Unit 3:
ICS Features and Principles
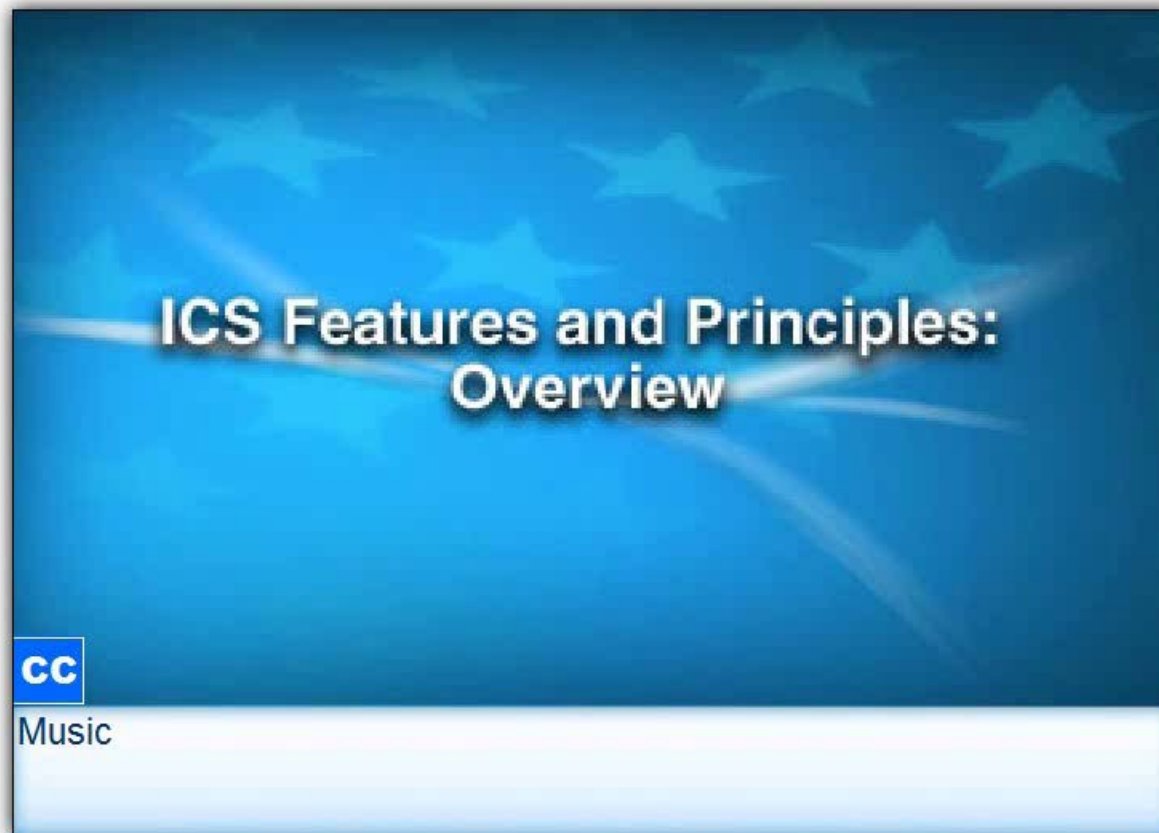
Unit Objectives

- **Describe the basic features of ICS.**

- **Select the correct terminology for ICS facilities.**

- **Identify common tasks related to personal accountability.**

Unit List

- ✓ **Course Overview**
- ✓ **ICS Overview**
- → **ICS Features & Principles**
- • **Incident Commander & Command Staff Functions**
- • **General Staff Functions**
- • **Unified Command**
- • **Course Summary – Putting It All Together**

ICS Features and Principles: Overview

CC
Music

Click on image to start the video.

ICS Features: Overview

- **Standardization**
  - **Common terminology**
- **Command**
  - **Establishment and transfer of command**
  - **Chain of command and unity of command**
- **Planning/Organizational Structure**
  - **Management by objectives**
  - **Incident Action Plan (IAP)**
  - **Modular organization**
  - **Manageable span of control**
- **Facilities and Resources**
  - **Comprehensive resource management**
  - **Incident locations and facilities**
- **Communications/Information Management**
  - **Integrated communications**
  - **Information and intelligence management**
- **Professionalism**
  - **Accountability**
  - **Dispatch/Deployment**

Common Terminology – No Codes!

