Welcome!

Incident Command System
What it is.
How it works.
How CBOs can use it.

online workshop
November 3, 1:30-3:30 p.m.

We will begin shortly…

This session is made available through funding by:
Welcome

Welcome and Introductions

– Housekeeping and ACCESS Coordinator for today

– Zoom basics and etiquette
When Seconds Count
Earthquake Safety for the Home

Resources:
www.cadresv.org/earthquake

Request Presentations:
earthquake@cadresv.org

408-577-2175

English | ASL | Spanish | Vietnamese | Korean | Tagalog | Chinese | Amharic | Hindi | Portuguese | Russian and more!
Session Objectives

- Describe the Incident Command System (ICS) is and how it is used by government entities

- Explain CBOs can embrace ICS in your own organizations and practice using it today in a fun and interactive way
Incident Command System

- Developed under Project Firescope in the 1970s
- Used to manage emergency and non-emergency events
- Based on organizational best practices
Incident Command System

- Proven on-scene, all-hazard concept
- Used to manage emergency and non-emergency events
- Works well for both small and large situations
- Interdisciplinary and organizationally flexible
- Based on organizational best practices
- Brings order to chaos
- Flexible and adaptable
Need for Organization

- Common terminology that contributes to effective communication and shared understanding
- Effective communication among team members
- A well-defined management structure/Chain of Command
- Accountability
Advantages of ICS

- Common terminology
- Consolidated action plans
- Comprehensive resource management
- A manageable span of control: between 3-7 staff per supervisor
Objectives of ICS

• Identify the scope of the incident
• Determine an overall strategy
• Deploy resources
• Document actions and results
Common Terminology

- Use plain English
- Helps to reduce confusion
When to “Secure” a building

- The **MARINES** will surround the building, break down the doors and search for the enemy.

- The **ARMY** will post guards at the gates and check everyone’s identification.

- The **NAVY** will turn off the lights, set the alarms and lock the doors.

- The **AIR FORCE** will measure the space and take out a three-year lease on the building.
Span of Control

- Number of personnel or resources that one supervisor can manage effectively
- 3 to 7 is optimal
Incident Command System

• Proven on-scene, all-hazard concept
  – Used to manage emergency and non-emergency events
  – Works well for both small and large situations

• Interdisciplinary and organizationally flexible

• Based on organizational best practices
A basic ICS principle is that the first Incident Commander is responsible until the authority is delegated to another person.

ICS is not a rank-oriented system

- It is a performance-oriented one
- The best qualified person is placed into the appropriate functional level for the situation
• The only position (function) in the ICS that must always be staffed is the **Incident Commander**

• There must always be someone in charge who is responsible and accountable

• This position must be assumed by the first arriving emergency responder
Basic ICS Structure

- Incident Commander
- Operations
- Planning
- Logistics
- Finance
Management--MANAGES THINGS!

- Sets policy
  - Provides continuity of operations
  - Directs the overall emergency response
  - Has ultimate accountability
Operations

---DOES THINGS!

- Coordinates all response efforts
- Provides Field Status Reports to Command/Management and Planning Intelligence
Planning & Intelligence--PLANS AHEAD AND KEEPS TRACK OF THINGS!

- Collects / analyzes information
- Develops Situation Reports
- Documentation
- Action Planning
- Advance Planning
• Logistics-- GETS THINGS!

Personnel

Equipment

Communications

Procurement
Finance / Administration—PAYS FOR THINGS!

• Provide input in all plans for financial and cost analysis
• Prepare all financial obligation documents
• Prepare incident cost summaries as needed
• Processing Claims & Compensation requests
Objectives of ICS

ICS command objectives are to:

- Identify the scope of the incident
- Determine an overall strategy
- Set priorities and deploy resources
ICS Functions Exercise

1. All the lights are out, you need flashlights
2. Someone smells gas but can’t turn it off at the meter
3. The batteries for the portable radio are dead
4. Fire from another area is moving toward your building
5. IC is about to hand over Command and needs a briefing
6. You need buy water and food for your team members

7. A TV news crew arrived and wants to film your activities
Using ICS

- Your organization is planning a Volunteer Recognition Event
- How can ICS be applied?
Using ICS

• What does Management do?

Management:

“Manages it”

Perhaps:

• Choose team
• Empower team leaders
• Serve as signatory and final authority for decisions
Using ICS

- What does Planning do?

**Planning:**

“Tells it”

**Perhaps:**
- Sets time, date and timeline for the event
- Creates overall program, theme, structure of event
- Sets up agenda and flow of program events
- Decides guest lists, keynote speakers, dignitaries, etc.
Using ICS

• What does Operations do?

Operations: 
“Does it!”

Perhaps:
• Sets up on day of the event
• Welcomes guests. Greets VIPs
• Orchestrates the planned program
• Emcees program and coordinates with speakers
• Dismantles and cleans up after the event
What does Logistics do?

**Logistics:**

“*Gets it*”

**Perhaps:**

- Arrange for event location
- Orders and arranges for supplies – tables, nametags, awards, etc
- Oversees venue setup – zoom or in-person or both!
- Gets volunteers to work event
Using ICS

What does Finance and Admin do?

Finance / Administration: “Pays for it”

Perhaps:
- Sets budget with Planning team
- Handles and processes all related expenses
- Track registration and receipts
- Record useful information for next year’s event
- Create final accounting of costs report for event
- Save records
Using ICS in Your Organization

- Organizing staff
- Communicating with field/satellite offices
- Benefits of team approach and span of control
Using ICS in Your Organization

- Socialize, normalize and thread ICS concepts and vocabulary into routine tasks, daily operations, problem-solving activities, etc.
- Use staff meetings to take on small bites of ICS. Example: Review a past fundraiser, event or program and plot out an ICS org chart of who did various ICS functions OR distribute copies of the disaster organization chart of your city. Use it for clues and suggestions.
Resources

- FEMA Independent Study
- IS 100
- Links in chat for English and Spanish versions

English

Spanish
Questions?

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Complete Surveys

This is how we pay for future workshops

- UASI Survey (QR code on screen, link in chat)
- CADRE Survey (pops up when the meeting ends)
2 Session Workshop

January 12 and 19th
10:00 a.m. to 12:00 p.m.

After you attend session one, you’ll be sent the link for session two.

Register
Thank You!

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