Unit 4: Functional Areas & Positions
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Unit Objectives

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

- Describe the functions of organizational positions within the Incident Command System (ICS).
- Identify the ICS tools needed to manage an incident.
- Demonstrate the use of an ICS Form 201, Incident Briefing.

Scope

- Unit Introduction
- Unit Objectives
- Command Staff
- Expanding Incidents
- General Staff
- ICS Tools
- Activity: Using ICS Form 201, Incident Briefing
- Summary
UNIT INTRODUCTION

Key Points:

The Functional Areas and Positions unit introduces you to ICS organizational components, the Command Staff, the General Staff, and ICS tools.

This unit presents information that is similar to materials covered in the ICS-100 course. The discussion of the positions will be more detailed than the coverage in the ICS-100 course.
UNIT OBJECTIVES

Visual 4.2

Unit Objectives

- Describe the functions of organizational positions within the Incident Command System (ICS).
- Identify the ICS tools needed to manage an incident.
- Demonstrate the use of an ICS Form 201, Incident Briefing.

Key Points:

The objectives of this unit are as follows:

- Describe the functions of organizational positions within the Incident Command System (ICS).
- Identify the ICS tools needed to manage an incident.
- Demonstrate the use of an ICS Form 201, Incident Briefing.

This unit provides more indepth information on ICS.
Key Points:

The Incident Commander:

- Has overall incident management responsibility delegated by the appropriate jurisdictional authority.
- Develops the incident objectives to guide the incident planning process.
- Approves the Incident Action Plan and all requests pertaining to the ordering and releasing of incident resources.

In some situations or agencies, a lower ranking but more qualified person may be designated as the Incident Commander.
Key Points:

The Incident Commander performs all major ICS Command and General Staff responsibilities unless these functions are activated.
Key Points:

The Incident Commander may have one or more Deputies. Deputies may be assigned at the Incident Command, Section, or Branch levels. The only ICS requirement regarding the use of a Deputy is that the Deputy must be fully qualified and equally capable to assume the position.

The three primary reasons to designate a Deputy Incident Commander are to:

- Perform specific tasks as requested by the Incident Commander.
- Perform the incident command function in a relief capacity (e.g., to take over for the next operational period). In this case, the Deputy will assume the primary role.
- Represent an assisting agency that may share jurisdiction or have jurisdiction in the future.
Key Points:

The Command Staff is only activated in response to the needs of the incident. The Command Staff includes the following positions:

- Public Information Officer
- Liaison Officer
- Safety Officer
Key Points:

Discussion Question:

What are the major responsibilities of the Public Information Officer?
COMMAND STAFF

Visual 4.8

Key Points:

Discussion Question:

What are some examples of types of incidents where you might activate a Safety Officer?
Key Points:

Discussion Question:

What are the major responsibilities of the Liaison Officer?
COMMAND STAFF

Visual 4.10

Assistants

- Are subordinates of principal Command Staff positions.
- Must have technical capability, qualifications, and responsibility subordinate to the primary position.
- May also be assigned to Unit Leaders.

Key Points:

In a large or complex incident, Command Staff members may need one or more Assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her Assistants for maximum efficiency. Assistants are subordinates of principal Command Staff positions.

As the title indicates, Assistants should have a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Assistants may also be assigned to Unit Leaders (e.g., at camps to supervise unit activities).
Key Points:

- An agency or jurisdiction will often send resources to assist at an incident. In ICS these are called assisting agencies.

- 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.
Cooperating Agency

- A cooperating agency supplies assistance other than direct operational or support functions or resources to the incident management effort.

An assisting agency has direct responsibility for incident response, whereas a cooperating agency simply offers assistance.

Key Points:

- A cooperating agency is an agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

- Don’t get confused between an assisting agency and a cooperating agency!

An assisting agency has direct responsibility for incident response, whereas a cooperating agency is simply offering assistance.
**Key Points:**

- An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency.

- The Agency Representative is delegated authority to make decisions on matters affecting that agency's participation at the incident.
EXPANDING INCIDENTS

Visual 4.14

Expanding Incidents

An Incident Commander can activate and delegate authority to:

- Section Chiefs.
- Branch Directors.
- Division or Group Supervisors.
- Team or Unit Leaders.

