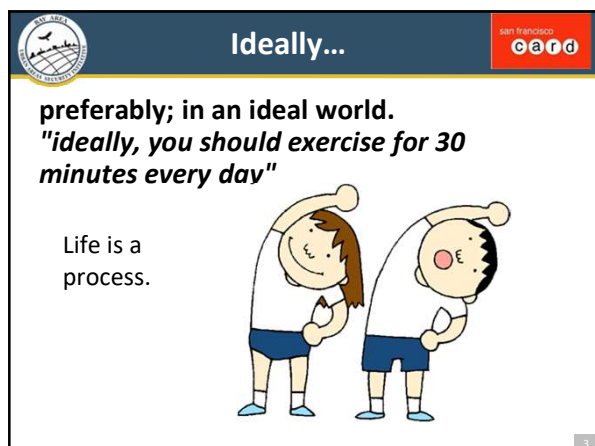





1




2



3




Context for Today's Training




- Goal of today's training is to leave you with a few key "punch points."
- Experience ICS by practicing ICS.
- Learn basic emergency management principles to be able to coordinate better with other disaster response and recovery partners.
- Introduce concepts of SEMS & NIMS

4




Take-Away




- **This stuff takes time to learn** – Focus on one or two items. Please don't get bogged down i.e. department, specific details etc.
- **Do not abandon your agency's disaster procedures!**

5



What IS ICS?



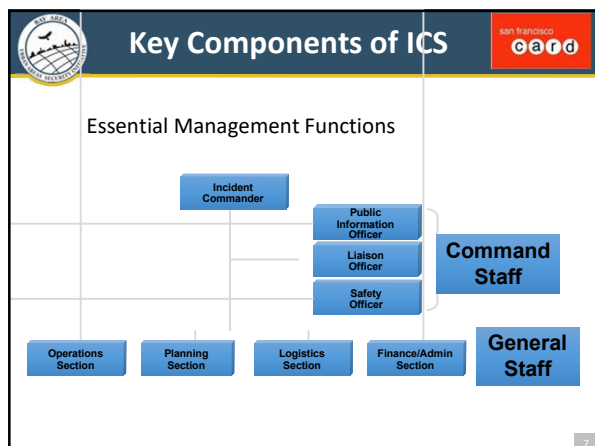
Incident Command System:

"During 13 days in 1970, 16 lives were lost, 700 structures were destroyed and over one-half million acres burned. The overall cost and loss associated with these fires totaled \$18 million per day. Although all of the responding agencies cooperated to the best of their ability, numerous problems with communication and coordination hampered their effectiveness."

"As a result, the Congress mandated that the U.S. Forest Service design a system that would "make a quantum jump in the capabilities of Southern California wildland fire protection agencies to effectively coordinate interagency action and to allocate suppression resources in dynamic, multiple-fire situations."

Source: FEMA at: http://www.fema.gov/fsc/emergency/nims/nims_ics_position_paper.pdf

6




7

-
- ICS Management Characteristics**
- Management by Objectives & Action Planning**
 - Where you need to go, how to get there and how long it will take
 - Plain Language**
 - No Lingo, Jargon, or Codes
 - Clear Chain of Command**
 - Answer to ONE supervisor
 - Reasonable Span of Control**
 - Manage small groups of people at a time (≤ 7 people per supervisor)
 - Pre-designated Incident Command Locations**
 - Central location for managing the incident
 - Thorough Transfer of Command**
 - The next shift gets a full picture of what's been done and what needs to be done
 - Manage resources and information efficiently**
 - No information gets ignored and no resources are wasted
 - Controlled Flow of information**
 - Working in silos or just within your department is a no-no!

