
Unit 3: Incident Mobilization and Initial Situation Awareness

STUDENT GUIDE

Objectives

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

- Describe the information gathered and preparation needed during the pre-incident, dispatch and mobilization, and arrival phases
- List items that may be included in the Facilities Unit Leader's Kit
- List pre-incident sources of information and personal preparation
- List sources of information upon dispatch and mobilization
- List sources of information upon arrival at the incident site
- Explain the differences between initial response and transitioning from a different Incident Management Team
- List the information that you would obtain during a Briefing with the Logistics Section Chief
- List useful information that you can obtain from the Incident Action Plan
- Complete an Incident Command System (ICS) Form 213 to place an order

Methodology

This unit uses lecture, discussion, and an exercise.

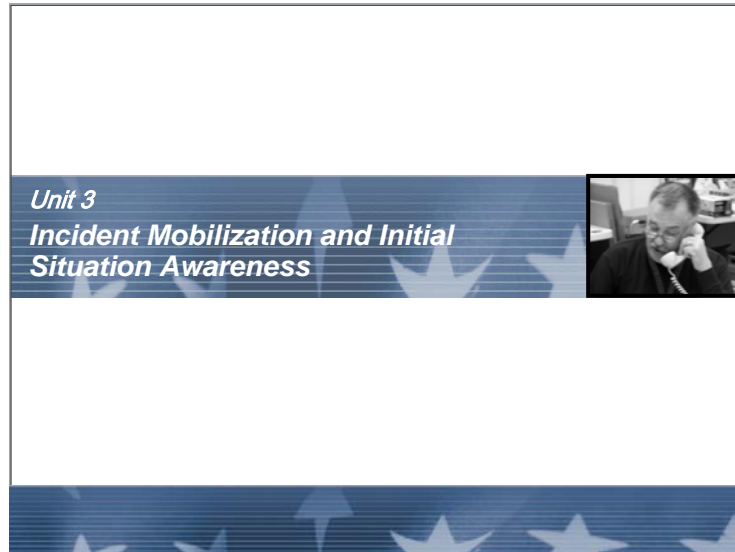
Knowledge of unit content will be evaluated through practical exercises and administration of the Course Final upon completion of the course.

The purpose of this unit's exercise is to provide students with an opportunity to identify key information needed from an Initial Briefing with the Logistics Section Chief in order to perform in their role as the Facilities Unit Leader.

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 30 minutes
Exercise	1 hour
Total Time	2 hours 30 minutes

**Key Points**

Scope Statement

Through this unit, students will gain a general understanding of ways to gather and maintain information and situational awareness prior to an incident, upon dispatch and mobilization, and upon arrival at the incident site.

Unit Terminal Objective

Describe information gathered and preparation needed during pre-incident, dispatch and mobilization, and arrival.



Key Points

Unit Enabling Objectives

- List items that may be included in the Facilities Unit Leader's Kit
- List pre-incident sources of information and personal preparation
- List sources of information upon dispatch and mobilization
- List sources of information upon arrival at the incident site
- Explain the differences between initial response and transitioning from a different Incident Management Team
- List information that you would obtain during a briefing with the Logistics Section Chief
- List useful information that you can obtain from the Incident Action Plan (IAP)
- Complete an ICS Form 213 to place an order


TopicPre-Incident, Dispatch, and Mobilization

**Key Points**

Discussion on ways to gather and maintain information and situation awareness pre-incident and upon dispatch and mobilization.

Pre-Incident

- Training
- Incident Experience
- Facilities Unit Leader Kit
- What would you include in your kit?



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Visual 3-4

Key Points

This slide outlines three ways that the Facilities Unit Leader can prepare himself or herself individually to be ready for an incident. The information that you need when being sent out on an assignment is similar to the information that you may need when you are mobilized to an assignment at your normal job.

Your Local Comprehensive Emergency Management Plan (CEMP) should identify some basics that you will need upon arrival.

Training

- Participate in appropriate training, including the Facilities Unit Leader course and its pre-requisites
- Participate in exercises and simulations to gain hands-on practice

Incident Experience

- Take advantage of shadowing opportunities
- Apply experience that you have gained at the local level with regard to emergency management
- Hands-on incident experience is the best way to practice your skills

Facilities Unit Leader's Kit

- Assemble the kit prior to receiving an assignment (plan on being self-sufficient for the first 48 hours)
- Include critical items and those that are nice to have
- Specific contents will vary depending on incident complexity and agency-specific requirements

Topic Pre-Incident (cont.)

