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## **UNIT 3: ICS FEATURES AND PRINCIPLES**

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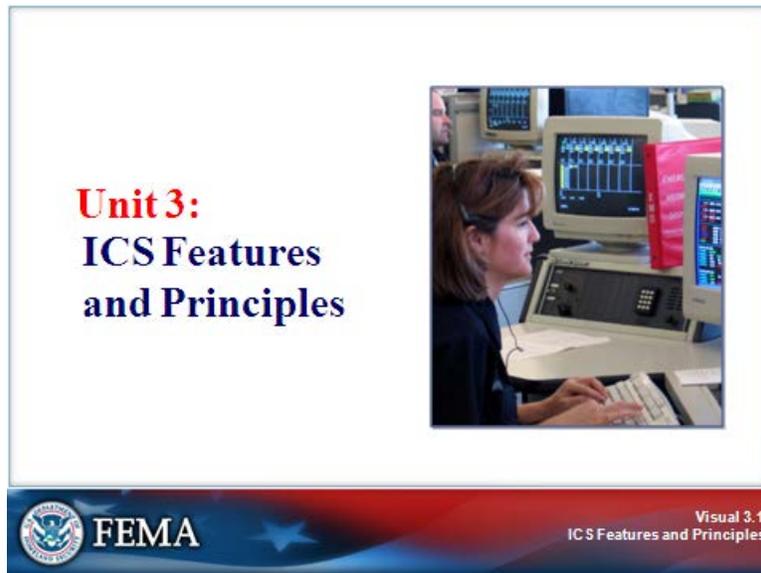
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### UNIT INTRODUCTION

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#### Visual 3.1

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#### Key Points

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This unit will provide an overview of the basic features and principles of the Incident Command System (ICS):

- ICS management principles
- ICS core system features

### UNIT INTRODUCTION

#### Visual 3.2

**Unit Objectives**

- Describe the basic features of ICS.
- Select the correct terminology for ICS facilities.
- Identify common tasks related to personal accountability.

**Unit List**

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

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Visual 3.2  
ICS Features and Principles

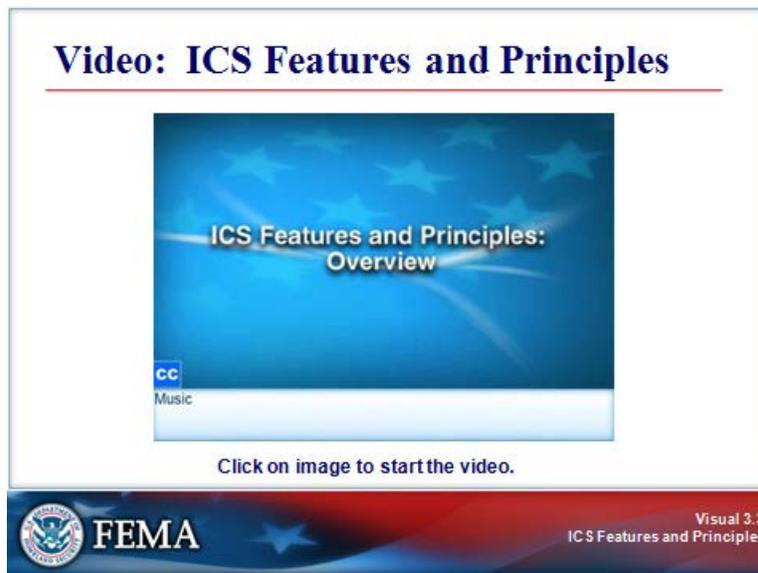
#### Key Points

By the end of this unit you should be able to:

- Describe the basic features of ICS.
- Select the correct terminology for ICS facilities.
- Identify common tasks related to personal accountability.

### ICS FEATURES

#### Visual 3.3



#### Key Points

The following video will introduce this lesson on ICS features and principles.

The lesson covers each of these ICS features in detail.

#### Video Transcript:

[Narrator]

As you learned in the previous lesson, ICS is based on proven management principles, which contribute to the strength and efficiency of the overall system.

ICS incorporates a wide range of management features and principles, beginning with the use of common terminology and clear text.

[David Burns, Emergency Preparedness Manager, University of California Los Angeles]  
Communication is probably one of the most essential elements of ICS. It's important that we know how to communicate.

[Daryl Lee Spiewak, Emergency Programs Manager, the Brazos River Authority]  
If the terms that I use mean different things to different people, we're going to have a hard time communicating and doing what needs to be done to accomplish our mission.

[Narrator]

ICS emphasizes effective planning, including management by objectives and reliance on an Incident Action Plan.

**(Continued on next page.)**

### ICS FEATURES

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#### Visual 3.3 (Continued)

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##### Video Transcript:

[Roberta Runge, EPA National NIMS Coordinator]

You have to coordinate on what your end objective is. All up and down the chain, you have to have a common end goal. So you can establish your objectives, you can ensure they're in the Incident Action Plan, and you can ensure that they are in agreement with the other Incident Action Plans that are produced by agencies.

[Narrator]

The ICS features related to command structure include chain of command and unity of command.

[Bill Campbell, Director of Training, New York State Emergency Management Office]

One of the benefits is it gets all of the different organizations working under the same framework.

[Narrator]

ICS helps ensure full utilization of all incident resources by:

- Maintaining a manageable span of control,
- Establishing predesignated incident locations and facilities,
- Implementing resource management practices, and
- Ensuring integrated communications.

ICS supports responders and decisionmakers through effective information and intelligence management and helps establish a common operating picture.

[Kristy Plourde, NIMS Program Coordinator, U.S. Coast Guard]

The common operating picture is a critical thing that the Coast Guard has been working hard on recently for ourselves because it's something that helps us maintain a better operational picture and it's more consistent across the board—everyone up and down the chain of command and across to other agencies understand the same picture.

[Narrator]

ICS counts on each of us taking personal accountability for our own actions. And finally, the mobilization process helps ensure that incident objectives can be achieved while responders remain safe.

[Kristy Plourde, NIMS Program Coordinator, U.S. Coast Guard]

To have NIMS work effectively, it's got to be top-down support.

[Narrator]

The ICS features covered in this lesson form the basis for effective, team-based incident response at all levels.