Using common terminology helps define:

- **Organizational functions.**
- **Incident facilities.**
- **Resource descriptions.**
- **Position titles.**

Discussion Question

Why should you use plain English during an incident response?

Why Plain English?

EMT = Emergency Medical Treatment

EMT = Emergency Medical Technician

EMT = Emergency Management Team

EMT = Eastern Mediterranean Time (GMT+0200)

EMT = Effective Methods Team

EMT = Effects Management Tool

EMT = El Monte, CA (airport code)

EMT = Electron Microscope Tomography
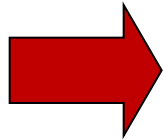
EMT = Email Money Transfer

ICS Features: Overview

- **Standardization**
  - **Common terminology**

➡️ ## Command
  - **Establishment and transfer of command**
  - **Chain of command and unity of command**
- **Planning/Organizational Structure**
  - **Management by objectives**
  - **Incident Action Plan (IAP)**
  - **Modular organization**
  - **Manageable span of control**

- **Facilities and Resources**
  - **Comprehensive resource management**
  - **Incident locations and facilities**
- **Communications/Information Management**
  - **Integrated communications**
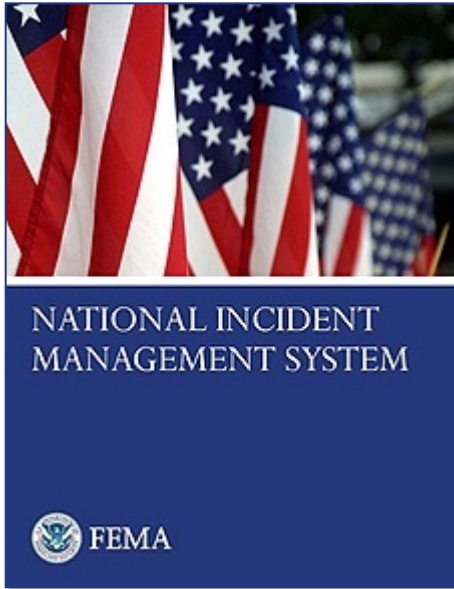 - **Information and intelligence management**
- **Professionalism**
  - **Accountability**
  - **Dispatch/Deployment**

Command: Definition

Command: The act of directing, ordering, or controlling, by virtue of explicit statutory, regulatory, or delegated authority.

At an incident scene, the Incident Commander has the authority to assume command!

Transfer of Command

- **Moves the responsibility for command from one Incident Commander to another.**

- **Must include a transfer of command briefing (which may be oral, written, or both).**
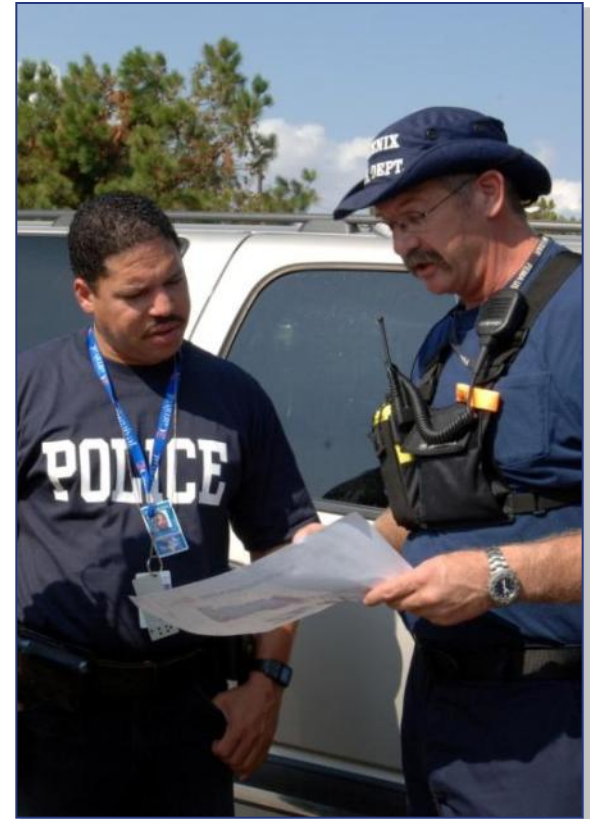
When Command Is Transferred

