ICS 400 Unit Objectives and Time Line[*]

Purpose

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS).

Course Goals

The course goals are as follows:

- ✓ Explain how major incidents engender special management challenges.
- ✓ Describe the circumstances in which an Area Command is established.
- ✓ Describe the circumstances in which multiagency coordination systems are established.

[†]Per Senate Bill No. 98, this act shall achieve access and protections for journalists and news media.

Training Content

The training is comprised of the following lessons:

Unit 1:	Course Overview	1 hr
Unit 2:	Fundamentals Review for Command and General Staff	3 hr
Unit 3:	Major and/or Complex Incident/Event Management	3 hr
Unit 4:	Area Command	3 hr
Unit 5:	Multiagency Coordination	3 hr
Unit 6:	Course Summary	1 hr
Unit 7:	California SEMS	2 hr
Total		16 hr

[†] Senate Bill No. 98

Unit 1 Course Overview_____

Course Goals

1) Explain how major incidents engender special management challenges.
2) Describe the circumstances in which an Area Command is established.
3) Describe the circumstances in which multiagency coordination systems are established.

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.

Topic	Time
Welcome and Course Goals	5 minutes
Student Introductions and Expectations	30 minutes
Instructor Instructions and Expectations	10 minutes
ICS Challenges in Complex Incidents	5 minutes
Course Structure Course Logistics Successful Course Completion	10 minutes
Total	**1 Hour**

Unit 2 Fundamentals Review for Command and General Staff _____

1) Describe types of agency(ies) policies, guidelines, and agreements that influence management of incident or event activities.
   a) Pre incident plans
   b) SOP
   c) Emergency operation plans
   d) Continuity of operations plans
   e) Community preparedness plans
   f) Mitigation plans
   g) Tribal, state, regional and national mobilization plans
   h) Mutual aid agreements

2) Describe issues that influence incident complexity and the tools available to analyze complexity.
   a) Impacts to life, property and economy
   b) Community and responder safety
   c) Potential hazardous material
   d) Weather and other environmental influences
   e) Likelihood of cascading events
   f) Potential crime scene
   g) Political sensitivity
   h) Jurisdictional boundaries
   i) Availability of resources

3) Describe the process for transfer of command.
   a) Assess situation with current commander
   b) Receive briefing
   c) Determine time for transfer
   d) Notify other of change in command
   e) Assign previous commander

4) Describe the primary guidelines and responsibilities of the Command and General Staff positions.
   a) Incident Commander
   b) Safety officer
   c) Liaison officer
   d) Public information officer
   e) Operations section chief
   f) Logistics section chief
   g) Planning section chief
   h) Finance section chief

5) List the major steps in the planning process.
   a) Initial response
   b) Set incident objectives
      i) SMART
      ii) Strategies
   c) Tactics meeting
      i) Determine strategies
      ii) Assign resources
      iii) Identify methods for monitoring and adjusting
   d) Preparing for the planning meeting
      i) Analyze ICS 215
      ii) Develop ICS 215A
      iii) Assess current operations
      iv) Gather information
   e) Planning meeting
   f) IAP preparation and approval
   g) Operational period briefing
   h) Execute plan and assess progress

6) Define the advantages of Unified Command and list the kinds of situations that may call for a Unified Command organization.
   a) One set of incident objectives
   b) Collective approach to strategies
   c) Improved information flow
   d) Mutual understanding of priorities
   e) Agency authority not compromised
   f) Awareness of others' tactics
   g) Combined efforts are optimized
   h) Duplicate efforts reduced

7) Describe how Unified Command functions on a multijurisdiction or multiagency incident.
   a) Single integrated incident organization
      i) Mix of personnel from several agencies
      ii) Working toward common objectives
   b) Potential cost savings
   c) Single planning process and IAP
      iii) Similar process to
      iv) Planning results in single IAP
      v) Addresses all jurisdiction/agency priorities
      vi) Specifies tactical operations

d) Specifics resource management
e) Shared operations, planning logistics and finance sections
    vii) Integrating multijurisdctional personnel into various functional areas
    viii)   Unified command must concur on selection of general staff
f) Operations chief must have full authority for implementation of IAP

g) Collocated facilities
    ix) Promotes coordination
    x) One base can serve the needs of multiple agencies
    xi) One staging area can be more efficient
h) Deployment of scarce resources

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.

