

Basic Training Module Specifications

<u>Functional Area:</u>	VI. Special Operations
<u>Subject Area:</u>	E. Terrorism Awareness
<u>Module Title:</u>	3. INCIDENT COMMAND SYSTEM
<u>Hours:</u>	Not less than 3 hours

Notes to Instructor:

MCOLES designed this material to be taught by an instructor with expertise in the Incident Command System. Completion of an incident management course, or similar course, is recommended.

Homeland Security Presidential Directive # 5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. Information about NIMS can be found at <http://training.fema.gov/EMIWeb/IS/is700.asp>. Instructors should research NIMS and be familiar with its online training programs.

MCOLES intends for this material to be taught at the awareness level for basic recruit training.

The primary purpose of the facilitated discussion (VI.E.3.6.) is to give the students practice in handling real life incidents by solving associated problems. In a facilitated session, question the students about what is, and what should be known, about a situation. Then, identify an appropriate response to the incident and evaluate the outcomes with an emphasis on long-term solutions.

Module Objectives start on the next page:

VI.E.3.1. Demonstrate an Understanding of the Purpose and Structure of the Incident Command (ICS) System.

- a. Describes the Incident Command System (ICS) as part of a much broader method of emergency management where operational tactics are used by a law enforcement agency to coordinate an effective response to a serious event.
- b. Observes that the Incident Command System is the centerpiece of the National Incident Management System (NIMS), which is a nationwide approach to the prevention, response, and recovery from domestic incidents.
- c. Defines the Incident Command System (ICS) as:
 - (1) a coordinated response to a serious incident using a command structure;
 - (2) a formal model used by management to handle emergency situations;
 - (3) a system that provides a means to coordinate the efforts of individual agencies to stabilize an incident; and
 - (4) a means for a first responder to manage a serious incident.
- d. Recognizes that ICS has been proven effective for responding to serious emergency incidents, such as:
 - (1) hazardous materials spills (see module VI.A.1);
 - (2) fires, particularly arsons;
 - (3) hostage situations;
 - (4) bombings (see module VI.A.2.);
 - (5) terrorist attacks;
 - (6) natural disasters;
 - (7) multi-casualty incidents; and
 - (8) traffic crashes.
- e. Identifies the common characteristics of the Incident Command System as:
 - (1) having common names and terminology (e.g., no 10-codes);
 - (2) identifying the specific needs of an incident;
 - (3) using a unified command structure (i.e., all agencies contributing to the management process);
 - (4) developing a common plan;
 - (5) using a modular organization (i.e., can expand or contract to meet the seriousness of a particular incident); and
 - (6) designating facilities (e.g., staging areas, command posts, etc.).

VI.E.3.1. Demonstrate an Understanding of the Purpose and Structure of the Incident Command (ICS) System (continued).

- f. Considers that specific response tactics to incidents may vary from agency to agency, although an agency may use part, or all, of the components of a structured Incident Command System.

Notes to Instructor:

Federal law requires the use of the Incident Command System for all hazmat incidents. See the *Superfund Amendments and Reauthorization Act* of 1986 (SARA).

VI.E.3.2. Demonstrate an Understanding of the Terminology Associated with the Incident Command System.

- a. Identifies the importance of understanding the common terminology in incident management, particularly when a variety of agencies, or agencies other than those first on the scene, are involved in the response.
- b. Recognizes that when a variety of responding agencies gets involved in an incident, all with slightly different understandings of terms, confusion and inefficiency may result.
- c. Defines relevant ICS terminology:
 - (1) unity of command, a concept:
 - (a) by which each person within an organization reports to only one designated person; and
 - (b) where that designated person may not be the responder's day-to-day supervisor;
 - (2) unified command, a concept that:
 - (a) identifies a common set of incident objectives and strategies;
 - (b) plans jointly for operational activities;
 - (c) shares responsibility for overall incident management; and
 - (d) maximizes the use of all assigned resources;
 - (3) consolidated IAP (incident action plan), a formal plan that includes:
 - (a) incident response goals;
 - (b) operational objectives; and
 - (c) support activities;
 - (4) incident command post, a location:
 - (a) from which the Incident Commander, command staff, and general staff oversee an incident;
 - (b) that is isolated from noise and confusion; and
 - (c) that provides sufficient working area;

VI.E.3.2. Demonstrate an Understanding of the Terminology Associated with the Incident Command System (continued).

- (5) staging area, a location:
 - (a) where resources are kept while waiting an incident assignment; and
 - (b) that provides immediately available resources to meet the changing conditions of the incident;
- (6) emergency operations center (EOC), a location:
 - (a) where department heads and government officials gather to coordinate their response to an emergency event; and
 - (b) that maintains an interface with on-scene activities.

VI.E.3.3. Demonstrate a Working Knowledge of the Major Functions of the Incident Command System.

