EPA — ICS INSTITUTE
Incident Command System

March 20–24, 2017 | Pittsburgh, PA

Resource Unit Leader

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RESL

In consideration of your fellow students and the instructors, please silence all cell phones

Unit 0
Introduction

Pittsburgh PA
March 20–24, 2017

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Instructor Introduction

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▶ James Carew
  • USEPA Region 1

▶ Luke Chavez
  • USEPA Region 8

▶ Robert Grandinetti
  • USEPA Region 10

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Instructor Introduction

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- ▶ Michele Miller
  - • USEPA Region 7
- ▶ Greg Crable
  - • USEPA Region 7
- ▶ Dave Williams
  - • USEPA Region 7
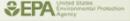
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Facility Information

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- ▶ Classroom
- ▶ Restrooms
- ▶ Water fountains, snacks, refreshments
- ▶ Lunch
- ▶ Emergency telephone numbers
- ▶ Alarms and emergency exits
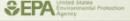
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Administration

RESL

- ▶ Student Registration Card
- ▶ Student Evaluation Form
- ▶ Course Agenda
- ▶ Student Manual – available for download
- ▶ Student Handouts
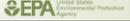
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Student Introductions

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- ▶ State your name
- ▶ Briefly explain what do you normally do (title)
- ▶ Tell us where you are from (Agency, town)
- ▶ Describe previous ICS experience, (for example; Katrina, Deepwater Horizon, Enbridge Spill, Fukushima, Hurricane Sandy, Hurricane Matthew, Gold King)
- ▶ List course expectation

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Purpose of the Course

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To provide training to agency personnel to develop the skills necessary to perform as a Resource Unit Leader (RESL) position and during the Demobilization process on an Incident Management Team in compliance with the direction and standards described in the NIMS.

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Course Objectives

RESL

- ▶ Identify the mission and function of the Planning Section
- ▶ Identify the Resource Unit's mission and function
- ▶ Understand the management and leadership role of the Resource Unit Leader
- ▶ Create and implement a Demobilization Plan

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Course Schedule

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Module 1 NIMS and the RESU	Module 5 Check In Process	Module 8 Operational Planning
Module 2 Planning Section Overview	Module 6 Tracking Resources – Web EOC	Module 9 RESU Products & Other
Module 3 RESL Overview	Module 7 Resource Ordering – 213RR	Module 10 DEMOB Unit Overview
Module 4 RESL Roles & Management Responsibilities		

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Course Schedule (cont)

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- Final Exercise
  - On Friday, March 24th , all participants will participate in a capstone final exercise
  - You and some of your fellow-students will be assigned to perform your KLP function on one of 8 Incident Management Teams
  - It will be scenario-based and last about 7 hours
  - Coaches will be provided
  - More details will be provided as the week progresses

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ICS Forms 211 & 214

RESL

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USEPA Incident Management Handbook

- ▶ What is the Incident Management Handbook (IMH)?
- ▶ Use the IMH as a reference throughout the course
- ▶ Familiarize yourself with the IMH and its format
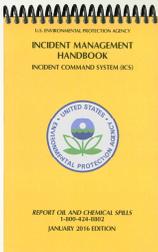
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RESL

Resource Unit Leader

Unit 1 *– Understanding the National Incident Management System (NIMS)*

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Unit Terminal Objective

RESL

Describe the National Incident Management System and the role of ICS in USEPA

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Unit Enabling Objectives

RESL

▸ Describe the intent of NIMS

▸ Describe the key concepts and principles underlying NIMS

▸ Describe USEPA perspective on NIMS

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What Is NIMS?

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What is NIMS?
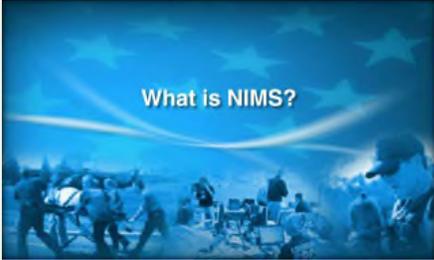
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NIMS Overview

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NATIONAL INCIDENT MANAGEMENT SYSTEM

Homeland Security
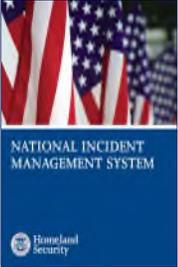
What ? . . . NIMS provides a consistent nationwide template . . .

Who? . . . to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together . . .

How? . . . to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of cause, size, location, or complexity . . .

Why? . . . in order to reduce the loss of life and property, and harm to the environment.

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NIMS: What It Is/What It's Not

RESL

NIMS is . . .
- A flexible framework of:
  - Doctrine
  - Concepts
  - Principles
  - Terminology
  - Organizational processes
- Applicable to all hazards and jurisdictions

NIMS is not . . .
- An operational incident management plan
- A resource allocation plan
- A terrorism/WMD-specific plan
- Designed to address international events

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HSPD 5 Management of Domestic Incidents

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▶ Homeland Security Presidential Directive 5 (HSPD-5) directed the Secretary of Homeland Security to:
- Develop and administer a National Incident Management System (NIMS)
- Develop the National Response Framework (NRF)

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The NIMS Mandate

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▶ HSPD-5 requires all Federal departments and agencies to:
- Adopt and use NIMS in incident management programs and activities
- Make adoption of NIMS a condition for Federal preparedness assistance (through grants, contracts, and other activities)

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Collaborative Incident Management

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▶ NIMS:
- Is not an operational incident management or resource allocation plan
- Represents a core set of doctrines, concepts, principles, terminology, and organizational processes
- Enables effective, efficient, and collaborative incident management

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NIMS Builds on Best Practices

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▶ NIMS integrates emergency management best practices that:
- Lay the groundwork for the components of NIMS
- Provide for the further development and refinement of supporting national standards, guidelines, protocols, systems, and technologies

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NIMS Is Dynamic

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▶ NIMS:
- Is not a static system
- Fosters the development of specialized technologies that facilitate response
- Allows for the adoption of new approaches that will enable continuous refinement of the system

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Flexibility

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Planned Events

Forecasted Events

No-Notice Events

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Standardization

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▶ Standardized organizational structures:
- Improve integration and connectivity among jurisdictions and disciplines
- Allow those who adopt NIMS to work together
- Foster cohesion among various response organizations

NIMS Standardization

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Voices of Experience: NIMS Benefits

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Steve Grainer
Chief, Incident Management Programs
VA Dept. of Fire Programs

Curry Mayer
Training & Exercise Chief
Governor's Office of Emergency Services (CA)

Kristy Plourde
NIMS Program Coordinator
U.S. Coast Guard

Roberta Runge
National NIMS Coordinator
U.S. Environmental Protection Agency

▶ *Click on any seal to play audio*
▶ *Click on same seal to stop audio*

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Discussion Question

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What actions does your organization take that exemplify NIMS best practices?