8

-
- Why Plain Language?**
- The following meanings of a common acronym illustrate the importance of using clear text:
- EMT = Emergency Medical Treatment
 - EMT = Emergency Medical Technician
 - EMT = Emergency Management Team
 - EMT = Eastern Mediterranean Time (GMT+0200)
 - EMT = Effective Methods Team
 - EMT = Effects Management Tool
 - EMT = Electron Microscope Tomography
 - EMT = Email Money Transfer

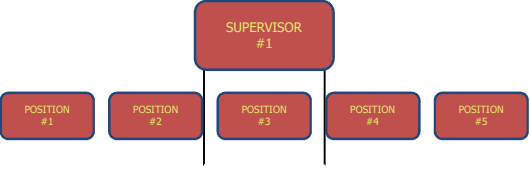
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Span of Control

San Francisco CARD

- Appropriate supervision ratio - 1:3 to 1:7
- The optimum span of control is 1:5
(1 person supervises 5 positions)
- Clear organizational lines of authority
(Unity of Command)

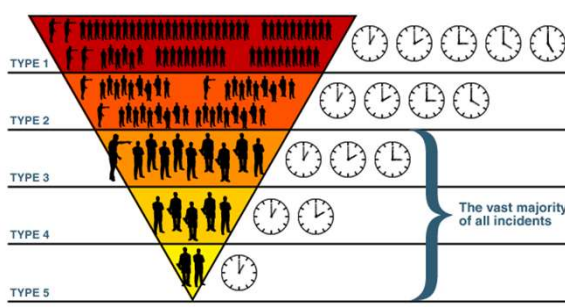


10




Managing Response

San Francisco CARD




11



So What is SEMS?

San Francisco CARD

Standardized Emergency Management System



- Born in the 1990s after the Oakland Hills fire.
- Components of SEMS:
 1. ICS
 2. Inter-Agency Coordination
 3. Master Mutual Aid Agreement
 4. Operational Areas
- What is NIMS? National Incident Management System

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13

What does ICS mean for our organization?


- A management system for the whole agency
- Everyone has an operational role
- Use until the disaster is over.
- Gets everyone focused on solving problems

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Incident Command Team


Roles and Responsibilities

15




Incident Commander (in charge)







- Establishes command
- Assesses incident objectives
- Coordinates overall efforts
- Authorizes release of information
- Maintains manageable span of control
- Implements Incident Action Plan
- Ensures staff safety
- Submits all costs/receipts to Finance

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IC = In Charge







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Safety & Security Officer



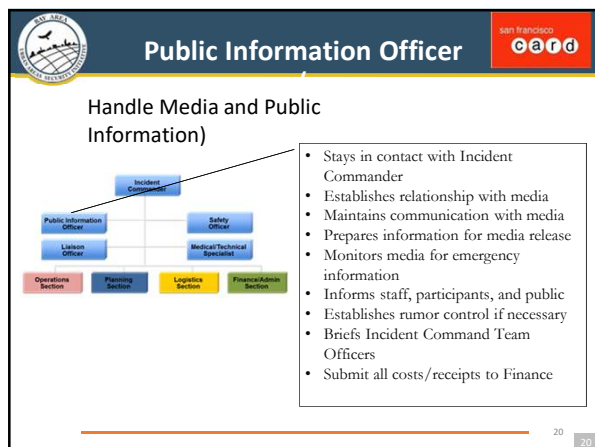


- Ensures ALL personnel follow the highest safety standards
- Assists evacuation, if necessary
- Knows your facility and its safety features
- Tours your facility. Addresses affected areas
- Closes off dangerous areas
- Prepares & tracks personnel injury claims
- Submits all costs/receipts to Finance

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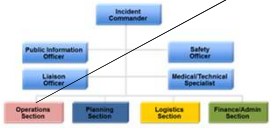
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Operations Section Chief


San Francisco **Card**

Does the Field Work




- Directs and coordinates operations staff
- Carries out Incident Action Plan
- Requests and releases resources (thru Incident Commander)
- Keeps Incident Commander informed
- Ensures staff safety
- Submits all costs/receipts to Finance

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Runs the Offence

San Francisco **Card**




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Logistics Section Chief


San Francisco **Card**

Gets & Distributes Supplies & People



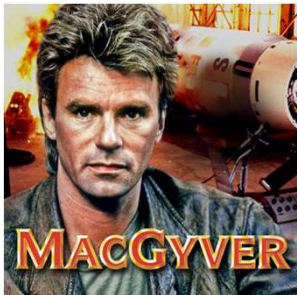
- Provides facilities
- Provides storage
- Provides supplies/materials
- Provides people
- Keeps Incident Commander informed
- Supports incident responders
- Submits all costs/receipts to Finance

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Gets stuff

san francisco **card**




25



Admin Section Chief


san francisco **card**

Track & Record Everything




- Tracks & documents personnel injuries
- Tracks & documents damage
- Tracks & documents operations cost
- Tracks & documents personnel time
- Tracks & documents materials purchase and distribution
- Tracks & documents all reimbursable costs

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Records everything

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27




Planning Section Chief

the brown

San Francisco


card

Information Gatherer and Planner.