Pre-Incident

In your local jurisdiction, identify:

- **Potential sites for incident facilities**
- **Potential vendors for facilities infrastructure and services**



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Visual 3-5

Key Points

The Facilities Unit Leader can make contacts ahead of time in his or her local jurisdiction in order to be better prepared for an incident. The photos on the slide depict a school, a community center, and a park, any of which could be used as the location of incident facilities.

It is important to know the chain of command for contracts and procurement. The Facilities Unit Leader will not be the one to enter into an agreement, but he or she needs to know who is responsible during the incident for such tasks.

The local Comprehensive Emergency Management Plan (CEMP) should contain relevant information for the Facilities Unit Leader.

Discuss your experiences using a CEMP and the information that is contained in this plan.

Identify sites in your local jurisdiction that could be used for an Incident Command Post (ICP), a base, and a camp, for example:

- Community and event centers
- Parks and fair grounds
- Schools

Identify potential vendors in your local jurisdiction that can provide facilities infrastructure and/or services:

- You will need to know who is responsible for coordinating such agreements because Facilities Unit Leader will not be the one to enter into an agreement
- Examples of potential vendors include:
 - Home builder and hardware stores
 - Lumber yards
 - Equipment rental companies
 - City Public Works services
 - Event centers
 - Welding supply shops
 - Gas stations
 - Corporations, private industry

Topic Dispatch and Mobilization

Dispatch and Mobilization

Where might you find information in addition to agency dispatch?



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Visual 3-6

Key Points

Start gathering incident-related information at the time of dispatch and mobilization. Get as much information as you can from your agency dispatch.

Obtain complete information upon initial activation:

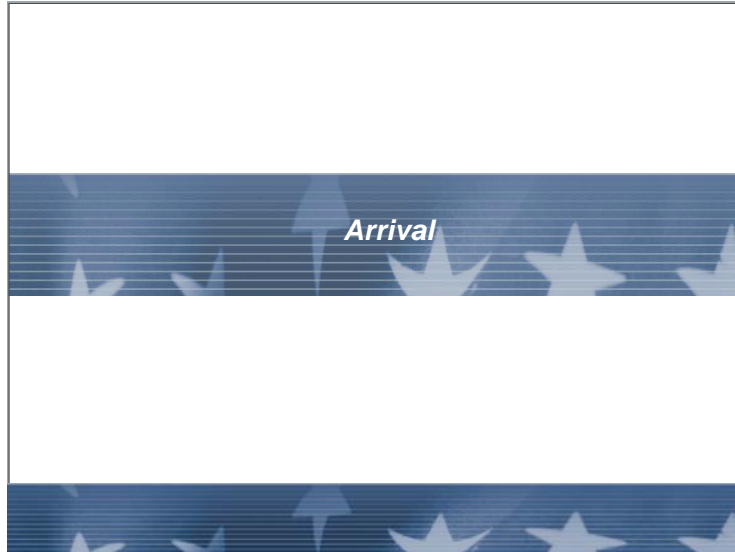
- Personal dispatch information
 - Incident and order number
- Current situation
- Expected duration of assignment
- Reporting location, time, and date
- Other information
 - Radio frequencies
 - Special travel route and any restrictions

Gather information to assess the incident assignment:

- Incident type
- Expected incident duration

Topic

Arrival



Key Points

Topic Initial Response vs. Transition

Initial Response vs. Transition

- Initial response is different than transitioning from an existing response
- How is your job as a FACL different if you are an initial responder vs. transitioning from another IMT?



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Visual 3-8

Key Points**Initial Response**

If you are part of the initial response, you may be responsible for identifying contracts.

Local jurisdictional and administrative employees who may be helpful include maintenance personnel, parks and recreation managers, and city council members. They will know what is available to you in their community, particularly if it is not your home jurisdiction.

- Work through the chain of command.
- Identify the ordering process and follow it.

Define the responsibilities and authorities in the Incident Management Team. Do you go to the Logistics Section Chief or the Incident Commander for certain approvals, or do you have the authority to take some actions without obtaining approval?

Transitioning

If you are transitioning to the incident after the initial response, some helpful sources of incident information include:

- Local counterparts
- National perspective


- Previous responders
- Other Federal agencies

Find out who is meeting the needs that are specific to this incident.