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NIMS Components

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Preparedness

Communications and Information Management

Resource Management

Command and Management

Ongoing Management and Maintenance

NATIONAL INCIDENT MANAGEMENT SYSTEM

Homeland Security

Incident Command System

Multiagency Coordination Systems

Public Information

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Unit Summary

RESL

Are you now able to:

▶ Describe the intent of NIMS

▶ Describe the key concepts and principles underlying NIMS

▶ Describe USEPA perspective on NIMS

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Resource Unit Leader

Unit 2 – *Incident Management Handbook (IMH),
Overview of Planning P, and the Planning Section*

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Unit Terminal Objective

RESL

Describe the organization and functions of
the Planning Section

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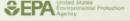
Unit Enabling Objectives

RESL

▸ Describe and use the IMH

▸ Define the purpose of the Planning Section

▸ Describe the Planning Section organization, positions
and their functions

▸ Describe the planning process and the Planning 'P'

▸ Describe the Resource Unit Leader's inputs in the
planning process
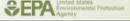
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Incident Management Handbook

RESL

Purpose:

▶ Assist USEPA in the use of the ICS during planned events and incidents

▶ Providing guidance on integrating USEPA assets into the ICS structure while maintaining standard functions & structure

▶ Provide guidance for responders and managers to understand their position requirements under ICS

▶ Guidance document only

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IMH Contents

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 Chapter 3: Common Responsibilities

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 Chapter 5: Resource Ordering, Incident Situation Displays, and Forms
 Chapter 6: Environmental Data Management
 Chapter 7: Command Staff
 Chapter 8: Operations Section
 Chapter 9: Planning Section
 Chapter 10: Logistics Section
 Chapter 11: Finance/Administration Section

Part III – Modular Response Organization (Managing simple to complex incidents)
 Chapter 12: Unified Command
 Chapter 13: Area Command
 Chapter 14: Hazardous Substances Response

Part IV – Additional Organizational Considerations
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Major Incident Management Activities

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1. Command
2. Operations
3. Planning
4. Logistics
5. Finance/Administration

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The ICS Organization

RESL

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INCIDENT COMMAND SYSTEM

RESL

SINGLE COMMAND

Command Staff

OPS | PLS | LS | FS

UNIFIED COMMAND

A | B | C

Command Staff

OPS | PLS | LS | FS

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Planning Section Responsibilities

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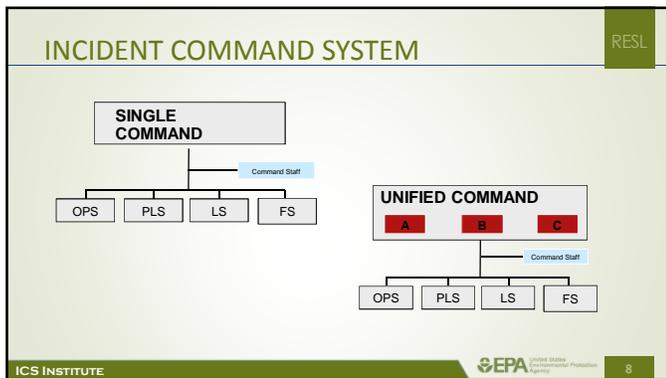
- ▶ Supports the Incident Commander
- ▶ Incident Objectives
- ▶ Overall incident management planning and resource tracking
- ▶ What kinds of resources that may be needed

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Planning Section Responsibilities (cont.)

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► Supports Operations
- Facilitate Planning Meetings
- Incident Action Plan (IAP) development

► Supports the Incident Management Team
- Keeps the team on schedule
- Collects and maintains documents
- Identifies & tracks resources
- Provides displays
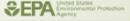
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Planning Section Responsibilities (cont.)

RESL

► Collects, evaluates & disseminates information on:
- Resources already on scene
  - ICS 211
- Resources needed to support objectives
- Incident Status
  - SITREP / ICS 209
- Predicted probable course of events
- Alternative strategies and control operations

► Provides an incident response common operating picture

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Planning Section

RESL

PLANNING SECTION
- Resource Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Environmental Unit
- Intelligence and Tech Spec.

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Planning Section

PLANNING SECTION
- Resource Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Environmental Unit
- Intelligence and Tech Spec.

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Planning Section

PLANNING SECTION
- Resource Unit
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Planning Section

PLANNING SECTION
- Resource Unit
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Planning Section

RESL

PLANNING SECTION
- Resource Unit
- Demobilization Unit
- Situation Unit
- Documentation Unit
- Environmental Unit
- Intelligence and Tech Spec.

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Planning Section

RESL

PLANNING SECTION
- Resource Unit
- Demobilization Unit
- Situation Unit
- Documentation Unit
- Environmental Unit
- Intelligence and Tech Spec

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ICS Planning Process

RESL

Steps include:
- ▶ Understanding the situation
- ▶ Facilitate establishing incident objectives and strategy
- ▶ Facilitate development of tactical direction and assignments
- ▶ Identify and order resources needed
- ▶ Prepare the Incident Action Plan
- ▶ Assist with implementation of the IAP
- ▶ Evaluate the IAP effectiveness

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Slide 19

ACTIVITY

Watch the ICS Planning P

Slide 20

The Planning Process
– Stem of the P

OPERATIONAL PERIOD PLANNING CYCLE

Initial Response/One time only events

1. Incident/Event occurs
2. Notifications are made/received
3. Travel to Response or Initial Response and Assessment
4. Agency Executive Briefing, Delegation (Not part of Planning "P" but a reality)
5. Initial Incident Briefing (ICS 201)
6. Initial IC/UC Meeting

## Slide 21

The Planning Process

OPERATIONAL PERIOD PLANNING CYCLE

Planning Cycle
(given size-up or progress assessment....)

7. IC/UC Develop/Update Objectives
8. Command & General Staff Meeting
9. Prep for Tactics Meeting
10. Tactics Meeting
11. Prep for Planning Meeting
12. Planning Meeting
13. Prep for Operations Briefing
14. Operations Briefing
15. New Operations Period Begins
16. Execute Plan and Assess Progress
17. Repeat

Slide 22

The Planning Process
– The IC/UC and Command & General Staff Meeting

OPERATIONAL PERIOD PLANNING CYCLE

• Ground Rules	PSC
• 207	PSC
• Objectives	IC/PSC
• Situation Update	SITL
• Action Items	PSC/Staff
• Safety Issues	SO
• Liaison Issues	LNO
• Information Issues	IO
• Planning Section Issues	PSC
• Operations Section Issues	OPS
• Finance Issues	FSC
• Logistics Issues	LSC
• IC/Closing Comments	IC
• Meeting Schedule	PSC

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The Planning Process
– The Tactics Meeting

OPERATIONAL PERIOD PLANNING CYCLE

• Intro/OPs Period/cell phones	PSC
• Org Chart	PSC
• Incident Objectives	PSC
• Situation/ Update	SITL
• Weather for next Ops Period	SITL
• OPs Plan (215)	OPS
• Update Ops 207	OPS
• Practice Briefing 215/207/Flex for Planning Mtg	SITL/OPS

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Slide 24

The Planning Process
– Planning Meeting

OPERATIONAL PERIOD PLANNING CYCLE

• Intro/OPs Period/Ground Rules/cell phones	PSC
• Opening Comments	IC
• Org Chart	PSC
• Incident Objectives	SITL
• Situation/Update	SITL
• Weather	SITL
• OPs Plan (215)	OPS
• Safety	SO
• Team Consensus (FSC/LSC/SO/LNO/IO/UC)	Staff
• Schedule Highlights	PSC
• Closing Remarks	UC