**ICS FEATURES**

**Visual 3.4**

**ICS Features: Overview**

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



The bottom of the slide features the FEMA logo on the left, a blue star in the center, and the text "Visual 3.4 ICS Features and Principles" on the right.

**Key Points**

The next two pages provide more detail about each feature.

**(Continued on the next page.)**

### ICS FEATURES

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#### Visual 3.4 (Continued)

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The essential ICS features are listed below:

#### **Standardization:**

- **Common Terminology:** Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

#### **Command:**

- **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
- **Chain of Command and Unity of Command:** Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

#### **Planning/Organizational Structure:**

- **Management by Objectives:** Includes establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities; and directing efforts to attain the established objectives.
- **Modular Organization:** The Incident Command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- **Incident Action Planning:** Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.
- **Manageable Span of Control:** Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.

(Continued on the next page.)

### ICS FEATURES

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#### Visual 3.4 (Continued)

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##### Facilities and Resources:

- **Incident Locations and Facilities:** Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical predesignated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.
- **Comprehensive Resource Management:** Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

##### Communications/Information Management:

- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
- **Information and Intelligence Management:** The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

##### Professionalism:

- **Accountability:** Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:
  - **Check-In:** All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
  - **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.
  - **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.
  - **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
  - **Resource Tracking:** Supervisors must record and report resource status changes as they occur. (This topic is covered in a later unit.)
- **Dispatch/Deployment:** Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

**NDARDIZATION**

**Visual 3.5**

**Common Terminology – No Codes!**

Using common terminology helps define:

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



 **FEMA** Visual 3.5  
ICS Features and Principles

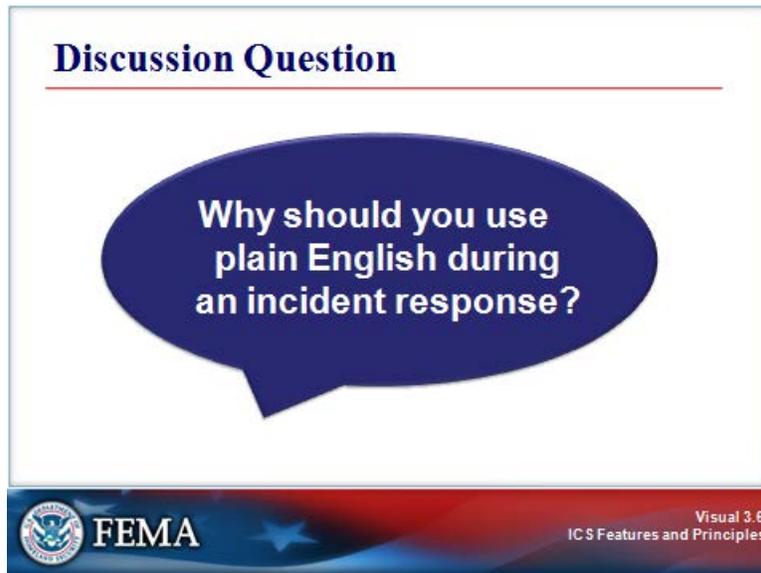
**Key Points**

The ability to communicate within ICS is absolutely critical. An essential method for ensuring the ability to communicate is by using common terminology and clear text.

A critical part of an effective multiagency incident management system is for all communications to be in plain English. That is, use clear text. Do not use radio codes, departmental codes, or jargon.

**STANDARDIZATION**

**Visual 3.6**



**Key Points**

**Even if you use codes on a daily basis, why should you use plain English during an incident response?**

STANDARDIZATION

Visual 3.7

**Why Plain English?**

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EMT = Emergency Medical Treatment  
EMT = Emergency Medical Technician  
EMT = Emergency Management Team  
EMT = Eastern Mediterranean Time (GMT+0200)  
EMT = Effective Methods Team  
EMT = Effects Management Tool  
EMT = El Monte, CA (airport code)  
EMT = Electron Microscope Tomography  
EMT = Email Money Transfer



The slide features the FEMA logo on the left and the text 'Visual 3.7 ICS Features and Principles' on the right, set against a red and blue background with a star.

Key Points

- EMT = Emergency Medical Treatment
- EMT = Emergency Medical Technician
- EMT = Emergency Management Team
- EMT = Eastern Mediterranean Time (GMT+0200)
- EMT = Effective Methods Team
- EMT = Effects Management Tool
- EMT = El Monte, CA (airport code)
- EMT = Electron Microscope Tomography
- EMT = Email Money Transfer

**What other codes or jargon could be misunderstood by responders from different agencies?**

COMMAND

Visual 3.8

**ICS Features: Overview**

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

FEMA Visual 3.8 ICS Features and Principles

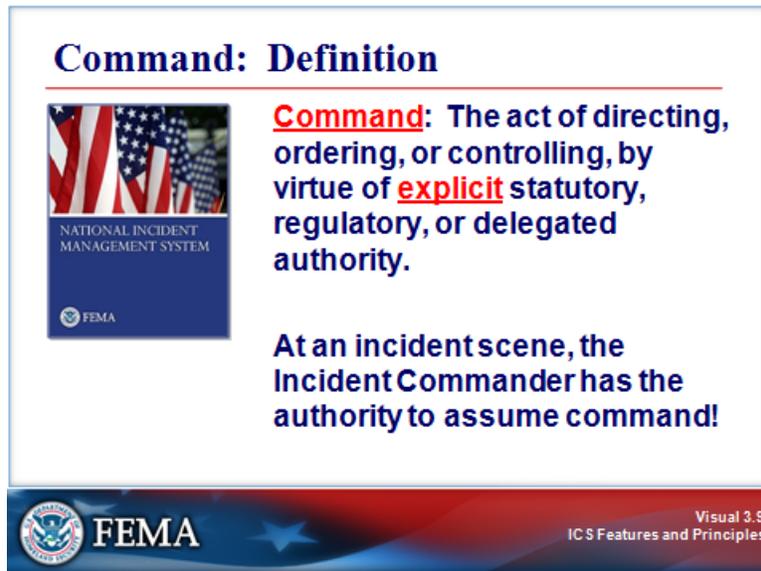
Key Points

The next part of this unit covers command, including:

- Establishment and transfer of command.
- Chain of command and unity of command.