Topic Logistics Section Chief Briefing

LSC Briefing

The main question you want answered is: What support is required from the Facilities Unit Leader?



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Visual 3-9

Key Points

Not all briefings are the same and sometimes it is difficult for the Facilities Unit Leader to track down the Logistics Section Chief in order to obtain a briefing. Share your experiences in obtaining an Initial Briefing from the Logistics Section Chief.

If you are on an established Incident Management Team, you will have an established relationship with your Logistics Section Chief and will have a system in place with regard to the support required from the Facilities Unit Leader. If you have been ordered as a single resource, you will have more questions to ask the Logistics Section Chief regarding expectations and work procedures.

The Logistics Section Chief Briefing should also tell you about any special situations that would affect facilities support (for example, specialized equipment or inmate crews). As you get a sense of the incident size, you will have a better idea about base and camp needs.

Information to obtain:


- Workspace
- Ordering process
- Work schedule
- Policies and operating procedures

- Contracting contact
- Types of operational resources committed
- Operational resources ordered and en route
- Facilities resources already ordered
- Facilities resources already at the incident site
- Current and anticipated situation
- Expected duration of assignment and incident
- Safety hazards
- Initial set-up priorities
- Location of ICP base
- Types of support needed
- Jurisdictional agencies involved
- Special logistical problems
- Distance from ICP or base to operational area
- Communications Plan and frequency for Logistics
- Sleeping arrangements
- Shift changes
- Task Force Unit assignments
- Security issues

Topic Incident Action Plan

Incident Action Plan (IAP)

What information from the IAP is most important to the Facilities Unit Leader?



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Key Points

There probably will not be an Incident Action Plan for first responders. If there is an Incident Action Plan, the incident has probably been going on for a while. Later on during the incident, the Facilities Unit Leader has a direct responsibility for gathering information in order to produce the Incident Map.

Elements of the IAP:

- Cover
- ICS Form 202: Incident Objectives
 - May give a clue as to the size and complexity of the incident, as well as the incident duration
- ICS Form 203: Organization Assignment List and ICS Form 204: Assignment List
 - Gives information about the size of the incident that the Facilities Unit Leader is supporting
- ICS Form 205: Incident Radio Communications Plan
 - Identifies key communications information so that the Facilities Unit Leader knows how and who to contact to coordinate all of the Facilities Unit Leader's activities

- ICS Form 206: Medical Plan and ICS Form 220: Air Operations Summary Worksheet
 - Provides information on additional facilities that the Facilities Unit Leader may need to coordinate
- Incident Map (image or sketch)
 - Displays the geography of the incident area
- Traffic Plan (internal and external to the incident site)
 - Helps identify access points to the incident site, as well as potential Facilities Unit infrastructure locations, which is important for coordinating the on-time arrival of resources

Topic Other Sources of Information

Other Sources of Information

- Agency technical directives and documents
- FEMA policies and procedures
- Chain of command
- ICS Form 201 - Incident Briefing
- ICS Form 209 - Incident Status Summary
- ICS Form 215 - Operational Planning Worksheet
- ICS Form 215A – Incident Action Plan Safety Analysis

What are some other sources of information?

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Key Points

There are other sources of information that may improve the Facilities Unit Leader's situational awareness during all stages of the incident.

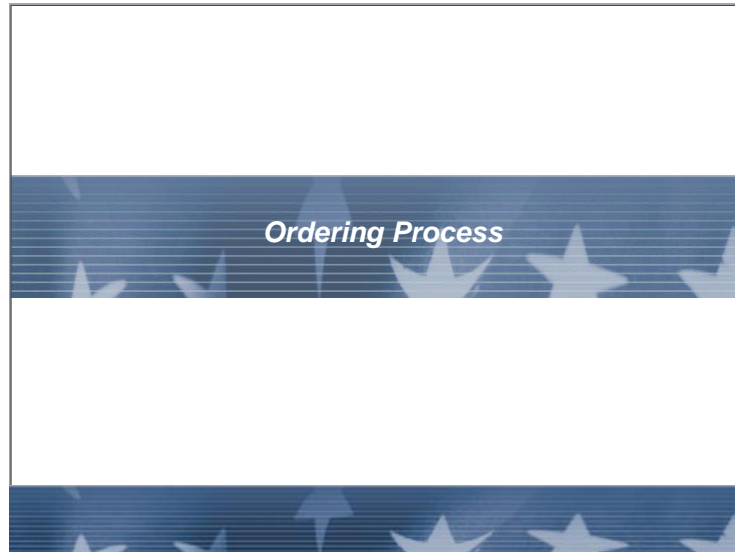
Networking is key for the Facilities Unit Leader. You can call on your personal contacts to get resources.