- a. Observes that to coordinate the use of all available resources at the scene of an incident, agencies must have a formal structure that creates consistency, efficiency, and direction.
- b. Describes the five major functions of the ICS organization as:
 - (1) command, as directed by the Incident Commander, who:
 - (a) is usually the senior first-responder on the scene;
 - (b) delegates authority, as required;
 - (c) decides to expand or contract the ICS based on life-safety, incident stability, and property protection; and
 - (d) transfers authority to the senior officer, or other supervision, as requested;
 - (2) planning, which includes the:
 - (a) collection of important and relevant information;
 - (b) timely dissemination of information to those who need to know;
 - (c) monitoring of all necessary and available resources; and
 - (d) demobilization;
 - (3) operations, which is responsible for:
 - (a) developing specific response goals and objectives;
 - (b) requesting resources through the Incident Commander;
 - (c) directing all response activities;
 - (d) keeping the Incident Commander informed and updated; and
 - (e) implementing the emergency action guidelines (EAG);
 - (4) logistics, which is responsible for:
 - (a) providing facilities, services, and material, as needed;
 - (b) providing personnel to operate equipment; and
 - (c) planning for long term operations, if necessary;

VI.E.3.3. Demonstrate a Working Knowledge of the Major Functions of the Incident Command System (continued).

- (5) finance/administration, which
 - (a) tracks incident costs;
 - (b) records, documents, and tracks financial operations; and
 - (c) tracks reimbursement costs.
- c. Recognizes that, when responding to small-scale incidents, all of the major ICS functions may be managed by the initial responding officer, who functions as the Incident Commander, but that large-scale incidents may require the activation of all five functions.
- d. Recognizes that large scale-incidents, or expanding small-scale incidents, may potentially require the activation of Michigan’s statewide emergency management plan and the EOC (VI.E.3.5.).

VI.E.3.4. Describe the Role of Law Enforcement as Part of the Incident Command Structure.

- a. Recognizes that local law enforcement officers are normally responsible for the initial response to an emergency incident and will be required to:
 - (1) assess incident priorities;
 - (2) perform emergency rescue;
 - (3) stabilize the incident;
 - (4) protect property; and
 - (5) perform initial investigative functions.
- b. Determines that as the Incident Commander, or first responder to the incident, the responding officer is responsible for the overall management of the scene, until properly relieved by senior officer or other supervisory personnel.
- c. Observes that in handling typical or “routine” emergency calls, such as a personal injury motor vehicle crash, the responding officer activates an incident command process by requesting EMS, tow trucks, and fire personnel.

VI.E.3.4. Describe the Role of Law Enforcement as Part of the Incident Command Structure (continued).

- d. Manages incident priorities at the scene, by:
 - (1) responding safely and quickly to the emergency;
 - (2) immediately assessing incident priorities;
 - (3) managing injuries or tending to injured individuals;
 - (4) stabilizing and containing the incident;
 - (5) assessing damage and protecting property;
 - (6) coordinating the approach of responding units;
 - (7) establishing facilities (e.g., command post, staging area, etc.); and
 - (8) assuming control until properly relieved.

- e. Explains that the Incident Command System is a layered structure in which the first responding officer must determine when, and if, to expand or contract the level of response depending upon the nature of the incident.

- f. Identifies agencies that may provide assistance in an emergency situation, such as:
 - (1) law enforcement (local agencies, county sheriffs' offices, state police);
 - (2) federal agencies (e.g., emergency preparedness office, FBI, ATF, etc.);
 - (3) emergency medical services (EMS);
 - (4) fire services;
 - (5) multi-agency coordinating centers;
 - (6) department of community health;
 - (7) public works departments;
 - (8) communications centers; and
 - (9) specialized response teams (e.g., hazmat response teams, SWAT, etc.).

- g. Recognizes that law enforcement officers must be ready to respond to the scene of an emergency incident if requested by the Incident Commander and that deployed responders must:
 - (1) prepare properly for deployment to an incident;
 - (2) follow the directions of the supervising officer (may be other than the officer's day-to-day supervisor);
 - (3) know when and where to report; and
 - (4) understand their assigned role in managing in the incident.

VI.E.3.5. Demonstrate an Understanding of the Key Provisions of Michigan’s Emergency Management Act.

- a. Defines Michigan’s Emergency Management Plan as a formal response plan for major disasters and emergencies in Michigan, declared officially as such, often first coordinated by law enforcement (MCL 30.402).
- b. Recognizes that the Emergency Management Plan consists of a top-down structure, in which:
 - (1) the governor issues proclamations and directives for disasters and can declare states of emergency, when necessary (MCL 30.407);
 - (2) the state director of emergency management coordinates federal, state, and local operations and complies with the Emergency Management Plan (MCL 30.407);
 - (3) the state Emergency Management Division establishes rules and requirements for local and interjurisdictional emergency management programs;
 - (4) each county identifies an emergency management coordinator, who shall coordinate all matters pertaining to emergency management preparedness and response (MCL 30.410); and
 - (5) each county coordinator has the responsibility to (MCL 30.410):
 - (a) develop and prepare a plan for preparedness;
 - (b) declare local states of emergency, when necessary;
 - (c) distribute equipment for disasters;
 - (d) direct local multi-agency response; and
 - (e) provide assistance, as necessary.
- c. Recognizes that the governor may heighten a state of alert for a threat of terrorism or acts of terrorism and may use the resources available under Michigan’s Emergency Management Act (MCL 30.421).

VI.E.3.6. Participate in a Classroom Facilitated Discussion of a Simulated Emergency Situation.

- a. Using a table-top scenario, actively participates in a facilitated discussion of a reality-based emergency situation, by:
 - (1) identifying the problem;
 - (2) formulating a proper response;
 - (3) identifying agencies that can assist;
 - (4) determining whether to expand or contract ICS; and
 - (5) evaluating the effectiveness of the response.

Module History

Implemented	01/05
Revised	04/06
Reviewed	12/22