
Unit 2: Overview of the Incident Command System

INSTRUCTOR GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe the function and components of the Logistics Section and the Communications Unit within the context of the Incident Command System (ICS)
- Describe the actions and considerations necessary to mobilize for an incident and gain situational awareness
- Define the purpose of the Logistics Section
- Describe the Logistics Section positions and their functions
- Describe the responsibilities of the Communications Unit
- Identify and explain common responsibilities of ICS personnel and unit leaders
- Identify responsibilities of the Communications Unit Leader
- Identify Communications Unit Leader incident information sources
- Identify and describe necessary actions to ensure readiness for assignment
- Describe the information gathered from the initial meetings, briefings, and documents

Methodology

The purpose of this unit is to provide students with a high-level orientation to the Logistics Section, the Communications Unit, and the Communications Unit Leader functions. The purpose of this unit is to provide students with an understanding of the requirements of preparing for an incident, an idea of the atmosphere they will have to operate in, and how to adapt to unique circumstances yet still acquire all the necessary information to do their job. The focus should not be on a hard-and-fast process upon arrival, but rather using one's judgment to act as efficiently as possible. Except as provided, note that the Communications Unit Leader's specific functions are described at length elsewhere in the course and should not be expounded upon at any great length at this time. Rather, this unit should set the context for the rest of the course and provide a framework for students related to ICS.

This unit uses lecture, discussion based activities, and exercises.

The purpose of Exercise 2 is to provide the participants with an opportunity to accurately complete an ICS Form 201 requesting all of the appropriate information during the initial Logistics Section Chief briefing. This exercise is scheduled to last approximately 30 minutes, including review with the instructor.

Knowledge of unit content will be evaluated through administration of the final exam (to be administered upon completion of the course). Instructors will evaluate students' initial understanding through facilitation of Exercise 2.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

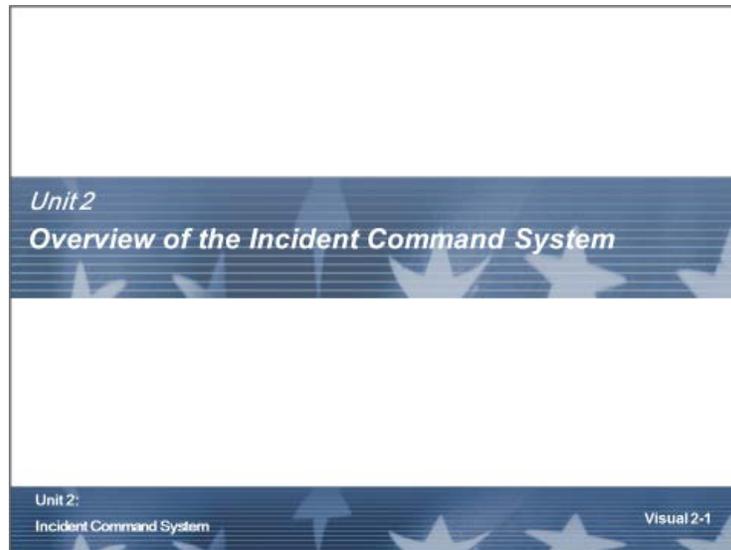
Topic	Time
Lesson	1 hour
Exercise 2	30 minutes
Total Time	1 hour, 30 minutes

Reference Materials

- Projector & other equipment as necessary for PowerPoint presentation
- Easel pad
- Dry erase pens
- ICS Form 201 – Incident Briefing
- ICS Form 213 - General Message Forms (3-ply)
- Handout 2-1: Unit Leader Common Responsibilities
- Handout 2-2: Incident Management Teams (IMTs)
- Handout 2-3: Sample ICS Form 213s
- Handout 2-4: Planning P
- Handout 2-5: Sample ICS Form 201
- Planning P Video Guide
- Video: Planning P (available on FEMA/EMI website)
- Exercise 2: Communications Unit Leader Interactions with Logistics Section Chief

Topic

Unit Title Slide

**Explain the Following Key Points**

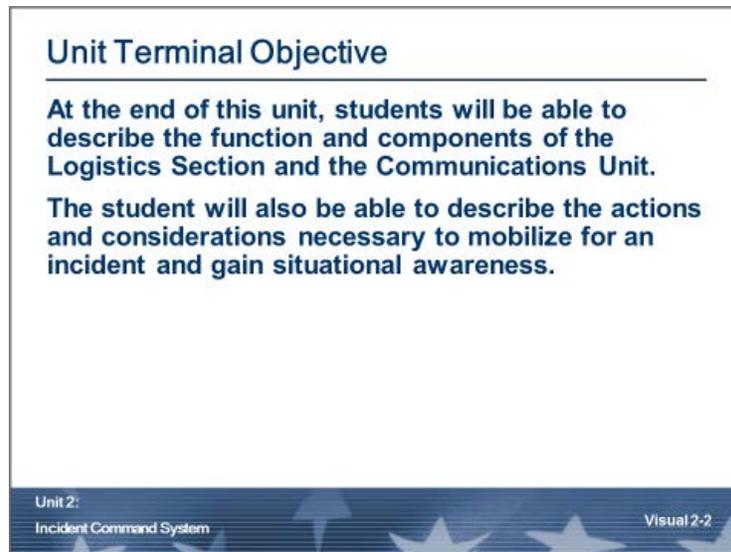
Announce unit and quickly move to next slide.

Scope Statement

This unit will provide a general understanding of the roles and responsibilities of the Communications Unit Leader. It will also include the functions of the Logistics Section and Communications Unit; and the coordination responsibilities and relationship the Communications Unit Leader has with other Unit Leaders. Students will learn about the Communications Unit Leader functions, responsibilities, and the necessary components the Communications Unit Leader must be concerned with to accomplish their mission, including how to prepare for an incident mobilization order, and how to gather the necessary information about the incident's needs upon arrival at the incident.

This unit focuses on reviewing key components of the Incident Command System related to the Logistics Section and the Communications Unit. It will also focus on preparing for an incident mobilization order, as well as gathering the necessary information about the incident's needs upon arrival at the incident.

Topic Unit Terminal Objective

**Explain the Following Key Points**

Introduce and explain the Unit Terminal Objective to the class

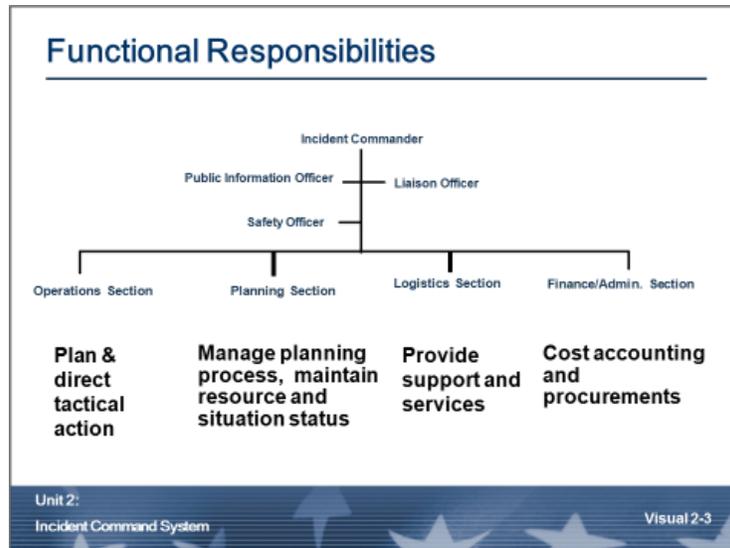
Unit Terminal Objectives

- At the end of this unit, students will be able to describe the function and components of the Logistics Section and the Communications Unit
- The student will also be able to describe the actions and considerations necessary to mobilize for an incident and gain situational awareness

Unit Enabling Objectives

- Define the purpose of the Logistics Section
- Describe the Logistics Section positions and their functions
- Describe the responsibilities of the Communications Unit
- Identify and explain common responsibilities of ICS personnel and unit leaders
- Identify responsibilities of the Communications Unit Leader
- Identify Communications Unit Leader incident information sources
- Identify and describe necessary actions to ensure readiness for assignment
- Describe the information gathered from the initial meetings, briefings, and documents

Topic Functional Responsibilities



Explain the Following Key Points

Review functional responsibilities within ICS.