- **A more qualified Incident Commander arrives.**

- **A jurisdiction or agency is legally required to take command.**

- **Incident complexity changes.**

- **The current Incident Commander needs to rest.**

Discussion Question

What would you include in a transfer of command briefing?

Chain of Command

Chain of command:

- **Is an orderly line of authority within the response organization.**

- **Allows incident managers to direct and control the actions of all personnel under their supervision.**

- **Avoids confusion by requiring that orders flow from supervisors.**

- **Does not prevent personnel from sharing information.**

Unity of Command

Under unity of command, personnel:

- **Report to only <u>one</u> incident supervisor.**
- **Receive work assignments only from the assigned supervisor.**

Activity: Assuming Command

Instructions: Working as a team . . .

1. **Review the scenario and the discussion question presented in the Student Manual.**

2. **Choose a spokesperson to record your responses.**

3. **Be prepared to share your answers in 5 minutes.**

ICS Features: Overview

- **Standardization**
  - **Common terminology**
- **Command**
  - **Establishment and transfer of command**
  - **Chain of command and unity of command**

➡️ **Planning/Organizational Structure**
  - **Management by objectives**
  - **Incident Action Plan (IAP)**
  - **Modular organization**
  - **Manageable span of control**

- **Facilities and Resources**
  - **Comprehensive resource management**
  - **Incident locations and facilities**
- **Communications/Information Management**
  - **Integrated communications**
  - **Information and intelligence management**
- **Professionalism**
  - **Accountability**
  - **Dispatch/Deployment**

Management by Objectives

Priorities for incident objectives are:

#1: Life Safety

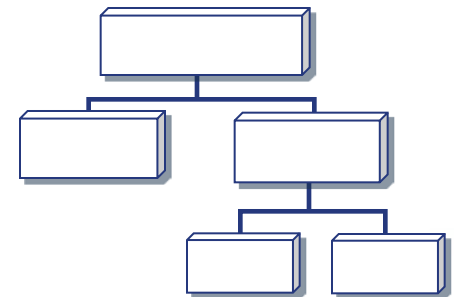#2: Incident Stabilization

#3: Property/ Environmental Preservation

ICS Organization

Differs from day-to-day organizational structures and positions by:

- **Using unique ICS position titles and organizational structures.**

- **Assigning personnel based on expertise, not rank. For example, a director may not hold that title when deployed under an ICS structure.**
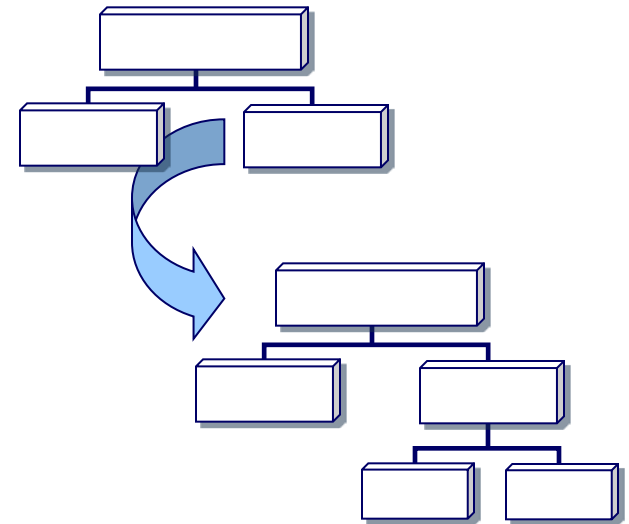
Modular Organization

Incident command organizational structure is based on:

