Module 6

Review of the Incident Command System
Module 6: Objectives

- Discuss the three purposes of the Incident Command System (ICS)
- Outline the five management functions
- Describe the four Command Staff positions
- Define ICS terminology
- Describe the six steps of the incident planning process
What is ICS?

ICS

- Is a standardized, on-scene all-hazard incident management concept
- Allows its users to adopt an integrated organizational structure
  - Matching the complexities and demands of single or multiple incidents
  - Not hindered by jurisdictional boundaries
Purpose of ICS

- Using best practices, ICS ensures
  - Safety of responders and others
  - Achievement of tactical objectives
  - Efficient use of resources
Requirements for Use of ICS

- National Incident Management System (NIMS)
- Superfund Amendments and Reauthorization Act (SARA) – 1986
- Occupational Safety and Health Administration (OSHA) Rule 1910.120
- State and Local regulations
History of ICS

Developed in the 1970’s

**Firefighting Resources of California Organized for Potential Emergencies**

(FIRESCOPE)
History of ICS

• Weaknesses in incident management before ICS
  – Lack of accountability
  – Poor communication
  – Lack of a planning process
  – Overloaded Incident Commanders
  – No method to integrate interagency requirements

• ICS provides an organized system to manage incidents and addresses these weaknesses
Basic Features of ICS (1)

- Common terminology
- Modular organization
- Management by objectives
- Reliance on an Incident Action Plan (IAP)
- Chain of command and unity of command
- Unified Command
- Manageable span of control
Basic Features of ICS

- Predesignated incident locations and facilities
- Resource management
- Information and intelligence management
- Integrated communications
- Transfer of command
- Accountability
- Mobilization
Key Benefits of ICS

• Manages routine or planned events, of any size or type
  – Establishes a clear chain of command

• Personnel from different agencies or departments can be integrated
  – Provides a common structure
    • Effectively address issues
    • Delegate responsibilities

• Provides logistical and administrative support to operational personnel

• Ensures key functions are covered and eliminates duplication
ICS Management Organization

• ICS is a management system and not an organizational chart

• ICS principal tenets
  – Every incident or event requires that certain management functions be performed
    • Problems are evaluated
    • A plan developed to correct/address the problem
    • Implement corrective actions
    • Assign necessary resources
  – The ICS organization does NOT correlate to the administrative structure of the agency
    • Normal roles may not be assumed in ICS
ICS Management Functions

- Five management functions
  - Command
  - Logistics
  - Planning
  - Finance/Administration
  - Operations
ICS Management: Command

- **Command**
  - Sets the objectives
  - Devises strategies and priorities
  - Maintains overall responsibility for managing the incident

- **The Incident Commander**
  - Is the only position always filled in on an incident regardless of its nature
  - May be able to accomplish all five management functions alone on small scale incidents
  - On larger incidents effective management may require that each function be established as a separate Section
ICS Management: Operations

- Operations
  - Conducts the tactical operations
  - Carries out the plan using defined objectives
  - Directs all needed resources
ICS Management: Planning

- Planning
  - Collects and evaluates information for decision support
  - Maintains resource status
  - Prepares documents such as the Incident Action Plan
  - Maintains documentation for incident reports
ICS Management: Logistics and Finance/Administration

- **Logistics**
  - Provides support, resources, and other essential services to meet the operational objectives

- **Finance/Administration**
  - Monitors costs related to the incident
  - Provides accounting, procurement, time recording, and cost analyses
ICS Command Staff (1)

- The Command Staff include:
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
ICS Command Staff (2)

- Public Information Officer
  - Advises the Incident Commander on information dissemination and media relations
  - Obtains information from and provides information to the Planning Section
  - Obtains information from and provides information to the community and media

- Safety Officer
  - Advises the Incident Commander on issues regarding incident safety
  - Works with the Operations Section to ensure the safety of field personnel
  - Ensures safety of all incident personnel
ICS Command Staff (3)

- **Liaison Officer**
  - Serves as a point of contact for agency representatives supporting the operations
  - Provides briefings to and answers questions from supporting agencies
ICS Terminology

- Unified command
- Sections
- Divisions
- Groups
- Branches
- Task Forces
- Strike Teams
- Single Resources
- Transfer of command
Unified Command

- Enables all responsible agencies to manage an incident
  - Establish a common set of incident objectives and strategies
- Allows Incident Commanders to make joint decisions by establishing a single command structure
- Maintains unity of command
  - Each employee only reports to one supervisor
Sections

• Organizational levels with responsibility for a major functional area of the incident
  – Operations
  – Planning
  – Logistics
  – Finance/Administration

• The person in charge is the Chief
Divisions and Groups

- **Divisions**
  - Divide an incident geographically
  - Is led by a Supervisor

- **Groups**
  - Established based on the needs of an incident.
  - Labeled according to the job that they are assigned
  - Managed by a Supervisor
  - Work wherever their assigned task is needed and are not limited geographically
Branches and Units

• **Branches**
  – Established if the number of Divisions or Groups exceeds the span of control
  – Have functional or geographical responsibility for major parts of incident operations
  – Managed by a Branch Director

• **Units**
  – Organizational elements that have functional responsibility for a specific activity
Task Forces

- Task Forces are a combination of mixed resources with common communications
- Operate under the direct supervision of a Task Force Leader
Strike Teams

- Strike Teams are a set number of resources
  - Of the same kind and type
  - With common communications
  - Operate under the direct supervision of a Strike Team Leader
Single Resources

- An individual(s) or piece of equipment with its personnel complement; or,

- A crew or team of individuals with an identified supervisor
Transfer of Command

- Moves the responsibility for incident command from one Incident Commander to another
- Must include a transfer of command briefing
  - Oral
  - Written
  - Both oral and written
# ICS Supervisory Titles

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<thead>
<tr>
<th>Organizational Level</th>
<th>Title</th>
<th>Support Position</th>
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<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander</td>
<td>Deputy</td>
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<tr>
<td>Command Staff</td>
<td>Officer</td>
<td>Assistant</td>
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<tr>
<td>General Staff (Section)</td>
<td>Chief</td>
<td>Deputy</td>
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<tr>
<td>Branch</td>
<td>Director</td>
<td>Deputy</td>
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<tr>
<td>Division/Group</td>
<td>Supervisor</td>
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<tr>
<td>Unit</td>
<td>Leader</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Strike Team/Task Force</td>
<td>Leader</td>
<td>Single Resource</td>
<td></td>
</tr>
</tbody>
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Hospital Incident Command System
The Incident Planning Process (1)

- Six Steps in Incident Planning
  1. Understanding policy and direction
  2. Assessing the situation
  3. Establishing incident objectives
  4. Determining appropriate strategies to achieve the objectives
The Incident Planning Process (2)

• Six Steps in Incident Planning
  5. Providing tactical direction and ensuring that it is followed
     • Example: The correct resources assigned to complete a task and their performance monitored
  6. Providing necessary back-up
     • Assigning more or fewer resources
     • Changing tactics
Review: Module 6
Key Points (1)

• Benefits of ICS are:
  – Manages routine or planned events
  – Establishes a clear chain of command
  – Provides a common structure
  – Provides logistical and administrative support to operational personnel
  – Ensures key functions are covered and eliminates duplication
Key Points

ICS is modular and scalable to the scope and magnitude of the incident
  – Incident Commander always activated
  – Other positions activated as needed

There are five management functions
  – Command
  – Operations
  – Planning
  – Logistics
  – Administration
Review: Module 6

Key Points (3)

- ICS provides a common terminology and position titles to enhance standardization among agencies and responders