### COMMAND

#### Visual 3.9



**Command: Definition**

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

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

NATIONAL INCIDENT MANAGEMENT SYSTEM  
FEMA

FEMA  
Visual 3.9  
ICS Features and Principles

#### Key Points

NIMS defines command as the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

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

The Incident Commander should have the level of training, experience, and expertise to serve in this capacity. It is quite possible that the Incident Commander may not be the highest ranking official on scene.

### COMMAND

#### Visual 3.10

### Transfer of Command

- Moves the responsibility for command from one Incident Commander to another.
- Must include a transfer of command briefing (which may be oral, written, or both).



Visual 3.10  
ICS Features and Principles

FEMA

#### Key Points

The next ICS feature is transfer of command.

- The process of moving the responsibility for incident command from one Incident Commander to another is called transfer of command.
- The transfer of command process always includes a transfer of command briefing, which may be oral, written, or a combination of both.
- When a transfer of command takes place, it is important to announce the change to the rest of the incident staff.

### COMMAND

#### Visual 3.11

### When Command Is Transferred

- A more qualified Incident Commander arrives.
- A jurisdiction or agency is legally required to take command.
- Incident complexity changes.
- The current Incident Commander needs to rest.



Visual 3.11  
ICS Features and Principles

FEMA

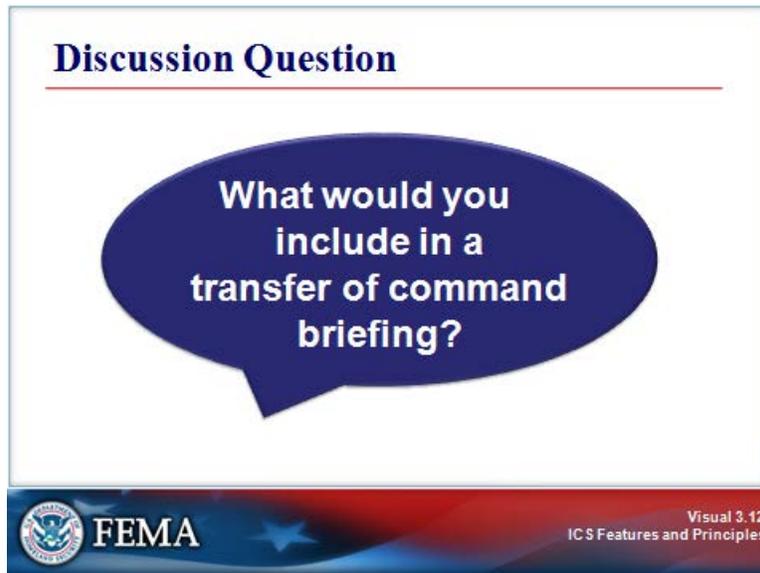
#### Key Points

There are several possible reasons that command might be transferred. Transfer of command may take place when:

- A more qualified Incident Commander arrives and assumes command.
- A jurisdiction or agency is legally required to take command. For example, the Federal Bureau of Investigation (FBI) is legally required to take the lead for investigations of terrorist incidents.
- The incident changes in complexity. For example, an incident might start in a small area, but spread into the surrounding community, affecting multiple jurisdictions, institutions, or agencies.
- The current Incident Commander needs to rest. On long or extended incidents, there is normally turnover of personnel to accommodate work/rest requirements.

**COMMAND**

**Visual 3.12**



**Key Points**

The transfer of command process always includes a thorough transfer of command briefing, which may be oral, written, or a combination of both.

It is also important to remember that the rest of the incident staff should be notified of the transfer of command.

**What would you include in a transfer of command briefing?**

→ **Hint: Refer to the additional information on the next page!**

### COMMAND

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#### Visual 3.12 (Continued)

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The process of moving the responsibility for incident command from one Incident Commander to another is called “transfer of command.” It should be recognized that transition of command on an expanding incident is to be expected. It does not reflect on the competency of the current Incident Commander.

There are five important steps in effectively assuming command of an incident in progress.

**Step 1:** The incoming Incident Commander should, if at all possible, personally perform an assessment of the incident situation with the existing Incident Commander.

**Step 2:** The incoming Incident Commander must be adequately briefed. This briefing must be by the current Incident Commander, and take place face-to-face if possible. The briefing must cover the following:

- Incident history (what has happened)
- Priorities and objectives
- Current plan
- Resource assignments
- Incident organization
- Resources ordered/needed
- Facilities established
- Status of communications
- Any constraints or limitations
- Incident potential
- Delegation of authority

**Step 3:** After the incident briefing, the incoming Incident Commander should determine an appropriate time for transfer of command.

**Step 4:** At the appropriate time, notice of a change in incident command should be made to:

- Agency headquarters.
- General Staff members (if designated).
- Command Staff members (if designated).
- All incident personnel.

**Step 5:** The incoming Incident Commander may give the previous Incident Commander another assignment on the incident. There are several advantages to this strategy:

- The initial Incident Commander retains first-hand knowledge at the incident site.
- This strategy allows the initial Incident Commander to observe the progress of the incident and to gain experience.

**COMMAND**

**Visual 3.13**

**Chain of Command**

Chain of command:

- Is an orderly line of authority within the response organization.
- Allows incident managers to direct and control the actions of all personnel under their supervision.
- Avoids confusion by requiring that orders flow from supervisors.
- Does not prevent personnel from sharing information.

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Visual 3.13  
ICS Features and Principles

**Key Points**

Chain of command is an orderly line of authority within the ranks of the incident management organization. Chain of command:

- Allows incident managers to direct and control the actions of all personnel under their supervision.
- Avoids confusion by requiring that orders flow from supervisors.

Chain of command does not prevent personnel from directly communicating with each other to ask for or share information.

The features and principles used to manage an incident differ from day-to-day management approaches. Effective incident management relies on a tight command and control structure. Although information is exchanged freely through the ICS structure, strict adherence must be paid to top-down direction.

To make ICS work, each of us must commit to following this command and control approach.

COMMAND

Visual 3.14

**Unity of Command**

Under unity of command, personnel:

- Report to only one incident supervisor.
- Receive work assignments only from the assigned supervisor.



 **FEMA** 

Visual 3.14  
ICS Features and Principles

**Key Points**

Under unity of command, personnel:

- Report to only one ICS supervisor.
- Receive work assignments only from their ICS supervisors.