The Facilities Unit Leader needs to be creative because there will not always be an Incident Action Plan or a briefing when one is needed. Work with what you have and seek out new sources of information.

- Agency technical directives and documents could include standard operating procedures, ordinances, and statutes
- FEMA policies and procedures can be obtained online or from the FEMA Comptroller
- The Facilities Unit Leader would get information from the Logistics Section Chief, who is above him or her in the ICS chain of command
- ICS Form 201—Incident Briefing: Provides the kind, type, and number of resources assigned; Incident Command Post location; and objectives
- ICS Form 209—Incident Status Summary: Shows the number of personnel and the types of resources

- ICS Form 215—Operational Planning Worksheet: Shows the kind and type of resources and Operations tactics, and gives an idea of the kind of support that will be required from the Facilities Unit Leader
- ICS Form 215A—Incident Action Plan Safety Analysis: Shows the safety mitigations in place, from which the Facilities Unit Leader can extrapolate support requirements

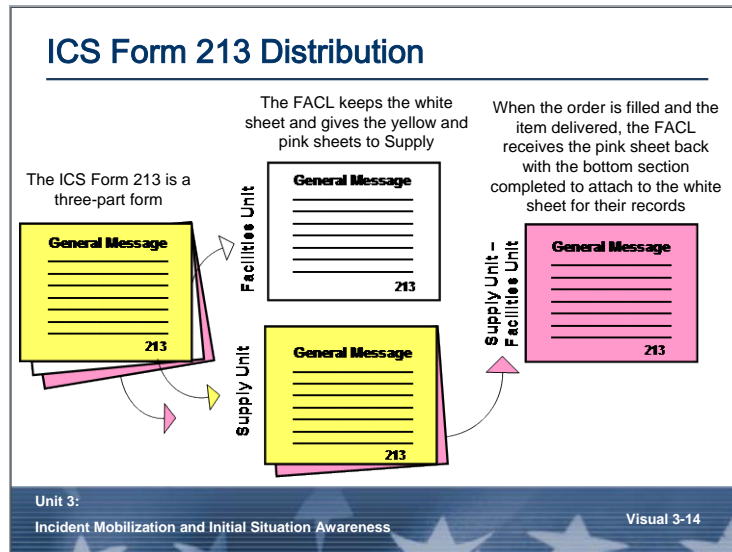
TopicOrdering Process

**Key Points**

The Facilities Unit Leader should find out about the established ordering process at the incident site and follow it. As we continue through the course, you will see where ICS Form 213s are used to order the necessary resources for the Facilities Unit. Those items and resources have not yet been identified, but it is important to know the process so that you can quickly and efficiently obtain resources when needed.

- Whom to notify when the item is delivered, including contact information
- Name and position of the requesting party, including contact information
- Date and time needed
- Authorized approval

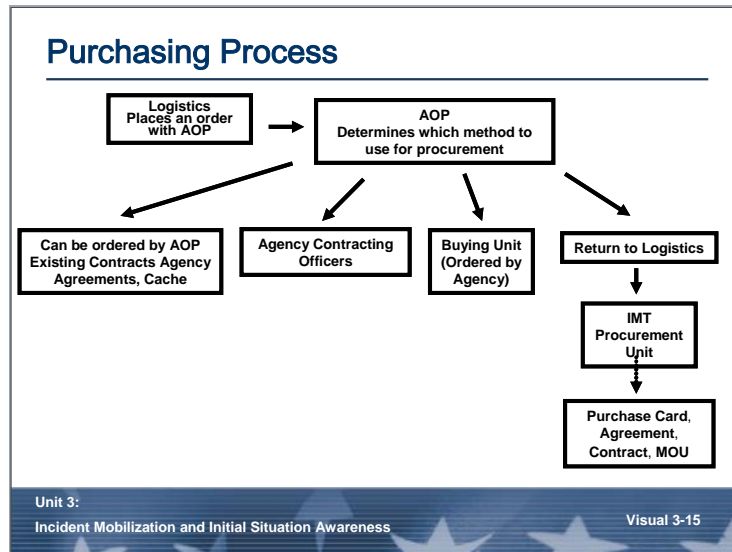
Topic ICS Form 213 Distribution

**Key Points**

The Facilities Unit Leader will submit an order on an ICS Form 213 to the Supply Unit, following the process noted on this slide. The following slide explains this process in greater detail.

