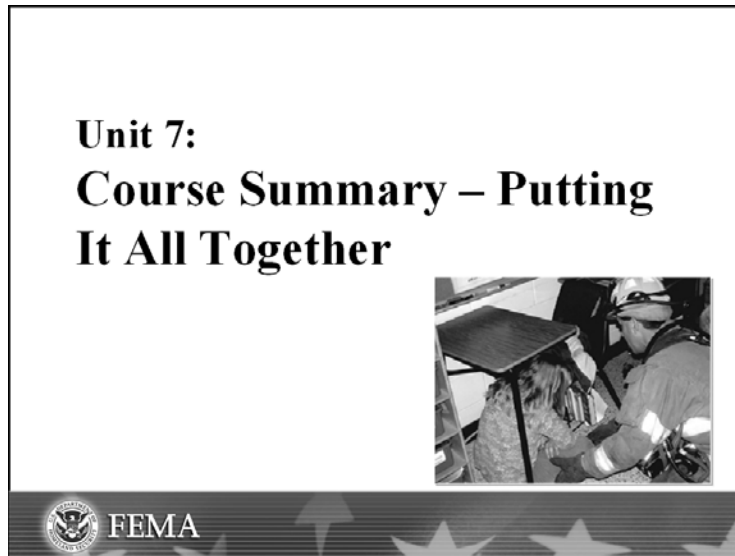

Unit 7: Course Summary – Putting It All Together



Visual 7.1



Visual Description: Unit Introduction

Instructor Notes

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 school is ready to implement ICS.



Visual 7.2

Unit Objectives

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



Visual Description: Unit Objectives

Instructor Notes

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 school's readiness for implementing ICS.
- Take the final exam.



Visual 7.3

Accountability (1 of 2)

The following principles must be adhered to:

- **Check-In.** All responders must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- **Incident Action Plan.** Response operations must be coordinated as outlined in the IAP.
- **Unity of Command.** Each individual will be assigned to only one supervisor.



Visual Description: Accountability (1 of 2)

Instructor Notes

Effective accountability during incident operations is essential. Individuals must abide by their agency policies and guidelines and any applicable local, State, or Federal rules and regulations.

The following principles must be adhered to:

- **Check-In.** All responders must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- **Incident Action Plan.** Response operations must be coordinated as outlined in the IAP.
- **Unity of Command.** Each individual will be assigned to only one supervisor.



Visual 7.4

Accountability (2 of 2)

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.



Visual Description: Accountability (2 of 2)

Instructor Notes

The following principles must be adhered to:

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.



Visual 7.5

Mobilization

At any incident:

- The situation must be assessed and the response planned.
- Managing resources safely and effectively is the most important consideration.
- Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.



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Visual Description: Mobilization

Instructor Notes

Another key feature of ICS is the importance of managing resources to adjust to changing conditions.

When a school 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 school role.

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

As school personnel, you should be mobilized or activated to join the incident response.

Unless you must take an immediate life-saving action, you should not start responding without being mobilized. The mobilization process improves safety and cuts down on unnecessary chaos.

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.



Visual 7.6

Discussion Question

What's the issue with having personnel arrive at an incident without being requested or dispatched?

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Course Summary – Putting It All Together

Visual Description: Discussion Question: What's the issue with having personnel arrive at an incident without being requested or dispatched?

Instructor Notes

What's the issue with having personnel arrive at an incident without being requested or dispatched?



Visual 7.7

Knowledge Review

Situation: Rosa is in the teacher's lounge when she hears that the gymnasium roof has collapsed. Rosa has her advanced first aid certification.

What should Rosa do?

The slide features a dark grey footer with the FEMA logo on the left, the text 'Unit 7: Course Summary – Putting It All Together' on the right, and several white arrows pointing upwards in the background.

Visual Description: Knowledge Review

Instructor Notes

Review the following situation: Rosa is in the teacher's lounge when she hears that the gymnasium roof has collapsed. Rosa has her advanced first aid certification.

What should Rosa do?



Visual 7.8

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.



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Visual Description: Recordkeeping

Instructor Notes

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.



Visual 7.9

Demobilization

- 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.



Visual Description: Demobilization

Instructor Notes

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.



Visual 7.10

Making ICS Work!

- Not going around the chain of command.
- Reporting critical information.
- Not freelancing.



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Visual Description: Making ICS Work!

Instructor Notes

Incidents succeed when everyone assumes personal accountability by:

- **Not going around the chain of command.** Only take direction from your immediate ICS supervisor (not 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 freelancing.** 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.