The level to which ICS is reviewed in this unit is at the discretion of the instructor and should be based upon the knowledge of ICS demonstrated in the ICS quiz and practical understanding of the students as the unit progresses.

Organizational Flexibility

Remember all unfilled jobs remain the responsibility of the person assigned at the next higher level. ICS is agile! It will expand and contract as the incident changes.

Span of Control

The numbers given are optimal; variables such as complexity may cause these numbers to vary in both directions. The goal remains one supervisor for every 3-7 subordinates.

Common Terminology: It is important to be aware of common terminology. This is not just plain language. Common terminology is a fundamental tenant of ICS and is essential to success. It is necessary for operations, planning, and standard operating procedures (SOPs). It is a common dialect for describing the “who, when, why, where, what, and how” of operations. There is a parallel with aviation. The worldwide language is English and the same phrases are always used in the same manner; this avoids confusion and has been successful for many years.

Suggested Discussion

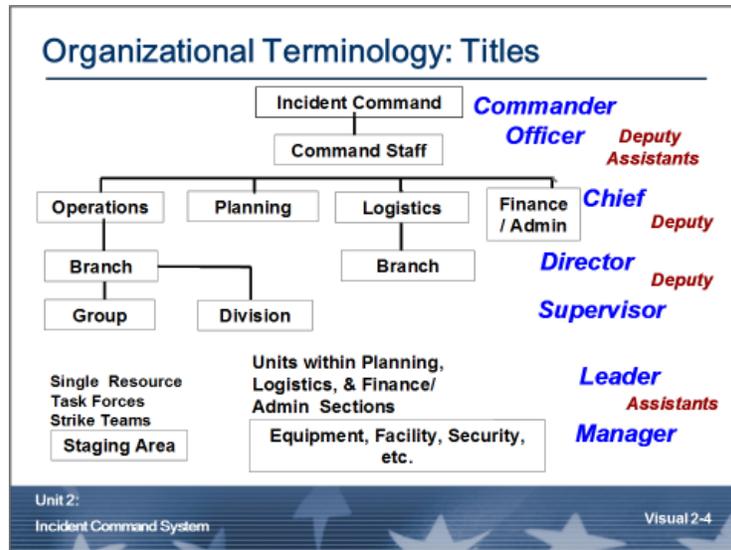
In your experience have there been any examples of confusion caused by not using common terminology as it relates to operational positions?

ICS is a system for organizing and managing the response to an incident that has 30+ years of proven success.

Federal doctrine and requirements:

- Homeland Security Presidential Directive Five (HSPD-5) and Eight (HSPD-8)
- National Response Framework (NRF)
- National Incident Management System (NIMS)

Topic Organizational Terminology: Titles

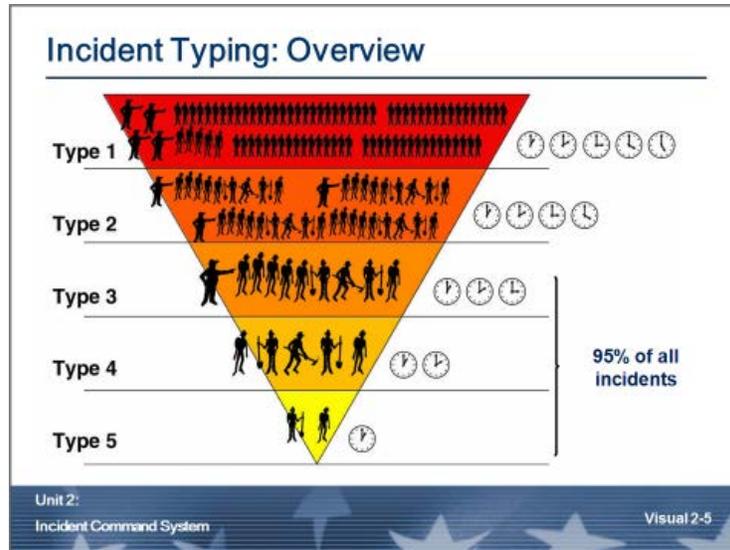
**Explain the Following Key Points**

Present a quick review of organizational terminology, titles, and ICS organization.

Understanding and use of correct titles are essential to the effective use of ICS. Review basic ICS position related terminology. Run through a few examples in each area. Remind students about naming convention for Deputies is same as for primary (Deputy Operations Section Chief, Deputy Incident Commander, etc.). Review naming convention for assistants.

It can be beneficial to take a moment and define Logistics Section Chief which will be described in more detail later in the unit.

Topic Incident Typing: Overview

**Explain the Following Key Points**

Present resource and time span elements of incident typing relevant to the Communications Unit Leader position.

Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex. Incident typing is used to order Incident Management Teams (IMTs) and other resources.

Type 5

One or two single resources with up to six personnel. Command and General Staff positions (other than the Incident Commander) are not activated. Incident is contained within the first operational period and often within a few hours after resources arrive on scene.

Type 4

Command Staff and General Staff functions are activated only if needed. Resources vary from a single module to several single resources (e.g., Task Force or Strike Team). Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required for non-HazMat incidents. A documented operational briefing is completed.

Type 3

Some or all of the Command and General Staff positions may be activated, as well as Division or Group Supervisor and/or Unit Leader level positions. The incident may extend into multiple operational periods and a written IAP may be required for each operational period.

Type 2

Regional and/or national resources are required to safely/effectively manage the operations. Many Command and General Staff positions are filled. Operations personnel typically do not exceed 200 per operational period and the total does not exceed 500. The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.

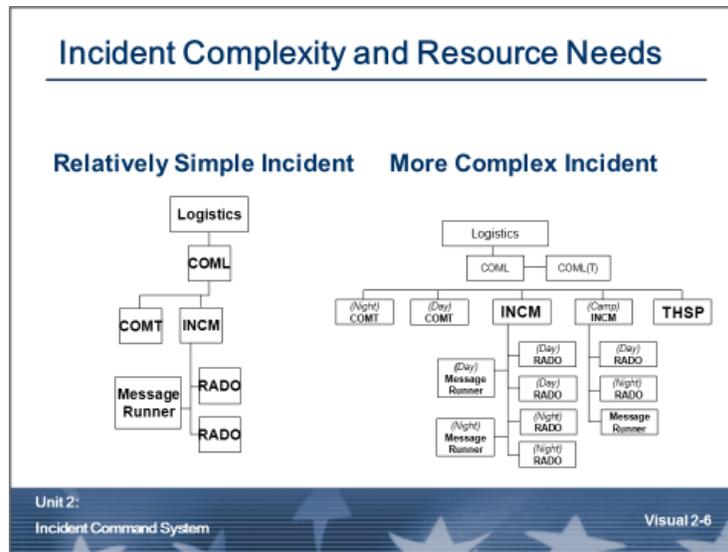
Type 1

National resources are required to safely and effectively manage the operations. Activates the National Response Framework (including Stafford Act major disasters or emergencies and other catastrophic incidents).

