

# ICS 100 – Lesson 5: Summary and Posttest

## Summary and Posttest: Overview

This lesson provides a brief summary of the ICS 100 Course contents. After reviewing the summary information, you will then take the course posttest.

Completing this summary and the posttest should take approximately **25 minutes** to complete. **Remember, you must complete the posttest to receive credit for this course.**

## The Incident Command System: Summary

ICS is:

- A proven management system based on successful business practices.
- The result of decades of lessons learned in the organization and management of emergency incidents.

This system represents organizational “best practices,” and has become the standard for emergency management across the country.

## Goals of ICS

Designers of the system recognized early that ICS must be interdisciplinary and organizationally **flexible** to meet the following management challenges:

- Meet the needs of incidents of any kind or size.
- Be usable for routine or planned events such as conferences, as well as large and complex emergency incidents.
- Allow personnel from a variety of agencies to meld rapidly into a common management structure.
- Provide logistical and administrative support to ensure that operational staff, such as entomologists or veterinarians, can meet tactical objectives.
- Be cost effective by avoiding duplication of efforts.

ICS has been tested in more than 30 years of emergency and nonemergency applications, by all levels of government and in the private sector.

## ICS Applications

Applications for the use of ICS have included:

- Routine or planned events (e.g., celebrations, parades, and concerts).
- Fires, hazardous materials, and multicasualty incidents.
- Multijurisdiction and multiagency disasters such as earthquakes, hurricanes, floods, and winter storms.
- Search and rescue missions.
- Biological pest eradication programs.
- Biological outbreaks and disease containment.
- Acts of terrorism.

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## Five Major Management Functions: Summary

The five major management functions are:

- **Command:** Sets incident objectives and priorities and has overall responsibility at the incident or event.
- **Operations:** Conducts tactical operations to carry out the plan. Develops the tactical assignments and organization, and directs all tactical resources.
- **Planning:** Prepares and documents the Incident Action Plan to accomplish the incident objectives, collects and evaluates information, maintains resource status, and maintains documentation for incident records.
- **Logistics:** Provides support to meet incident needs. Provides resources and all other services needed to support the incident.
- **Finance/Administration:** Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

## Maintaining Span of Control: Summary

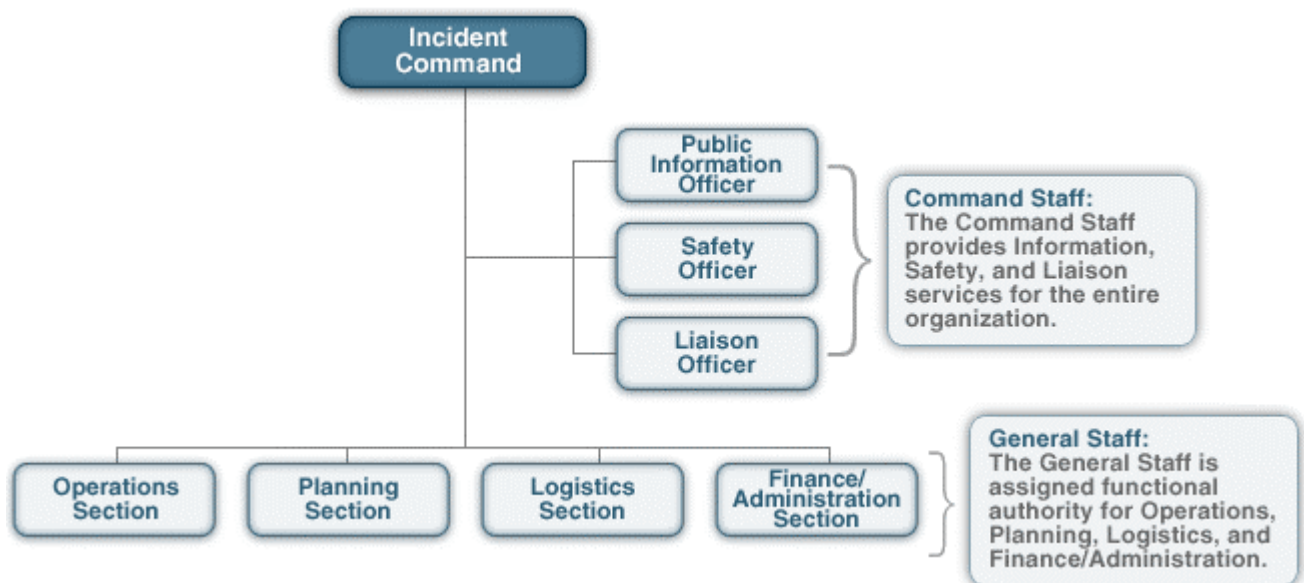
Maintaining adequate span of control throughout the ICS organization is very important.