Topic	Time
Unit Introduction Unit Objectives	5 minutes
Review Activity	2 hrs 50 minutes
Summary	5 minutes
Total	**3 Hours**

ICS 400: Intermediate ICS for Expanding Incidents 1850-20793
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Unit 3 Major and/or Complex Incident/Event Management _____

1) List the principal factors often found in or related to major and/or complex incidents/events.
   a) Major/complex incidents
      i) More than one agency and/or political subdivision
      ii) Complex management and communication issues
      iii) Require experienced, highly qualified supervisory personnel
      iv) require numerous tactical and support resources
      v) Involved multiple victim with injuries, fatalities for illness
      vi) Widespread damage
      vii) Psychological threat/trauma
      viii)   Span multiple operational periods
      ix) Costly to control and mitigate
      x) Require extensive recovery efforts
      xi) Draw national media interest
      xii) Designated an Incident of national significance
   b) Incidents of national significance
      i) Major disaster defined by Stafford Act
      ii) Catastrophic Incidents
      iii) More than one federal agency is substantially involved
      iv) Federal agency acting under own authority has requested assistance
      v) Secretary of DHS directed by President to assume responsibility
   c) Incident complex types
      i) Type 5
      ii) Type 4
      iii) Type 3
      iv) Type 2
      v) Type 1
   d) Complex incidents
      i) Smaller incidents that expand
      ii) Major incidents
   e) Organizational characteristics
      i) Command staff
      ii) General staff
      iii) Most support units are needed
      iv) Information and intelligence
      v) Resources and planning

2) List the four expansion options for incident/event organization and describe the conditions under which they would be applied.
   a) Factors for determining size and structure

        i) Administrative and jurisdictional complexity
        ii) Geographic area involved
        iii) Functional specialties required
        iv) Logistics, planning and other support needs
        v) Potential for growth

b) Incident complex definition
        i) Two or more individual incidents
        ii) Same general proximity
        iii) Single incident commander or unified command

c) Combine several incident into an incident complex
        i) Many separate incident occur close together
        ii) One incident underway, others occur in same proximity
        iii) One incident commander
        iv) Each incident is a branch

d) Divide an incident into tow or more single incidents
        i) Best managed as separate incidents
        ii) Spreads into other jurisdictions
        iii) Difficult to manage from one location due to terrain and/or access
        iv) Objectives naturally separating into two operations
        v) Planning or logistics no longer can handle incident
        vi) Operations can not handle the number of resources
        vii) Steps for dividing a incident

e) Expand the planning capability
        i) Branch tactical planning
        ii) Separating advance planning from day to day planning process
        iii) Advanced planning considerations

f) Add a second operations or logistics section
        i) Not common
        ii) Considerations for adding operations section
        iii) Considerations for adding logistics section

3) Activity: Major/Complex incidents

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.

Topic	Time
Unit Introduction Unit Objectives	5 minutes
Major/Complex Incidents: Overview	5 minutes
Incident Complexity Types	5 minutes
Complex Organization Characteristics	15 minutes
ICS Organizational Options	25 minutes
Activity	90 minutes
Summary	5 minutes
Total	**2 Hours 30 minutes**

Unit 4 Area Command _____

1) Define Area Command.
    a) Multiple incidents generally in the same area and of same kind
    b) Incident expands to a large geographic area
2) Primary functions
    a) Provide jurisdictional authority
    b) Clear understanding of agency expectations, intentions and constraints
    c) Establish and prioritize critical resource use
    d) Ensure assignments and organization are appropriate
    e) Maintain contact with officials in charge
    f) Coordinate the demobilization or reassignment of resource
3) List the principal advantages of using Area Command.
    a) Assists in interagency coordination
    b) Ensures efficient resource use
    c) Ensures agency policies, priorities, constraints, guidance are implanted consistently
    d) Reduces workload
4) Key terms review
    a) Incident command post
    b) Area command
    c) Local EOC
    d) Multiagency coordination centers
        i) Provide support and coordination
        ii) Identifying resource shortages and issues
        iii) Gathering and providing information
        iv) Implementing multi-agency coordination entity decisions
    e) Command vs. Coordination
        i) Command: directing, ordering, controlling resources
        ii) Coordination: providing support and resources
    f) Area Command vs. Multi-agency coordination center
        i) Area Command
        ii) Multi-agency coordination center
5) Area command responsibilities
    a) Setting overall agency incident related priorities
    b) Allocating critical resources based on priorities
    c) Ensuring incidents are properly managed
    d) Ensure objectives are met and do not conflict with each other
6) Chain of command and reporting responsibilities
7) Describe how, when, and where Area Command would be established.
    a) Criteria for using area command
        i) Several active incidents in close proximity