COMMAND

Visual 3.15

**Activity: Assuming Command**

**Instructions: Working as a team . . .**

1. Review the scenario and the discussion question presented in the Student Manual.
2. Choose a spokesperson to record your responses.
3. Be prepared to share your answers in 5 minutes.



The image shows a slide with a blue and red background. On the left is the FEMA logo. On the right, it says "Visual 3.15 ICS Features and Principles".

Key Points

**Activity Purpose:** To reinforce your understanding of what to do when assuming command and transition to a discussion of incident objectives and action planning.

**Instructions:** Working as a team:

1. Review the scenario and the discussion question below.
2. Choose a spokesperson to record your responses.
3. Be prepared to share your answers in 5 minutes.

**Scenario:** An unexpected flash flood has struck a small community. Homes, schools, and the business district have been evacuated. Damage to critical infrastructure includes contamination of the water supply, downed power lines, and damaged roads.

**What is the first action you would take?**

PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.16

**ICS Features: Overview**

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

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Visual 3.16  
ICS Features and Principles

Key Points

The next part of this unit covers planning and organizational structure, including:

- Management by objectives.
- Incident Action Plan (IAP).
- Modular organization.
- Manageable span of control.

**PLANNING AND ORGANIZATIONAL STRUCTURE**

**Visual 3.17**

**Management by Objectives**



**Priorities for incident objectives are:**

- #1: Life Safety**
- #2: Incident Stabilization**
- #3: Property/Environmental Preservation**

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Visual 3.17  
ICS Features and Principles

**Key Points**

Incident objectives are used to ensure that everyone within the ICS organization has a clear understanding of what needs to be accomplished.

Priorities for incident objectives are:

1. Life safety.
2. Incident stabilization.
3. Property/Environmental preservation.

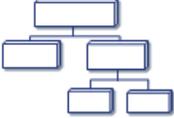
PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.18

**ICS Organization**

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

- Using unique ICS position titles and organizational structures.
- Assigning personnel based on expertise, not rank. For example, a director may not hold that title when deployed under an ICS structure.



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Visual 3.18  
ICS Features and Principles

Key Points

The ICS organization is unique but easy to understand. There is no correlation between the ICS organization and the administrative structure of any single agency or jurisdiction. This is deliberate, because confusion over different position titles and organizational structures has been a significant stumbling block to effective incident management in the past.

For example, someone who serves as a director every day may not hold that title when deployed under an ICS structure.

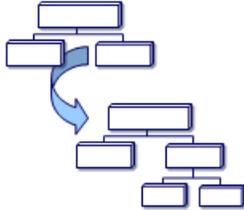
PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.19

**Modular Organization**

Incident command organizational structure is based on:

- Size, type, and complexity of the incident.
- Specifics of the hazard environment created by the incident.
- Incident planning process and incident objectives.



The diagram illustrates a modular organizational structure. It starts with a single box at the top, which then branches into two boxes. A curved blue arrow points from the top box down to the second level, indicating the expansion of the structure. Below this, there are two more levels of boxes, showing a further expansion of the organization into a more complex, multi-level structure.

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Visual 3.19  
ICS Features and Principles

Key Points

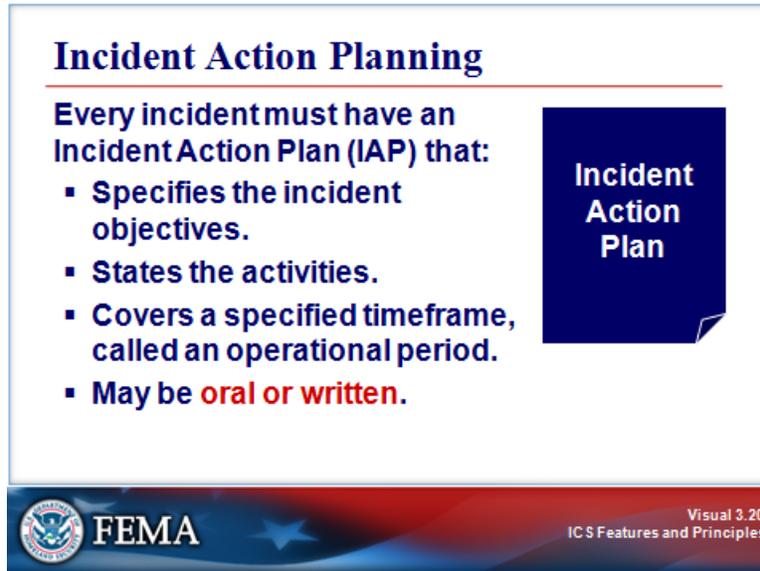
The ICS organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated.

The ICS organizational structure is flexible. When needed, separate functional elements can be established and subdivided to enhance internal organizational management and external coordination. As the ICS organizational structure expands, the number of management positions also expands to adequately address the requirements of the incident.

In a later unit, we'll look at how the Operations Section expands and contracts based on span of control.

PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.20



The slide is titled "Incident Action Planning" in a blue serif font. Below the title, it states "Every incident must have an Incident Action Plan (IAP) that:" followed by a bulleted list of four items. To the right of the text is a dark blue square with the words "Incident Action Plan" in white. At the bottom left is the FEMA logo, and at the bottom right is the text "Visual 3.20 ICS Features and Principles".

**Incident Action Planning**

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

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

**Incident Action Plan**

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Visual 3.20  
ICS Features and Principles

Key Points

Every response has a strategy—like a lesson plan—called an Incident Action Plan (IAP). The Incident Commander must ensure that the IAP:

- Specifies the incident objectives.
- States the activities to be completed.
- Covers a specified timeframe, called an operational period.
- May be **oral or written**—except for hazardous materials incidents, which require a written IAP.

Even the smallest of incidents are managed by incident objectives and plans. The plan can be as simple as the next steps the Incident Commander plans to do. The steps can be orally communicated to the rest of the ICS organization.

**PLANNING AND ORGANIZATIONAL STRUCTURE**

**Visual 3.21**

**Elements of an Incident Action Plan**

Every IAP must have four elements:

- What do we want to do?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?



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Visual 3.21  
ICS Features and Principles

**Key Points**

Every IAP must answer the following four questions:

- What do we want to do?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?

PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.22

**Activity: Incident Action Plan**

**Instructions:** Working as a team . . .

1. Identify four items you would include in an IAP for the severe weather scenario in Unit 2.
2. Write these items on chart paper.
3. Select a spokesperson. Be prepared to present in 5 minutes.

The slide features a blue and red gradient background at the bottom. On the left is the FEMA logo, which includes the text 'FEDERAL EMERGENCY MANAGEMENT AGENCY' around a central emblem. To the right of the logo is the text 'FEMA'. Further right, there is a small graphic of a blue star. On the far right, the text 'Visual 3.22' and 'ICS Features and Principles' is displayed.

Key Points

**Activity Purpose:** To illustrate how to develop an IAP.

**Instructions:** Working in groups:

1. Identify four items you would include in an Incident Action Plan for the severe weather scenario from Unit 2.
2. Record the IAP elements on chart paper.
3. Select a spokesperson to report back to the group. Be prepared to share your answers in 5 minutes.

**Scenario:** Continuing severe weather is causing widespread damage. 9-1-1 operators are receiving conflicting reports about life-safety needs, including a possible structural collapse of an assisted living facility.

**PLANNING AND ORGANIZATIONAL STRUCTURE**

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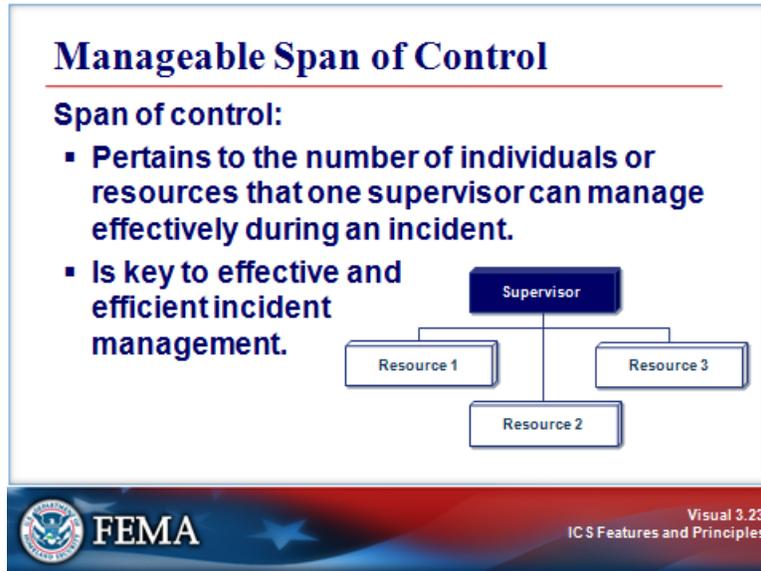
**Visual 3.22 (Continued)**

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**What is the first action you would take?**

PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.23



**Key Points**

Another basic ICS feature concerns the supervisory structure of the organization. Maintaining adequate span of control throughout the ICS organization is very important.

Span of control pertains to the number of individuals or resources that one supervisor can manage effectively during an incident.

Maintaining an effective span of control is important at incidents where safety and accountability are a top priority.

Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

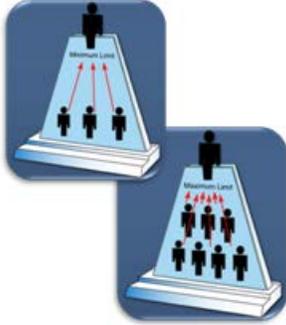
PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.24

**ICS Management: Span of Control**

ICS span of control for any supervisor:

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



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Visual 3.24  
ICS Features and Principles

Key Points

- Another basic ICS feature concerns the supervisory structure of the organization. Maintaining adequate span of control throughout the ICS organization is very important.
- Span of control pertains to the number of individuals or resources that one supervisor can manage effectively during an incident.
- The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span of control considerations. **Maintaining an effective span of control is particularly important on incidents where safety and accountability are top priorities.**
- Effective span of control on incidents may vary from three to seven, and a ratio of one supervisor to five reporting elements is recommended.

What types of incidents warrant a low span-of-control ratio?