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The Planning Process
– IAP Preparation & Approval

OPERATIONAL PERIOD PLANNING CYCLE

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Incident Action Plan

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- ▶ Action Plan inputs are based on the tactical plan approved at the planning meeting
- ▶ Coordinate with PSC and Operation Section Chief at planning meeting
- ▶ The ICS 202, ICS-203/207, ICS-204's, ICS-205 and ICS-206 go into the IAP

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The Planning Process
– Operational Briefing

OPERATIONAL PERIOD PLANNING CYCLE

RESL

Usually a morning briefing if a new Ops Period

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Operations Briefing Agenda

RESL

• Intro/Ground Rules/Time Frame/Ops Period	PSC
• Incident Objectives	SITL
• Current Situation Update	SITL/OPS
• Weather Forecast	SITL
• Ops Org Chart	OPS
• Ops Assignments (204)	OPS
• Div/Grp Sup Mtg Note	OPS
• Safety Briefing	SO
• Logistical Concerns	LSC
• Information Plan	IO
• Cooperating Agencies	LNO
• Next Ops Briefing @ _____	PSC
• Closing Comments	IC

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The Planning Process
– Execute the Plan

OPERATIONAL PERIOD PLANNING CYCLE

RESL

- TACTICS MEETING
- PREPARING FOR THE PLANNING MEETING
- PLANNING MEETING
- PREPARING FOR THE TACTICS MEETING
- IAP PREP & APPROVAL
- COMMAND & GENERAL STAFF MEETING
- OPERATIONS BRIEFING
- IC / UC DEVELOPS/ SETS OBJECTIVES MEETING
- EXECUTE PLAN & ASSESS PROGRESS
- NEW OPS PERIOD BEGINS
- INITIAL UC MEETING
- INCIDENT BRIEF ICS-201-EPA FORM
- INITIAL RESPONSE AND ASSESSMENT
- NOTIFICATIONS
- INCIDENT / EVENT
- Initial Response

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Unit Summary

RESL

Are you now able to:

▶ Describe and use the IMH

▶ Define the purpose of the Planning Section

▶ Describe the Planning Section organization, positions and their functions

▶ Describe the planning process and the Planning 'P'

▶ Describe the Resource Unit Leader's inputs in the planning process

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Resource Unit Leader

Unit 3 – *Overview of the Resource Unit*

RESL

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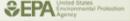
Unit Terminal Objective

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Describe the organization and functions of the Resources Unit.

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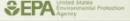
Unit Enabling Objectives

RESL

▶ Describe six main functions within the Resources Unit (RESU)

▶ Name the key positions found in RESU
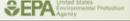
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Resources Unit Functions

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1. Establish and maintain check-in function
   a. Procedures properly set up and operating
   b. Collection & organization of completed check-in lists
   c. Transfer check-in information to resource tracking tool(s)
2. Maintain resource tracking systems
   a. Ensure resources accurately recorded
   b. Update resource status as needed
   c. Distribute and display as necessary

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Resources Unit Functions

RESL

3. Incident Action Plan (IAP)
   a. Coordination
   b. Finalization
   c. Distribution

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	Components of an IAP (use as pertinent)	Primary Responsibility
1.	Incident Objectives (ICS 202 form)	Resource Unit
2.	Organization List/Chart (ICS 203/207 forms)	Resource Unit
3.	Assignment List (ICS 204 form)	Resource Unit
4.	Communications Plan (ICS 205 form)	Communications Unit
5.	Medical Plan (ICS 206 form)	Medical Unit
6.	Incident Map	Situation Unit
7.	Weather, tide forecast	Situation Unit
8.	Safety Plan	Safety Officer
9.	Decontamination Plan	Technical Specialist
10.	Waste Management or Disposal Plan	Technical Specialist
11.	Demobilization Plan	Demobilization Unit
12.	Air Operations Summary (ICS 220 form) Branch Director	Air Operations
13.	Traffic Plan	Ground Support Unit
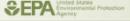
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Resources Unit Functions

RESL

4. Display resource status information
   a. Post and maintain information about ICS organization
   b. Display all of the tactical resources
      i. Printouts of electronic tracking tools
      ii. T-Card Racks
5. Coordinating with other positions within the ICS
6. ICS form support or creation – not found in the IAP

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Resource Unit Position Descriptions

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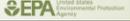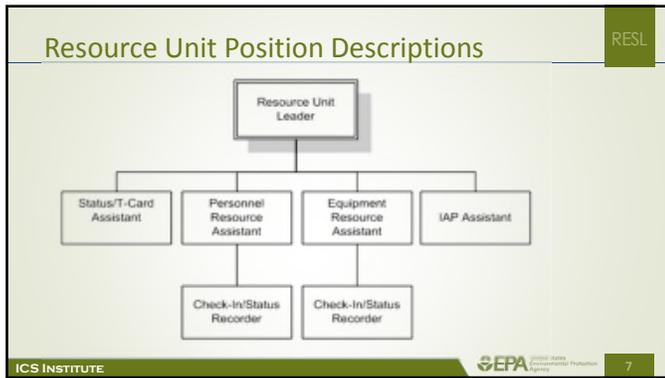
Resource Unit Position Descriptions

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Resource Unit Leader: Responsible for maintaining the status of all assigned tactical resources at an incident. Oversees the check-in and check-out of all resources, maintains the tracking system for location and status of all resources, and maintains a master list of all resources. The RESL also ensures all required forms are properly created, oversees the ordering of resources for RESU and provides guidance to personnel staffed in the RESU.

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Resource Unit Position Descriptions

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Status/T-Card Assistant: Organize T cards and verify accuracy, enter personnel into personnel tracking systems, attend tactics meeting and fill out any relevant forms

Resource Assistant Personnel/Equipment: Set up systems and manage the overall tracking of personnel and equipment assigned to the incident, ensure the IAP documents are properly prepared and maintain 213-RR copies

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Resource Unit Position Descriptions

RESL

IAP Assistant: Assist with assembling the portion of the IAP assigned to the RESU. Complete and print the final IAP for distribution once approved by the PSC

Check-In Recorder: Process all incoming personnel and equipment, entering all data into resources tracking database

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RESL

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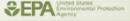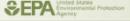
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Unit Summary

RESL

Are you now able to:

▶ Describe six main functions within the Resources Unit (RESU)

▶ Name the key positions found in RESU

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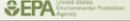
Resource Unit Leader

Unit 4 – *RESL Roles and Responsibilities*
    – *Response and Coordination*

RESL

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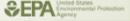
Unit Terminal Objective

RESL

Describe the Resource Unit Leader position and key elements in effective leadership of the unit

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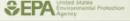
Unit Enabling Objectives

RESL

- ► List the main responsibilities of the RESL
- ► Describe the initial actions of a RESL once they arrive at an incident
- ► Describe the process to adequately staff the resource unit to ensure effective support of incident operations
- ► Describe how to effectively maintain the unit
- ► Describe how to transfer/DEMOB the unit