All Command and General Staff positions are activated. The incident is expected to go into multiple operational periods. A written IAP is required for each operational period.

Type 1 Incidents also include incidents in which more than one Federal department or agency is involved, such as credible terrorist threats and potential threats related to high-profile, large-scale planned events. Requests for Department of Homeland Security (DHS) assistance from a Federal department or agency responding under its own authorities. Presidential direction for DHS to assume responsibility for incident management.

In this illustration the clocks are indicative of operational periods associated with the various types of incidents. The number and types of figures are indicative of the incident complexity and size of response.



Explain the Following Key Points

Explain the scalability of ICS.

The scalability of ICS and show the increased resource needs as the incident grows.

Topic Unified Command

**Explain the Following Key Points**

Present an overview of Unified Command (UC).

This structure is usually implemented when multiple agencies are primary on an incident. A good analogy is they are part of a Unified Command if they have a legal and/or financial commitment in resolving the problem. Unified Command has multiple people as part of the decision. IC roles sometimes change as incidents evolve.

Unified Command is a team effort that allows all agencies with jurisdictional responsibilities for an incident, either geographical or functional, to participate in the management of the incident. This participation is demonstrated by developing and implementing a common set of incident objectives and strategies that all can subscribe to without losing or abdicating agency authority, responsibility, or accountability. Those organizations that participate in Unified Command should have statutory responsibility for some portion of the incident or event. Assisting or cooperating agencies with no statutory responsibility that nonetheless contribute resources to the incident should not function at the Unified Command level.

Features of a Unified Command Organization

Unified Command is implemented to make sure all stakeholders are involved and have only one Incident Command Post. Single point ordering and Incident Action Plan relieves confusion and problems associated with over or under ordering resources.

Some people will have trouble with this concept (calling it management by committee). Someone in the group always has 51% of the vote, but it is much better if they don't need to use that hammer. Besides, what would be better? All IC's talking together and merging their organizations, or "cylinders of excellence" with duplications in different organizations set up next to each other?

“Co-located facilities” means SAME facilities; it does NOT mean police and fire trailers parked next to each other.

Unified Command Inclusion

An individual's inclusion in a Unified Command depends on BOTH the responsibility of that agency, AND whether that particular member has the authority to speak for and commit the agency to a course of action. It may be right agency, wrong individual.

Topic Clear Separation of Positions

Clear Separation of Positions

Reasons not to combine organization units

- Can cause staffing confusion later if positions separate
- Creates a non-standard organization



Combining Operations & Logistics Section Chief



Operations Section Chief



Logistics Section Chief

Unit 2:
Incident Command System

Visual 2-8

Explain the Following Key Points

This is a review slide to reinforce the importance of not combining positions. ICS fundamentals do not allow these positions to be combined.

Topic Common Responsibilities

Common Responsibilities

- ALL ICS personnel share certain common responsibilities
- Unit Leaders have additional common responsibilities

Handout 2-1: Unit Leader Common Responsibilities
Handout 2-2: IMTs



Unit 2:
Incident Command System

Visual 2-9

Explain the Following Key Points

Describe the responsibilities common to all ICS and Unit Leader positions.

Instructor should tell students to go to their Supplemental Material tab to get their copies of handouts 2-1 and 2-2.

Handouts

- Handout 2-1: Unit Leader Common Responsibilities
- Handout 2-2: IMTs

It is important to be aware of these common responsibilities as well as your specific responsibilities as a Communications Unit Leader.

While the Communications Unit Leader has responsibilities specific to his/her unit, all ICS personnel also share a common set of responsibilities. Handouts 2-1 and 2-2 provide an introduction to serving on an incident management team, which includes a description of basic responsibilities such as:

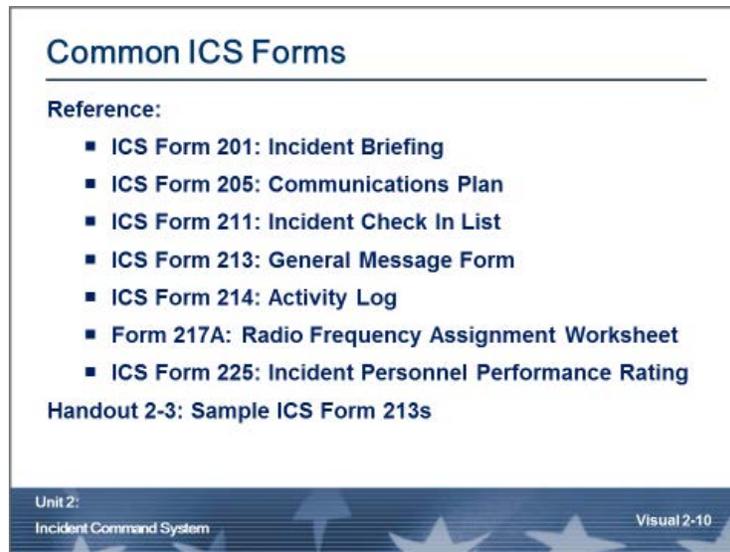
- Receiving an assignment from your agency
- Checking-in upon arrival at the incident
- Receiving briefings from an immediate supervisor
- Acquiring work materials
- Conducting all tasks in a manner that ensures the safety and welfare of you and your co-workers
- Organizing and briefing supervisors

- Knowing the assigned frequencies and ensuring communications equipment is operating properly
- Using clear text and ICS terminology (no codes) in all radio communications
- Completing forms and reports required of the assigned positions and send through supervisor to the Documentation Unit
- Responding to demobilization orders and brief subordinates regarding demobilization

In addition, unit leaders have an additional, specific set of common responsibilities, which are detailed in Handout 2-1. These include:

- Participating in incident planning meetings as required
- Determining current status of unit activities
- Confirming dispatch and estimated time of arrival of staff and supplies
- Assigning specific duties to fill and supervise staff
- Developing and implementing accountability, safety, and security measures for personnel and resources
- Supervising demobilization of unit, including storage of supplies;
- Providing the Supply Unit Leader with a list of supplies to be replenished
- Maintain unit records, including an ICS Form 214 – Activity Log

Topic Common ICS Forms

**Explain the Following Key Points**

Describe the ICS forms common to all ICS and Unit Leader positions and specifically to the Communications Unit Leader position.

It is important to be aware of the common ICS forms as well as the ICS forms specific to the responsibilities of a Communications Unit Leader.

Turn to the Appendix I: Forms Section of the Student Guide to review each form. There is a link to the ICS forms in Appendix I.

Use this opportunity to present forms that are common to all unit leader positions. Some time should be spent on the ICS Form 214 as the students will be actively using it daily. Briefly present forms specific to Communications Unit Leader such as ICS Form 205 and Form 217A but do not go into great detail as they will be the focus of other activities and exercises later in the course.