Effective span of control on incidents may vary from three to seven, and **a ratio of one supervisor to five reporting elements is recommended.**

If the number of reporting elements falls outside of these ranges, expansion or consolidation of the organization may be necessary. There may be exceptions, usually in lower-risk assignments or where resources work in close proximity to each other.

## Expanding the Organization: Summary

As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and General Staff.



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## Expanding the Organization: Summary

The Command Staff include:

- **Public Information Officer:** Serves as the conduit for information to internal and external stakeholders including the media, or other organizations seeking information directly from the incident or event.
- **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
- **Liaison Officer:** Serves as the primary contact for supporting agencies assigned to an incident.

The General Staff include:

### Operations Section Chief

The Operations function is where the tactical fieldwork is done, and most incident resources are assigned to it. The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.

### Planning Section Chief

The major activities of the Planning Section may include:

- Collecting, evaluating, and displaying intelligence and information about the incident.
- Preparing and documenting Incident Action Plans.
- Conducting long-range and/or contingency planning.
- Developing plans for demobilization as the incident winds down.
- Maintaining incident documentation.
- Tracking resources assigned to the incident.

### Logistics Section Chief

The Logistics Section is responsible for all of the services and support needs of an incident, including:

- Obtaining and maintaining essential personnel, equipment, and supplies.
- Providing communication planning and resources.
- Setting up food services.
- Setting up and maintaining incident facilities.
- Providing transportation.
- Providing medical services to incident personnel.

### Finance/Administration Section Chief

The Finance/Administration Section is set up for any incident that requires incident-specific financial management. The Finance/Administration Section is responsible for:

- Contract negotiation and monitoring.
- Timekeeping.
- Cost analysis.
- Compensation for injury or damage to property.

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## Communications: Summary

Every incident requires a Communications Plan.

The ability to communicate within the ICS is absolutely critical. An essential method for ensuring the ability to communicate is by using standard or common terminology.

## Common Terminology

ICS requires the use of common terminology, meaning standard titles for facilities and positions within the organization. Common terminology also includes the use of “clear text”—that is, communication without the use of agency-specific codes or jargon. **In other words, use plain English.**

- Common Terminology: “APHIS Branch, this is PPQ ID 1, we have completed our assignment.”
- Uncommon Terminology: “APHIS Branch, this is PPQ ID 1, we are 10-24.”

## Integrated Communications

Every incident requires a Communications Plan. Communications includes:

- The “hardware” systems that transfer information.
- Planning for the use of all available communications frequencies and resources.
- The procedures and processes for transferring information internally and externally.

## Standard Incident Facilities: Summary

The standard ICS incident facilities include:

- **Incident Command Post:** Where the Incident Commander oversees the incident response.
- **Staging Areas:** Where resources are kept while waiting to be assigned.
- **Base:** Where primary service and support activities take place.
- **Camps:** Where resources may be kept.
- **Helibase/Helispot:** The area from which helicopter operations are conducted.

## Common Responsibilities: Summary

Common responsibilities associated with Incident Command System assignments include:

- Preparing for extended stay or out-of-jurisdiction travel.
- Understanding your role and authorities.
- Checking in at the incident.
- Locating your incident supervisor and obtaining your initial briefing.
- Keeping appropriate records.
- Following procedures for secure communications as required.
- Understanding your requirements for demobilization.

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### Taking the Posttest

You should now be ready to take the ICS 100 posttest. The purpose of the test is to make sure that you have learned the course content. The posttest includes 25 multiple-choice items. To receive credit for this course, you must correctly answer 70% of the questions.

### Tips for Taking the Posttest

- Review the printable version of this course. You may refer to your notes and materials printed from this course.
- When you are ready, begin the test by reading the directions carefully.
- Read each question and then review ALL possible answers before selecting one. Do **NOT** click on the first answer that looks good! Click on the single best answer from the options presented.
- Answer every test item. If you do not know the answer, review your reference materials.
- Review your work. Before clicking on the Submit button, check your answers.