UNIT 4: INCIDENT/EVENT ASSESSMENT & AGENCY GUIDANCE IN ESTABLISHING INCIDENT OBJECTIVES

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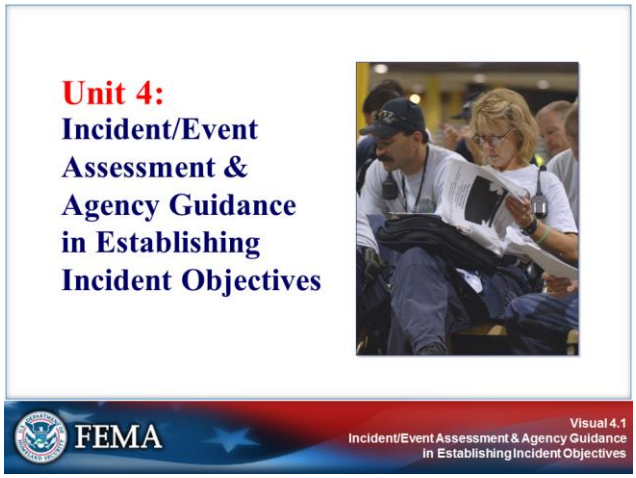
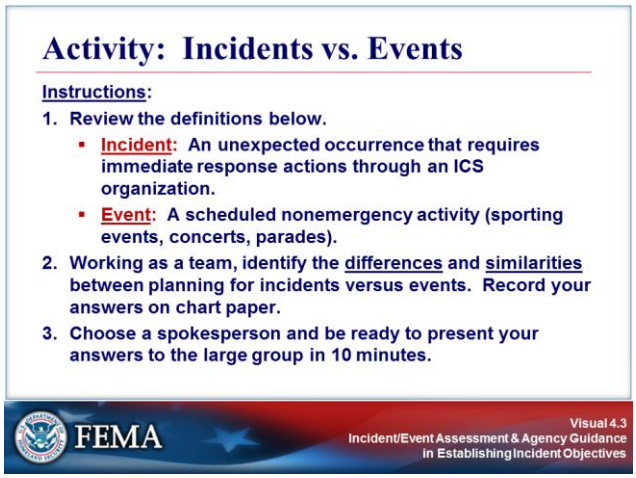
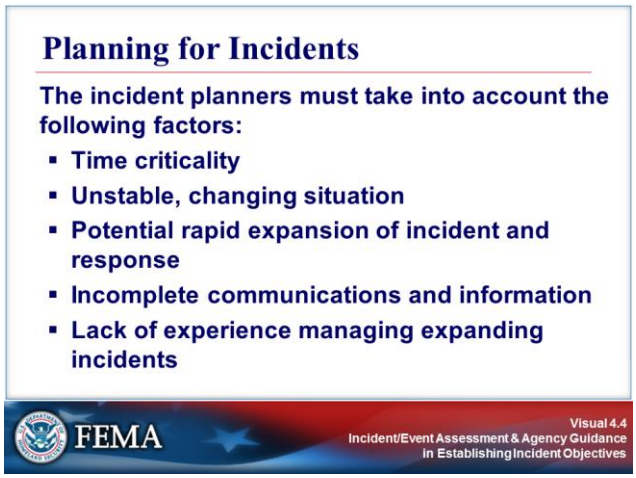
Visuals



Your Notes





Your Notes

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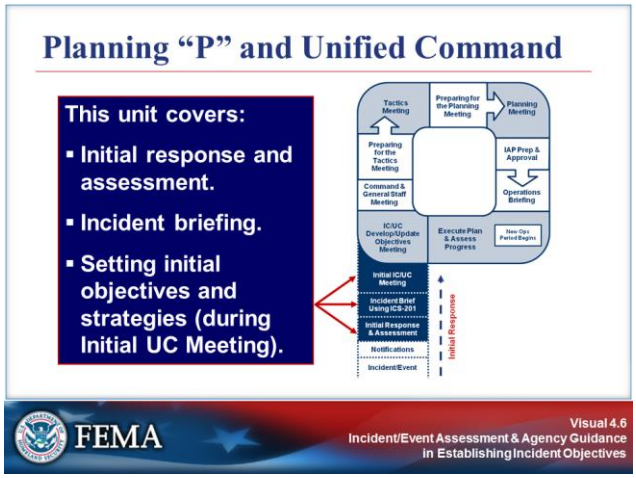