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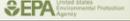
Resource Unit Leader Responsibilities
RESL

► Determine the staffing requirements based on scale of incident

► Establish check-in function at incident locations and provide identification cards to personnel

► Determine and process personnel and equipment requests for resources required within the Resources Unit

► Coordinate with unit staff to track all incident assigned tactical resources
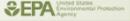
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Resource Unit Leader Responsibilities
RESL

► Prepare Organization Assignment List (ICS 203) and Organizational Chart (ICS 207)

► Attend Tactics Meeting and finalize the Operational Planning Worksheet (ICS 215)

► Coordinate with the Logistics Section Chief (LSC) to determine the current status of resources being ordered

► Prepare and finalize Division Assignment Lists (ICS 204)
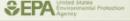
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Resource Unit Leader Responsibilities
RESL

► Collect specific documentation for the preparation of the Incident Action Plan (IAP)

► Provide input to the Planning Section Chief (PSC) to ensure adequate resources are available to meet objectives outlined in IAP

► Obtain approval for the IAP by the Incident Commander (IC) through the Planning Section Chief (PSC)

► Attend Planning Meetings, as required

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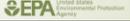
Resource Unit Leader Responsibilities

RESL

- ▸ Provide resource status reports as requested
- ▸ Prepare and maintain displays, charts, and lists that reflect the current status and location of check-in locations, personnel, contractor support, and tactical equipment
- ▸ Update resource-tracking displays to reflect demobilization
- ▸ Demobilize the Resource Unit in accordance with the approved Demobilization Plan
- ▸ Summarize all daily activities on a Unit Log (ICS 214)
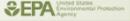
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Position Activated

RESL

1. Maintain checklist and go-kit
2. Receive assignment (begin ICS 214)
3. Clarify responsibilities with leadership
4. Travel arrangements
5. Communications - contacts
6. Monitor incident
7. Day to day position continuity
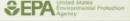
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Pre-pack the Go-Bag!

RESL
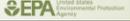
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Activate The Resources Unit

RESL

1. Upon arrival, brief with Planning Section Chief
2. Establish work area
3. Determine staffing needs
4. Establish priorities and procedures
5. Brief staff frequently
6. Prepare for Transfer / Demob

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Sources of Information

RESL

▶ Initial on-site briefings
▶ Previous IAP's
▶ Regional Response Center
▶ Planning "P" Meetings
▶ Miscellaneous forms (ICS 201, ICS 210, 213-RRs, ICS 211)
▶ Briefings from outgoing personnel
▶ Individual position communications
▶ Initial and continued Check-in

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Establish Work Area

RESL

▶ Coordinate with Planning Section Chief and Logistics to obtain:
  • Work space
  • Office furniture
  • Communications
  • Support services
  • Equipment
▶ Complete 213-RRs to request

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Determine Staffing Needs

RESL

Factors which contribute to the number of Unit Personnel

1. Size of the incident
2. Complexity of the incident
3. Number of resources assigned
4. Kind of resources assigned
5. Phase of the incident (initial, middle, demob)
6. Operational Period
7. Whether processes and procedures have been established
8. Support of badging and credentialing
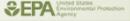
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Establish Priorities and Procedures

RESL

▶ Establish unit priorities
  • Monitor work being performed, where are there gaps?

▶ Establish work cycles or shifts
  • Take into account the IAP cycle, may need 24 hour coverage

▶ Make assignments and delegate tasks

▶ Establish reporting schedules for the Unit
  • Refer to the Job Aid, Planning "P" and IAP cycle

▶ Ensure major functions have procedures
  • Documentation, Check-In, DEMOB

▶ Ensure staff's well being and safety
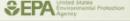
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Brief Staff Frequently

RESL

▶ Situations requiring briefing:
  • Deployment Briefing of responding RESU personnel
  • Initial Briefing
  • Operational period change
  • Replacement personnel
  • Team transition
  • Incident situation change

▶ What topics could be included in the briefing?
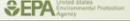
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Prepare for Transfer

RESL

▸ Smooth transfer is important to continuity

▸ Types of transfers:
  • Team to team
  • Team to host agency
  • Individual to individual
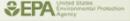
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Prepare for Transfer

RESL

▸ Content to convey:
  • Unit resources being left behind
  • Locations of documentation and data
  • Items needing follow-up

▸ What are possible methods of conveying this information?
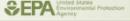
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Prepare for DEMOB

RESL

▸ Prepare for DEMOB at the beginning of an incident

▸ Organize files and lists and send to the Documentation Unit Leader

▸ Scale down unit as needed

▸ Inventory expendable supplies, and order replacements from Supply Unit Leader on ICS 213 RR

▸ Return borrowed equipment to the appropriate unit

▸ Brief replacement, as necessary

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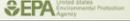
ACTIVITY

RESL

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Unit Summary

RESL

You are now able to:

▶ List the main responsibilities of the RESL

▶ Describe the initial actions of a RESL once they arrive at an incident

▶ Describe the process to adequately staff the resource unit to ensure effective support of incident operations

▶ Describe how to effectively maintain the unit

▶ Describe how to transfer/DEMOB the unit

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Resource Unit Leader

Unit 5 – The Check In Process

RESL

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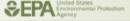
Unit Terminal Objective

RESL

Describe the resource check in process and the check in functions of the Resource Unit

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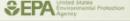
Unit Enabling Objectives

RESL

- ▶ Describe potential check-in locations
- ▶ Describe the kinds of information collected on the ICS Form 211 & 211 E Check-in List
- ▶ Describe the ICS forms that use data from the EPA ICS Form 211
- ▶ Describe the methods of reporting check-in information
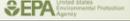
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Initial Resource Awareness
RESL

If the resource check in process has not been established you may need to determine what resources are on scene.
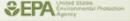
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Initial Resource Awareness
RESL

Who should go looking to confirm what resources are on scene?
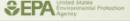
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Initial Resource Awareness
RESL

Where should you look to find resources on scene?
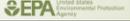
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Potential Check In Locations

RESL

- ▶ Staging Area
- ▶ Incident Command Post (ICP)
- ▶ Helibase
- ▶ Division/Group Area (A) (IV)
- ▶ Incident Base
- ▶ Others, START, Contractors, etc.