For the remainder of this course students will be required to complete an ICS Form 214 DAILY. At the end of each day, ask students to write down key activities from the course each day. At the end of the day, students are required to turn their ICS Form 214s into the instructor.

Turn to the Forms Section of the Student Guide to review each form.

While there are ICS forms that are common to all ICS personnel and unit leaders there are forms that are specific to the responsibilities of the Communications Unit Leader. As the course progresses these forms will be the focus of other activities and exercises.

Common ICS Forms

ICS Form 201: Provides basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

ICS Form 211: Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information which is recorded on the Check-In List.

ICS Form 213: The General Message Form is used to record incoming messages which cannot be orally transmitted; to transmit messages to the ICC for transmission via radio or telephone and for sending any message or notification to incident personnel which requires hard-copy delivery.

ICS Form 214: The Activity Log is used to record details of unit activity including strike team activity. The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report.

ICS Form 225: The Incident Personnel Performance Rating Form provides agency management with a record of the performance of personnel assigned to ICS positions as evaluated by immediate supervision.

Communications Unit Leader ICS Forms

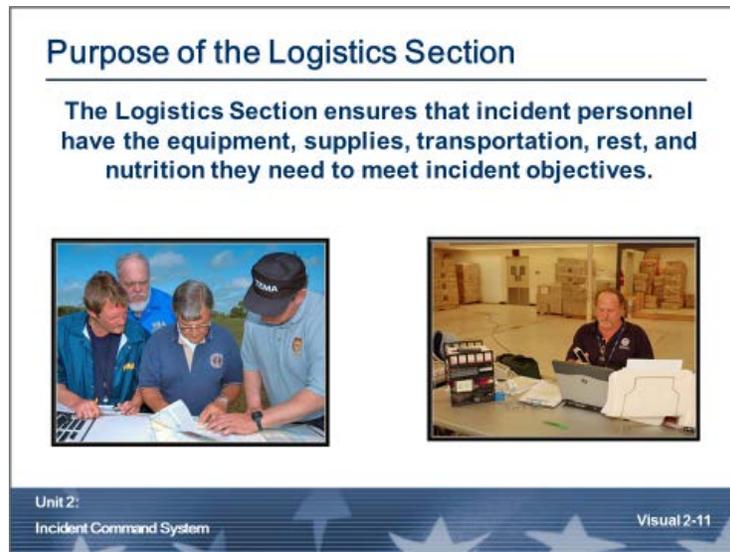
ICS Form 205: The Incident Radio Communications Plan provides in one location information on all radio frequency assignments for each operational period. The plan is a summary of information obtained from the Form 217A.

Information from the ICS Form 205 on frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

Form 217A: The Radio Frequency Assignment Worksheet is used by the Communications Unit Leader to assist in determining frequency allocations.

In the Supplemental Materials Section of Unit 2 you will find sample ICS 213 Forms.

Topic Purpose of the Logistics Section

**Explain the Following Key Points**

Define the overall purpose of the Logistics Section.

Stay on each slide for only a minute or two. Divert specific questions to a parking lot to be addressed in detail later in the course.

The mission of the Logistics Section is to ensure incident personnel have the equipment, supplies, transportation, rest, and nutrition they need to meet incident objectives.

The vision of the Logistics Section is to function as a well-honed team that supports personnel to meet incident objectives in a safe, efficient manner.

The goal of the Logistics Section is to be transparent to the rest of the IMT.

Logistics support should be provided in a timely, courteous way. Challenges should be handled in a professional, businesslike manner.

In the Logistics Section, anticipation is your mindset. In order to provide facilities, services, and supplies in support of the incident, the Logistics Section is composed of six units that support and perform specific functions.

Topic Major Responsibilities: Logistics Section Chief



Explain the Following Key Points

Provide an overview of the responsibilities of the Logistics Section Chief Logistics Section Chief.

The Logistics Section Chief plans and organizes the section. He/she is responsible for preparing Unit Leaders within the Logistics Section to perform their jobs. He/She briefs personnel about support needs and expectations.

For a Type 3/4/5 incident there may never be a Logistics Section Chief, or at least not until much later in the incident.

Facilities Unit

- Provides incident personnel with incident facilities
- Determines requirements for facilities
- Secures facilities and provides layouts
- Supervises security manager and base/camp manager

Ground Support

- Provide and maintain transportation for personnel, supplies, equipment, and food
- Develops and implements the Traffic Plan
- Arranges and supports fueling, repair, and maintenance of ground resources
- Maintains records and inventory of support and transportation vehicles
- Maintains incident roads

Medical Unit

- Responsible for preparing the Medical Plan, obtaining medical aid and transportation, and preparing medical documentation
- Participates in the Planning Meeting
- Responds to requests for medical aid
- Ensures rehabilitation of incident personnel

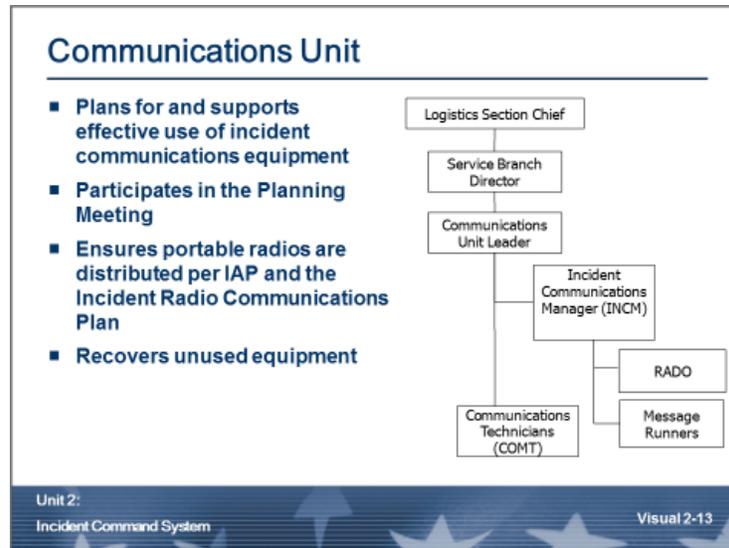
Food Unit

- Responsible for ensuring all incident personnel are adequately fed and hydrated
- Supervises assigned personnel/contracts
- Determines food and water requirements
- Determines best method of feeding
- Orders food and water
- Ensures health and safety measures

Supply Unit

- Support responders with supplies, equipment, and personnel necessary to accomplish the incident objectives
- Participates in logistics planning meetings
- Orders, receives, distributes, and stores supplies and equipment
- Maintains inventory
- Orders or returns supplies
- Services reusable equipment

Topic Communications Unit

**Explain the Following Key Points**

Explain the purpose and responsibilities of the Communications Unit.

Provide an introductory overview to the Communications Unit Leader position, but do not spend too much time on this slide.

The purpose of the Communications Unit is to plan for and support the effective use of incident communications equipment and facilities. All forms of communication (e.g. faxes, phones, cells, radio) are the responsibility of the Communications Unit.