       ii) Critical lifesaving or property values are at risk
       iii) Incidents will continue into the next operational period
       iv) Incidents are using similar and limited critical resources
       v) Difficulties with inter-incident resource allocation
   b) Best practices
       i) Receive authority through a written delegation of authority
       ii) Notify incident commanders of its authority and roles
       iii) Be staffed with the best qualified personnel
       iv) Operate under the same principles of ICS
       v) Be kept small
   c) Location considerations
       i) Close to incidents
       ii) Not collocated with an ICP
       iii) Sufficient size
       iv) Capable of continuous operation
       v) Adequate communication capabilities
       vi) Availability of backup power
       vii) Adequate and secure parking
       viii)   Near commercial sources of support
8) Describe the Area Command organization
   a) Area commander
   b) Incident commanders
   c) Area command general staff
   d) Area command, command staff
   e) Incident general staff
   f) Incident command staff
9) Identify functional responsibilities of Area Command
   a) Overall responsibilities
       i) Set overall objectives
       ii) Establish priorities
       iii) Ensure incident management teams are qualified
       iv) Allocate critical resources
       v) Coordinate with agency administrator, OEC, MAC's and media
       vi) Coordinate demobilization
   b) Rapid assessment
       i) Ensure action planning is addressing priorities
       ii) Establish in writing: priorities related to incidents
   c) Actions
       i) Incident priorities
       ii) Priorities for assignment of critical resources
       iii) Schedules of meeting and briefings
       iv) Reports and IAP

      v) Points of contact with agency officials
      vi) Media relations and contact procedures

1) [‡]Existing law makes any unauthorized person who willfully and knowingly enters those areas and who remains in the area after receiving notice to evacuate or leave guilty of a misdemeanor. Existing law exempts a duly authorized representative of any news service, newspaper, or radio or television station or network from the provisions prohibiting entry into the closed areas, as specified.

2) This bill would, if peace officers close the immediate area surrounding any emergency field command post or any other command post, or establish a police line, or rolling closure at a demonstration, march, protest, or rally where individuals are engaged primarily in constitutionally protected activity, as described, require that a duly authorized representative of any news service, online news service, newspaper, or radio or television station or network, as described, be allowed to enter those closed areas and would prohibit a peace officer or other law enforcement officer from intentionally assaulting, interfering with, or obstructing a duly authorized representative who is gathering, receiving, or processing information for communication to the public. The bill would also prohibit a duly authorized representative who is in a closed area and gathering, receiving, or processing information from being cited for the failure to disperse, a violation of a curfew, or a violation of other, specified law. The bill would require that if a representative is detained by a peace officer or other law enforcement officer, the representative be permitted to contact a supervisory officer immediately for the purpose of challenging the detention. The bill would not impose criminal liability. The bill would state the Legislature's intention to achieve parity in the access and protections in these circumstances as those established pursuant to a specified law.

      vii) Unusual situation or emergency procedure reporting
      viii) Demobilization procedures
   d) Area command meeting
      i) General situation
      ii) Incidents assigned
      iii) Jurisdictional delegation of authority
      iv) Assumption of command timing and notifications procedure
      v) Names and qualification of assigned incident commanders
      vi) Unified command
      vii) Limitations of area command
      viii) Available IAP's
      ix) Policies, political factors and constraints
      x) Agency advisor assigned
      xi) Area command facility

[‡] Senate Bill No. 98

xii) Status of communications systems to incident
xiii)   Critical resource designations
xiv)   Policy and expectations for interaction with media
xv) Area command's reporting responsibility to agency
xvi)   Schedules for required briefing and contacts
e) Incident commander joint meeting
  i)   Obtain concise individual incident briefings
  ii) Explain the role and responsibilities of an area commander
  iii) Review policy and direction received from agency officials
  iv) Resolve any conflicts
  v)   Review the appropriate procedures
  vi) Open for questions
  vii) Collect available IAP's
f) Demobilization procedures
  i)   Establish procedures
  ii) Determine priorities
  iii) List critical resources
  iv) Receive copies of demobilization schedules

10) Given a scenario, develop an Area Command organization.

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.