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Check-in

RESL

Sign at entry point, pointing to the check in entrance

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Check-in

RESL

Clarifies who should be walking in the door

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Check-in

RESL

Check-In   ID Cards

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Check-in List (ICS Form 211)

RESL
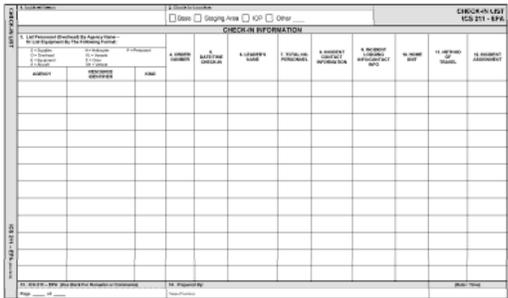
11

Check-in List (EPA ICS Form 211)

RESL

Information placed on the Check-in List
▶ Incident / Response Name
▶ Check-in Location
▶ Date/Time Form is Prepared
▶ Agency
▶ Identifier
▶ Kind
▶ Order Number
▶ Date and time of check in

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Check-in List (EPA ICS Form 211)

RESL

▶ Leaders name
▶ Number of personnel
▶ Incident contact info
▶ Lodging location and contact info
▶ Home Unit
▶ Method of travel
▶ Incident assignment
▶ Sent to RESL – Time Unit

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Check-in List (EPA ICS Form 211)

RESL

▶ Manifest (attach)
▶ Weight
▶ Departure Point
▶ Other Qualifications

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Property Check-in Form (EPA ICS Form 211 E)

RESL

15

Non Tactical Resources

RESL

▶ How Should the RESL deal with contractor equipment and non tactical equipment?
- Incident / Response Name
- Check-in Location
- Date/Time Form is Prepared
- Items 4-20 is information for the Integrated Financial Management System (IFMS)
- Leader's Name
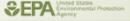
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Related ICS Forms

RESL
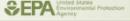
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ICS 203

RESL

**ICS Form 203
Incident
Assignment List**

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ICS 204

RESL

ICS Form 204
Work Assignment

19

Situational Report

RESL

ICS Form 209
(EPA USES A SITREP)

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ICS 218
Support Vehicle Inventory

RESL

21
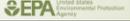
ICS 219

RESL

ICS Form 219 Resource Status Card

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ICS 221

RESL

ICS Form 221 Demob Check List

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Check In Management Issues

RESL

Monitor check-in activities - be aware of pitfalls:

1. Not enough Status Check-In Recorders
2. Inadequate span of control
3. Provide for personal and material needs
4. Remote check-in needs
5. Communication break down

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Reporting Methods

RESL

1. Determine frequency of reporting
2. Methods of reporting vary
   A. Email and other electronic means
   B. Face-to-Face: Incident Command Post or Base
   C. Runners: if outlying location and *poor* radio link
   D. Radio: if outlying location and *good* radio link
   E. Telephone, including cellular

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RESL

ACTIVITY
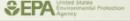
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Unit Summary

RESL

Are you now able to:

▸ Describe potential check-in locations

▸ Describe the kinds of information collected on the ICS Form 211 & 211 E Check-in List

▸ Describe the ICS forms that use data from the EPA ICS Form 211

▸ Describe the methods of reporting check-in information

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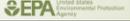
Resource Unit Leader

Unit 6 – *Tracking Resources Tools and Web EOC*

RESL

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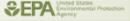
Unit Terminal Objective

RESL

Describe the processes required to effectively track resources including traditional and technology based tools

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Unit Enabling Objectives

RESL

- ▶ Describe six sources for obtaining resource information
- ▶ Describe purposes of ICS-Form 219, Resource Status Cards and resource tracking systems
- ▶ Describe the difference between a Task Force and a Strike Team
- ▶ Discuss the value of using tools and position aides.
- ▶ Describe various tools and aides available to USEPA RESL for IAP development and resource tracking.
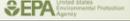
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Sources of Information

RESL

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- ▶ Briefings from outgoing personnel
- ▶ Individual position communications
- ▶ Initial and continued Check-in

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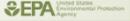
RESL

"Sometimes, you don't get a 201."

Courtesy of Paul Branchfield
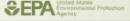
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ICS Form 219 (T-card)

RESL

Provide a format and record for documentation of:

- • Status
- • Location
- • Demobilization

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Layout and Filing of Resource Status Cards

RESL

▶ Completed T-Cards are filed in a rack called a "T-card Rack")
  ▶ Incident Base (by name)
  ▶ Camps (by name)
  ▶ Branches, Divisions/Groups
  ▶ Staging Areas (by name)
  ▶ En route status
  ▶ Other locations
  ▶ Unassigned resources
  ▶ Command and General Staff and Units

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Status Change Card ICS Form 210

RESL

T-CARD

Operational Period
From: / /
To: / /
Designator Name / I.D. Number

Status
☐ Available ☐ A
☐ Out of Service (O/S)

FROM   LO
DIVISIO
STAGIN
BASE/N
CAMP
EN RO
HOME

Message

Time

Prepared by: *(Name/Position)*

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Strike Teams VS. Task Force

RESL

Strike Team – A group of like resources working together under a Strike Team Leader, e.g., three sampling teams

Task Force – A group of unlike resources working together under a Task Force Leader, e.g., one sampling team, one monitoring team, and one drilling crew

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Task Forces, Strike Teams, Etc.

RESL

▶ Can be formed at the incident or sent to the incident in preformed teams (agency-formed teams)

▶ When formed at the incident they must be disassembled prior to release from the incident
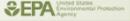
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Strike Teams And Task Forces

RESL

Maintain a list of incident-formed strike teams and task forces

▶ Number, leader, identifiers of individual resources, date created, date disbanded

▶ Distribute copies of list to operations, communications and appropriate units
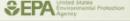
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Resource Kind and Type

RESL

▶ All Resources can be categorized by
  • Kind - A general description the resource
  • Type - Indicates the capability of the resource

"I need a submersible pump that can pump 50 gallons per minute."

Kind= Submersible Pump
Type= 50gpm
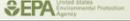
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Resource Kind and Type

RESL

Type 3 IMT comes with certain personnel and capabilities

A Type 3 Fork Lift comes with a certain capacity and lift reach

- For more information visit the FEMA Resource Library Typing Tool @ https://rtlt.preptoolkit.org/Public

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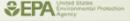
RESL

ACTIVITY A
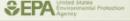
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Tools & Aides Available to the USEPA RESL

RESL

- ▶ WebEOC
- ▶ EPAOSC.net
- ▶ Resource Status Summary
- ▶ Spreadsheet Tracking Tool (Gantt Type Charts)
- ▶ Resource Typing Library Tool
- ▶ IAP Software
- ▶ Other
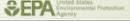
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WebEOC

RESL

- ▶ Already owned by EPA
- ▶ Already integrated & proven in EPA's Response Program (OSC NRC Notifications)
- ▶ Accessible via the Internet
- ▶ Customizable by EPA
- ▶ Must request access through ERT
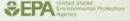
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WebEOC – Incident Action Plan

RESL

1. Create/Modify Organizational Structure
2. Update Staffing
3. Open the Operational Period w/standard forms
4. Adjust contents of IAP
5. Compose Draft IAP
6. Review/Enhance/Distribute

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RESL

ACTIVITY B
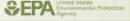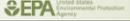
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Resource Status Summary Spreadsheet

RESL

▶ Benefits:
- Spreadsheets allow for tracking of resource status once it is requested
- Easily modified and updated daily or twice daily
- Can be displayed in plotter size wall charts. once a resource is on scene
- A common planning approach already used by USEPA

▶ Cons:
- Need to train and use to utilize properly
- More difficult to quickly view specific resources deployed
- More difficult to forward plan resources with asset tracker
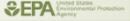
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Resource Status Summary Spreadsheet

RESL

▶ Staffing Charts

▶ Resource Charts

▶ Review Sandy, Yellowstone

▶ Milestone charts

▶ Gantt Charts

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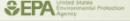
RESL

ACTIVITY C
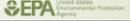
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Response.epa.gov