Functions of the Communication Unit include:

- Installing, distributing, testing, and repairing all communications equipment used during the incident
- Obtaining and disseminating:
 - Equipment assignments
 - Frequency assignments
 - Status of orders
 - Adjacent incident information
 - Equipment availability
- Prepares and implements the ICS Form 205 - Incident Radio Communications Plan
- Establishes appropriate communications with distribution/maintenance locations
- Ensures communications systems are installed and tested
- Ensures an equipment accountability system is established

- Ensures that personal portable radio equipment from the cache is distributed per the ICS Form 205
- Provides technical information as required on:
 - Adequacy of communications systems currently in operation
 - Geographic limitations on communications systems
 - Equipment capabilities/limitations
 - Amount and types of equipment available
 - Anticipated problems in the use of communications equipment
- Recovers equipment from units being demobilized
- Maintains ICS Form 214 – Activity Log

Often it is helpful for the Communications Unit Leader to attend the pre-planning meeting, to learn about upcoming needs and resource limitations.

Topic Operational Period

Operational Period

- Time to complete a set of actions from Incident Action Plan
- Determined by Incident Commander
- Usually 12 - 24 hour period
 - 12 hr: 0600 – 1800
 - 24 hr: 0600 – 0600
- Note: Operational Period and shift length may be different

Unit 2:
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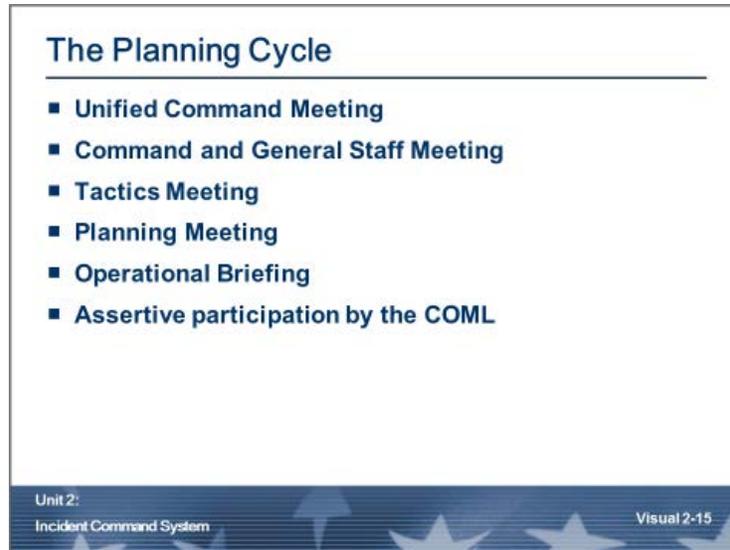
Visual 2-14

Explain the Following Key Points

Review the elements of operational periods.

The operational period can be any length as needed by the incident.

Topic The Planning Cycle

**Explain the Following Key Points**

Highlight the importance of the Communications Unit Leader's role in the planning cycle.

Planning meeting is critical for the Communications Unit Leader to attend, even though it is intended for Command and General Staff.

Communications Unit Leader needs to be actively interfacing with all other Unit positions and the Command and General Staff. If your ability to actively interface is inhibited, it is your responsibility to stay informed. Communicating with the Logistics Section Chief and ensuring you have copies of the IAP will help you maintain situational awareness as well.

Suggested Discussion

When does the Communications Unit Leader acknowledge the Communications Unit is unable to support the Incident Action Plan?

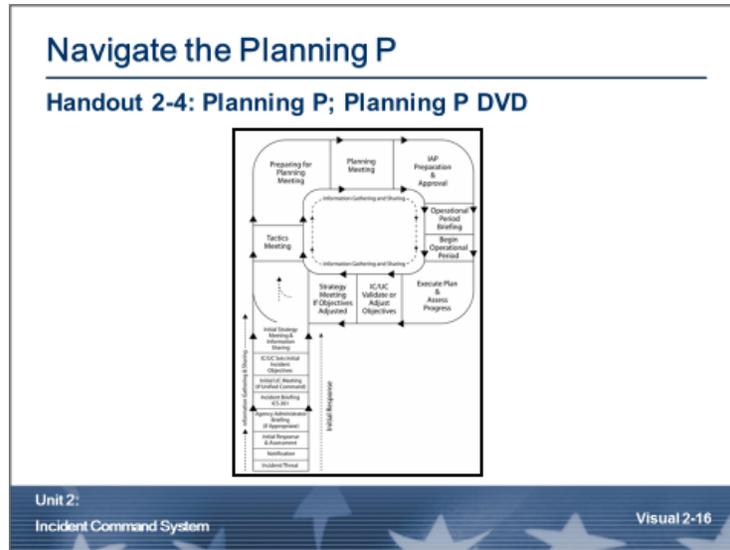
Potential Answers

- The Incident Planning Cycle
- The Planning Meeting is when the Incident Action Plan is developed for the next operational period
- The Operations Meeting is when the Incident Action Plan is briefed
- The Tactics Meeting is when the tactics developed by the Operations Section Chief are reviewed
- Assertive participation by the Communications Unit Leader:

- The Communications Unit Leader is not considered a member of the Command or General Staff; however, they do participate in the planning and operational meetings
- The Communications Unit may not be able to support the Incident Action Plan due to equipment, radio coverage, or other constraints that may be technical in nature
- The Communications Unit Leader needs to be vocal and advise the Command and General Staff of the ability or inability of the Communications Unit to support the plan

Occasionally attempts are made to make changes in assignments or locations during the Operations meeting. The Communications Unit Leader has to be on top of this and determine in a timely manner if the changes can be supported.

Topic Navigate the Planning P



Explain the Following Key Points

Explain the steps in the Planning P and how the Communications Unit Leader is involved.

Show segments of the Planning P video according to the needs of the class. Refer to the Planning P Video Guide and Video Chapter Outline (page 2) for guidance.

The Planning Cycle requires completing of five major items:

- Tactics Meeting
- Planning Meeting
- Incident Action Plan
- Operational Briefing
- ICS Form 209 - Incident Status Report

Handouts

- Handout 2-4: Planning P
- Video: Planning P DVD Chapters 2-6.

The Communications Unit Leader may or may not participate in the Planning Meetings, depending on the incident and the specifics of the situation. If the Logistics Section Chief asks, the Communications Unit Leader may participate in the Planning Meeting to give a briefing on specific communications issues and concerns. The Communications Unit Leader's role in Planning is on an as needed basis, to be determined by the Logistics Section Chief.

Walk students through the Planning P and Focus on what comes out of these meetings/steps that affects the Communications Unit Leader and the Communications Unit.

Suggested Question

What parts of the Planning P does the Communications Unit Leader get involved in?

Answer

The Communications Unit Leader is responsible for providing the ICS Form - 205 for inclusion in the IAP.

Topic Obtain Incident Information

Obtain Incident Information

- Face-to-face with command and general staff
- Incident Briefing Form (ICS Form 201)
- From the Incident Action Plan



- Briefing Checklist Includes:
 - Situation
 - Communications
 - Risk management
 - Mission/execution
 - Service/support
 - Additional information

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Incident Command System
Visual 2-17

Explain the Following Key Points

Identify sources of incident information related to the duties of the Communications Unit Leader and provide an overview of the subjects the Communications Unit Leader must go over with the Logistics Section Chief in a face-to-face briefing.

For the Logistics Section Chief Briefing's purposes, situation refers to the current and the expected situation. The Logistics Section Chief must provide:

- A broad overview of what is happening on the incident and its significance
- The appropriate documentation to the Communications Unit Leader, including the ICS Form 201, the IAP, and any additional information deemed relevant
- The overall goal/mission of the incident response team as well as the method, means, and schedule the team plans to employ

Communications is an important aspect of the briefing for the Logistics Section Chief, conveying what frequencies have already been allocated, and what equipment has already been deployed, as well as projections for future communications needs.