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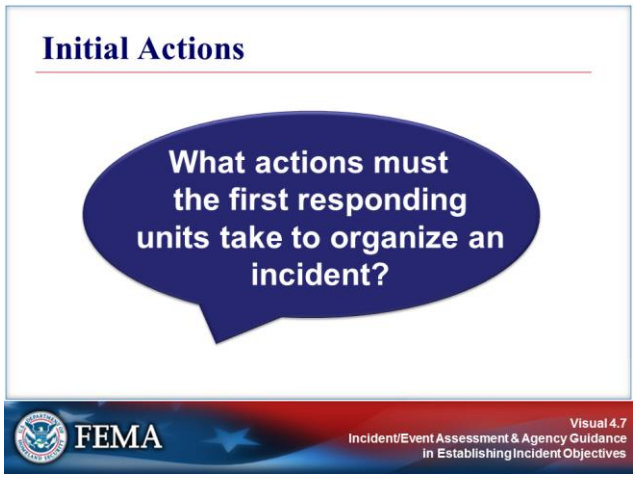

Your Notes

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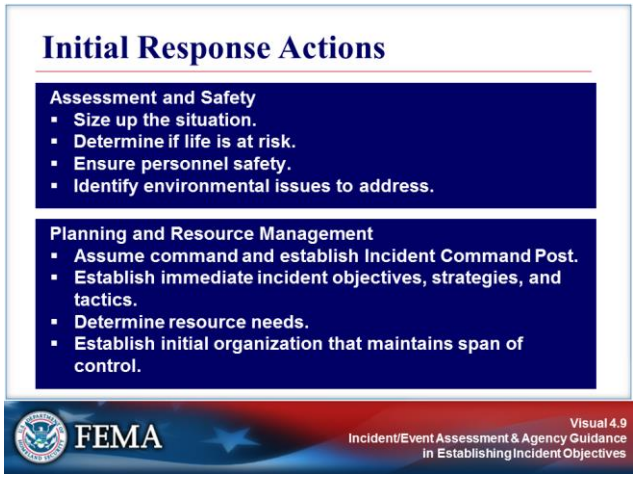

Review the job aid on the following page.

Your Notes

Job Aid: Initial Response Actions

For any incident, the person currently in charge (Incident Commander) must do at least the following:

- **Size up the situation.** A thorough sizeup will provide the Incident Commander with the information needed to make initial management decisions.
- **Determine if life is at immediate risk.**
- **Ensure that personnel safety factors are taken into account.**
- **Determine if there are any environmental issues that need to be addressed.** For example, will a hazardous materials spill affect a nearby lake or stream? Is there a toxic plume that requires evacuation?
- **Assume command and establish the Incident Command Post.**
- **Establish immediate incident objectives, strategies, and tactics.** The sizeup should provide information about what needs to be done first to prevent loss of life or injury and to stabilize the situation. For small incidents, the initial Incident Action Plan (IAP) may be verbal and may cover the entire incident. For larger, more complex incidents, the initial IAP may cover the initial operating period. A written IAP will then be developed.
- **Determine if there are enough resources of the right kind and type on scene or ordered.** The incident objectives will drive resource requirements. What resources are required to accomplish the immediate incident objectives? If the right kind and type of resources are not on scene, the Incident Commander must order them immediately.
- **Establish the initial organization that maintains span of control.** At this point, the Incident Commander should ask: What organization will be required to execute the IAP and achieve the objectives? He or she should establish that organization, always keeping in mind safety and span-of-control concerns. Consider if span of control is or will soon approach practical limits. The span of control range of three to seven is to ensure safe and efficient utilization of resources.

Ordering an Incident Management Team (IMT) may be necessary depending on the size or complexity of the incident, or existing policies and laws. Many local organizations are not equipped to manage a type 3 incident, so when a sizeup reveals that additional IMT support may be required, it should be requested as soon as possible.

Visuals

Initial Response: Conduct a Sizeup

The first responder to arrive must assume command and size up the situation by determining:

- Nature and magnitude of the incident
- Hazards and safety concerns
  - Hazards facing response personnel and the public
  - Evacuation and warnings
  - Injuries and casualties
  - Need to secure and isolate the area
- Initial priorities and immediate resource requirements
- Location of Incident Command Post and Staging Area(s)
- Entrance and exit routes for responders

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Visual 4.10
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Initial Management Decisions

A thorough sizeup provides information needed to make initial management decisions.