Topic	Time
Unit Introduction Unit Objectives	5 minutes
Area Command: Overview	4 minutes

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Key Terms Review	5 minutes
Area Command: Responsibilities, Relationships, and Best Practices	5 minutes
Area Command Organization	3 minutes
Area Commander	10 minutes
Area Command—Officers	3 minutes
Area Command Planning Chief	3 minutes
Area Command Logistics Chief	3 minutes
Area Command Technical Specialists	3 minutes
Area Command Meeting	3 minutes
Incident Commander Joint Meeting	3 minutes
Demobilization Procedures	5 minutes
Activity: Establishing Area Command	2 hours
Summary	5 minutes
Total	**3 Hours**

Unit 5 Multiagency Coordination _____

1) Describe the kinds of incident/event management problems that can occur due to a lack of multiagency coordination.
   a) Past challenges
      i) Different policies and procedures
      ii) Lack of a common response organization
      iii) Lack of coordinated incident planning
      iv) Lack of interagency communications
      v) Differences in terminology
      vi) Lack of resource information
      vii) Unfamiliarity with other organizations
      viii)   Little previous inter-agency training
      ix) Lack of procedures for including private organizations

    b) Continuing challenges
       i) Increasing incident complexity
       ii) Complex and confusing legal authorities
       iii) Increasing litigation
       iv) Increasing response costs
       v) High property losses
       vi) Life, health, safety issues
       vii) Deteriorating public view of government
       viii) Intense media and public scrutiny
       ix) Political, legislative and budgetary ramifications

2) Define essential terms related to multiagency coordination.
    a) Multi-agency coordination system
       i) Definition
       ii) System vs. facility
       iii) Command vs. coordination

3) Provide examples of the different levels at which multiagency coordination is commonly accomplished.
    a) Coordination entity
       i) Providing policy direction
       ii) Resolving issues
       iii) Ensuring resource allocation
       iv) Examples: crisis action teams, policy committee, MAC group
    b) Coordination center
       i) Facilitating logistics support and resource tracking
       ii) Gathering and providing information
       iii) Implementing multi-agency coordination entity decisions
       iv) Examples: EOC, JOC, JFO, JIC

4) Identify the primary components of a multiagency coordination system.

5) Federal Coordinating Structures
    a) HSPD-5
       i) NMIS
       ii) NRP

6) Identify the principal positions within a multiagency coordination system.
    a) Command structure
       i) Incident command post and area command
    b) Coordination structure
       i) Local EOC, state EOC, JFO

7) Expansion and activation of MAC's
    a) Expanding
       i) Existing function that includes full time staff and pre-emergency administrative controls and systems
    b) Activating

       i) Based on inter-agency mutual-aid agreements
       ii) Emergency situation threatens, significantly impacts multiple jurisdictions
       iii) Pre-established threat levels are reached
   c) Use of agreements
       i) Developed before an incident
       ii) Among all parties providing or requesting resources
       iii) Ensures standardization
       iv) Ensures interoperability

8) Identify differences between Area Command, Unified Command, and multiagency coordination entities.
   a) Area command
       i) Provides command for two or more incidents in close proximity
   b) Unified command
       i) ICS application when more than one agency has jurisdiction
   c) Multi-agency coordination
       i) Supports area/incident command, but no command authority

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.

Topic	Time
Unit Introduction Unit Objectives	5 minutes
Multiagency Coordination: Overview	4 minutes
Multiagency Coordination System	15 minutes

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Coordinating Structures	20 minutes
Activation	5 minutes
Preparedness	5 minutes
Activity: Multiagency Coordination	2 hours
Summary	5 minutes
Total	**3 Hours**

Unit 6 Course Summary_____

1) Identify the course objectives.
2) Take the final exam.

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.

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Topic	Time
Unit Introduction Course Goals Review	5 minutes
Exam Preparation and Instructions	15 minutes
Exam	30 minutes
Feedback and Closeout	10 minutes
Total	**1 Hour**

Unit 7 California SEMS_____

1) Mutual aid
   a) Review of master mutual aid agreements
   b) Review of request procedure for Mutual Aid Systems
   c) Integration of Mutual Aid resources into ICS
   d) Coordination of Mutual Aid information between field and EOC levels
   e) Proper request, tracking and release procedures for Mutual Aid resources
   f) Command of on-scene Mutual Aid resources

2) Field and Local Government Coordination
   a) General definition, purpose and scope for local EOC's in California
   b) Relationship of a local EOC with unified command, area command and MCA
   c) Field and local EOC interface and need for coordination
   d) Definition of local DOC's and relationship to EOC's
   e) Incident commander's responsibility to local EOC's and DOC's
   f) Definition of an Operational Area
   g) Relationship of local EOC's to Operational Area

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.

Topic	Time
Mutual Aid	60 minutes
Field and Local Government Coordination	60 minutes
Total Time	**2 hour**