RESL

- ▶ Initial call and response information – Situation Reports
- ▶ Divided by region/geographic location
- ▶ Great repository of historical data
- ▶ Accessible by public
- ▶ Can denote whether documents are private or public
- ▶ Must have password and username for private information

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FEMA Resource Typing Library Tool

RESL

The FEMA Resource Typing Tool provides the RESL with a way to categorize resource by Kind and Type when working in an all hazards environment.
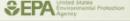
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ICS – IAP Software

RESL

- ▶ Various solutions – some are Excel based and others are web based
- ▶ Allows users to enter organizational information once and it is carried forward to all IAP documents
- ▶ Nice for speeding up production of ICS-204 Work Assignments
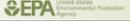
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ERT SUPPORT

RESL

www.ertsupport.org

ertsupport@epa.gov

1-800-999-6990

ICS INSTITUTE •EPA United States Environmental Protection Agency 25
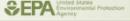
RESL

ACTIVITY D

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Unit Enabling Objectives

RESL

▶ Describe six sources for obtaining resource information

▶ Describe purposes of ICS-Form 219, Resource Status Cards and resource tracking systems

▶ Describe the difference between a Task Force and a Strike Team

▶ Discuss the value of using tools and position aides

▶ Describe various tools and aides available to USEPA RESL for IAP development and resource tracking

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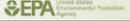
Resource Unit Leader

Unit 7 – EPA's Resource Ordering and Tracking Process in an ICS Structure

RESL

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1

EPA's Resource Ordering and Tracking Process in an ICS Structure

---

Typically during disasters EPA is spending funds provided by:

- Federal Emergency Management Agency (FEMA)

- US Coast Guard (USCG)

- Responsible Party (RP)

EPA disaster response fund expenditures are subject to audit by:

- Inspector General (IG)
- Government Accountability Office (GAO)
- Office of Personnel Management (OPM)
- Responsible Party (RP)

QUESTIONS

Why develop an EPA resource ordering and tracking process

- EPA needed a process for ensuring the documentation and tracking of all resources ordered and utilized during responses
- EPA required a resource tracking and documentation system to integrate our EPA contracting requirements with specific response needs

EPA's Process for Ordering and Tracking Resources

- EPA developed a process to ensure an organized system for ordering and tracking resources

- All resource orders must be documented by completing **ICS Form 213RR-EPA**
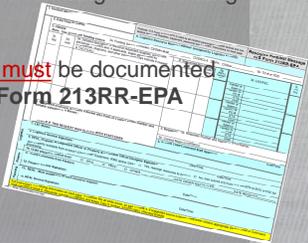
Resource Ordering and Tracking

Importance of properly documenting and tracking resources:

- Financial accountability
- Physical accountability
- Ensure resources are released when no longer needed
- Ensure resources are assigned where they are most useful
- Prevents duplicate orders

EPA Resource Ordering and Tracking Workgroup

- A workgroup was established in 2007, comprised of EPA staff trained in Logistics, Operations, Finance and Resources and included representatives from Regions, ERT and HQ

- The workgroup developed the EPA resource ordering and tracking flowcharts, as well as form 213RR-EPA for ordering resources

Who is a part of the EPA ordering process?

- Anyone requesting a resource
- Appropriate Section Chiefs
- Operations Section Chief
- Logistics Section Chief
  - Supply Unit Leader
- Planning Section Chief
  - Resource Unit Leader
  - Demobilization Unit Leader
  - Documentation Unit Leader
- Finance Section Chief
  - Procurement Unit Leader

QUESTIONS
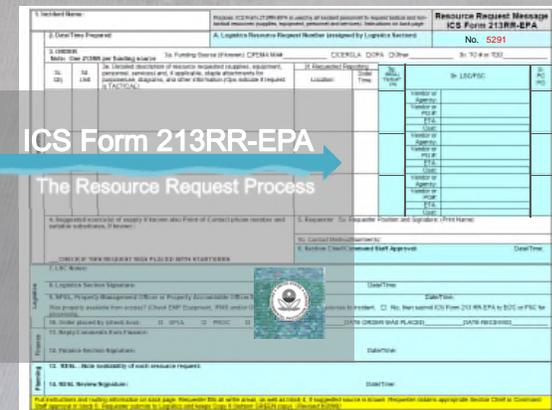
ICS Form 213RR-EPA

The Resource Request Process

Resource Request Process

Initial Need
- Any staff may complete ICS Form 213RR-EPA to request equipment and personnel.
- All requests for tactical resources must be made through OPS.
- ICS Form 213RR-EPA must be signed off by a Section Chief or Command Staff.

Request Received
- Resource request is received by LSC.

Non-tactical
- LSC determines if resources are on-hand or need to be ordered.

Tactical
- LSC checks with RESL to determine if resources are on-hand or need to be ordered.

Order
- LSC initiates ordering process. (See Resource Ordering Process Flowchart)
- For all personnel and tactical equipment requests, LSC must forward copy of processed/completed ICS Form 213RR-EPA to RESL.

On-Site
- RESL reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC and LSC. ICS Form 213RR-EPA is now complete and filed by LSC. (See Resource Tracking Process Flowchart)

On-Site
- LSC reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC. (See Resource Tracking Process Flowchart). ICS Form 213RR-EPA is now complete and filed by LSC.

"The Road Map"

NOTE:

Purchase cards and warrants must be used in accordance with the Incident Procurement Plan

---

Resource Request Process

Initial Need
- Any staff may complete ICS Form 213RR-EPA to request equipment and personnel.
- All requests for tactical resources must be made through OPS.
- ICS Form 213RR-EPA must be signed off by a Section Chief or Command Staff.

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Non-tactical
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- For all personnel and tactical equipment requests, LSC must forward copy of processed/completed ICS Form 213RR-EPA to RESL.

On-Site
- RESL reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC and LSC. ICS Form 213RR-EPA is now complete and filed by LSC. (See Resource Tracking Process Flowchart)

On-Site
- LSC reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC. (See Resource Tracking Process Flowchart). ICS Form 213RR-EPA is now complete and filed by LSC.

"The Road Map"

The Initial Need

Initial Need
- **Any staff** may complete ICS Form 213RR-EPA to request equipment and personnel.
- All requests for tactical resources must be made through OPS.
- ICS Form 213RR-EPA **must be signed off** by a Section Chief or Command Staff.

Requester keeps the **GREEN** copy

Submit

Resource Request Process

Initial Need
- Any staff may complete ICS Form 213RR-EPA to request equipment and personnel.
- All requests for tactical resources must be made through OPS.
- ICS Form 213RR-EPA must be signed off by a Section Chief or Command Staff.

- Resource request is received by LSC.

Non-tactical
- LSC determines if resources are on-hand or need to be ordered.

Tactical
- LSC checks with RESL to determine if resources are on-hand or need to be ordered.

Order
- LSC initiates ordering process. (See Resource Ordering Process Flowchart)
- For all personnel and tactical equipment requests, LSC must forward copy of processed/completed ICS Form 213RR-EPA to RESL.

On-Site
- RESL reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC and LSC. ICS Form 213RR-EPA is now complete and filed by LSC. (See Resource Tracking Process Flowchart)

On-Site
- LSC reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC. (See Resource Tracking Process Flowchart). ICS Form 213RR-EPA is now complete and filed by LSC.