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Visual 4.11
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

Situational Awareness

Situational awareness is the perception of:

- What the incident is doing, and
- What you are doing in relation to the incident and your objectives.

Situational awareness involves the ability to predict:

- Changes in the incident, and
- Your future actions.

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Visual 4.12
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Situational Awareness Skills (1 of 2)

- Identify problems/potential problems.
- Recognize the need for action (atypical situations).
- Do NOT ignore information discrepancies; rather, analyze discrepancies before proceeding.
- Seek and provide information before acting.

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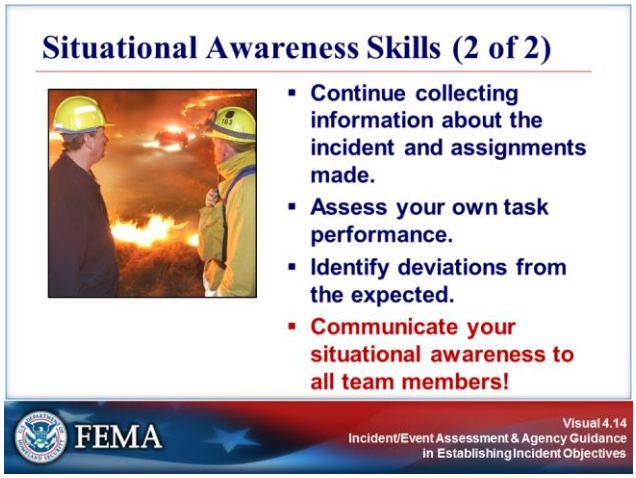
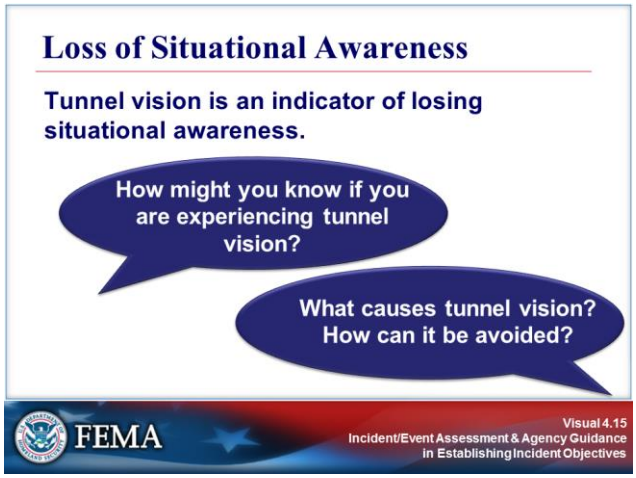
Visual 4.13
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