Key Points:

- An incident may start small and then expand. As the incident grows in scope and the number of resources needed increases, there may be a need to activate Teams, Divisions, Groups, Branches, or Sections to maintain an appropriate span of control.

- The ability to delegate the supervision of resources not only frees up the Incident Commander to perform critical decisionmaking and evaluation duties, but also clearly defines the lines of communication to everyone involved in the incident.

- Next, you’ll review the major organizational elements that may be activated during an expanding incident.
Key Points:

The Operations Section is responsible for all activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations.

The Operations Section:

- 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 resources.
- May have Staging Areas and special organizations.
**KEY POINTS:**

The Operations Section Chief:

- Is responsible to the Incident Commander for the direct management of all incident-related operational activities.
- Establishes tactical objectives for each operational period.
- Has direct involvement in the preparation of the Incident Action Plan.
- May have one or more Deputies assigned.

The Operations Section Chief may have one or more Deputies assigned. The assignment of Deputies from other agencies may be advantageous in the case of multijurisdictional incidents.
Key Points:

Discussion Question:

What do you consider when selecting the location for a Staging Area.
Visual 4.18

Key Points:

- Staging Areas are set up at the incident where resources can wait for a tactical assignment.

- All resources in the Staging Area are assigned and ready for deployment. Out-of-service resources are NOT located at the Staging Area.

- After a Staging Area has been designated and named, a Staging Area Manager will be assigned. The Staging Area Manager will report to the Operations Section Chief or to the Incident Commander if the Operations Section Chief has not been designated.
Staging Areas: Chain of Command

Once designated, a Staging Area Manager will:
- Be assigned.
- Report to the Operations Section Chief.

Key Points:

After a Staging Area has been designated and named, a Staging Area Manager will be assigned. The Staging Area Manager will report to the Operations Section Chief, or to the Incident Commander if an Operations Section Chief has not been designated.
**Key Points:**

- Divisions are established to divide an incident into physical or geographical areas of operation.

- Groups are established to divide the incident into functional areas of operation.

- For example, a Damage Assessment Task Force, reporting to the Infrastructure Group Leader, could work across divisions established to manage two distinct areas of the building that had been damaged — the west side of the building (West Division) and the north side (North Division).
**Key Points:**

- Branches may be used to serve several purposes, and may be functional or geographic in nature.

- In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief.

- Branches are identified by Roman numerals or functional name.

- Branches are managed by a Branch Director. Branch Directors may have deputy positions as required. In multiagency incidents, the use of Deputy Branch Directors from assisting agencies can be of great benefit to ensure and enhance interagency coordination.
Key Points:

- Some incidents may require the use of aviation resources to provide tactical or logistical support. On smaller incidents, aviation resources will be limited in number and will report directly to the Incident Commander or to the Operations Section Chief.

- On larger incidents, it may be desirable to activate a separate Air Operations organization to coordinate the use of aviation resources. The Air Operations organization will then be established at the Branch level, reporting directly to the Operations Section Chief.

- The Air Operations Branch Director can establish two functional groups. The Air Tactical Group coordinates all airborne activity. The Air Support Group provides all incident ground-based support to aviation resources.
The Planning Section will have responsibility for:

- Maintaining resource status.
- Maintaining and displaying situation status.
- Preparing the Incident Action Plan (IAP).
- Developing alternative strategies.
- Providing documentation services.
- Preparing the Demobilization Plan.
- Providing a primary location for technical specialists assigned to an incident.

The Planning Section is typically responsible for gathering and disseminating information and intelligence critical to the incident, unless the Incident Commander places this function elsewhere.

One of the most important functions of the Planning Section is to look beyond the current and next operational period and anticipate potential problems or events.
Key Points:

The Planning Section will have a Planning Section Chief. The Planning Section Chief may have a Deputy. Technical Specialists:

- Are advisors with special skills required at the incident.
- Will initially report to the Planning Section, work within that Section, or be reassigned to another part of the organization.
- Can be in any discipline required (e.g., epidemiology, infection control, chemical-biological-nuclear agents, etc.).
Key Points:

Discussion Question:

What are the major responsibilities of each Planning Unit?
Key Points:

Early recognition of the need for a Logistics Section can reduce time and money spent on an incident. The Logistics Section is responsible for all support requirements, including:

- Communications.
- Medical support to incident personnel.
- Food for incident personnel.
- Supplies, facilities, and ground support.