PLANNING AND ORGANIZATIONAL STRUCTURE

Visual 3.25

**Activity: Span of Control**

**Instructions:** Working individually . . .

1. Review the scenario and answer the question presented in the Student Manual.
2. Be prepared to share your answer in 5 minutes.

```
graph TD; IC[Incident Command] --- R1_1[Resource]; IC --- R1_2[Resource]; IC --- R1_3[Resource]; IC --- R1_4[Resource]; R1_1 --- R2_1[Resource]; R1_2 --- R2_2[Resource]; R1_3 --- R2_3[Resource]; R1_4 --- R2_4[Resource];
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Visual 3.25  
ICS Features and Principles

Key Points

**Activity Purpose:** To reinforce your understanding of span of control.

**Instructions:** Working individually:

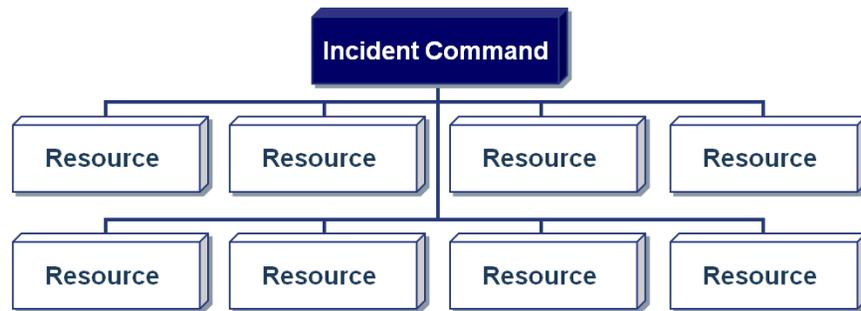
1. Review the scenario and answer the question presented.
2. Be prepared to share your answer in 5 minutes.

**Scenario:** A water main has broken. Resources are working to repair the break and reroute traffic.

**PLANNING AND ORGANIZATIONAL STRUCTURE**

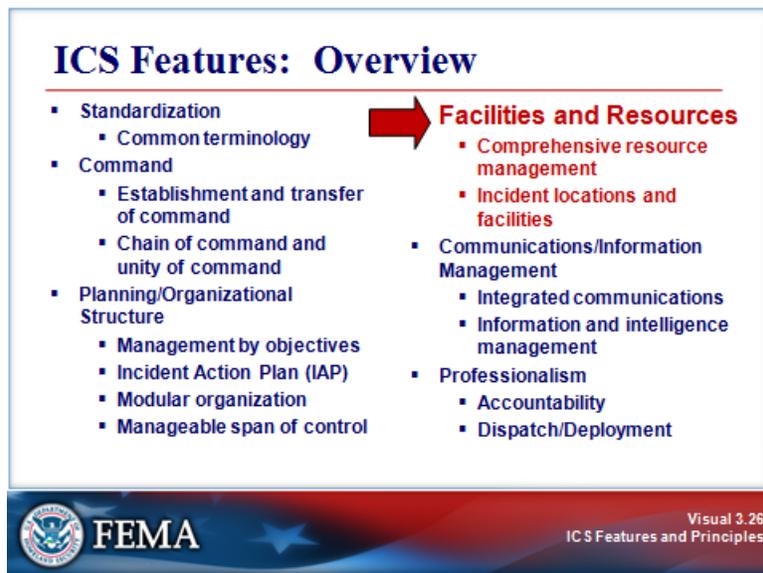
**Visual 3.25 (Continued)**

**Is the span of control consistent with ICS guidelines?**



### FACILITIES AND RESOURCES

#### Visual 3.26



#### Key Points

The next part of this unit covers facilities and resources, including:

- Comprehensive resource management.
- Incident locations and facilities.

### FACILITIES AND RESOURCES

#### Visual 3.27



#### Key Points

- Incident activities may be accomplished from a variety of operational locations and support facilities.
- The Incident Commander identifies and establishes needed facilities depending on incident needs. Standardized names are used to identify types of facilities.
- In order to integrate with community responders, it is important to be familiar with the standard ICS facilities.

#### Video Transcript:

This presentation introduces the ICS facilities. In less complex incidents, you most likely will not need many of the standard ICS facilities. However, in large incidents, such as a hurricane or earthquake, it is likely that all of these facilities will be necessary.

The Incident Command Post, or ICP, is the location from which the Incident Commander oversees all incident operations. There should only be one ICP for each incident, but it may change locations during the event. Every incident must have some form of an Incident Command Post. The ICP may be located outside, in a vehicle, trailer, or tent, or within a building. The ICP will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command.

(Continued on the next page.)

### FACILITIES AND RESOURCES

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#### Visual 3.27 (Continued)

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#### Video Transcript (Continued):

Staging Areas are temporary locations at an incident where personnel and equipment wait to be assigned. Staging Areas should be located close enough to the incident for a timely response, but far enough away to be out of the immediate impact zone. In large, complex incidents, there may be more than one Staging Area at an incident. Staging Areas can be co-located with other ICS facilities.

A Base is the location from which primary logistics and administrative functions are coordinated and administered.

A Camp is the location where resources may be kept to support incident operations if a Base is not accessible to all resources. Camps are equipped and staffed to provide food, water, sleeping areas, and sanitary services.

A Helibase is the location from which helicopter-centered air operations are conducted. Helibases are generally used on a more long-term basis and include such services as fueling and maintenance.

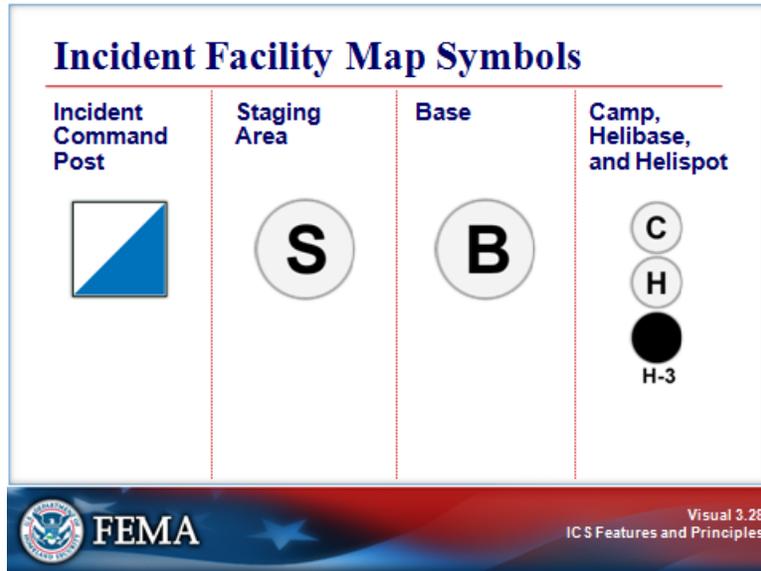
Helispots are more temporary locations at the incident, where helicopters can safely land and take off. Multiple Helispots may be used.

Let's review the different ICS facilities covered in this video.

- The **Incident Command Post** is the location from which the Incident Commander oversees all incident operations.
- **Staging Areas** are where personnel and equipment are gathered while waiting to be assigned.
- A **Base** is the location from which primary logistics and administrative functions are coordinated and administered.
- A **Helibase** is the location from which helicopter-centered air operations are conducted.
- **Helispots** are more temporary locations at the incident, where helicopters can safely land and take off.

FACILITIES AND RESOURCES

Visual 3.28



Key Points

In ICS, it is important to be able to identify the map symbols associated with the basic incident facilities.

The map symbols used to represent each of the six basic ICS facilities are shown in the illustration.

**Helicopters were taking off and landing at a football field after a tornado severely damaged the surrounding area. What map symbol would indicate this ICS facility?**

**Have you preidentified locations for incident facilities?**

**FACILITIES AND RESOURCES**

**Visual 3.29**

**Incident Facilities: Summary**

- **A single Incident Command Post should be established on all incidents—even small ones!**
- **Incidents may require additional facilities (e.g., a call center).**
- **Areas may be predesignated incident facilities for the surrounding community (e.g., shelters, staging areas, helibases, medical centers).**

The bottom of the slide features a decorative banner with a red, white, and blue wavy pattern. On the left is the FEMA logo, which includes the text 'FEDERAL EMERGENCY MANAGEMENT AGENCY' around a central emblem, and the word 'FEMA' in large letters. On the right side of the banner, the text 'Visual 3.29' and 'ICS Features and Principles' is displayed.

