the current situation:

- ◆ Sizeup indicates that the chlorine leak is coming from a storage building adjacent to the high school pool.
- ◆ A hazardous materials team has been requested and is en route.
- ◆ Evacuation of approximately 1,500 people in the affected area has begun and is estimated to be completed within the next hour. Public Works personnel are setting up roadblocks in the area, and local police are controlling traffic flow from the area.
- ◆ A Safety Officer has been assigned, has identified ingress and egress routes for responding personnel, and will monitor changing weather conditions throughout the incident.
- ◆ Twelve people from the affected area are known to be having difficulty breathing. Three EMS teams have been requested and are en route.

As the new Incident Commander, the Battalion Chief determined that Staging Areas for fire, police, and EMS would be required. He knew that Staging Areas:

- ◆ Increase responder safety and provide resource accountability.
- ◆ Prevent premature deployment of resources.
- ◆ Prevent personnel from entering the incident area on their own.

He also knew that Staging Areas provide a place where personnel and equipment can be checked in, making it easier to control resources.



STAGING AREAS (Continued)

After having reviewed the layout of the parking lot and consulting with the Safety Officer, the Incident Commander designated an area of the lot as a Staging Area and appointed a *Staging Area Manager*. As a contingency, he also identified a location at the back of the shopping center that could be used as a casualty collection point, if one were to become necessary. He then requested additional resources:

- ◆ 3 engine companies.
- ◆ 2 EMS teams.
- ◆ 1 HazMat team.

He also requested the American Red Cross to open a nearby shelter for the evacuees and requested a school bus to transport the children from the day care center to the shelter.

The Incident Commander has identified the need for Staging Areas where incident resources can be located while awaiting immediate assignment. To maintain an effective span of control, he also has assigned Staging Area Managers who will:

- ◆ Report to the Operations Section Chief or to the Incident Commander.
- ◆ Oversee the check-in procedure for personnel and equipment.
- ◆ Respond to requests for resources by assigning available resources.
- ◆ Monitor the status of resources.
- ◆ Keep the Incident Commander or the Operations Section Chief informed of the status of resources in the Staging Area.

Maintaining resource status will be critical for the Staging Area Managers because not all of the resources at an incident may be available for use at a given time. Some resources may be deployed already or may be temporarily out-of-service.

Staging Area implementation will vary just as the ICS structure will vary. Staging Areas at a simple incident may serve as a holding area where resources may report for only a short time before deployment. At a complex incident, staging may require a formal deployment system.

Like the ICP, each Staging Area will be named and identified. The standard symbol for identifying Staging Areas is shown in the figure below.



Factors for selecting the location of Staging Areas include:

- ◆ **Proximity to operational assignments.** Staging Areas should be away from the incident but as close to probable operational assignments as possible. The Staging Area should not be more than 5 minutes away from the incident.
- ◆ **Proximity to possible hazards.** Staging Areas should be located *out of the way* of any possible direct hazard.
- ◆ **Access routes.** Staging Areas must have different access routes for incoming and outgoing resources.
- ◆ **Space.** Staging Areas must be large enough to accommodate available resources and should be large enough to expand if the incident escalates.
- ◆ **Security.** Staging Areas must offer security for both personnel and equipment.

Staging Areas may be relocated if necessary but must always be clearly identified.

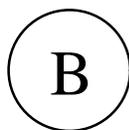


BASES

If an incident covers a very large area or if the Incident Commander expects that the incident will continue for an extended period of time, requiring the need for a large number of resources that rotate in and out of operation assignments, he or she may establish a *Base*, which offers primary services and support activities for an incident. Normally, a Base is used to provide a place for uncommitted or out-of-service resources to be located. A Base is where the Logistics Section is located.

There should be only one Base for an incident and, like the ICP and Staging Areas, the Base will be named. When the Incident Commander establishes a Base, he or she will designate a Base Manager, who will operate within the Facilities Unit of the Logistics Section in a fully expanded ICS structure. If the Logistics Section is not activated, the Base Manager will report directly to the Incident Commander or his or her deputy.

In the scenario in this unit, a Base would not be necessary, but when Bases are used, they must be marked so that they are identifiable. The standard symbol for identifying Bases is shown in the figure below.



OTHER INCIDENT FACILITIES

Other incident facilities may be required at some incidents. This section will introduce:

- ◆ Camps.
- ◆ Helibases and helispots.
- ◆ Casualty Collection Points.

None of these facilities will be covered in detail, but you should be aware that they may be used under some circumstances.