It is important to remember that Logistics Unit functions, except for the Supply Unit, are geared to supporting personnel and resources directly assigned to the incident.
The Service Branch may be made up of the following units:

- **Communications Unit** is responsible for developing plans for the effective use of incident communications equipment and facilities, installation and testing of communications equipment, supervision of the Incident Communications Center, distribution of communications equipment to incident personnel, and maintenance and repair of communications equipment.

- **Medical Unit** is responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.

- **Food Unit** is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.
Key Points:

The Support Branch within the Logistics Section may include the following units:

- The **Supply Unit** is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment.

- The **Facilities Unit** is responsible for the layout and support of incident facilities (e.g., Base, Camp(s), and Incident Command Post (ICP)). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages Base and Camp operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance.

- The **Ground Support Unit** is responsible for supporting out-of-service resources; transporting personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles and other ground support equipment; and implementing the Traffic Plan for the incident.
Key Points:

The Finance/Administration Section:

- Is established when incident management activities require finance and other administrative support services.
- Handles claims related to property damage, injuries, or fatalities at the incident.

Not all incidents will require a separate Finance/Administration Section. If only one specific function is needed (e.g., cost analysis), a Technical Specialist assigned to the Planning Section could provide these services.
Key Points:

Discussion Question:

What are the major responsibilities of each Finance and Administration Unit?
ICS TOOLS

Key Points:

Some important tools you should have available at the incident include:

- ICS forms.
- Position description and responsibilities.
- Agency policies and procedures manual.
- Maps.
Key Points:

When receiving ICS forms, some questions you should ask yourself about each form are:

- **Purpose** – What function does the form perform?
- **Preparation** – Who is responsible for preparing the form?
- **Distribution** – Who needs to receive this information?
Key Points:

The Incident Briefing Form (ICS Form 201) is an eight-part form that 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.

Occasionally, the ICS Form 201 serves as the initial Incident Action Plan (IAP) until a Planning Section has been established and generates, at the direction of the Incident Commander, an IAP.

The ICS Form 201 is also suitable for briefing individuals newly assigned to the Command and General Staffs.
Sample ICS Form 201

<table>
<thead>
<tr>
<th>INCIDENT BRIEFING</th>
<th>1. Incident Name</th>
<th>2. Date</th>
<th>3. Time</th>
</tr>
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<tbody>
<tr>
<td>GPD HOSTAGE</td>
<td>5/15/06</td>
<td>1500</td>
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**Items 1 through 3**
Identification
Information

**Item 4**
Map Sketch
5. Current Organization

- Incident Commander
  Cpt. Jerry Johnson

- PIO
  Lt. Dave Hanson

- Safety Officer
  Lt. Tony Silva

- Operations Section Chief
  Lt. Craig Walker

- Planning Section Chief
  Sgt. Mike Ferrar

- Staging Area Manager
  Wilkins

- Outer Perimeter
  Div. A
  Officer Sandy Smith

  - Officer Helger
  - Officer Cargill
  - Officer DeFrance
  - Officer Mason

- Hostage Negotiation Group
  Sgt. Allen Franklin

  - Officer Candalera
  - Officer Parker
  - Officer Vincennes

- SWAT Group
  Sgt. Nelson

  - Entry Team
    Lt. Silva

  - Arrest Strike Team
    Sgt. Formosa

  - Inner Perimeter Strike Team
    Sgt. Williams

Page 2 of 3  Prepared by (name/position)  Sgt. Mike Ferrar, Planning SC
6. Resources Summary