"The Road Map"

O – Overhead
E – Equipment
S – Supplies or Services
V – Vehicles

Resource request is received by LSC

Non-tactical

Tactical

LSC Receives 213RR

LSC keeps the **PINK** copy

QUESTIONS

Resource Request Process

"The Road Map"

LSC Receives 213RR

Slide 1: Resource Request Process

Initial Need
- Any staff may complete ICS Form 213RR-EPA to request equipment and personnel.
- All requests for tactical resources must be made through OPS.
- ICS Form 213RR-EPA must be signed off by a Section Chief or Command Staff.

- Resource request is received by LSC.

Non-tactical
- LSC determines if resources are on-hand or need to be ordered.

Tactical
- LSC checks with RESL to determine if resources are on-hand or need to be ordered.

Order
- LSC initiates ordering process. (See Resource Ordering Process Flowchart)
- For all personnel and tactical equipment requests, LSC must forward copy of processed/completed ICS Form 213RR-EPA to RESL.

On-Site
- RESL reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC and LSC. ICS Form 213RR-EPA is now complete and filed by LSC. (See Resource Tracking Process Flowchart)

On-Site
- LSC reassigns resource to requestor via ICS Form 210-EPA and forwards a copy to FSC. (See Resource Tracking Process Flowchart). ICS Form 213RR-EPA is now complete and filed by LSC.

"The Road Map"

Slide 2: Requested Resources

On-Site: Available

On-Site: Tactical
- RESL re-assigns resource to requestor via **ICS Form 210-EPA** and forwards a copy to FSC and LSC. ICS Form 213RR-EPA is now complete and filed by LSC.
(See Resource Tracking Process Flowchart)

On-Site: Non-Tactical
- LSC reassigns resource to requestor via **ICS Form 210-EPA** and forwards a copy to FSC. (See Resource Tracking Process Flowchart). ICS Form 213RR-EPA is now complete and filed by LSC.

Complete ICS Form 210

Non-Tactical

Tactical

Slide 3: ICS Form 210-EPA

1. Incident Name	2. Operational Period	Date	Time	STATUS CHANGE ICS 210-EPA
213RR Ordering and Tracking Webinar	From: 10 /25 /14 To: 10 /26 /14		07:00 07:00	

3. Personnel/Resource Description — I.D. Number
Printer – Serial # 123897 — 5291

4. New Status
☐ Available: ☒ Assigned: ☐ Out of Service

5. FROM: *Location or Status*	6. TO: *Location or Status*
Staging Area Charlie	Bravo Branch

7. Date and Time of Location or Status Change
Date: 10 /25 /14   Time: 08:00

8. Comments

9. Prepared by: *Name, Position and Contact Information* — Date: — Time:

10. Processed by: *Tactical: Resource Unit - Non-Tactical: Supply Unit* — Date: — Time:

STATUS CHANGE   ICS210-EPA Rev.03/09

QUESTIONS

Resource Request Process

"The Road Map"

LSC Receives 213RR

Unavailable - Order

Resource Request Process

"The Road Map"

Ordering Resources

Order: Tactical
- SUPL places order thru REOC or submits to FSC for processing.
- For all personnel and tactical equipment requests, LSC sends a copy of processed/completed 213RR to RESL/FSC

Order: Non-Tactical
- LSC initiates ordering process. (See Resource Ordering Process Flowchart)
- For all personnel and tactical equipment requests, LSC must forward copy of processed/completed ICS Form 213RR-EPA to RESL.

REOC or Finance Section

Once ordered, FSC/PROC provides RESL with the **GOLDENROD** copy

FSC/PROC keeps the **YELLOW** copy

Resource Ordering Process

Resource Ordering Process

Determine Source
- LSC determines if resource can be provided from within EPA/UC.

Outside EPA/UC — NO

Within EPA/UC — YES

Procurement
- LSC-SPUL & FSC-PROC determine appropriate vehicle/method.
- FSC-PROC initiates Incident Procurement Process.

Order EPA/UC Resource
- EPA Equipment/Personnel.
- Equipment/Personnel from other organizations.

Notification
- FSC-PROC notifies RESL and originator of ICS Form 213RR-EPA when order is placed.

Notification
- LSC-SPUL notifies RESL and originator of ICS Form 213RR when order is placed. RESL creates T-card and places in "ordered/committed" slot

Received
- RESL/LSC-SPUL follows check-in and tracking procedures. (See Resource Tracking Process Flowchart)

Final Processing
- All ICS Forms 213RR-EPA retained by LSC before forwarding to Documentation Unit.
- LSC-SPUL signs off on all requested/ procured goods and services as "received".
- LSC-SPUL sends notification of receipt to FSC-PROC (for payment).
- LSC-SPUL assigns ID number/decal for equipment, provides resource to requestor.
- LSC and FSC must coordinate with Property Accountability Officer (PAO).

QUESTIONS

Resource Receiving Process

Resource ... ess

INCIDENT BRIEFING
ICS 201 - EPA

Page 4 of ICS 201

Non-Tactic...
- RESL forward...
- For equipment... adds to invent...
- SPUL assigns...
- Resource rem...

End of Assign...
- Appropriate S... when the res...

Demobilize
- LSC in coordination w... notifies PSC (DMOB)... demobilization process... accordance with Demo...

...e Section/Branch and ...d" to "assigned"
...sibility of the assigned ... tracked by RESL
... LSC, PSC, FSC and SO
...C/PSC/FSC/SO for
...letes ICS Form 210-...vides copy to FSC.
...letes ICS Form 210-...vides copy to FSC/LSC

---

1. The resource is checked into the incident by RESL/Check-in Recorder using ICS Form 211-EPA

CHECK-IN LIST
ICS Form 211 - EPA

Agency	Resource Identifier	Kind	Order Number	Date/Time Check-in	Leader's Name	Email Address	Cell Phone #	Incident Lodging & Contact Number	Home Unit	Method of Travel	Incident Assignment
N/A	HP Printer	5		10/25/14 0930		Logs picked-up printer at 0945 10/23/14					

2. RESL/Check-in Recorder notifies LSC and FSC of the resource's receipt

3. LSC and FSC notes receipt on the ICS Form 213RR-EPA and closes the order

SUPL check with REOC - if unavailable submit to FSC for purchase

Bob White ... 10/23/14 1530 *Complete*

Joe Bob ... 10/23/14 1630

DATE ORDER WAS PLACED: 10/24/14 ... DATE RECEIVED: 10/25/14

HP 560 Printer was ordered (order #375) from Office Fax 644-555-1234. Will be delivered to the ICS - ETA: AM 10/25/14

Lotta Money ... DR-MO-EPA-03 ... 10/24/14 1700

Resource Receiving Process

QUESTIONS

Tracking the Process
from beginning to end

ICS Form 213RR EPA

Tracking the 213RR Process

QUESTIONS

Ordering START and ERRS Resources

- To prevent disruption of operations, OPS can order resources directly from START and ERRS in accordance with established host region's procedures (host region CO/PO must be notified per the incident procurement plan)

- For resources ordered directly from START and ERRS by OPS, a 213RR-EPA form must be completed and submitted to the LSC within 24hrs to document the order (some LSCs do this for OSCs)

Ordering START and ERRS Resources

- OPS should include TO and/or TDD number on form 213RR-EPA

- When OPS submits form 213RR-EPA to LSC, the form will be routed as outlined in the resource ordering flowchart

- RESL, LSC and FSC need info on START and ERRS resources for check-in and/or tracking purposes

Ordering START and ERRS Resources

- OPS will determine how to comply with form 213RR-EPA submission requirements (i.e. setting deadlines for DIV/GRP to submit their daily ERRS/START orders, etc.)