Camp

A camp is a geographic site, within the general incident area, separate from the Incident Base, equipped and staffed to provide food, water, and sleeping and sanitary facilities to incident personnel. In wildland fire application of ICS, Base activities may be performed at a Camp.



Helibases and Helispots

Helibases and helispots will be used in incidents requiring air operations.

A *helibase* is a location in and around an incident area at which helicopters may be parked, maintained, fueled, and equipped for incident operations. Very complex incidents may require more than one helibase.

A *helispot* is a temporary location where helicopters can land and load and offload personnel, equipment, and supplies. Complex incidents may have several helispots.

All helibases and helispots are identified with the symbols shown below. Because air operations is highly specialized, it will not be covered in more detail in this course.



H-3



Casualty Collection Points

Although not an official incident facility, CCPs will be necessary for incidents involving multiple casualties. CCPs are areas designated to receive, conduct triage, and provide treatment and transportation to civilians who have been injured at the incident. If separate areas are required for triage and treatment, and transportation, it is preferable for the CCP Managers to assign a supervisor for each area.

Because time may be critical, a CCP site should be selected and a treatment area set up as soon as casualties are confirmed. The site that is selected should be:

- ◆ In a safe area, free of hazards and debris.
- ◆ Close to, but upwind and uphill from, the hazard area.
- ◆ Accessible by transportation vehicles (e.g., ambulances, trucks, helicopters, etc.).
- ◆ Able to grow.
- ◆ Secure and out of public view.

When CCPs are required, they may be divided into smaller areas to address receiving, triage, treatment, and transportation. When separate areas are necessary, the CCP should be planned for efficient flow of both casualties and medical personnel, and each area should be clearly identified. Responders should become familiar with the triage system used in their own jurisdictions. One method of marking the triage area within a CCP is:

- ◆ **I** (Immediate Treatment).
- ◆ **D** (Delayed Treatment).
- ◆ **DECEASED** (for the morgue).
- ◆ **MINOR** (Minor Treatment)

Treatment areas should be relatively close to each other to allow:

- ◆ Oral communication between workers in the two areas.
- ◆ Shared access to medical supplies (which should be cached in a central location).
- ◆ Easy transfer of patients whose status has changed.

Patients in the treatment area should be positioned head to toe, with two to three feet of space between victims. This system will facilitate efficient use of space and effective use of available personnel.

When a morgue site is required, it should be secure, away from, and not visible from the medical treatment areas.



UNIT SUMMARY



This unit has covered the critical incident facilities:

- ◆ The Incident Command Post.
- ◆ Staging Areas.
- ◆ Bases.

The unit also introduced camps, helibases, helispots, and CCPs.

The Incident Commander will establish an ICP at every incident. Initially, the ICP may be located in a vehicle and, in small incidents, may remain there. When it becomes clear that the incident is escalating in size, complexity, or risk, the Incident Commander will establish a more permanent facility that is:

- ◆ Away from the confusion surrounding the incident.
- ◆ Outside the hazard area.
- ◆ Within view of the incident, when possible.

The Incident Commander will ensure that the ICP meets the needs of the incident and will:

- ◆ *Name* the ICP.
- ◆ *Mark it* clearly using the standard ICS symbol on a map, or with a light, sign, or flag at the site.
- ◆ *Communicate* its name and location to both responders and dispatch.

As an incident escalates, the Incident Commander may identify the need for one or more Staging Areas where incident resources can be located while awaiting immediate assignment. Like the ICP, each Staging Area will be named and identified using the standard ICS symbol for a Staging Area. Staging Areas:

- ◆ Should be away from the incident but close to operational assignments.
- ◆ Should be out of the way of potential hazards.
- ◆ Must have different access routes for incoming and outgoing personnel.
- ◆ Must be large enough to accommodate available resources and should be expandable, if necessary.
- ◆ Must be secure.

When an incident covers a large geographic area, or if the Incident Commander expects that the incident will continue for an extended period, he or she may establish a Base to provide primary services and support activities. There should be only one Base for an incident. The Base should be named and identified using the standard ICS symbol for a Base.

The Incident Commander may establish other incident facilities, such as a camp, helibase and helispot, or a CCP if the incident warrants.

UNIT 3: INCIDENT FACILITIES



NEXT STEPS

 If you believe that you have mastered the information included in this unit, complete the Self-Check Exercise that begins on the next page. When you have completed the Self-Check Exercise, compare your answers with those provided in the answer

key following the Self-Check Exercise. If you answered all of the questions correctly, continue to Unit 4. If you answered any questions incorrectly, review the appropriate section of this unit to ensure that you have learned the material. Then, proceed to Unit 4.