<table>
<thead>
<tr>
<th>Resources Ordered</th>
<th>Resource Identification</th>
<th>ETA</th>
<th>On Scene</th>
<th>Location/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Commander</td>
<td>Cpt. Johnson GPD</td>
<td>X</td>
<td>ICP</td>
<td>Fire Station 10895 W Emerald</td>
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<tr>
<td>Public Info Officer</td>
<td>Lt. Dave Hanson</td>
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<td>ICP</td>
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</tr>
<tr>
<td>Safety Officer</td>
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<td>ICP</td>
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<td>Operations SC</td>
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<tr>
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<td>Staging</td>
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<td>Planing SC</td>
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<td>Officer Mason GPD</td>
<td>X</td>
<td>Division A OP5</td>
<td></td>
</tr>
</tbody>
</table>

7. Summary of Current Actions

**Status:** Houses inside the outer perimeter have been evacuated, and neighbors interviewed. Outer perimeter secured. Inner perimeter sniper/observers stationed (residents have signed agreements allowing SWAT to use houses as observation platforms). SWAT Group developing tactical plan. Ambulance and paramedics in staging. Dispatch updated. Lifeflight placed on standby. Negotiation Group is interviewing a friend of the girlfriend (hostage) and awaiting arrival of subject’s parents. Contact has not been established with the subject. Power and gas companies have been notified; representatives are en route.

**Initial Objectives:**

1. Evacuate houses within the outer perimeter by 1500.
2. Secure outer perimeter from foot and vehicular traffic by 1500.
3. Secure inner perimeter so that subject is not able to escape armed by 1500.
4. Open negotiation with subject for release of hostage and peaceful surrender by 1600.
5. Prepare tactical entry contingency plan by 1630.

**Subject Profile/Incident History:** Ken Williams, 1015 Mesquite Street, (wm, 6’2”, 190 lbs. brown/brown DOB 4/27/87) is a high school dropout whose girlfriend, Andrea Hillerman, recently broke up with him. Marsha Anderson (a friend of the girl) has told hostage negotiators that the reason for the breakup was that he was physically abusive to her. Andrea had gone to his parents’ house, where he lives with his mother and father, to retrieve some of her belongings. No one else was home. Once inside, he took her hostage. She managed to call 911 on her cell phone and reported that he had “lots of guns and bomb stuff” and was threatening to kill himself and her. The call was broken off, and police have been unable to establish contact with her. Williams has no prior police record.
Key Points:

The following commonly used ICS forms can be found on the NIMS Resource Center at http://www.fema.gov/nims:

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 203, Organization Assignment List
- ICS Form 204, Assignment List
- ICS Form 205, Incident Radio Communications Plan
- ICS Form 206, Medical Plan
- ICS Form 207, Organizational Chart
- ICS Form 209, Incident Status Summary
- ICS Form 210, Status Change Card
- ICS Form 211, Check-In List
- ICS Form 213, General Message
- ICS Form 214, Unit Log
- ICS Form 215, Operational Planning Worksheet
- ICS Form 215a, Incident Action Plan Safety Analysis
- ICS Form 216, Radio Requirements Worksheet
- ICS Form 217, Radio Frequency Assignment Worksheet
- ICS Form 218, Support Vehicle Inventory
- ICS Form 220, Air Operations Summary
- ICS Form 221, Demobilization Plan
- ICS Form 308, Resource Order Form
ACTIVITY: USING ICS FORM 201

Visual 4.35

Activity: Using ICS Form 201

Instructions: Working with your team...
1. Read the scenario in your Student Manual.
2. Complete the missing elements in the ICS Form 201, Incident Briefing, including:
   - Section 4
   - Section 5
   - Section 6
3. Choose a spokesperson and be prepared to present your work in 30 minutes.

Key Points:

Activity Purpose: To give you practice completing ICS Form 201 using information from a scenario incident.

Instructions: Working in your team:

1. Read the scenario on the following page of your Student Manual.

2. Complete the missing elements in the ICS Form 201, Incident Briefing, for the Emerald City Floods incident provided in your Student Manual, including:
   - Section 4 – Sketch: Identify and locate the incident facilities on the sketch provided.
   - Section 5 – Current Organization: Create an organizational chart for this incident.
   - Section 6 – Resource Summary:
     - Complete column 1 listing the resources ordered. (Base this list on the anticipated needs and incident objectives.)
     - In column 2, identify the resources by position, training level, or type.
     - In column 3, indicate if the resource is on scene or the time it should arrive.
     - In column 4, indicate the location where the resource is or will be assigned.