- **Size, type, and complexity of the incident.**

- **Specifics of the hazard environment created by the incident.**

- **Incident planning process and incident objectives.**

Incident Action Planning

Every incident must have an Incident Action Plan (IAP) that:

- **Specifies the incident objectives.**
- **States the activities.**
- **Covers a specified timeframe, called an operational period.**
- **May be oral or written.**

Incident Action Plan

Elements of an Incident Action Plan

Every IAP must have four elements:

- **What do we want to do?**

- **Who is responsible for doing it?**

- **How do we communicate with each other?**

- **What is the procedure if someone is injured?**

Activity: Incident Action Plan

Instructions: Working as a team . . .

1. **Identify four items you would include in an IAP for the severe weather scenario in Unit 2.**

2. **Write these items on chart paper.**

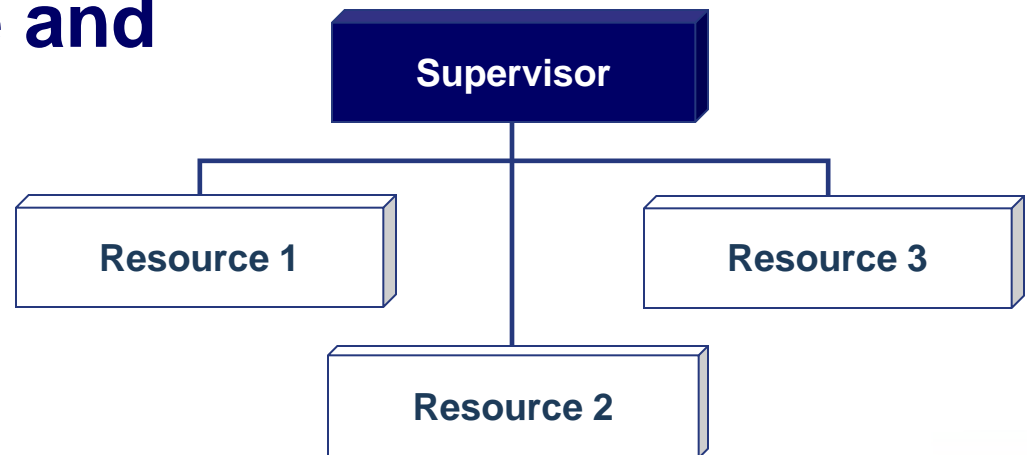3. **Select a spokesperson. Be prepared to present in 5 minutes.**

Manageable Span of Control

Span of control:

- **Pertains to the number of individuals or resources that one supervisor can manage effectively during an incident.**

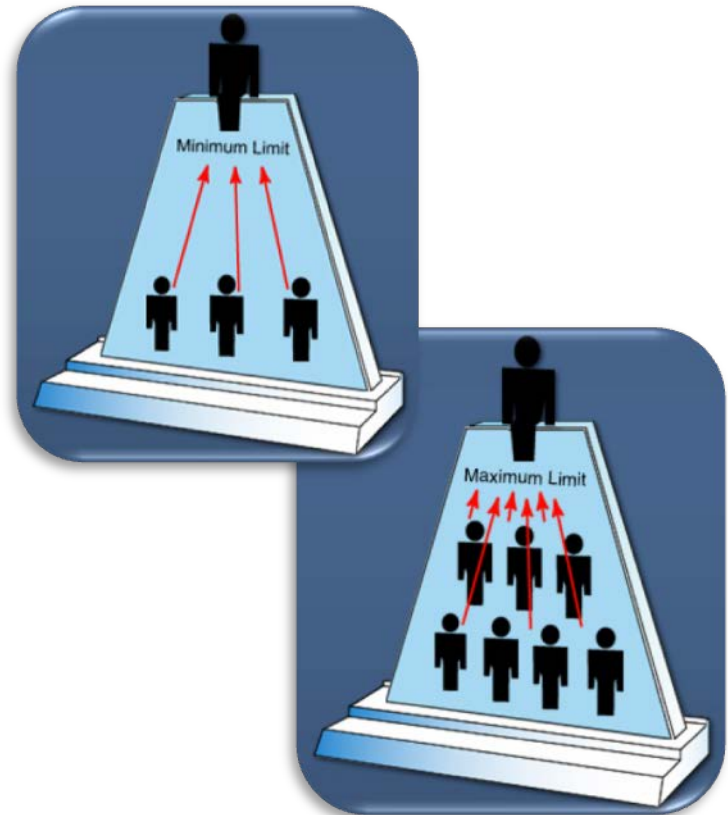- **Is key to effective and efficient incident management.**