Visuals





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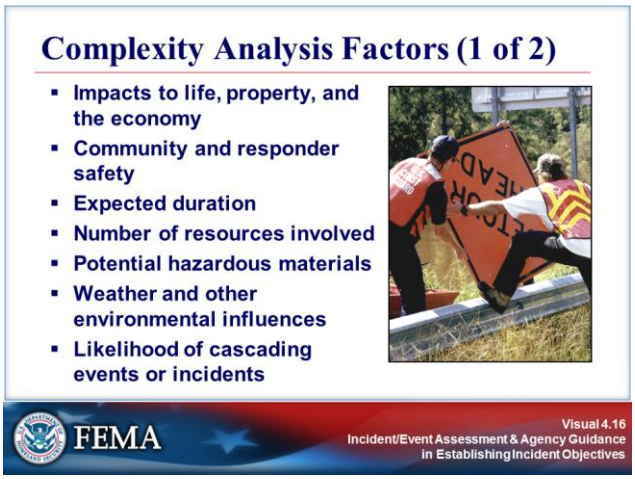
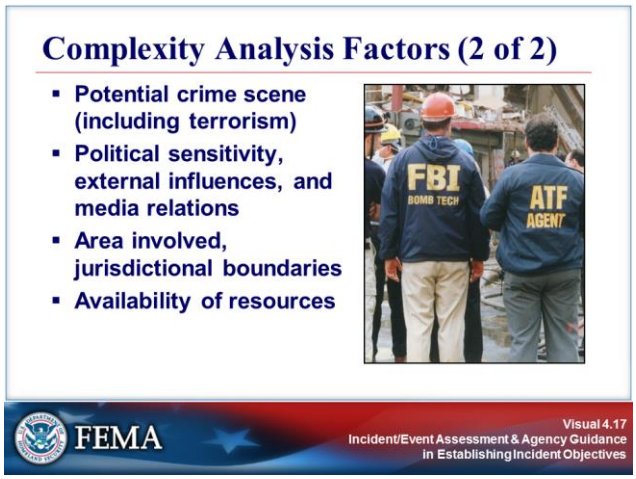
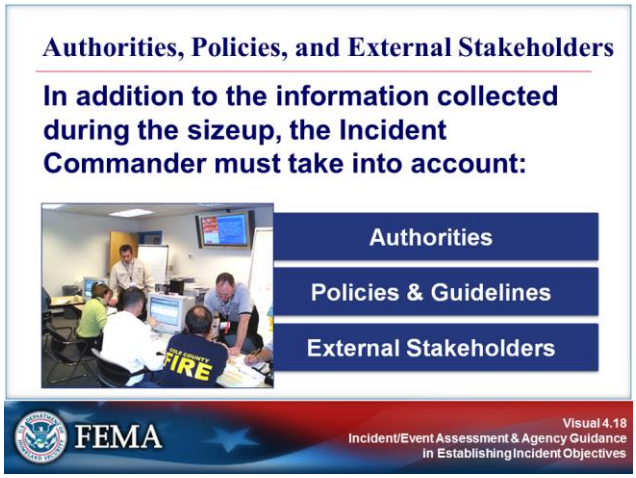
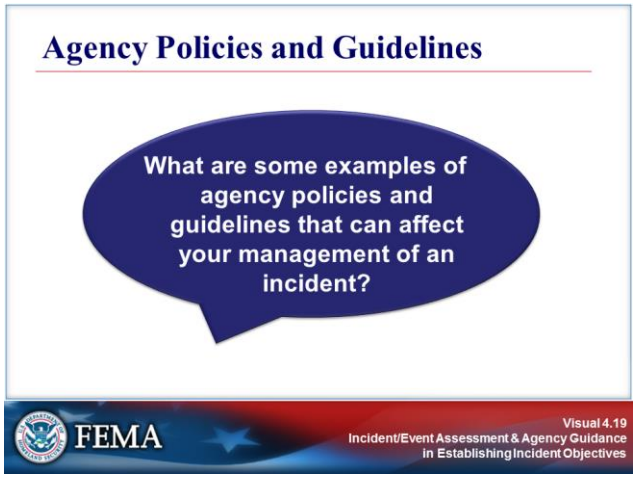