Service and support refers to the location of facilities, as well as an explanation of the ordering process and other support functions. Risk management is essentially a safety brief, informing the Communications Unit Leader of any particular dangers presented at the incident location and how to mitigate them appropriately. The Logistics Section Chief may not be available during the beginning of the incident. It is even more important to consider how information is exchanged so the Communications Unit Leader can find it elsewhere. The Communications Unit Leader's job in this situation is to gather information, hopefully from the Logistics Section Chief's briefing, but if not, by asking as many questions as possible.

Suggested Question

What are some questions the Communications Unit Leader may need to ask early in the incident? From what sources is information obtained?

Potential Answers

- Questions
 - What frequencies are being used for air, ground, command, and/or tactics/operations?
 - Are there any repeaters currently operating? Where are they located?
 - Where are some potential repeater sites?
 - Where is the incident?
 - Will the incident grow geographically? In terms of personnel?
 - How many personnel are on the incident now?
- Sources
 - Face to Face
 - Incident Briefing Form
 - The Incident Action Plan (IAP)

As a Communications Unit Leader, you may be on the scene to an IAP being set up. Planning may have not occurred yet or an IAP may not be available.

Logistics Section Chief Briefing Information

- Situation-current and expected
 - Operational plan (branches, groups, divisions, air operations)
 - Expected duration of assignment/incident
 - Other agencies involved
 - Operational/logistical resources ordered and/or en route
 - ICS Form 201, ICS Form 209, or IAP if available
- Mission/Execution
 - Transition (incident transfer of command)
 - Length of Operational period
 - Policies and operating procedures
 - Meeting schedules
 - Incident Scene Access
- Communications
 - Special needs (e.g., security)

- Current frequencies and radio systems in use
- Issues with local communications systems

Topic Preliminary Documentation

Preliminary Documentation

- ICS Form 201 or IAP
- May be obtained from supervisor
- If not supervisor, whoever is managing the planning function may have copies



Unit 2:
Incident Command System

Visual 2-18

Explain the Following Key Points

The purpose of this slide is to provide an overview of the documentation critical to responding to a mobilization order.

Upon arrival at the incident location, procuring information should be a top priority. If the Logistics Section Chief is too busy for a briefing, or has yet to be assigned, it is incumbent upon the Communications Unit Leader to find the necessary information.

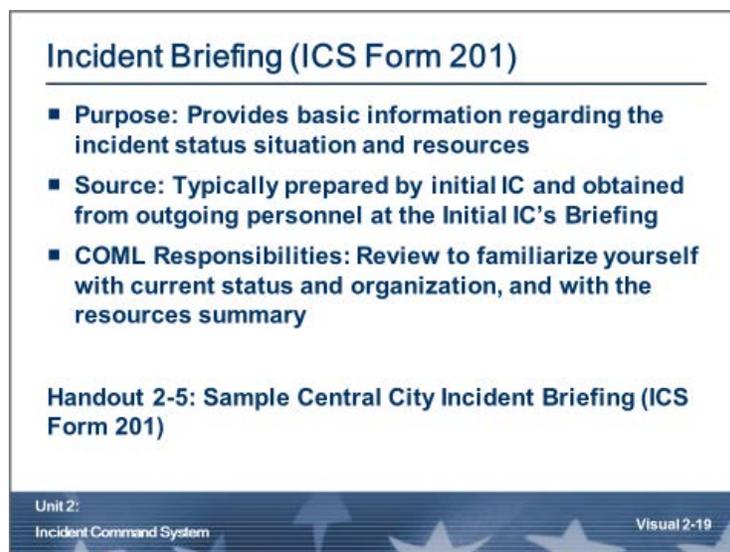
The ICS Form 201 – Incident Briefing and the IAP can be used by the Communications Unit Leader to glean information in addition to or in place of the Logistics Section Chief Briefing. As we'll discuss later in the course, the Communications Unit Leader also contributes to and is responsible for the Incident Radio Communications Plan (ICS Form 205), which is part of the IAP.

In the case of the IAP, the Communications Unit Leader might need to go to the Planning Section and request a copy.

In the case of an ICS Form 201, the Communications Unit Leader might need to go to either the Planning Section, or potentially find a copy at the ICP.

Upon arrival at the incident location, procuring information should be a top priority.

Topic Incident Briefing Form (ICS Form 201)



Explain the Following Key Points

Provide an overview of the Incident Briefing Form (ICS Form 201). Refer to Handout 2-5: Sample Central City Incident Briefing (ICS Form 201).

The Incident Briefing Form (ICS Form 201) is used when the incident transitions from Initial Action to an IMT. It provides basic information regarding the incident status situation and resources allocated to the incident. ICS Form 201 is a four-part form.

Source

The form is typically prepared by the initial IC and obtained from outgoing personnel at the Initial IC's Briefing. It is the responsibility of the Communications Unit Leader to look for several things, including the hours of the current operational period, so that the Communications Unit Leader might align themselves with the incident schedule.

Suggested Question

What information could you obtain from the ICS Form 201 that would be useful?

Potential Answers

MAP

The first page of the ICS Form 201 includes a rendering of the incident map as well as the location of assigned personnel and equipment. The sketch can help a Communications Unit Leader determine the geographic size and topography of the incident. It can also provide information on the scale or complexity of the incident.

SUMMARY OF CURRENT ACTIONS

The second page of the ICS Form 201 usually includes a list of incident objectives, a chronological list of current actions taking place on the incident, and significant events.

The Communications Unit Leader can use the information in the ICS Form 201 to look for the likelihood the incident will expand in size or become more complex. The Communications Unit Leader can use the information to attempt to foresee and plan for any communications issues. The ICS Form 201 may or may not include incident objectives. In the early stages of an incident, planners may not yet be thinking in terms of objectives.

CURRENT ORGANIZATION

The third page of the ICS Form 201 provides a chart of the current organizational structure. The Communications Unit Leader can develop a sense of the communications needs for the incident based on the complexity of the organizational chart. The structure developed by IC and work assignments drives the need for tactical channels and the establishment of a command net.

RESOURCES SUMMARY

The fourth page of the ICS Form 201 will include a list of personnel and equipment organized by status. This includes the initial response, ordered, estimated time of arrival, on-scene, and location/assignment. The Communications Unit Leader can gather information regarding the Communication Unit's capabilities of resources either on-scene or ordered. It can also help identify the communications needs or resources needed for those units. It will allow the Communications Unit Leader to identify the number of resources assigned to a specific location or assignment.

Communications Unit Leader Responsibilities

This document explains the current status and organization, and contains a resources summary.

- Obtain incident information from the IAP, ICS Form 201- Incident Briefing Form , or Command and General Staff interviews
- Obtain current frequencies or talkgroups in use
- Obtain the current and anticipated resource
- Discuss current and anticipated issues
- Obtain expected duration of the incident

Topic Incident Action Plan (IAP)

Incident Action Plan (IAP)

- **Purpose:** Provides information for the current operational period
- **Sources:** Obtained from outgoing personnel at the initial IC's Briefing
- **COML Responsibilities:** Understand the goals and priorities of the incident response effort, determine how many members of each unit have been assigned for resource planning, identify which frequencies have already been assigned.

