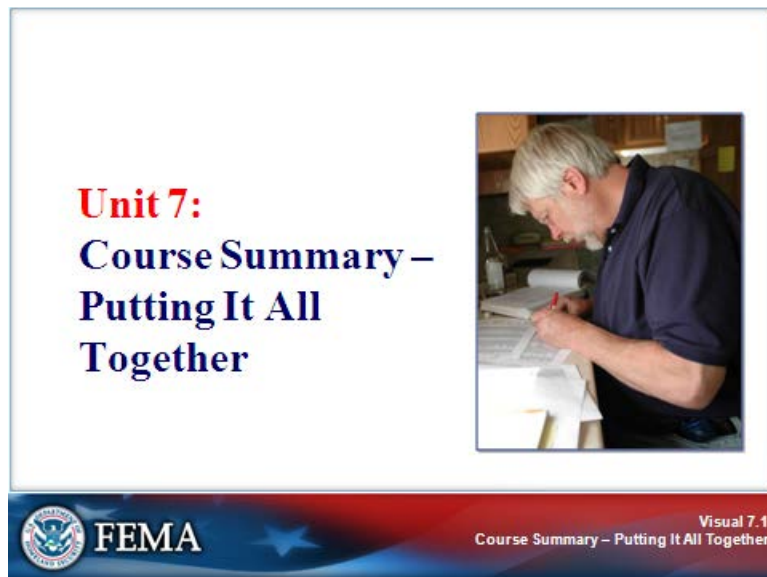# UNIT 7: COURSE SUMMARY – PUTTING IT ALL TOGETHER

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UNIT INTRODUCTION

Visual 7.1

Key Points

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 organization is ready to implement ICS.
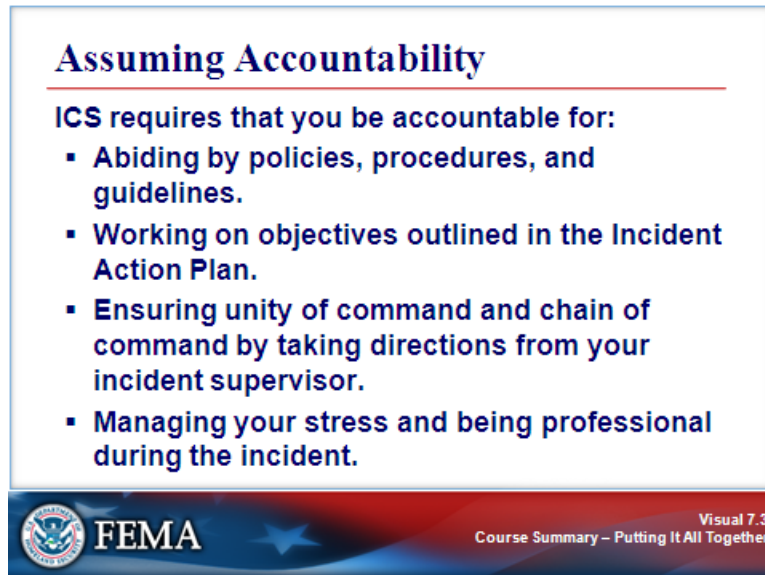
UNIT INTRODUCTION

Visual 7.2

Key Points

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

ASSUMING ACCOUNTABILITY

Visual 7.3

Key Points

ICS requires that you be accountable for:

- Abiding by policies, procedures, and guidelines.
- Working on objectives outlined in the Incident Action Plan.
- Ensuring unity of command and chain of command by taking directions from your incident supervisor.
- Managing your stress and being professional during the incident.

Are you ready to assume accountability?

DISPATCH/DEPLOYMENT AND CHECK-IN

Visual 7.4

Key Points

When an 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 role.

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

Do you know the procedure for being dispatched/deployed to an incident? Do you know the procedure for check-in?

DISPATCH/DEPLOYMENT AND CHECK-IN

Visual 7.5

Key Points

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.

Do you have a checklist to help ensure that you receive all needed information?

RECORDKEEPING

Visual 7.6

Key Points

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.

LENGTHY ASSIGNMENTS

Visual 7.7

Key Points

Many incidents last only a short time. However, if you were asked to deploy to support a lengthy assignment away from home, you would need to prepare yourself and your family.