- Collects information
- Evaluates information - has an overview
- Disseminates information
- Prepares Incident Action Plan
- Tracks and manage all available resources
- Submits all costs/receipts to Finance

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Wedding planner

the brown

San Francisco


card




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30



Incident Commander (In Charge)



- Approves the wedding date
- Approves the wedding location
- Approves Everything!



31



Operations Team Chief (Does Things)



- Sends out the invitations
- Arranges/MC's the bachelor party
- Makes sure the groom shows up to the wedding on-time



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Planning Team Chief (Plans Things)



- Lists the number of attendees
- Schedules hair and nail appointments
- Works with the bride to have the wedding come under budget
- Proposes honeymoon ideas




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Logistics Team Chief
(Gets Things)



- Gets the photographer
- Books the wedding venue
- Arranges catering service





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Admin Section Chief
(Records Things)



- Pays the photographer
- Pays for catering, hotel, honeymoon, etc.
- Tracks financial gifts to verify if his daughter breaks even





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Public Information Officer



- Handles wedding announcements to local newspapers,
- Communicates information to family members.





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Safety and Security Officer




- Protects the husband from the bride
- Breaks up the fights during the reception






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


What about the Groom?




- Although he has a key role in the relationship, wedding planning isn't his strength.
- He takes a *support role* and helps the Section Chiefs when requested (picks up pre-purchased decorations from the store, calls the florist, waits to be told what to do).
- He cannot change plans on his own because he doesn't know the constantly-changing overall plan.






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What Chief Performs the Task?




1. Get stuff?	Logistics
2. Does Things?	Operations
3. Approves everything?	Incident Commander
4. Tracks & documents things?	Finance/Administration
5. Helps injured people?	Safety & Security
6. Plans things?	Planning



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TTX Exercise




Objectives

1. Get you comfortable with using ICS.
2. Help you understand the importance of setting an objective.
3. Understand how the IC's and Section Chiefs' roles and responsibilities help deliver services during a disaster, manage a wedding, or setup a family BBQ.

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TTX Instructions



- You will be working together in a group per section to help support the primary objective chosen by the IC.
– Less than 5 mins – come up with one or two ideas.
- We will walk through each section to demonstrate the importance of working together before taking action.
- Please don't get bogged down in the scenario!

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What's Happening...



- Our neighborhood is bored and somewhat hungry.
- It is in the middle of the day on a Saturday.
- It's an opportunity to come together as a neighborhood and get the family outdoors.
- Do we throw a barbecue or go to the local swimming pool together?



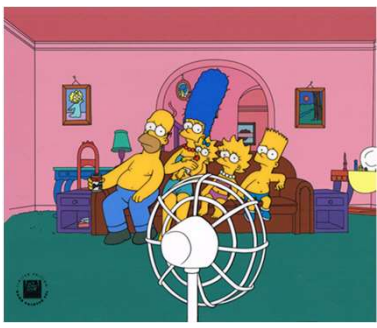
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After Action Review (aka hotwash)




- ☐ What worked well?
- ☐ What lessons were learned?
- ☐ Action Items Identified?



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Resources




Required Training:

- Everyone responding to a disaster must take IS 700.a (Intro to NIMS) and IS 100 (ICS 100)[These courses are available on-line]
- Supervisors must have IS 800.b and IS 200.a (ICS 200)[These courses are available on-line]
- Managers must also have ICS 300 and ICS 400[Not available on-line]


<http://training.fema.gov/EMICourses>

<https://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute/training-support-compliance/sems-aci-training-materials>

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Thanks for Attending



Last minute questions? Feedback?

Please Be Kind & Fill Out an Evaluation Form

Phyllis Onstad
SF CARD
Phyllis@sfcad.org
707-799-3235

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