Your Notes

Visuals





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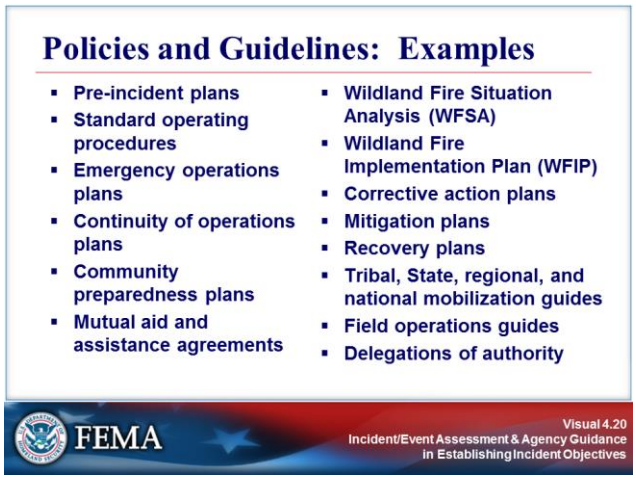
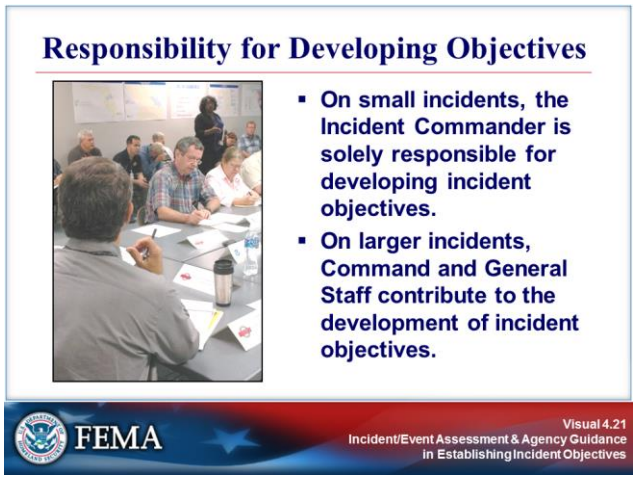
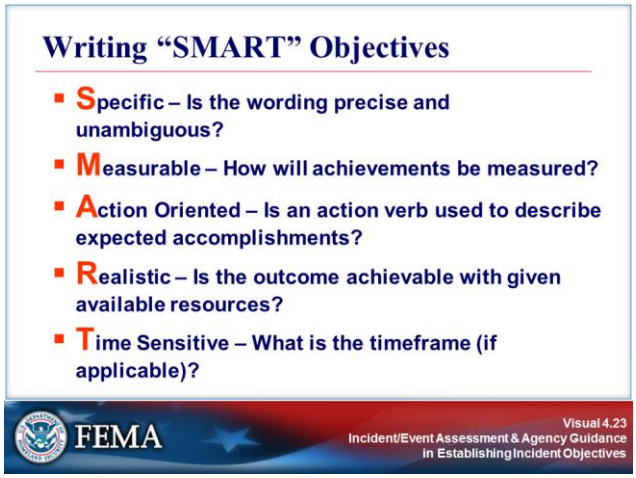




Your Notes

Visuals



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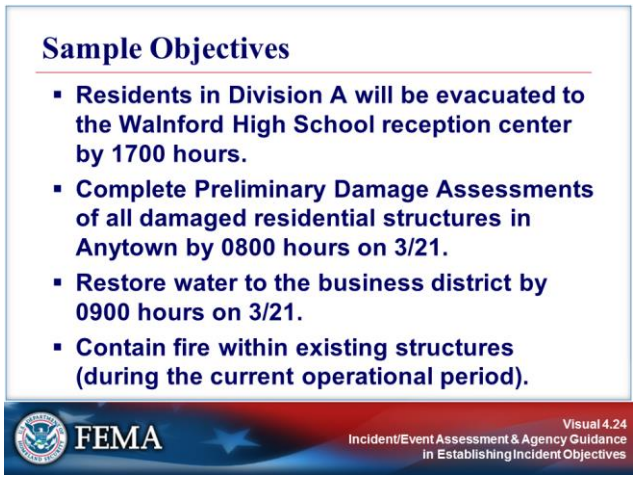

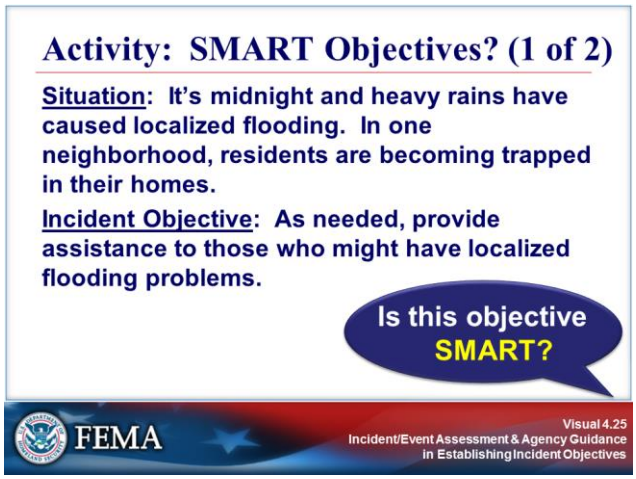

Your Notes

Visuals

Activity: SMART Objectives? (2 of 2)

Situation: Blocked storm drains are causing standing water on major roadways.

Incident Objective: Notify public works of storm drain blockages causing standing water, or clear the drains to prevent traffic accidents.

How would you improve this objective?

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Visual 4.26
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Planning "P" and Incident Briefing

Following the Initial Assessment, an Incident Briefing is conducted.

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Visual 4.27
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

Incident Briefing (ICS Form 201)

- Provides staff with information about the incident situation and the resources allocated to the incident.
- Serves as a permanent record of the initial response to the incident.
- Can be used for transfer of command.