3. Choose a spokesperson to present your completed ICS Form 201. Be prepared to present your work in 30 minutes.

(Continued on next page.)
UNIT 4. FUNCTIONAL AREAS & POSITIONS

ACTIVITY: USING ICS FORM 201

Scenario

Status:

See map for projected inundation zone and impacted facilities. Floodwaters are projected to crest by 1800 3/15.

Initial Incident Objectives:

- Provide safety information and gear to personnel before they begin work assignments.
- Establish and publish schedule for press conferences by 1400.
- Evacuate vulnerable populations and areas of the city that may be cut off by floodwaters by 1800 today.
- Develop strategy to protect buildings and infrastructure from floodwaters by 1900 today.

Current Actions:

Command Post established in parking lot at Fire Station in Tactical Mobile Command Vehicle. Divisions A, B, C assigned to alert and warning in projected inundation zone; estimate completion by 1330. American Red Cross contacted to open shelter at Lafayette Middle School by 1400-briefed on evacuees from Lake Emerald Independent Living Center. Nursing Home and Lake Emerald Independent Living notified to implement evacuation plans not later than 1400. Lake Emerald confirms adequate transportation. City Water Authority notified to protect water treatment plant by 1600. Rapid River Nuclear Power Plant staff notified and implementing flood SOP by 1600. PIO has prepared public service announcement, awaiting approval by City Manager; press conference scheduled for 1330 at City Hall. Emerald City EOC in the process of being activated. County EOC in the process of being activated. Emerald City Hospital notified and prepared to receive Nursing Home evacuees by 1600. Resources ordered to support Water Treatment Plant Group and Nursing Home Evacuation Group. Edison Electric, Commonwealth Gas Co., and City Transit notified.

Weather:

Current weather pattern continues through midnight, then partial clearing. Highs in the mid 40s, lows in the high 30s. Chance of precipitation 60% through midnight, reducing to 40% after midnight. Expected precipitation next 24 hours 0.75 inches. Winds from the west 10-15 mph.

Safety Message:

Avoid skin contact with floodwaters. Drive with lights on. Watch for downed power lines in flood vicinity. Wear personal flotation devices when near/around water. Monitor City radio frequency F2 for safety updates.
ACTIVITY: USING ICS FORM 201

Worksheet: ICS Form 201 (Page 1 of 3)

<table>
<thead>
<tr>
<th>INCIDENT BRIEFING</th>
<th>1. Incident Name</th>
<th>2. Date</th>
<th>3. Time</th>
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<td>ELMER CITY FLOOD</td>
<td>3/15/06</td>
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4. Map Sketch
### ACTIVITY: USING ICS FORM 201

**Worksheet: ICS Form 201 (Page 2 of 3)**

<table>
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<th>5. Current Organization</th>
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Page 2 of 3  
Prepared by (name/position)
ACTIVITY: USING ICS FORM 201

Worksheet: ICS Form 201 (Page 3 of 3)

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7. Summary of Current Actions

Status:
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Initial Incident Objectives:
- Provide safety information and gear to personnel before they begin work assignments.
- Establish and publish schedule for press conferences by 1400.
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Safety Message: Avoid skin contact with floodwaters. Drive with lights on. Watch for downed power lines in flood vicinity. Wear personal flotation devices when near/around water. Monitor City radio frequency F2 for safety updates.
ACTIVITY: USING ICS FORM 201

Sample Answers: ICS Form 201 (Page 1 of 3)

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</thead>
<tbody>
<tr>
<td>EMERALD CITY FLOOD</td>
<td>3/15/06</td>
<td>12:30</td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 3
5. Current Organization

Incident Commander
Cpt. Dave Gordon

PIO
Lt. Cheryl Martin

Safety Officer
Lt. Jack Dominguez

Operations Section Chief
Sgt. Jim Hanson

Planning Section Chief
Sgt. Carol Baker

Division A
Lt. Mike Fielding
  Officer A
  Officer B
  Officer C

Division B
Sgt. Fred Potter
  Officer D
  Officer E
  Officer F
  Officer G
  Officer H