UNIT 3: SELF-CHECK EXERCISE



Instructions: Use this Self-Check Exercise to test how well you learned the material presented in Unit 3. When you complete the exercise, check your answers against those in the Answer Key following this Self-Check Exercise. If you answered any questions incorrectly, be sure to review the corresponding section of the unit before proceeding to Unit 4.

1. In a flooding incident, the Incident Commander should consider which of the following as a possible ICP location?
 - a. A location that is upstream of and on higher ground than the flooded area
 - b. A location that is directly beside the flooded area
 - c. A location that is downstream of and on higher ground than the flooded area
 - d. A location that is downstream of and at the same level as the flooded area

2. Which of the following may **NOT** be a main consideration for locating an ICP?
 - a. Expandability
 - b. Colocation with other facilities
 - c. Security
 - d. The ability to identify the ICP

3. All of the following are rationales for selecting a larger ICP **EXCEPT**:
 - a. Long-term incidents.
 - b. Incidents with multiple ICPs.
 - c. Incidents that are run under a unified command.
 - d. Incidents that require Command Staff and agency representatives.

4. A Staging Area is:
 - a. The location at which the primary command functions take place.
 - b. The location at which the primary services and support activities are located.
 - c. The section of the ICP from which resources are assigned and dispatched.
 - d. A temporary location to which personnel and equipment report.

5. In a fully expanded ICS organization, the Staging Area Manager will report to the:
 - a. Incident Commander.
 - b. Logistics Section Chief.
 - c. Facilities Unit Leader.
 - d. Operations Section Chief.

UNIT 3: SELF-CHECK EXERCISE



6. Staging Areas should be located:
 - a. Along major access routes to the incident.
 - b. Out of the way of direct hazards.
 - c. Away from operational assignments.
 - d. Near the Incident Base.

 7. Bases are used at:
 - a. Incidents that will extend over a large geographic area.
 - b. Very complex incidents only.
 - c. Every incident.
 - d. Incidents that require multiagency coordination.

 8. Casualty Collection Points are used:
 - a. In conjunction with helibases to receive and transport victims.
 - b. To receive, conduct triage, and treat victims.
 - c. In conjunction with Bases to treat injured responders.
 - d. In conjunction with local hospitals to receive victims and provide first aid treatment.
-

Read the scenario below, and use it to respond to questions 9 through 11.

Scenario:

It is the seventh day in a row of record high temperatures, and the heat wave is expected to continue through the weekend. A rock concert is planned for Saturday in Lafayette Park. With little or no wind forecast for relief, the heat index at the time of the concert is expected to be 110 degrees.

Because the concert is a planned event, local authorities are treating the concert as an incident and are identifying potential incident facilities in advance of the concert. A map of the area is shown on the next page.

Additional information that may be useful when selecting facilities includes:

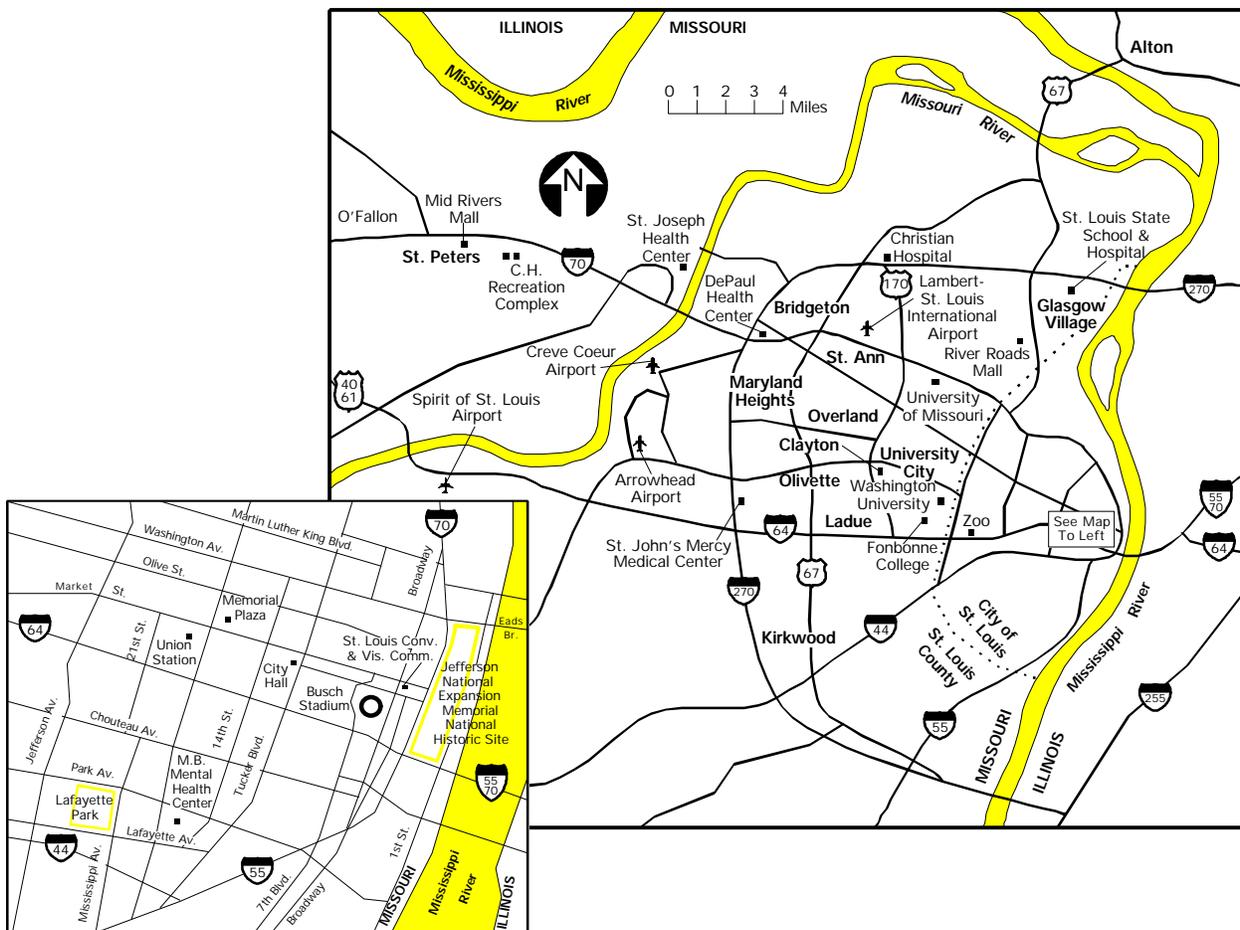
- ◆ A large, multilevel parking garage is located at the corner of Chouteau Avenue and Mississippi Avenue. Garage clearance is six feet.
- ◆ Large outdoor parking lots are located:
 - ◇ Adjacent to the M.B. Mental Health Center.
 - ◇ Adjacent to Union Station.
 - ◇ At Mississippi Avenue and I-44 (no interstate access).

UNIT 3: SELF-CHECK EXERCISE



- ◆ The nearest medical facility to Lafayette Park is located at the University of Missouri. (See large map.)
- ◆ The area between Lafayette Park and I-44 is a clear area with a grass surface and few trees.
- ◆ There is a large vacant storefront adjacent to the park at the southeast corner of Lafayette Avenue and Mississippi Avenue—and another at the southwest corner of Chouteau Avenue and Mississippi Avenue.

Use this information to answer the questions on the next page.



UNIT 3: SELF-CHECK EXERCISE



9. At what location would you locate the ICP?

10. At what location would you locate a Staging Area or Areas?

11. At what location would you locate the CCP?



1. a. A location that is upstream of and on higher ground than the flooded area (Page 3-3)
2. b. Colocation with other facilities (Page 3-3)
3. b. Incidents with multiple ICPs (Page 3-5)
4. d. A temporary location to which personnel and equipment report (Page 3-2)
5. d. Operations Section Chief (Page 3-6)
6. b. Out of the way of direct hazards (Page 3-6)
7. a. Incidents that will extend over a large geographic area (Page 3-7)
8. b. To receive, conduct triage, and treat victims (Page 3-8)
9. The ICP could be located in the vacant building at Lafayette and Mississippi. If colocation of other incident facilities is a factor, however, it may be preferable to locate the ICP in the vacant building at the corner of Chouteau and Mississippi.
10. Staging Areas could be located in any of the outdoor parking lots. Note that access to I-44 from the Mississippi Avenue lot is not an issue because Mississippi Avenue is a direct route to the incident site. Staging Areas should NOT be located at the multilevel garage at Chouteau and Mississippi because clearance is not adequate for equipment.
11. The multilevel parking garage (at Chouteau and Mississippi) could be a good location if victims can be offloaded from ambulances immediately outside the lot. The lot is close to I-70, which is the main route to the University of Missouri Medical Center. The grassy area directly across from Lafayette Park may be a good area if the public can be kept from the area.