
Unit 6: Layout Considerations

STUDENT GUIDE

Objectives

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

- Design and establish the layout of incident facilities
- Explain the functional requirements for Incident Command Post and base/camp layouts
- Given an incident scenario, design an Incident Command Post and base/camp layout

Methodology

This unit uses lecture, discussion, and an exercise.

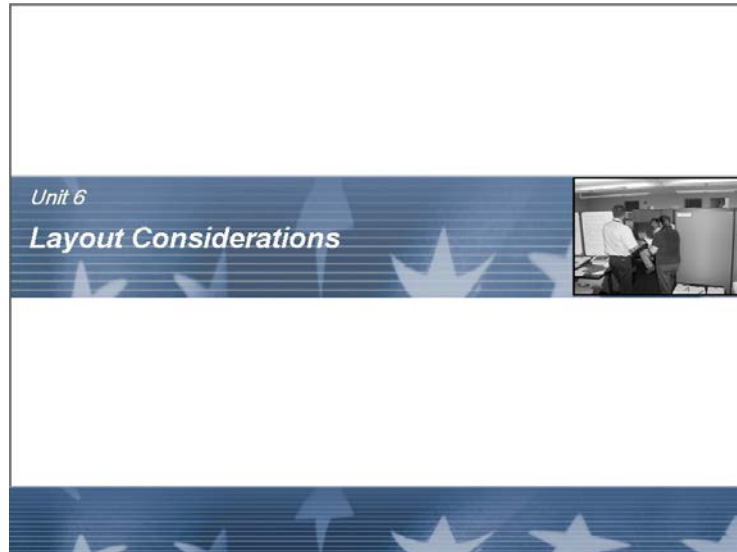
Knowledge of unit content will be evaluated through practical exercises and the Course Final upon completion of the course.

The purpose of this unit's exercise is to provide students with an opportunity to design a facilities layout given the known services and requirements and several options for plot plans.

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	2 hours
Exercise	1 hour 50 minutes
Total Time	3 hours 50 minutes

**Key Points**

Scope Statement

Through this unit, students will gain a general understanding of the importance of a well-considered incident layout and how to achieve an effective layout. If the layout is not well-planned at the beginning, it may lead to problems or disruptions later during the incident.

Topic Unit Objectives

Unit Terminal Objective

Design and establish the layout of incident facilities.



Key Points

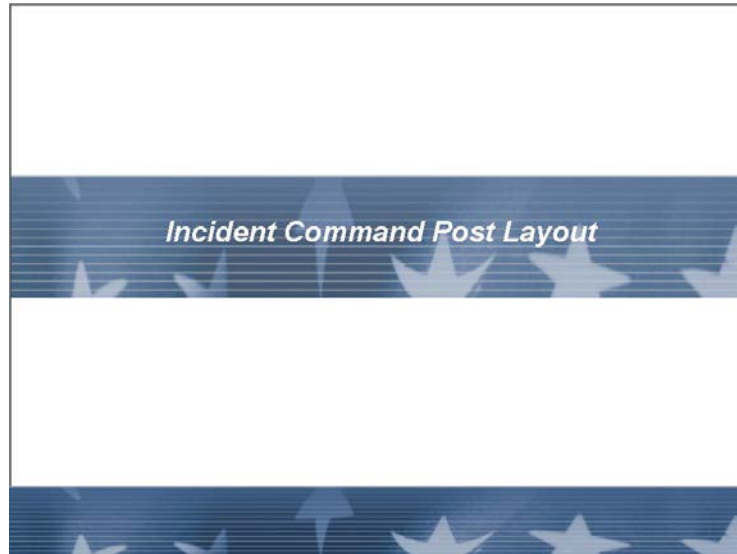
Unit Terminal Objective

Design and establish the layout of incident facilities.

Unit Enabling Objectives

- Explain the functional requirements for Incident Command Post and base/camp layouts
- Given an incident scenario, design an Incident Command Post and base/camp layout

TopicIncident Command Post Layout

**Key Points**

Discussion about the Incident Command Post layout.

Topic Layout and Proximities

Layout and Proximities

Why does it matter where ICP workspaces are located relative to one another?



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Visual 6-4

Key Points

The layout and proximities facilitate the work that needs to be accomplished. The Facilities Unit Leader assigns workstations at the beginning of an incident to avoid problems later on.