**Key Points**

A single Incident Command Post should be established on all incidents, even on a small incident.

Incidents may require additional facilities beyond those that are standard ICS facilities.

Areas may be predesignated incident facilities for the surrounding community (e.g., shelters, Staging Areas, Helibases, medical centers).

FACILITIES AND RESOURCES

Visual 3.30

**Resources: Definition**

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



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Visual 3.30  
ICS Features and Principles

**Key Points**

In ICS, resources include personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

**FACILITIES AND RESOURCES**

**Visual 3.31**

**Resource Management**

Resource management includes processes for:

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



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Visual 3.31  
ICS Features and Principles

**Key Points**

As mentioned in the previous unit, resources at an incident must be managed effectively. Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resource management includes processes for:

- Categorizing, credentialing, and identifying resources in advance.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.

Resource management also includes processes for reimbursement for resources, as appropriate.

FACILITIES AND RESOURCES

Visual 3.32

**Activity: Staging Areas**

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**Instructions:** Working as a team . . .

1. Review the scenario and discussion question presented in the Student Manual.
2. Select a spokesperson. Be prepared to share your answer in 5 minutes.



Key Points

**Activity Purpose:** To reinforce your understanding of Staging Areas and resource management.

**Instructions:** Working as a team:

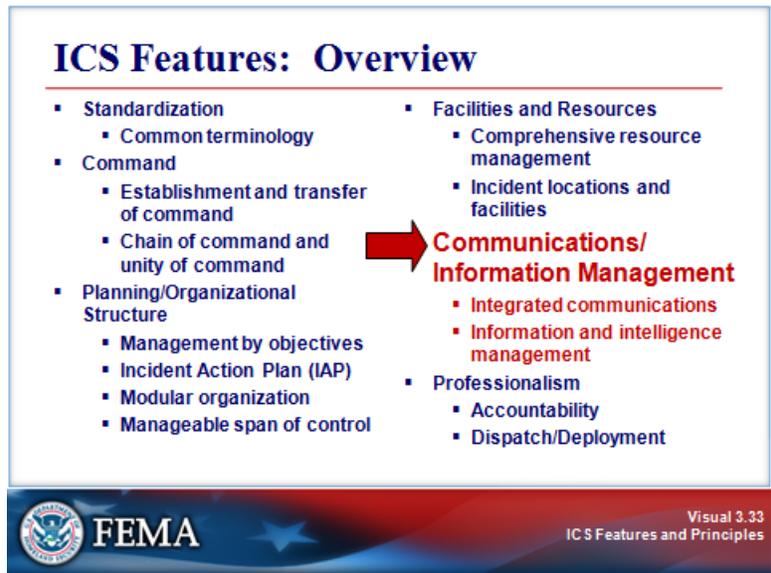
1. Review the scenario and discussion question presented below.
2. Select a spokesperson. Be prepared to share your answer in 5 minutes.

**Scenario:** A bomb threat has been made at a local business.

**Where would you establish a Staging Area?**

COMMUNICATIONS AND INFORMATION MANAGEMENT

Visual 3.33



Key Points

The next part of this unit covers communications and information management, including:

- Integrated communications.
- Information and intelligence management.

COMMUNICATIONS AND INFORMATION MANAGEMENT

Visual 3.34

**Integrated Communications**

Incident communications are facilitated through:

- The development and use of a common communications plan.
- The interoperability of communication equipment, procedures, and systems.

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

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Visual 3.34  
ICS Features and Principles

Key Points

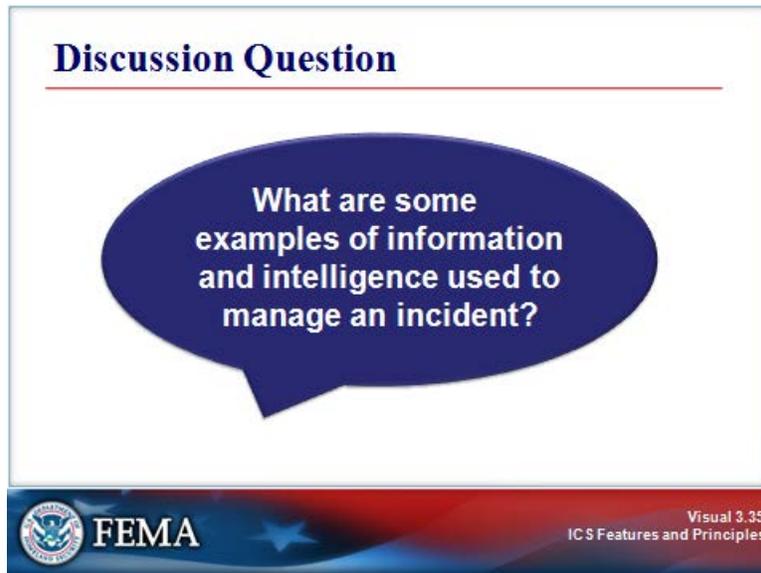
Incident communications are facilitated through:

- The development and use of a common communications plan.
- The interoperability of communication equipment, procedures, and systems.

A common communications plan is essential for ensuring that responders can communicate with one another during an incident. Before an incident, it is critical to develop an integrated voice and data communications system (equipment, systems, and protocols).

**COMMUNICATIONS AND INFORMATION MANAGEMENT**

**Visual 3.35**



**Key Points**

The analysis and sharing of information and intelligence is an important component of ICS. Incident management must establish a process for gathering, sharing, and managing incident-related information and intelligence.

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

COMMUNICATIONS AND INFORMATION MANAGEMENT

Visual 3.36

**Activity: Information Management**

**Instructions:** Working as a team . . .

1. Review the scenario presented in the Student Manual.
2. Discuss the implications for incident management, and record your answers on chart paper.
3. Select a team spokesperson and be prepared to share your answers in 5 minutes.



Key Points

**Activity Purpose:** To reinforce your understanding of managing incident information and intelligence.

**Instructions:** Working as a team:

1. Review the scenario presented below.
2. Discuss the implications for incident management, and record your answers on chart paper.
3. Select a team spokesperson and be prepared to share your answers in 5 minutes.

**Scenario:** Continuing severe weather is causing widespread damage. 9-1-1 operators are receiving conflicting reports about life-safety needs, including a possible structural collapse of an assisted living facility.

**COMMUNICATIONS AND INFORMATION MANAGEMENT**

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**Visual 3.36 (Continued)**

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**What lessons learned could be applied to managing incident information and intelligence?**

### PROFESSIONALISM

#### Visual 3.37

**ICS Features: Overview**

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

**Professionalism**

- Accountability
- Dispatch/Deployment

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Visual 3.37  
ICS Features and Principles

#### Key Points

The last part of this unit covers professionalism, including:

- Accountability.
- Dispatch/deployment.

PROFESSIONALISM

Visual 3.38

**Accountability (1 of 2)**

- **Check-In.** All responders must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- **Incident Action Plan.** Response operations must be coordinated as outlined in the IAP.