1. Complete ICS Form 213.
2. Send ICS Form 213 to whoever in the Supply Unit is overseeing ordering, possibly the Ordering Manager. This person will make sure that he or she understands the line items being ordered on the form.
3. Then they will sign it and date it. You will keep the white copy and they will keep the yellow and pink copies.
4. Once the order is filled and the item is delivered, you will receive the pink copy back with the bottom section completed, including the resource order number. Attach the pink copy to the white form and keep them for your records.

Topic Purchasing Process


**Key Points**

Once you submit your order on an ICS Form 213 to the Supply Unit, the following process will occur if the item is not immediately available from the incident agency:

1. The Logistics Section places an order with the Agency Ordering Point (AOP).
2. The AOP determines which method to use for procurement. For standard orders, the AOP can use preexisting agreements as they are usually attached to the incident. Typically, each of the agencies will have some kind of Contracting Officer who can enter into agreements. When those pre-signed pieces of equipment are depleted, then each of these entities might have an Agency Contracting Officer working at the incident agency level.
3. The Buying Unit typically consists of teams of preferred Contracting Officers with purchasing authority. They supplement incident agency purchasing supplies.
4. Depending on the capabilities of the Procurement Unit Leader and local sources of supply near the Incident Command Post, the order may be returned to be filled by the Procurement Unit.

Initial Order

What resources should the FACL order to get up and running?



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Visual 3-16

Key Points

The initial order requests the resources needed for the Facilities Unit to support the incident at a minimum level. Some examples include:

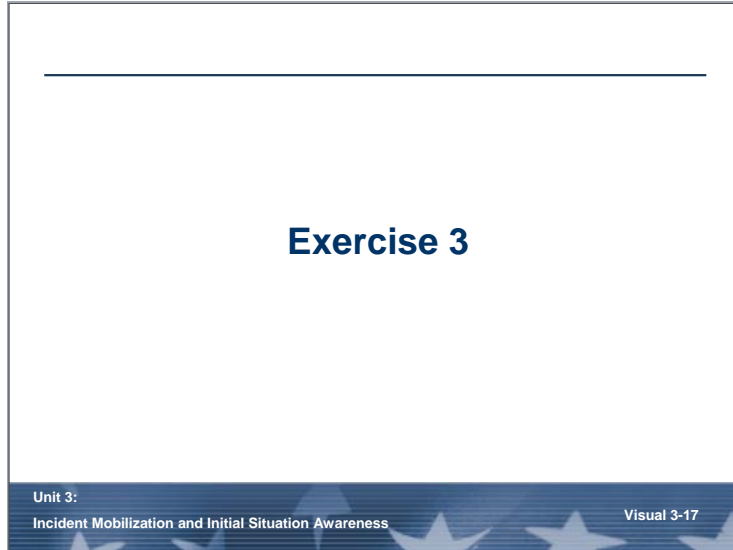
- Trash disposal
- Potable water
- Portable toilets
- Office space and workspace
- Utilities
- Additional staff

If you have an idea of the incident duration, try to project how many of each resource will eventually be needed so that you can place fewer orders to maximize efficiency. Keep in mind that there may be competition for resources.

Be aware of the resources already ordered or those already at the incident site.

Topic

Exercise 3



Key Points

Topic Objectives Review

Objectives Review

1. *What might be included in the FACL kit?*
2. *What are sources of information and preparation pre-incident?*
3. *What are sources of information at dispatch and mobilization, and at arrival?*
4. *What are the differences between initial response and transitioning?*
5. *What information should the FACL receive from the Logistics Section Chief briefing?*
6. *What useful information should the FACL obtain from the IAP?*
7. *Describe how to complete an ICS Form 213.*

Unit 3:

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Visual 3-18

Key Points

Unit Terminal Objective

Describe the information gathered and the preparation needed during the pre-incident, dispatch and mobilization, and arrival phases.

Unit Enabling Objectives

- List items that may be included in the Facilities Unit Leader's Kit
- List pre-incident sources of information and personal preparation
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