- The Operations Section and the Safety Officer should be close together
- The Public Information Officer and the Liaison Officer should be located near the front of the Incident Command Post to act as gatekeepers when dealing with the public or the media
- The Logistics Section, the Finance Section, and the Planning Section need to be arranged so that they do not interfere with each other's work; consider the foot traffic associated with each function
- The Communications Unit should be collocated with the Incident Command Post

Topic Provide Enough Workspace

Provide Enough Workspace



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Visual 6-5

Key Points

Well-designed workspaces maximize efficiency. When possible, the Facilities Unit Leader should assign workstations at the beginning of the incident. This will allow for a well-planned and executed layout.

- Provide enough workspace for everyone to work and store files
- Ensure that the area is well lit and comfortable
- Allow for the possible expansion of operations

Topic Establish a Briefing Area

Establish a Briefing Area



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Visual 6-6

Key Points

There is the potential for a lot of people to show up briefings. Depending on the incident, you may need a separate briefing area, such as a tent or a room. Keep this in mind as you lay out the facilities early on during the incident.

Challenges



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Visual 6-7

Key Points

The setup shown in the photo is not ideal, but the Facilities Unit Leader must be ready to deal with any situation. If this is the only area provided, the Facilities Unit Leader and the Incident Management Team must make it work.

Topic Auditorium Layout

Auditorium Layout

What needs to be considered in an auditorium layout?



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Visual 6-8

Key Points

Look at the photos on the slide and point out which elements are considerations for or the responsibility of the Facilities Unit Leader.

The main challenges are noise and traffic issues. Be sure to design the layout of the workspace so that quieter groups are separated from groups that need to talk to each other in order to do their jobs. Also, consider which work areas will have foot traffic from outside responders, and keep them from disrupting the other Units.

Office Layout

What do you need to consider when laying out an office?



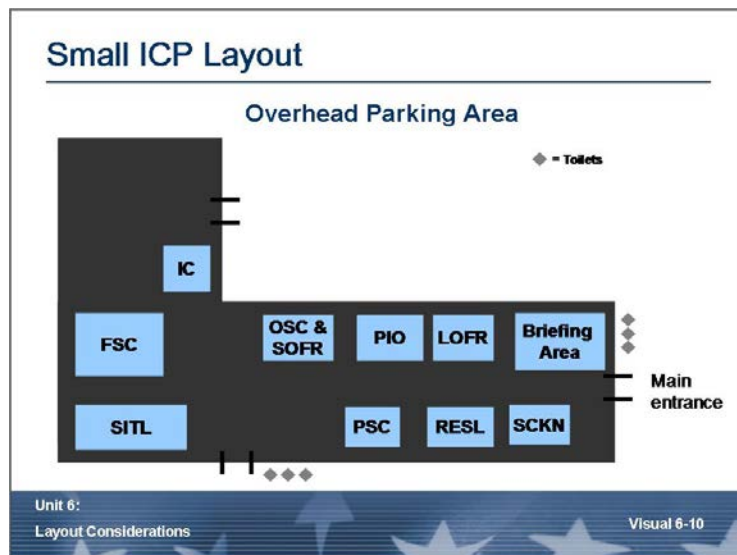
Unit 6:
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Visual 6-9

Key Points

Look at the photos on the slide and point out which elements are considerations for or the responsibility of the Facilities Unit Leader.

Organization is important so that Units and individuals can be quickly located.

Topic Small Incident Command Post Layout**Key Points**

This small Incident Command Post layout takes into consideration all of the information discussed on the previous slides. The next slides show an expanded base/camp layout and open field layout.

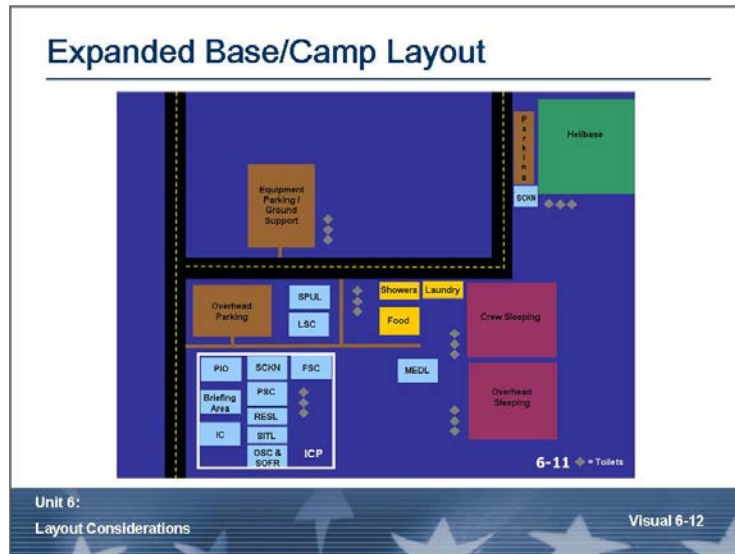
The Incident Command Post is generally the first facility to be established because it is where incident management occurs. During a local Type III incident, the Incident Command Post may be the only incident-managed facility because local responders may use their own facilities, such as fire and police stations.