- **Unity of Command.** Each individual will be assigned to only one supervisor.



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Visual 3.38  
ICS Features and Principles

Key Points

Effective accountability during incident operations is essential. Individuals must abide by their institutional policies and guidelines and any applicable local, State, or Federal rules and regulations.

The following principles must be adhered to:

- **Check-In.** All responders must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- **Incident Action Plan.** Response operations must be coordinated as outlined in the IAP.
- **Unity of Command.** Each individual will be assigned to only one supervisor.

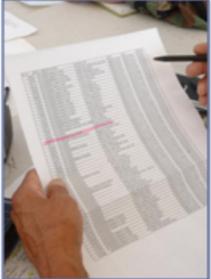
The next visual includes additional principles that must be adhered to.

PROFESSIONALISM

Visual 3.39

**Accountability (2 of 2)**

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.



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Visual 3.39  
ICS Features and Principles

Key Points

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.

### PROFESSIONALISM

#### Visual 3.40

### Dispatch/Deployment

At any incident:

- The situation must be assessed and the response planned.
- Managing resources safely and effectively is the most important consideration.
- Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.



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Visual 3.40  
ICS Features and Principles

#### Key Points

Another key feature of ICS is the importance of managing resources to adjust to changing conditions.

When an incident occurs, you must be dispatched or deployed to become part of the incident response. In other words, until you are deployed to the incident organization, you remain in your everyday role.

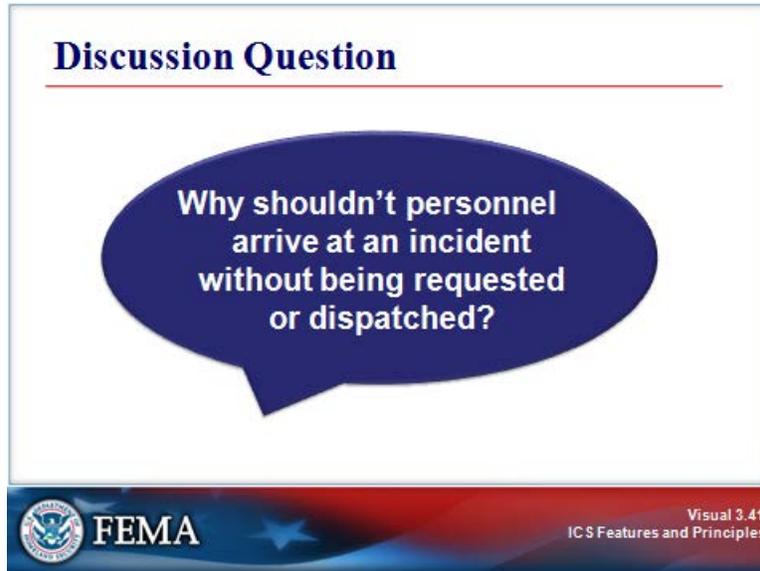
After being deployed, your **first task is to check in and receive an assignment.**

After check-in, you will locate your incident supervisor and obtain your initial briefing. The briefings you receive and give should include:

- Current assessment of the situation.
- Identification of your specific job responsibilities.
- Identification of coworkers.
- Location of work area.
- Identification of break areas, as appropriate.
- Procedural instructions for obtaining needed resources.
- Operational periods/work shifts.
- Required **safety procedures** and personal protective equipment (PPE), as appropriate.

**PROFESSIONALISM**

**Visual 3.41**



**Key Points**

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

PROFESSIONALISM

Visual 3.42

**Activity: Deployment**

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**Instructions:** Working individually . . .

1. Review the scenario and answer the question presented in the Student Manual.
2. Be prepared to share your answer in 5 minutes.



Key Points

**Activity Purpose:** To reinforce the your understanding of the importance of dispatch and deployment.

**Instructions:** Working individually:

- Review the scenario and discussion question presented below.
- Be prepared to share your answer in 5 minutes.

**Scenario:** Rosa is an off-duty certified Emergency Medical Technician who lives near the scene of a major structural collapse that has occurred in a busy shopping center. The media are reporting that there are injured people wandering around the parking area who need immediate medical attention.

**What should Rosa do?**

UNIT SUMMARY

Visual 3.43

**Summary (1 of 2)**

**ICS:**

- Utilizes management features including the use of common terminology and a modular organizational structure.
- Emphasizes effective planning through the use of management by objectives and Incident Action Plans.
- Supports responders by providing data they need through effective information and intelligence management.



The slide features a blue and red footer with the FEMA logo on the left, the text 'FEMA' in the center, and 'Visual 3.43 ICS Features and Principles' on the right.

**Key Points**

ICS:

- Utilizes management features including the use of common terminology and a modular organizational structure.
- Emphasizes effective planning through the use of management by objectives and Incident Action Plans.
- Supports responders by providing data they need through effective information and intelligence management.

### UNIT SUMMARY

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#### Visual 3.44

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**Summary (2 of 2)**

**ICS:**

- Utilizes the principles of chain of command, unity of command, and transfer of command.
- Ensures full utilization of incident resources by maintaining a manageable span of control, establishing predesignated incident facilities, implementing resource management practices, and ensuring integrated communications.



The slide footer features the FEMA logo on the left, the text 'FEMA' in the center, and 'Visual 3.44 ICS Features and Principles' on the right, all set against a red and blue background with a white star.

#### Key Points

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**ICS:**

- Utilizes the principles of chain of command, unity of command, and transfer of command.
- Ensures full utilization of incident resources by maintaining a manageable span of control, establishing predesignated incident facilities, implementing resource management practices, and ensuring integrated communications.

The next unit will cover the Incident Commander and Command Staff functions.