Division C
Sgt. Maria Sanchez

Water Group
Bill White

Nursing Home Group
Cpt. Bill Wu

Officer I

Officer J
## 6. Resources Summary

<table>
<thead>
<tr>
<th>Resources Ordered</th>
<th>Resource Identification</th>
<th>ETA</th>
<th>On Scene</th>
<th>Location/Assignment</th>
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<tbody>
<tr>
<td>Incident Commander</td>
<td>Captain Gordon EPD</td>
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<td>X</td>
<td>ICP-Fire Station</td>
</tr>
<tr>
<td>Operations SC</td>
<td>Sgt. Hanson EPD</td>
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<td>X</td>
<td>ICP-Fire Station</td>
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<tr>
<td>PIO</td>
<td>Lt. Martin EPD</td>
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<td>ICP-Fire Station</td>
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<tr>
<td>Division A Sup</td>
<td>Lt. Fielding EPD</td>
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<td>Division A-Industrial Park</td>
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<td>Sgt. Potter EPD</td>
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<td>Division B-Nursing Home/Independent Living</td>
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<td>Sgt. Sanchez EPD</td>
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<td>Bill White EWA</td>
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<td>2 Dump trucks</td>
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<td>2 Front Loaders</td>
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<td>1315</td>
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<td>1 Backhoe</td>
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<td>1300</td>
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<td>Water Group</td>
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<td>Captain Wu EFS</td>
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<td>3 BLS Ambulances</td>
<td>A2, A4, A7</td>
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<tr>
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<td>Lt. Dominguez EFD</td>
<td>1245</td>
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<td>Nursing Home Group evacuation</td>
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<td>Planning SC</td>
<td>Sgt. Baker</td>
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## 7. Summary of Current Actions

**Status:**
See map for projected inundation zone and impacted facilities. Floodwaters are projected to crest by 1800 3/15.

**Initial Incident Objectives:**
1. Ensure safety of responders and public in impact area.
2. Ensure effective public information.
3. Evacuate vulnerable populations and areas of the city that may be cut off by floodwaters.
4. Protect buildings and infrastructure from floodwaters.

**Current Actions:** Command Post established in parking lot at Fire Station in Tactical Mobile Command Vehicle. Divisions A, B, C assigned to alert and warning in projected inundation zone; estimate completion by 1330. American Red Cross contacted to open shelter at Lafayette Middle School by 1400-briefed on evacuees from Lake Emerald Independent Living Center. Nursing Home and Lake Emerald Independent Living notified to implement evacuation plans not later than 1400. Lake Emerald confirms adequate transportation. City Water Authority notified to protect water treatment plant by 1600. Rapid River Nuclear Power Plant staff notified and implementing flood SOP by 1600. PIO has prepared public service announcement, awaiting approval by City Manager; press conference scheduled for 1330 at City Hall. Emerald City EOC in the process of being activated. County EOC in the process of being activated. Emerald City Hospital notified and prepared to receive Nursing Home evacuees by 1600. Resources ordered to support Water Treatment Plant Group and Nursing Home Evacuation Group. Edison Electric, Commonwealth Gas Co., and City Transit notified.

**Weather:** Current weather pattern continues through midnight, then partial clearing. Highs in the mid 40s, lows in the high 30s. Chance of precipitation 60% through midnight, reducing to 40% after midnight. Expected precipitation next 24 hours 0.75 inches. Winds from the west 10-15 mph.

**Safety Message:** Avoid skin contact with floodwaters. Drive with lights on. Watch for downed power lines in flood vicinity. Wear personal flotation devices when near/around water. Monitor City radio frequency F2 for safety updates.
SUMMARY

Key Points:

Are you now able to:

- Describe the functions of organizational positions within the Incident Command System (ICS)?
- Identify the ICS tools needed to manage an incident?
- Demonstrate the use of an ICS Form 201, Incident Briefing?

The next unit will cover briefings—the types, components, and presentation of incident briefings.