ICS Management: Span of Control

ICS span of control for any supervisor:

- **Is between 3 and 7 subordinates.**
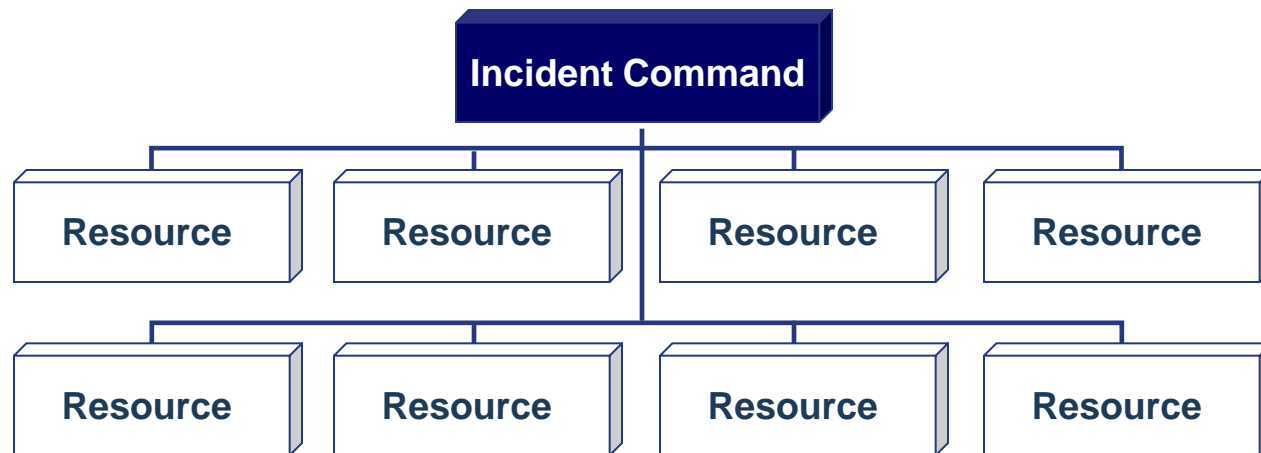
- **Optimally does not exceed 5 subordinates.**

Minimum Limit

Maximum Limit

Activity: Span of Control
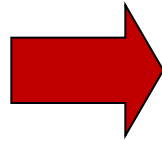
Instructions: Working individually . . .

1. Review the scenario and answer the question presented in the Student Manual.

2. Be prepared to share your answer in 5 minutes.

Incident Command

Resource	Resource	Resource	Resource
Resource	Resource	Resource	Resource

ICS Features: Overview

- **Standardization**
  - **Common terminology**
- **Command**
  - **Establishment and transfer of command**
  - **Chain of command and unity of command**
- **Planning/Organizational Structure**
  - **Management by objectives**
  - **Incident Action Plan (IAP)**
  - **Modular organization**
  - **Manageable span of control**

➡️ **Facilities and Resources**
  - **Comprehensive resource management**
  - **Incident locations and facilities**
- **Communications/Information Management**
  - **Integrated communications**
  - **Information and intelligence management**
- **Professionalism**
  - **Accountability**
  - **Dispatch/Deployment**

Click on image to start the video.

Incident Facility Map Symbols

Incident Command Post	Staging Area	Base	Camp, Helibase, and Helispot
	S	**B**	**C** **H** H-3

Incident Facilities: Summary

- **A single Incident Command Post should be established on all incidents—even small ones!**

- **Incidents may require additional facilities (e.g., a call center).**

- **Areas may be predesignated incident facilities for the surrounding community (e.g., shelters, staging areas, helibases, medical centers).**

FEMA

Resources: Definition

Resources are personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.
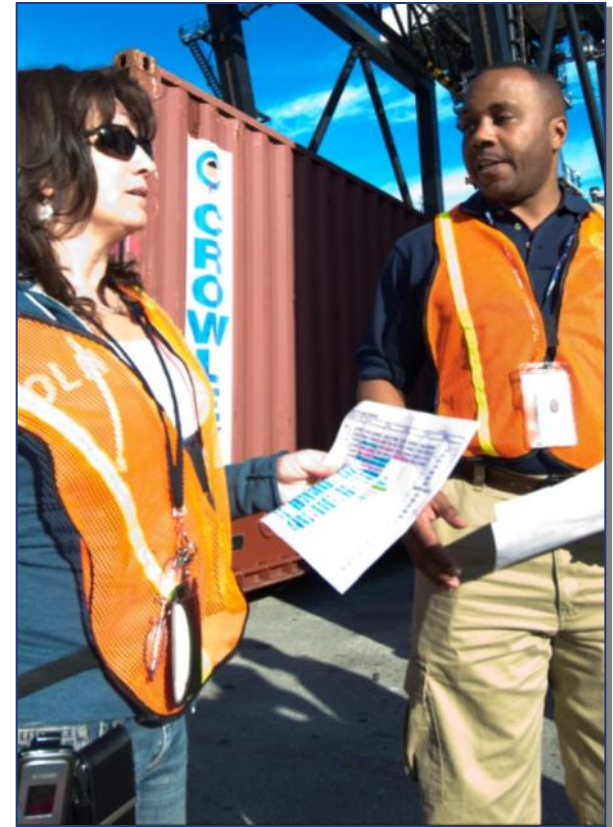
Resource Management

Resource management includes processes for:

- **Categorizing resources.**
- **Ordering resources.**
- **Dispatching resources.**
- **Tracking resources.**
- **Recovering resources.**
- **Reimbursing other organizations.**

Activity: Staging Areas

Instructions: Working as a team . . .

1. Review the scenario and discussion question presented in the Student Manual.

2. Select a spokesperson. Be prepared to share your answer in 5 minutes.

ICS Features: Overview

- **Standardization**
    - **Common terminology**
- **Command**
    - **Establishment and transfer of command**
    - **Chain of command and unity of command**
- **Planning/Organizational Structure**
    - **Management by objectives**
    - **Incident Action Plan (IAP)**
    - **Modular organization**
    - **Manageable span of control**

- **Facilities and Resources**
    - **Comprehensive resource management**
    - **Incident locations and facilities**

Communications/ Information Management
    - **Integrated communications**
    - **Information and intelligence management**
- **Professionalism**
    - **Accountability**
    - **Dispatch/Deployment**

Integrated Communications

Incident communications are facilitated through:

- The development and use of a common communications plan.

- The interoperability of communication equipment, procedures, and systems.

Before an incident, it is critical to develop an integrated voice and data communications system (equipment, systems, and protocols).

Discussion Question

What are some examples of information and intelligence used to manage an incident?

Activity: Information Management

Instructions: Working as a team . . .

1. Review the scenario presented in the Student Manual.

2. Discuss the implications for incident management, and record your answers on chart paper.

3. Select a team spokesperson and be prepared to share your answers in 5 minutes.

ICS Features: Overview

- **Standardization**
  - **Common terminology**
- **Command**
  - **Establishment and transfer of command**
  - **Chain of command and unity of command**
- **Planning/Organizational Structure**
  - **Management by objectives**
  - **Incident Action Plan (IAP)**
  - **Modular organization**
  - **Manageable span of control**

- **Facilities and Resources**
  - **Comprehensive resource management**
  - **Incident locations and facilities**
- **Communications/Information Management**
  - **Integrated communications**
  - **Information and intelligence management**

Professionalism

  - **Accountability**
  - **Dispatch/Deployment**

Accountability (1 of 2)

- **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.