TopicBase/Camp Layout

**Key Points**

Discussion about the layout of the base/camp.

Topic Expanded Base/Camp Layout



Key Points

As incident operations expand, a base/camp may be necessary. This layout shows how the area is expanded to accommodate sleeping quarters and eating facilities for the responders. This is why it is important to plan for expansion from the onset.

Base/Camp Layout

- The Medical Unit should be near where incident personnel congregate, so that it is convenient for responders to seek medical attention whenever necessary.
- Check-in should be located near the entrance to the base/camp.
- Parking should be established away from work and sleeping areas.
- The Ground Support Unit should be isolated because of traffic, odor, and safety issues. This Unit requires a lot of space and it can be noisy both during the day and at night. It may be convenient to locate Ground Support near the Supply Unit because both operate around the clock, and the Ground Support Unit may move supplies. They should be located near the entrance to the base/camp.
- If possible, locate showers between the sleeping area and the eating area. Laundry services should be near the showers.
- Toilets and trash receptacles should be located in areas where there is heavy foot traffic and around the sleeping areas. Do not place trash receptacles or toilets too close to the food service area.

- Hand-washing stations should be near the eating area and the toilets.
- Areas that need ready access to transportation and facilities include:
 - Supply or cache area;
 - Food preparation area;
 - Medical treatment facility;
 - Ground Support Unit; and
 - Sanitation facilities.

Topic Open Field Layout Build-Up**Key Points**

Now that we have examined an example of an Incident Command Post and an expanded base/camp, we are going to look at an actual incident site layout as seen in an aerial photograph. This incident used an open field and temporary shelters for the Incident Command Post and base.



Key Points

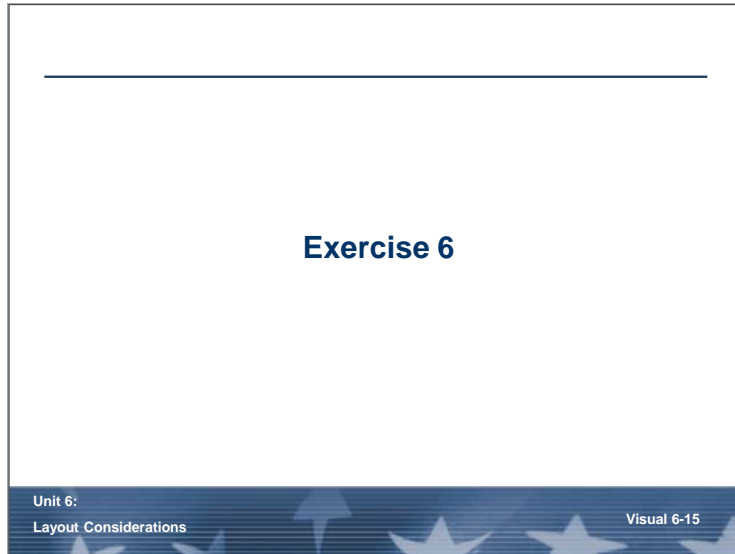
This is an aerial photograph of the Pentagon during the response to the 9-11 attack. This shows a large-scale response effort with many different agencies responding.

When there is a large-scale response from different agencies, as in the case of 9-11, the Facilities Unit Leader should talk to logistics representatives from all of the responding agencies to determine their facilities requirements (for example, an Urban Search and Rescue Team needs at least 1 square acre for all of their personnel, animals, and equipment). At this time, the Facilities Unit Leader should determine which elements are his or her responsibility.

There were major security considerations at this incident site because it was a crime scene. Multiple security checkpoints were necessary. The American Red Cross and other volunteer organizations were providing food. They were located as far away from incident hazards as possible. HAZMAT and laundry services were necessary at this incident site because of the presence of asbestos and jet fuel as a result of a plane crashing into an older building.

Topic

Exercise 6



Key Points

Objectives Review

1. *What are some functional requirements of the Incident Command Post layout?*
2. *What are some functional requirements of the base/camp layout?*

Key Points