Have you:

- **Assembled a travel or go-kit containing any special technical information (e.g., maps, manuals, contact lists, and reference materials)?**
- **Prepared personal items needed for your estimated length of stay, including medications, cash, credit cards, etc.?**
- **Made arrangements to take care of your personal and home matters?**

DEMOBILIZATION

Visual 7.8
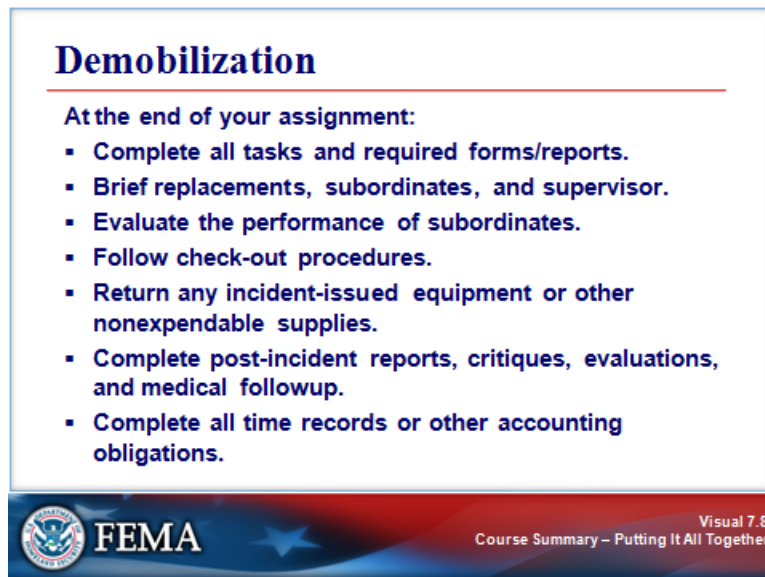
Key Points

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.

MAKING ICS WORK

Visual 7.9
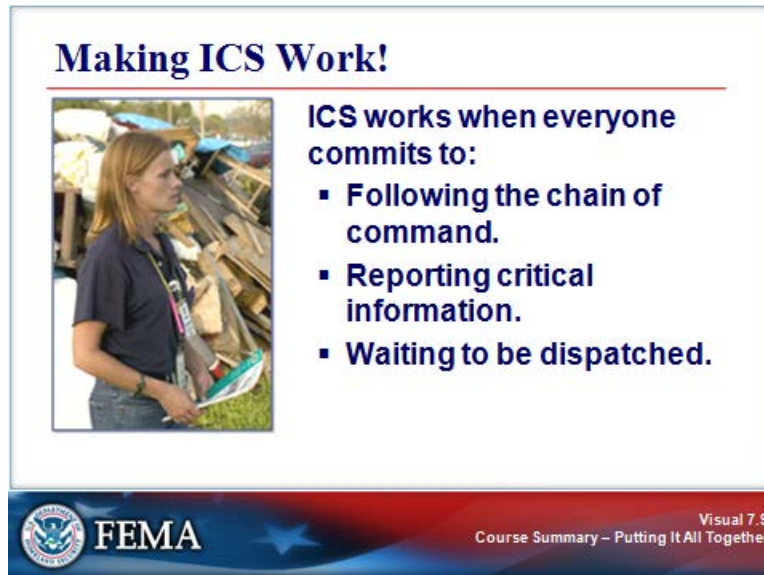
Key Points

Using ICS at incidents succeeds when everyone assumes personal accountability by:

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

ADDITIONAL RESOURCES

Visual 7.10
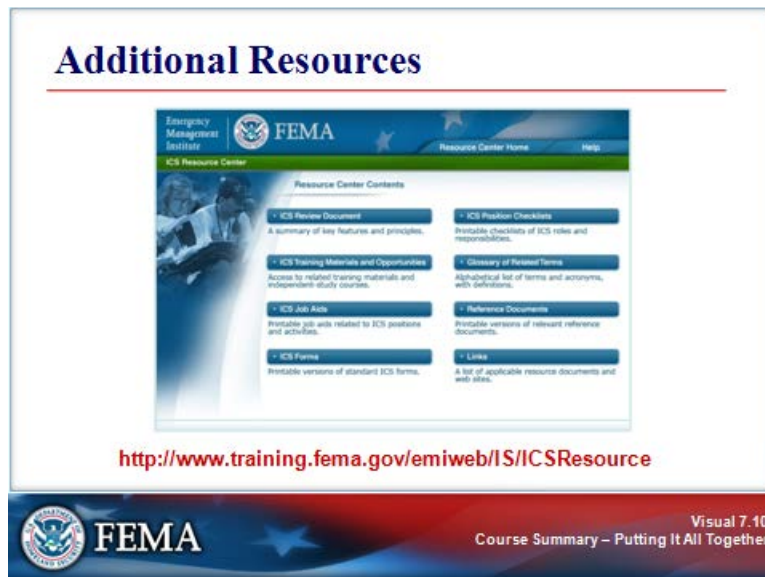
Key Points

Additional resources can be found at the EMI online ICS Resource Center. The Resource Center can be accessed at http://www.training.fema.gov/emiweb/IS/ICSResource.

FINAL EXAM

Visual 7.11

Key Points

Instructions:

1. Take a few moments to review your Student Manual 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…
   o   Read each item carefully.
   o   Circle your answer on the test.
   o   Check your work and take the test online.

You may refer to your Student Manual and the NIMS document when completing this test.

FINAL EXAM

Your Notes:

COURSE EVALUATION

Visual 7.12

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.

Your Notes: