
Unit 8: Coordination

STUDENT GUIDE

Objectives

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

- Describe the interactions with the Command and General Staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job
- Describe what information needs to be exchanged, why the information is important, and with whom to exchange information
- Discuss how to successfully coordinate relations within the incident management organization
- Describe ways to obtain support for Division/Group resources from the Planning, Logistics, and Finance/Administration sections

Methodology

This unit uses lecture and discussion.

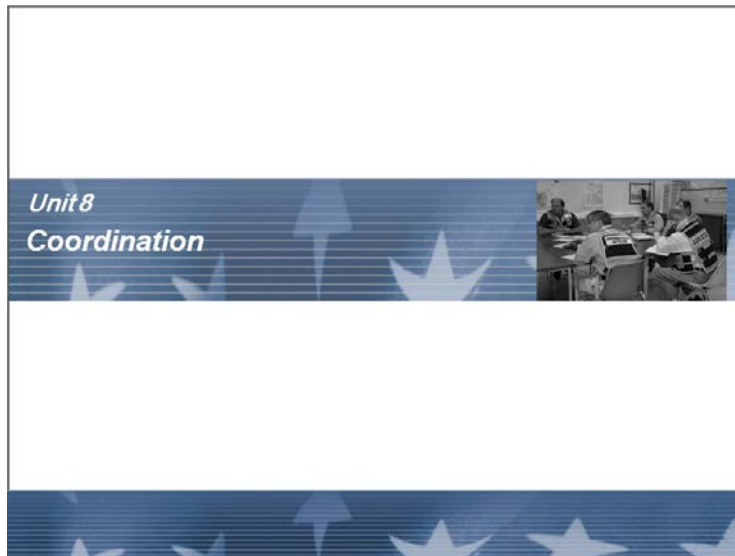
Content from Unit 8 will be tested during the Final Exam. Knowledge of this unit's content (as well as all content from prior units) will be evaluated through the administration of the Final Exam (to be administered upon completion of Unit 8 [completion of the course]).

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
Expectations Review	15 minutes
Final Exam	30 minutes
Final Exam Review	15 minutes
Total Time	2 hours, 30 minutes

TopicUnit Title Slide

**Key Points**

Scope Statement

The purpose of this unit is to provide students with an opportunity to learn more about the interactions of the Division/Group Supervisor with specific members of the IMT. Students will learn that if Division/Group Supervisors are to be able to complete their job safely and successfully, they must be able to effectively coordinate actions with members of the Planning, Logistics, Finance/Administration Sections, the Safety Officer, and the Incident Commander.

Unit Terminal Objective

Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

**Key Points**

Unit Terminal Objective

Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

Unit Enabling Objectives

- Describe what information needs to be exchanged, why the information is important, and with whom to exchange information
- Demonstrate how to successfully coordinate relations within the incident management organization
- Demonstrate how to obtain support for Division/Group resources from the Planning, Logistics, and Finance/Administration Sections

Information Communication

The early organization and establishment of lines of communication with resources assigned to the Division or Group is critical.



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Visual 8-3

Key Points

The early organization and establishment of lines of communication with resources assigned to the Division or Group is critical.

It is a key element necessary to the safe and effective completion of the assigned portion of the IAP.

Topic Information Communication (cont.)

Information Communication (cont.)

Sharing:

- From you to your assigned resources
- From your assigned resources to you
- From you to adjoining Divisions, Groups, and resources

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Visual 8-4

Key Points

Topic Interactions with Command and General Staff

Interactions with Command and General Staff

- Inherent to the tasks of the Division/Group Supervisor
- The ability to do this effectively will determine your success as a Division/Group Supervisor



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Visual 8-5

Key Points

Interaction (communication and coordination) with other positions:

- In the Operations Section (including other Divisions, Groups, Air Operations, and Branch Directors)
- Other General Staff sections
- The Command Staff

These interactions are inherent to the tasks of the Division/Group Supervisor. The ability to do this effectively will determine your success as a Division/Group Supervisor.

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Incident Commander:****The Incident Commander provides:**

- Broad direction
- Policy interpretation



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Visual 8-6

Key Points

The Division/Group Supervisor may/or may not have direct contact with the Incident Commander

The Incident Commander would provide:

- Broad direction
- Policy interpretation

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor, Safety Officer, and assistants:**

- Risk assessment and mitigation
- Accident or incident investigations
- May act as a second set of eyes and ears for the Division/Group Supervisor



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Visual 8-7

Key Points

The Division/Group Supervisor, Safety Officer, and assistants have the following interactions:

- Risk assessment and mitigation (such as trees and snags, hazardous materials, and transportation)
- May exercise authority to stop and prevent unsafe acts
- Participate in accident or incident investigations
- May act as a second set of eyes and ears for the Division/Group Supervisor

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)

Division/Group Supervisor and Planning:

Most of the interactions will be with subordinate staff rather than the Planning Section Chief.



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Visual 8-8

Key Points

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Planning (cont.):****Resources Unit Leader (RESL):**

- Maintains current incident resource status
- Assembles Task Forces and Strike Teams
- Prepares the ICS Form 204 - Assignment List

The image shows a portion of the ICS Form 204, which is used for assigning resources to tasks. It features a table with columns for 'Resource', 'Status', 'Assignment', and 'Remarks'. The table is currently empty, and there are some fields for 'Form Number' and 'Form Date' at the bottom.

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Visual 8-9

Key Points

- Resources Unit Leader (RESL):
 - Maintains current incident resource status
 - Handles check-in function
 - Assembles Task Forces and Strike Teams
 - Prepares the ICS Form 204–Assignment List
- When doing role call for resources, the RESL may be able to help you out


Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)

Division/Group Supervisor and Planning (cont.):

Situation Unit Leader (SITL):

- Incident prediction and probabilities
- Maps and photo services
- Incident perimeter
- Situation status
- Weather
- Summary and status of accomplishments



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Visual 8-10

Key Points

Situation Unit Leader (SITL):

- Incident prediction and probabilities (behavior, perimeter, size, weather)
- Maps and photo services and GIS
 - Incident perimeter
 - Traffic routes and drop point locations
 - Helispots
 - Transportation system information
 - Situation status
 - Weather
 - Perimeter
 - Infrared imagery services
 - Incident observations
 - Summary and status of accomplishments

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Planning (cont.):****Documentation Unit Leader (DOCL):**

- Copying and duplication services
- Files narratives, ICS Form 214, and others



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Visual 8-11

Key Points

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)

Division/Group Supervisor and Planning (cont.):

Demobilization Unit Leader (DMOB):

- Preparation of Demobilization Plan
- Check-out procedures



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Visual 8-12

Key Points

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Planning (cont.):****Technical Specialists:**

- Meteorologist
- Training Specialist
- Rehabilitation Specialist
- Urban Search and Rescue
- Hazardous materials specialist
- Seismologist

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Visual 8-13

Key Points

There could be a number of technical specialists that you could interact with or that could be assigned to your Division/Group:

- Fire Behavior Analyst
- Meteorologist
- Training Specialist
- Rehabilitation Specialist
- Urban Search and Rescue
- Hazardous Materials Specialist
- Seismologist
- Other specialists as needed

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Logistics:**

- Interaction is critical for accomplishment of the job
- Most interactions will take place with subordinate staff rather than the Logistics Section Chief



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Visual 8-14

Key Points

When dealing with Logistics, be sure to give them advance notice and explain what is must-have and what is need-to-have.

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.):****Supply Unit Leader (SPUL):**

- Establishes times, methods by, and locations where supplies are to be delivered and returned
- Tactical items
- Logistical items (including rations)



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Visual 8-15

Key Points

- Establishes times, methods by, and locations where supplies are to be delivered and returned
- Identifies need for and arranges availability of specialized tools and equipment
- Issues, inventories, account for and returns equipment and supplies
- Identifies needs in advance, if possible:
 - Tactical items
 - Logistical items (including rations)

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Ground Support Unit Leader (GSUL):**

- Support and transportation vehicles
- Crew transports
- Tactical vehicles and support
- Fueling, maintenance, and repairs
- Transportation Plan

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Visual 8-16

Key Points

- Support and transportation vehicles
- Crew transports
- Overhead vehicles
- Service rigs
- Tactical vehicles and support (such as engines, dozers, tenders, excavators, and cranes)
- Fueling, maintenance, and repairs
- Transportation Plan
- Signage
- Drop points
- Road systems
- Water sources
- Safety
- Road conditions
- Speeds
- Dust
- Alternate routes and drop points

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Communications Unit Leader (COML):**

- Resolves communications problems
- Maintains, repairs, and replaces radios
- Coordinates message center operations



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Visual 8-17

Key Points**COML:**

- Obtains radios, cellular phones, batteries, antennas, and other communications equipment
- Assigns and approves frequencies
- Tactical and logistical
 - Resolves communications problems
 - Maintains, repairs, and replaces radios
 - Coordinates message center operations

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Facilities Unit Leader (FACL):**

- Base and Camp establishment, maintenance, and organization
- Site location and layout
- Security



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Visual 8-18

Key Points

- Base and Camp establishment, maintenance, and organization
- Site location and layout
- Sanitation
- Lighting
- Sleeping areas
- Showers
- Security

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Food Unit Leader (FDUL):**

- Meals
- Caterer (contract administration)
- Kitchen
- Potable water



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Visual 8-19

Key Points**FDUL:**

- Meals
- Caterer (contract administration)
- Kitchen
- Hot food containers
- Sack lunches
- Fruit
- Juices and drinks

Potable waterTopic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Logistics (cont.)****Medical Unit Leader (MEDL):**

- Paramedics, EMTs, and other medical staff
- Preventative care
- First aid treatment
- Evacuations
- Comp-for-injury documentation

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Visual 8-20

Key Points

MEDL:

- Paramedics, EMTs, and other medical staff
- Preventative care
- First aid treatment
- Medications and medical supplies
- Evacuations
- Ambulance
- Air
- Comp-for-injury documentation

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Finance/Administration**

Most interactions will take place with subordinate staff rather than the Finance/Administration Section Chief.



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Visual 8-21

Key Points

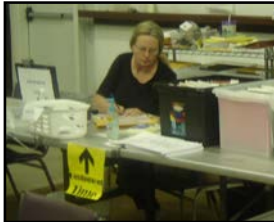
Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)

Division/Group Supervisor and Finance/Administration

Time Unit Leader (TIME):

- Personnel time recording
- Commissary



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Visual 8-22

Key Points

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Finance/Administration (cont.)****Procurement Unit Leader (PROC):**

- Procurement and contract administration
- Information on contracts and agreements
- Payment documents

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Visual 8-23

Key Points

- Procurement and contract administration
- Information on contracts and agreements
- Equipment time recording
- Payment documents
- Local vendors

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Finance/Administration (cont.)****Compensation/Claims Unit Leader (COMP):**

- **Comp-for-injury documentation processing**
- **Written authority for persons requiring medical treatment**



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Visual 8-24

Key Points

- Comp-for-injury documentation processing
- Written authority for persons requiring medical treatment
- Claims investigation and documentation
- Potential areas where claims could arise

Objectives Review

What support would you seek from:

- *The Planning Section?*
- *The Logistics Section?*
- *The Finance/Administration Section?*

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Visual 8-25

Key Points

Unit Terminal Objective

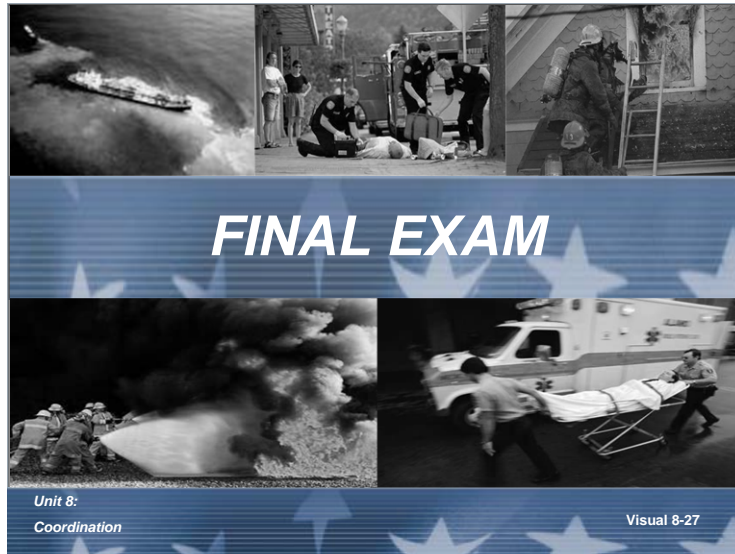
Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

Unit Enabling Objectives

- Describe what information needs to be exchanged, why the information is important, and with whom to exchange information
- Demonstrate how to successfully coordinate relations within the incident management organization
- Demonstrate how to obtain support for division/group resources from the Planning, Logistics, and Finance/Administration Sections



Key Points



Key Points

Follow directions from the instructor for final exam.