Unit 2:
Incident Command System

Visual 2-20

Explain the Following Key Points

Explain the purpose of the IAP and the different pieces of information that can be obtained from the current IAP.

The current IAP provides information for the current operational period. It should be available if transitioning from another team.

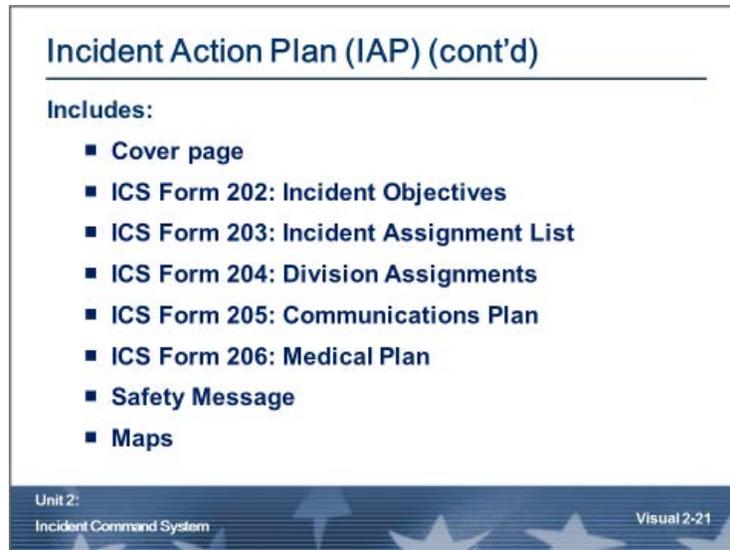
- Generally an IAP covers one operational period – commonly 12 hours
- May be only one IAP per incident
- An IAP is unnecessary if the ICS Form 201 meets incident needs
- IAP cover pages may be color-coded for different operational periods

It can be obtained from outgoing personnel at the initial IC's Briefing.

Preparation is typically delegated to the Planning Section Chief; however, plan components are the responsibility of individual units. A Type III incident may not have a designated Plans Chief.

Suggested Discussion

What tools are available for completing an IAP?

Topic Incident Action Plan (cont'd)**Explain the Following Key Points**

Explain components of the IAP that are relevant to the duties and responsibilities of the Communications Unit Leader.

Turn to Appendix I: Forms Section of the Student Guide to review each form.

Use this opportunity to present forms that are common in an IAP. Some time should be spent on the ICS Form 204 and ICS Form 206 as the Communications Unit Leader will have daily input with the planning section and medical unit leader. Do not go into great detail on the ICS Form 205 as it will be the focus of other activities and exercises later in the course.

There are several pieces of information that the Communications Unit Leader can obtain from the IAP including:

- The IAP cover page includes incident name, date and time of the operational period, and sometimes will include the incident number
- The ICS Form 202 - Incident Objectives sheet will familiarize the Communications Unit Leader with the specific goals of the incident response and their respective priorities
- The ICS Form 203 - Organization Assignment List will let the Communications Unit Leader know how many members of what units have thus far been assigned, so that the Communications Unit Leader may anticipate their communication equipment needs
- The ICS Form 204 - Assignment List will alert the Communications Unit Leader to the frequencies already assigned to specific units so that the Incident Communications Plan can be constructed around them

- The ICS Form 204 contains frequency and channel use data
- Ensure that this data matches the information in the ICS Form 205 prior to the IAP's approval and publication
- This needs to occur ahead of the IAP being published
- The ICS Form 205 - Incident Radio Communications Plan is the responsibility of the Communications Unit Leader and provides the major operational and command frequencies for the incident
 - The production of the ICS Form 205 is a critical element of the Communications Unit Leader's position responsibilities; accuracy and clarity are essential
- The ICS Form 206 - Medical Plan contains information such as telephone numbers and frequencies that, if not already assigned, the Communications Unit Leader must have input on
 - The Medical Plan is a critical document for the Communications Unit
 - All Unit personnel must be briefed on the ICS Form 206 - Medical Plan
 - The Communications Unit is always involved in facilitating effective communications during medical emergencies within an incident
 - The ICS Form 206 may also contain frequency data such as MED Channels for hospital coordination
- The ICS Form 220 - Air Operations Summary contains the local air frequencies, some of which the Communications Unit Leader must assign, and some of which are assigned by the FAA and cannot be altered
- Ensure all personnel are briefed on the ICS Form 221 - Safety Message
 - Remember that the COMLs are often deployed in areas that contain unusual risks
- The IAP documents will also contain important details such as IMT and Ops Section organizational charts, the safety message, and information on the ICP such as traffic patterns and general layout

Suggested Question

What information could you obtain from the IAP that would be useful?

Suggested Discussion

What forms do you use to provide situational awareness?

Turn to the Appendix I: Forms Section of the Student Guide to review each form.

Communications Unit Leader responsibilities:

- Be familiar with the specific goals of the incident response and their respective priorities - Incident Objectives sheet (ICS Form 202)
- Determine how many members of what units have thus far been assigned to anticipate equipment needs - ICS Form 203 - Organization Assignment List

- Identify the frequencies already assigned to specific units so that the Incident Communications Plan can be constructed around them – ICS Form 204 - Assignment List
- Review and maintain the ICS Form 205 - Incident Radio Communications Plan which provides the major operational and command frequencies for the incident
- Review the ICS Form 206 - Medical Plan, which contains information such as telephone numbers and frequencies that, if not already assigned, the Communications Unit Leader must have input on
- Review the Air Operations Summary (ICS Form 220), which contains the local air frequencies, some of which the Communications Unit Leader must assign, and some of which are assigned by the FAA and cannot be altered
- Review other documents, such as the IMT and Ops Section organizational charts, the safety message and information on the ICP such as traffic patterns and general layout

Topic Intra-IMT Coordination

**Explain the Following Key Points**

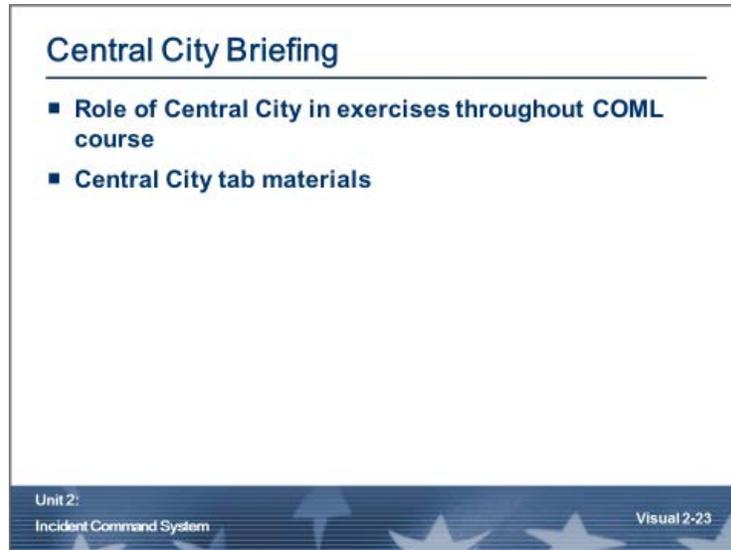
The purpose of this slide is to establish the IMT roles with which Communications Unit Leader must coordinate outside the Communications Unit.