INCIDENT BRIEFING (ICS 201)

2. Incident Number: | 3. Date/Time Init Date:

ketch, showing the total area of operations, the incident site/area, rajectories, impacted shorelines, or other graphics depicting situa

- Incident situation (maps, significant events)
- Incident objectives
- Summary of current actions
- Status of resources assigned or ordered

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Visual 4.28
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Transfer of Command

You have been serving as the initial Incident Commander.

A more qualified staff member has just arrived at the scene and will assume command of the incident.

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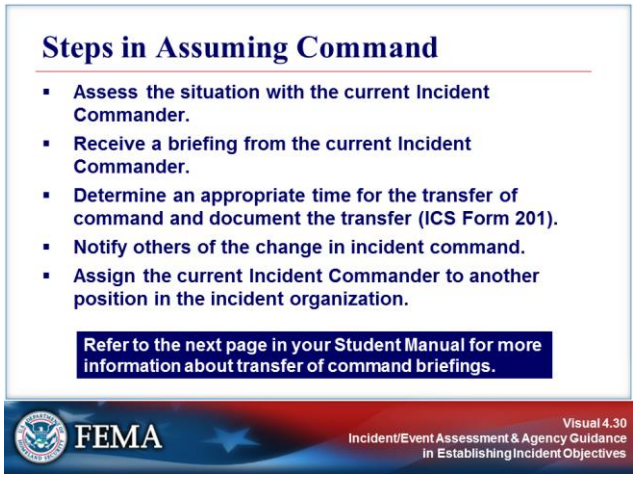
Visual 4.29
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

Visuals



View the job aid on the next page.

Your Notes

Job Aid: Steps in Assuming Command

Transfer of Command Briefings
A transfer of command briefing must be held 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 as directed by policies and guidelines • Incident potential • Status of Delegation of Authority, inherent or specific The incoming Incident Commander must ensure that he or she understands the responsible agencies' policies and Agency Administrator's direction as discussed earlier in this unit. This may be inherent based on the person's employment or rank, or may be provided by the Agency Administrator.

Changing Incident Objectives

Explain that the incoming Incident Commander, because of depth of experience or a change in incident-related conditions, may desire to modify incident objectives upon transition of command. Changes could be required for the following reasons:

- Change in Agency Administrator goals
- Change in available resources – kinds or types
- Failure or unexpected success of tactical efforts
- Improved intelligence
- Cost factors
- Political considerations
- Environmental considerations

(Continued on the next page.)

Job Aid: Steps in Assuming Command (Continued)

Critical changes should be made immediately, rather than allowing the existing plan to proceed. Delayed changes may result in additional control problems, greater loss, and increased expense and risk. However, changes can cause disruptions. When possible, less time-sensitive changes should be implemented at the start of the next operational period.

Making a change does not imply that previous decisions and actions were wrong. Many things can influence the need for change. The Incident Commander must be assertive but also aware of potential risk and safety considerations involved in changes. Four guidelines to changes are:

1. Implement appropriate safety procedures for all changes. Before implementing changes, the Incident Commander must consider the impact on the safety of responders. If a change in the IAP places responders at greater risk, safety procedures must be changed as well.
2. Make changes only if you must. Do not make unnecessary changes to incident objectives or the IAP.
3. Make changes sooner rather than later. Evaluate the impact of any changes on overall operations. Do not wait beyond the beginning of the next operational period to make changes. If changes are critical, make them immediately.
4. Ensure that the changes are communicated clearly throughout the organization. Poor communication of changed objectives will reduce the efficiency of the response. It could also increase costs and put responders at greater risk.

Visuals

Applied Activity

Follow instructions . . .

- **Presented by instructors.**
- **Outlined on handouts.**

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Visual 4.31
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Summary

Are you now able to:

- Describe methods and tools used to assess incident/event complexity?
- Describe types of agency(s) policies and guidelines that influence management of incident or event activities?
- Describe the process for developing incident objectives, strategies, and tactics?
- Describe the steps in transferring and assuming incident command?
- As part of an activity, develop incident objectives for a simulated incident?

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Visual 4.32
Incident/Event Assessment & Agency Guidance in Establishing Incident Objectives

Your Notes

Your Notes