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.
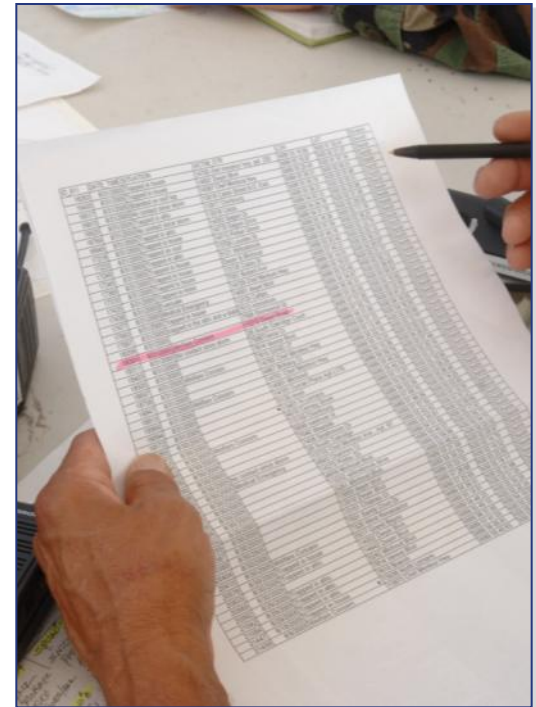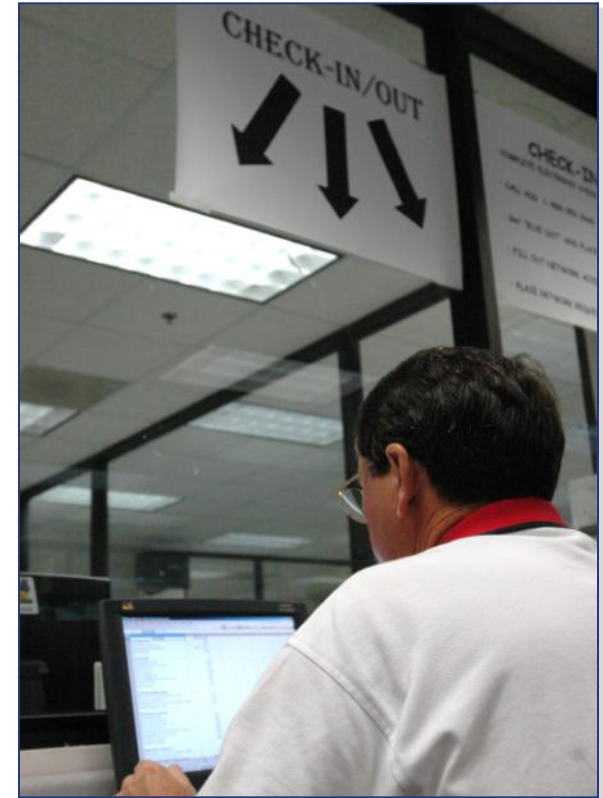
Dispatch/Deployment

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 <u>should respond only when requested or when dispatched</u> by an appropriate authority.**

Discussion Question

Why shouldn't personnel arrive at an incident without being requested or dispatched?

Activity: Deployment

Instructions: Working individually . . .

1. **Review the scenario and answer the question presented in the Student Manual.**

2. **Be prepared to share your answer in 5 minutes.**

Summary (1 of 2)

ICS:

- **Utilizes management features including the <u>use of common terminology</u> and a <u>modular organizational structure</u>.**

- **Emphasizes effective <u>planning</u> through the use of <u>management by objectives</u> and <u>Incident Action Plans</u>.**

- **Supports responders by providing data they need through effective <u>information and intelligence management</u>.**

Summary (2 of 2)

ICS:

- **Utilizes the principles of <u>chain of command</u>, <u>unity of command</u>, and <u>transfer of command</u>.**

- **Ensures full utilization of incident resources by maintaining a <u>manageable span of control</u>, establishing predesignated <u>incident facilities</u>, implementing <u>resource management</u> practices, and ensuring <u>integrated communications</u>.**