The Communications Unit Leader must coordinate with:

- Incident Commander (IC) – If the incident does not have an Operations Section Chief, the Communications Unit Leader will work primarily with the Incident Commander to coordinate placement of equipment and facilities
 - The IC's incident objectives drive the tactics, which drives the communications plan
- Operations Section Chief (OSC) – The Operations Section Chief provides numbers and types of work assignments involved with operations
 - He or she provides an estimated amount of radio traffic for each assignment and identifies any existing radio issues
- Planning Section Chief (PSC) – The Planning Section Chief provides an IAP development and meeting schedule to the Communications Unit Leader
- Safety Officer (SOFR) – The primary coordination with the Safety Officer involves ensuring that communications are safely and fully provided, given the limitations of hardware and software
- Finance/Administration Section Chief (FSC) – The Finance Section Chief identifies any spending limitations that may affect the acquisition of communication resources
- Facilities Unit Leader (FACL) – The Facilities Unit Leader provides workspace for the communication unit

- Supply Unit Leader (SPUL) – The Supply Unit Leader orders and receives the communications equipment and personnel for the incident

Topic Central City Briefing

**Explain the Following Key Points**

The purpose of this slide is to explain how Central City is used within the Communications Unit Leader course.

The City of Central City is featured in numerous exercises throughout the course. Students should familiarize themselves with the material included in the Central City tab.

Instructor should tell students to turn to the Central City tab located between Units 2 and 3. Instruct students to spend five minutes reading the Central City Narrative and the Form 217A Communications Resource Availability Form. Open class for discussion if people have questions regarding either document.

Central City tab is located between Units 2 and 3. It includes:

- Central City Overview
- Form 217A - Communications Resource Availability Form
- Urban Train Derailment Narrative
- Central City Train Derailment IAP

Students will refer to this tab in future exercises.



Explain the Following Key Points

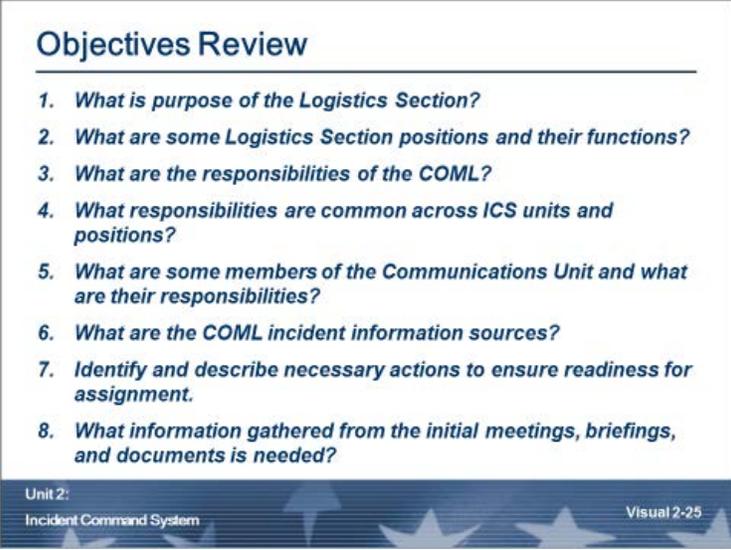
Retrieve Exercise 2 Instructor Guide located in the Unit 2 Exercise tab before proceeding.

Refer to Exercise 2: Initial Logistics Section Chief Briefing.

This exercise is scheduled to last approximately 30 minutes, involving the instructor reading from a script involving the train derailment scenario that provides incomplete information and students asking questions at the end. Based on this information the students will then discuss the significance of the information received and what conclusions to draw (students will fill out an ICS Form 201).

Refer to the Logistics Section Chief Briefing Script included in the Supplemental Materials for this unit.

There is a sample ICS Form 201 in the Unit 2 Supplemental Materials section. Students can use the form when completing Exercise 2.

Topic Objectives ReviewA presentation slide titled "Objectives Review" with a list of eight questions. The slide has a blue header and footer. The footer contains the text "Unit 2: Incident Command System" on the left and "Visual 2-25" on the right.

Objectives Review

1. *What is purpose of the Logistics Section?*
2. *What are some Logistics Section positions and their functions?*
3. *What are the responsibilities of the COML?*
4. *What responsibilities are common across ICS units and positions?*
5. *What are some members of the Communications Unit and what are their responsibilities?*
6. *What are the COML incident information sources?*
7. *Identify and describe necessary actions to ensure readiness for assignment.*
8. *What information gathered from the initial meetings, briefings, and documents is needed?*

Unit 2:
Incident Command System

Visual 2-25

Explain the Following Key Points

Review the Enabling Objectives for this unit to ensure that the class has obtained the knowledge necessary to successfully meet the Unit Terminal Objective.

Pose the Unit Enabling Objectives as questions. Ask the group to give a brief example/short explanation to answer each question. Try to call on a different student for each objective.

This is not intended to be an inclusive discussion of all material covered in Unit 2, but rather a quick and engaging way to wrap up the unit, and reconnect the students to the material before moving on to Unit 3.

Ask the students to write down the top 3-5 things they learned in this unit on their ICS Form 214.

Leave the Objectives Review slide up so that students can think about what they learned in relation to the objectives. At the end of the day collect their ICS Form 214s. This will help identify what the students have learned and what areas may be especially important to highlight throughout the rest of the course. This activity should be done at the end of each unit.

Unit Terminal Objectives

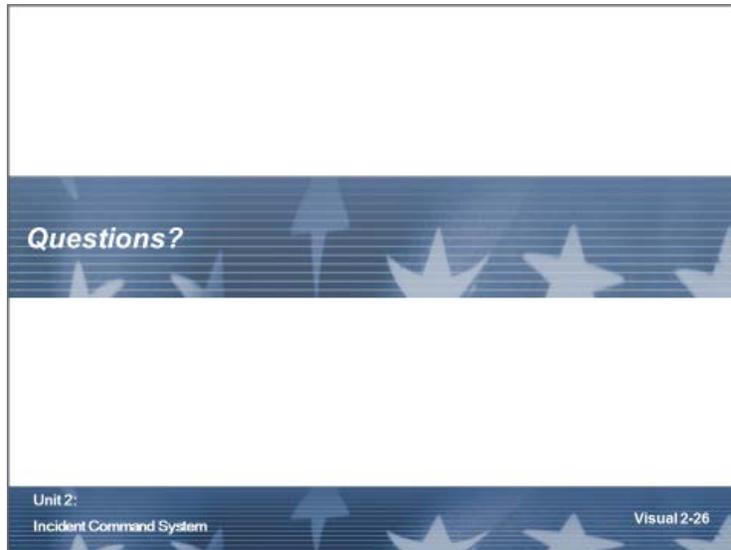
- At the end of this unit, students will be able to describe the function and components of the Logistics Section and the Communications Unit
- The student will also be able to describe the actions and considerations necessary to mobilize for an incident and gain situational awareness

Unit Enabling Objectives

- Define the purpose of the Logistics Section

- Describe the Logistics Section positions and their functions
- Describe the responsibilities of the Communications Unit
- Identify and explain common responsibilities of ICS personnel and unit leaders
- Identify responsibilities of the Communications Unit Leader
- Identify Communications Unit Leader incident information sources
- Identify and describe necessary actions to ensure readiness for assignment
- Describe the information gathered from the initial meetings, briefings, and documents

TopicQuestions?

**Explain the Following Key Points**

Provide students an opportunity to ask questions and seek clarification on presented material in this unit.