Visual 7.11

Check Plans, Policies, and Regulations

Do your school's preparedness plans, policies, and regulations:

- Comply with NIMS, including ICS?
- Cover all hazards?
- Include delegations of authority (as appropriate)?
- Include up-to-date information?

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Visual Description: Check Plans, Policies, and Regulations

Instructor Notes

Preparedness plans may take many forms, but the most common include:

- **School or local Emergency Operations Plans (EOPs).**

Note: EOPs are developed at the Federal, State, and local levels to provide a uniform response to all hazards that a community may face. EOPs written after October 2005 must be consistent with the National Incident Management System (NIMS).

- **Standard Operating Guidelines (SOGs) and Standard Operating Procedures (SOPs).**
- **School, jurisdictional, or agency policies.**

A jurisdiction's preparedness plans, policies, and regulations must:

- ✓ Comply with NIMS, including ICS.
- ✓ Cover all hazards and be based on risk assessments.
- ✓ Include delegations of authority (as appropriate).
- ✓ Include up-to-date information about resources available for assignment during a response.
- ✓ Include contact information for school administrators and response personnel.



Visual 7.12

Training, Credentialing, and Exercising

- Do you have sufficient qualified personnel to assume ICS Command and key General Staff positions?
- Can you verify that personnel meet established professional standards for:
 - Training?
 - Experience?
 - Performance?
- When was the last tabletop or functional exercise that practiced ICS? Do you use ICS during planned events (e.g., graduation, field trips)?



Visual Description: Training, Credentialing, and Exercising

Instructor Notes

Incident responders must be well trained and qualified. As part of the planning process, it is important to consider:

- If there are sufficient qualified personnel to assume ICS Command and General Staff positions.

Executives/Senior Officials are responsible for ensuring that a qualified Incident Commander has been designated for the incident. Some jurisdictions and schools maintain a roster of qualified Incident Commanders based on the complexity of the incident.

- If the school can verify and document that personnel meet established professional standards for:
 - Training.
 - Experience.
 - Performance.
- When the last tabletop or functional exercise was conducted to practice command and coordination functions.

Additional information on training requirements can be found at the National Integration Center Web site: www.fema.gov/nims

NIMS/ICS Preparedness Assessment

Instructions: Assess your school's readiness to implement NIMS/ICS. Read each statement and answer yes or no. For any questions that you answer no, add an action item to your planning worksheet.

	Yes	No	Not Sure
Are your school's emergency operations plan, policies, and procedures consistent with the ICS principles taught in this course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the needed communications and other equipment, and vests, badges, and other supplies to implement ICS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can responders from different agencies (e.g., fire, police, public works) communicate with school personnel during an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified qualified personnel to assume ICS Command and General Staff positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sufficient backup personnel for all key ICS positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified potential locations for ICS facilities (e.g., Incident Command Post, Staging Area, Base, Camp, Heliports, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you practice applying ICS during drills and planned events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the past year, have you conducted an exercise for Unified Command with different agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are after-action reviews conducted to identify lessons learned following exercises, drills, planned events, and incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the space below to jot down actions that you must take when you return to your school and the people that should be involved.



Visual 7.13

Additional Resources

ICS Resource Center Contents

ICS Review Document
A summary of key ICS features and principles.

ICS Training Materials and Opportunities
Access to ICS Training Materials and independent-study courses.

ICS Job Aids
Printable job aids related to ICS positions and activities.

ICS Forms
Printable versions of standard ICS forms.

ICS Position Checklists
Printable checklists of roles and responsibilities for ICS positions.

Glossary of Related Terms
Alphabetical list of terms and acronyms, with definitions.

Reference Documents
Printable versions of relevant reference documents including NIMS, NRP, and Directives.

Links
A list of applicable resource documents and web sites.

Click on a link above to view the resource center assets.

<http://www.training.fema.gov/emiweb/IS/ICSResource>

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Visual Description: Additional Resources

Instructor Notes

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



Visual 7.14

Taking the Exam

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.
- You may refer to your Student Manuals when completing this test.



Visual Description: Taking the Exam

Instructor Notes

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.

Note: You may refer to your Student Manual when completing this test.




Visual 7.15

Feedback



**Please complete the
course evaluation
form.**

**Your comments are
important!**

 **FEMA** Unit 7:
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Visual Description: Feedback

Instructor Notes

Please complete the course evaluation form. Participants' comments will be used to evaluate the effectiveness of this course and make changes for future versions.