What is an Incident?

An incident is an occurrence, either caused by human or natural phenomena, that requires response actions to prevent or minimize loss of life, or damage to property and/or the environment (i.e., fire, floods, earthquakes, disease outbreaks, Hazmat, terrorist incident, active shooter, etc.)
What is ICS?

ICS is primarily a command and control system delineating job responsibilities and organizational structure for the purpose of managing day-to-day operations for all types of emergency incidents.
ICS Purposes

Using management best practices, ICS helps to ensure:

- The safety of responders and others.
- The achievement of tactical objectives.
- The efficient use of resources.
In the past, weaknesses in incident management were due to:

- Lack of accountability.
- Poor communications.
- Lack of a planning process.
- Overloaded Incident Commanders.
- No method to integrate interagency requirements.

The identification of these areas of management weakness resulted in the development of ICS.
ICS Benefits

- Meets the needs of incidents of any kind or size.
- Allows personnel from a variety of agencies to meld rapidly into a common management structure.
- Provides logistical and administrative support to operational staff.
- Is cost effective by avoiding duplication of efforts.

ICS is designed to be interdisciplinary and organizationally flexible.
Basic features of ICS include:

- Common Terminology
- Modular Organization
- Management by objectives
- Chain of Command & Unity of Command
- Unified Command
- Resource Management
- Integrated Communication
- Accountability
- Mobilization
Chain / Unity of Command

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

**Unity of Command**
Unity of command means that every individual has a designated supervisor to whom they report to at the scene of the incident.
Unified Command

- Enables all responsible agencies to manage incident objectives and strategies.
- Allows Incident Commanders to make joint decisions by establishing a single command structure.
- Maintains unity of command. Each employee only reports to one supervisor.
Command Staff
– consist of the following:

**The Incident Commander** – Provides overall leadership for incident response. Delegates authority to others. Takes general direction from agency administrator/official.

**Public Information Officer** – Information dissemination and media relations.

**Liaison Officer** – Assists Incident Commander by serving as point of contact for agency representatives who are helping to support the operation (i.e., Executive Policy Group, other agencies, etc.)

**Safety Officer** – Advises Incident Commander on issues regarding incident safety. Works with Operations Section to ensure safety of field personnel.
General Staff – consist of the following:

- Operations Section
- Planning Section
- Logistics Section
- Finance Section
Operations Section

The Operations Section is supervised by the Operations Section Chief. The Operations Section Chief oversees the operational response by functions or branches activated to deal with the emergency. The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s).

This section includes the Response Teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. Branches activated under Operations may include: Public Safety, Communications/Dispatch, Search & Rescue, Medical, Health & Safety, Building & Utility, and IT/Telecommunications.
Operations Section Example Chart

Operations Section Chief

- Public Safety
  - Traffic Control/Crowd Control/Access Control
  - Search/Closure of Buildings/Roads
  - Evacuation
  - Incident Command Post

- Medical
  - Triage/First Aid
  - Coordinate Medical Transportation
  - Psychological Trauma Response

- Communications
  - Radio Dispatch/Telephones
  - Fire & Burglar Alarms/Cameras
  - Notifications

- IT/Telecommunications
  - Computer programs/connection availability
  - Telephone/Network Communications

Assistant

- Health and Safety
  - Hazmat Response/Assessment
  - Fire Safety
  - Building Coordinators
  - Chemical/Biological/Radiological

- Buildings/Utilities
  - Building Safety Inspections/Assessments
  - Inspect Utilities and Shut Off Lines
  - Building Closures
  - Road Debris Clearances
  - Emergency Lighting

- Search and Rescue
  - Locate Trapped/Injured Persons
  - Building Searches for Hazards
  - Move Injured Persons to Medical Triage
Planning Section

The Planning Section is supervised by the Planning Section Chief. The Planning Section Chief is responsible for planning ongoing operations, and supervising Situation Status and Damage Assessment (both structural and infrastructure).

The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan, in coordination with the other section/functions/teams; and maintaining documentation. In addition, the section maintains information on the current and forecast situations and on the status of resources. The functions under the Planning Section are: Situation Status, Structural Damage Assessment and Infrastructure Damage Assessment.
Planning Section Example Chart

- Planning Section Chief
- Assistant

Situation Status
- Collect and process information and intelligence
- Evaluate and Analyze all information and intelligence

Structural Damage Assessment/Inspections
- Building Inspector Surveys
- Damage Estimates
- Recommend Emergency Building Repairs
- Manage Emergency Repair Contracts

Infrastructure Damage Assessment/Inspections
- Damage Estimates
- Assessment & Documentation of Damage to Telephone & Computer Systems
- Recommend Emergency Repairs or Replacement
- Plan for Ongoing Operations
Logistics Section

The Logistics section is supervised by the Logistics Section Chief. The Logistics Section Chief provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources.

The Logistics Section is responsible for providing support to the Operations Section. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The functions under Logistics are: Food Services, Facilities, Human Resources and Transportation.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.
Logistics Section Example Chart

- Logistics Section Chief
  - Facilities
    - Setup/Maintain operational facilities
    - Locate and provide available shelter
    - Access available campus facilities for shelter (classrooms, offices, etc.)
    - Locate alternate sites
  - Transportation
    - Locate and provide transportation
  - Human Resources
    - Available on- and off-duty personnel
    - Volunteer recruitment and assignment
    - Maintain payroll records
    - Maintain/complete injury, WC and HR related reports
    - Establish work schedules
  - Assistant
  - Food Services
    - Locate and provide food & water
Finance Section

The Finance Section is the responsibility of the Finance Section Chief. The Finance Section Chief sets up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster.

The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The functions under the Finance Section are: Accounting, Insurance / FEMA Documentation, and Procurement.
Finance Section Example Chart

Finance Section Chief

Assistant

Accounting
Collect, maintain and process all records/reports pertaining to the emergency.
Document expenses and costs.

Insurance/FEMA Documentation
Initiate, prepare and maintain documentation of all records/reports for the disaster assistance process.

Procurement
Locate, order, process and allocate resources and supplies. Maintain records for reimbursement charge-back payments, etc.
ICS Resources

- Link to FEMA’s On-Line Training - IS-100.HE
  Introduction to the Incident Command System, ICS-100, for Higher Education
  Click here for more information: IS-100.HE

- Link to FEMA’s On-Line Training – IS.200.b
  ICS for Single Resources and Initial Action Incidents
  Click here for more information: IS-200.b
ICS Resources

- Link to FEMA’s On-Line Training for NIMS National Incident Management System
  Click here for more information: IS-700.a

- Link to FEMA’s On-Line Training for NRF National Response Framework, An Introduction
  Click here for more information: IS-800.b
End of Presentation

Revised 3/12/18 by Jeff Sperley, MHCC Public Safety