Objectives

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

• Establish the incident facilities infrastructure
• Define the incident facilities for which the Facilities Unit Leader is responsible
• Determine the requirements for each facility to be established
• Discuss the pros and cons of fixed facilities versus open field or temporary shelters
• Describe the general considerations related to site selection for an incident facility

Methodology

This unit uses lecture, discussion, and an exercise.

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

The purpose of this unit’s exercise is to provide students with the opportunity to identify the infrastructure needed by the incident.
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.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1</td>
<td>1 hour, 15 minutes</td>
</tr>
<tr>
<td>Exercise</td>
<td>45 minutes</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td><strong>2 hours</strong></td>
</tr>
</tbody>
</table>
Key Points

**Scope Statement**

Through this unit, students will gain a general understanding of the facilities required for the incident and the requirements for each facility. During this phase, the Facilities Unit Leader is still loading the toolbox with information; subsequent units will move into the application phase.
Unit 5: Facilities Infrastructure

Topic: Unit Objectives

Unit Terminal Objective

Establish the incident facilities infrastructure.

Key Points

Unit Terminal Objective

Establish the incident facilities infrastructure.

Unit Enabling Objectives

- Define the incident facilities for which the Facilities Unit Leader is responsible
- Determine the requirements for each facility to be established
- Discuss the pros and cons of fixed facilities versus open fields or temporary shelters
- Describe the general considerations related to site selection for an incident facility
**Key Points**

The Facilities Unit Leader is responsible to the Logistics Section Chief for the layout, activation, and management of the Incident Command Post, base, and camps.

Definitions and requirements are set regardless of the incident type. The layouts and needs are incident specific.

The definitions presented in this unit are from the Incident Command System. The Facilities Unit Leader will also provide other technical support for Operations Section buildings and structures.
**Topic**

Incident Command Post

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### Incident Command Post (ICP)

- Location from which primary command functions are executed
- When possible, collocated with the incident base

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**Key Points**

This Incident Command Post is the location from which the primary command functions are executed.

If the Incident Command Post is collocated with the base, the Incident Management Teams can move more easily between the two for working, eating, and sleeping. However, this will not always be possible because of situations surrounding the incident and other factors, including available resources.
Topic Base

Base

- Location at which the primary logistical functions are administered and coordinated
- Only one base per incident
- When possible, collocated with the ICP

Key Points

The base is the location at which the primary logistical functions are administered and coordinated.
Topic: Camp

Key Points

A camp may be needed, depending on the size of the incident and its complexity. For example, if a hurricane caused heavy damage to an island located close to the mainland, the Incident Command Post and base may be located on the mainland, while the camp is located on the island where most of the work is taking place.

The camp serves the same functions as the base. If there is a camp, ensure that there are sufficient resources in the Facilities Unit to support the remote location.
Topic  Helibase

Key Points

The helibase will have the same facilities service requirements as the other locations, including portable toilets, security, and other equipment.
Topic  Helisport

Key Points

In general, the helisport is fairly self-sufficient and does not require many services from the Facilities Unit.
Topic  Staging Area

**Staging Area**

Temporary on-incident location managed by the Operations Section where incident personnel and equipment are assigned on a 3-minute availability basis.

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**Key Points**

The staging area is a temporary on-incident location managed by the Operations Section where incident personnel and equipment are assigned on a 3-minute availability basis.
Topic  Facilities Requirements

Key Points

Now that each Incident Command System facility has been defined, we'll discuss facilities requirements and rules of thumb.
Unit 5 Facilities Infrastructure

Topic Incident Command Post Requirements

Incident Command Post Requirements

- Space Requirements
  - Adequate space for:
    - Finance / Administration Section
    - Planning Section
    - Command Staff
    - Room to expand as incident progresses

Key Points
Key Points

The Incident Command Post should be away from the main traffic, media and onlookers, and incident hazards (for example, a collapsed building).

Computers and sensitive equipment should be in fixed facilities, if available, to keep them clean and dust free. Accessibility to utilities, communication, and a reliable power source and backup power is critical.
Base/Camp Requirements

- General Requirements
  - Adequate space for all logistical functions
  - Room to expand as incident progresses
  - Clean, dust-free area for office machines
  - Limited general vehicle traffic

Key Points
Key Points

Work with the Ground Support Unit to lay out traffic flow for the Incident Command Post, base, and camp. Consider safety, as well as service and delivery schedules, for portable toilets, kitchens, and the Supply Unit.
Topic
Site Selection

Key Points
Discussion about site selection.
If you are in an urban or other developed area, you may be able to use fixed facilities for your incident facilities. You may also choose an open field or temporary shelter setup if fixed facilities are not available or if the cons outweigh the pros for your specific incident.

Be sure to consider potential damage or rehabilitation concerns with regard to a fixed facility. For example, if you use a gym at a high school and do not cover the floor first, the floor may be ruined and will have to be replaced. There may also be scheduling concerns related to schools, tourism season for hotels, or other events held in local fixed facilities.

The main benefit of using a fixed facility is that it is already set up for you: There is a roof, separate rooms, power, and communications equipment.
Open Field or Temporary Shelters

**Pros**
- Fewer space restrictions
- Greater layout flexibility
- Generally lower rehab, repair costs, and concerns

**Cons**
- Large start-up effort
- Planning
- Resources
- Infrastructure
- Environmental and past-use concerns

See Handout 5-1: Shelter Systems and Components

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**Key Points**

If you use tents and other temporary shelters in an open field or lot, there is a lot of startup work required. You will literally build the facilities from the ground up, including designing the layout and ensuring that all necessary infrastructure is ordered and available.
Topic: Information Gathering

**Information Gathering**

- What amount of personnel and equipment will the site adequately accommodate?
- Is there room for equipment to maneuver in the area?
- Is there room for expansion?
- Is there good access? Security?
- Is there an existing facility available that will meet the need?

**Key Points**

Use these questions as a starting point for gathering information. Add questions that are specific to your jurisdiction and/or Incident Management Team.
ICP Site Selection

What are some potential ICP facilities in your home jurisdiction?

Key Points

There are no consistent rules of thumb for describing the physical location of an Incident Command Post. It changes every time. These photos represent possible sites, including schools, parks, and community centers.

A Type 3 Facilities Unit Leader will likely have input on where to locate incident facilities. However, if responding to a non-local incident, the Incident Management Team may be told where to locate the incident facilities. This may include the Incident Command Post and base, so it is important to be flexible and work with the resources available.

The local Comprehensive Emergency Management Plan (CEMP) may identify potential sites for the Incident Command Post, base, and camp.
Key Points

When selecting a site, secure as much space as possible, within reason, as needs can change rapidly. Expanding the site can be difficult once the boundaries have been set. You may be asked to support more resources than originally planned or be faced with unforeseen circumstances that will require expansion or reconfiguration, which may require more space. Under some circumstances, you may have to operate within the confines of a given location. Have several base footprint layout options in mind that you can adapt to a specific incident and location.

Possible sites for the base/camp are the same as for the Incident Command Post. These photos depict a sleeping area in a warehouse and a potential eating area at a park.
Exercise 5

Key Points
Objectives Review

1. What incident facilities are the responsibility of the Facilities Unit Leader?
2. What are the basic requirements for each facility?
3. What are the pros and cons of fixed facilities vs. open field or temporary shelters?
4. What are the general considerations related to site selection for each facility?

Key Points

Unit Terminal Objective

Establish the incident facilities infrastructure.

Unit Enabling Objectives

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