

SPECIAL OPERATIONS BUREAU

NOTICE
16.2

April 22, 2009

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Special Operations Bureau

SUBJECT: DIVISIONAL INCIDENT COMMAND SYSTEM TRAINING

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management system. The National Incident Management System (NIMS) has mandated the use of ICS as a command and management component for all incidents. A major advantage of ICS is the common planning process utilized to transfer an incident from the initial response phase to the management phase where the incident is controlled and ultimately resolved.

The Emergency Preparedness Unit (EPU), Emergency Operations Division (EOD), in conjunction with Incident Management Support Division (IMSD), is available to provide ICS training to all Department personnel (sworn and civilian) to increase the understanding of ICS and how to utilize this incident management system. Four instructional modules on ICS training are currently being offered by EPU.

Introduction to ICS

Introduction to ICS training provides instruction on the basic fundamentals of the Incident Command System. This training is ideal for roll calls or supervisor meetings and ranges from fifteen to forty-five minutes. Personnel from EPU are available to provide this training to all watches.

Advanced ICS

Advanced ICS training is an enhanced module providing a better working knowledge of the principles and use of ICS. This training includes both lecture and table top exercises. Topics covered in this training include Unified Command, Area Command, Major and/or Complex Incident/Event management, establishing management and control objectives, incident resource management, planning process, transfer of command and demobilization. This is a three-hour training module.

Developing and Writing an Event Action Plan (EAP) or an Incident Action Plan (IAP)

This module provides instruction on the process of developing, writing and completing an EAP or IAP by utilizing the "Planning P." This course also addresses the development of management/control objectives, proper completion of ICS forms and the "Event Briefing." This is a three-hour training module.

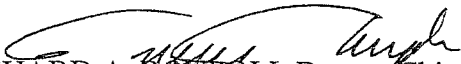
Advanced ICS Field Command Post Exercises.

This three-hour module consists of lectures on ICS and multiple exercises ranging from minor to major incidents. Participants will have the opportunity to respond to a minor incident and complete an Incident Briefing (ICS 201) form. The second exercise allows the participants to respond to a larger and expanding incident and utilizes a computer simulator. The third exercise allows the participants to work within a fully operational command post. This exercise is intense and fast-paced. Participants will also have the opportunity to conduct a transfer of command and incident briefing.

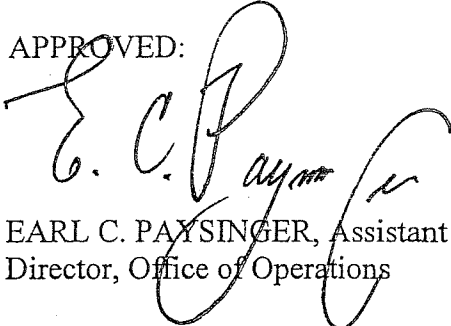
In addition to the above modules, EPU has established the Major Incident Response Team (MIRT). In the event a major incident is imminent, occurring, or has occurred and the incident commander has determined that the major incident will be extended for a lengthy time period, the incident commander may request the response of the MIRT.

The MIRT ensures a level of consistency by utilizing ICS to assist incident commanders during spontaneous major incidents throughout the City. The MIRT may assist command and general staff by answering technical questions and providing guidance on ICS principles, terminology, processes and organizational structure. The MIRT is available for response during all hours through Real-Time Analysis and Critical Response Division.

If you have any questions or wish to schedule training, please contact Lieutenant Andrew Neiman, Emergency Preparedness Unit, Emergency Operations Division, at (818) 693-2461 or (213) 847-1600.


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