- Process developed by OPS for submitting ICS Form 213RR-EPA to LSC may vary by incident

Emergency Use of Purchase Card

- After the IMT has been set up, the purchase card and warrant **may not be used** without appropriate IC or IMT approval (depending upon approval delegations in the Incident Procurement Plan)

- If a situation exists where Operations need resources immediately and has received approval from the authorizing entity to use the purchase card, **OPS must approve all purchase card orders**

Emergency Use of Purchase Card

- For purchase card orders, form 213RR-EPA **must be completed and submitted to the LSC within 24hrs of the purchase** for documentation and processing per the resource ordering flowchart

- Follow directions for purchase card ordering in accordance with the Incident Procurement Plan

- Purchase card usage must be reported to FSC at or before demob

Ordering Equipment from an EPA Warehouse

- Form 213RR-EPA must be filled out and submitted to Logs for any equipment which is ordered from an EPA warehouse

- Equipment order and delivery methods will be determined by FSC and LSC based on established host and source region's procedures

- When the form 213RR-EPA is submitted to Logs, the form will be routed as outlined in the resource ordering flowchart

Tracking Equipment from Outside Agencies – not purchased

- Resources from outside agencies will be referred to RESL upon check-in to determine if resource is needed

- RESL will confer with LSC, OPS, FSC and LNO to determine if resource was requested prior to checking it in to the incident and to determine responsibility and liability for the resource

QUESTIONS

Routing ICS Form 213RR-EPA

Resource Ordering: ICS Form 213RR-EPA

ICS Form 213RR-EPA COPY DISTRIBUTION

Copy	Color	Who	Purpose
6 (Bottom)	Green	Requester	Copy to show the request was submitted
5	Pink	LSC/SUPL	LSC/SUPL keeps copy for all 213RRs submitted
4	Yellow	FSC/PROC	When order is placed through FSC
3	Blue	FSC	Completion of order when received
2	Goldenrod	RESL	RESL keeps copy to verify orders at check-in
1 (Top)	White	LSC Documentation Unit	LSC/SUPL keep at completion of order – given to Documentation Unit for record keeping

Resource Request Process

Initial Need
- Requester submits ICS Form 213RR-EPA to LSC
- Requester keeps the **GREEN** copy

Request Received
- LSC receives request and verifies with RESL/OPS if resources needed Are tactical or non-tactical
- LSC keeps **PINK** copy

Non-tactical
- LSC determines if resources are on-site or need to be ordered.

Tactical
- RESL determines if resources are on-site or need to be ordered.

Order
- LSC submits ICS Form 213RR-EPA to FSC to initiate the ordering process
- Once the order is placed, FSC/PROC keeps **YELLOW** copy

On-Site
- RESL reassigns resource to requestor via ICS Form 210-EPA and **GOLDENROD** copy
- Remaining copies of ICS Form 213RR-EPA are given to LSC to further distribute as necessary or filed as complete

On-Site
- LSC reassigns resource to requestor via ICS Form 210-EPA
- LSC keeps **WHITE** copy
- Remaining copies of ICS Form 213RR-EPA are filed as "complete"

Received
- Once the resource is received, LSC keeps **WHITE** copy and gives FSC **BLUE** copy

ICS Form 213RR- EPA
Lessons Learned

All orders should be separated by:

Resource Type

- Overhead
- Contractors
- Equipment
- Supplies and Services
- Vehicles

Funding Source

- Stafford Act (FEMA)
  - Mission Assignments
- Oil Protection Act (USCG)
- CERCLA ("Superfund")

- LOGs will assist the requestor in completing the form

In Conclusion

- Form 213RR-EPA must be completed for all requests during responses where an IMT has been established

- The resource ordering and tracking flowcharts were developed to ensure accountability and proper documentation of resources ordered during EPA responses

- The system can be used for incidents of regional, as well as national significance, regardless of the size

- Agency rules and regulations still apply

QUESTIONS

Resource Unit Leader

Unit 8 – *Operational Planning*
   – *RESL Support of the Process*

RESL

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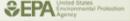
Unit Terminal Objective

RESL

Describe the role of the RESL/RESU
during the operational planning process.
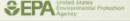
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Unit Enabling Objectives

RESL

▶ Describe the key players that participant in the
   Planning Process

▶ Describe the sequence and schedule of the Planning Cycle

▶ Describe the purposes of the ICS Form 215 Operational
   Planning Worksheet

▶ Describe the responsibilities of the Resources Unit Leader
   during the Tactics meeting

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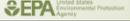
Resource Unit Leader's
Responsibilities in the Planning Process

RESL

- ▶ Attends *Initial* Incident Briefing
  - • Collects information about resource commitment and planning
    - ✓ Status of resources on scene
    - ✓ Status of initial response resources
    - ✓ Copy of ICS Form ICS-201 Incident Briefing Report

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RESL Involvement in the Planning Cycle

RESL

- ▶ **Tactics Meeting**
  - • **(IMH 4-13 to 4-16)**
- ▶ Planning Meeting
- ▶ IAP Prep and Approval
- ▶ Operational Briefing

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Key Participants In The Tactics Meeting

RESL

- ▶ Planning Section Chief (PSC)
- ▶ Operations Section Chief (OPS)
- ▶ Logistics Section Chief (LSC)
- ▶ Safety Officer (SOFR)
- ▶ Resources Unit Leader (RESL)
- ▶ Situation Unit Leader (SITL)

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Resource Unit Leader's
Responsibilities in the Planning Process

RESL

- ▶ Prior to Tactics Meeting
  - Knows availability & status of resources:
    - ✓ Kind, type and numbers
    - ✓ Constraints and capabilities
    - ✓ Rest/work status
  - Assists in preparing ICS Form 215 – Operational Planning Worksheet – for next operational period, to be presented at Planning Meeting

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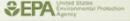
Resource Unit Leader's
Responsibilities in the Planning Process

RESL

- ▶ Participates in Tactics Meeting
  - Provides resource status information as requested
  - Identifies excess or shortages of resources
  - Records any changes on the ICS Form 215 Operations Planning Worksheet

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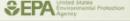
Operational Planning Worksheet (ICS 215)

RESL

- ▶ Documents decisions made during the tactics meeting and agreed to at planning meeting
- ▶ Used to complete ICS Form 204, Assignment List
- ▶ Identifies shortages or excess resources
- ▶ Allows for safety assessments

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Operational Planning Worksheet (ICS 215)

RESL

10

Operational Planning Worksheet (ICS 215)

RESL

Types of Information:

1. Incident Name
2. Date and time prepared
3. Operation period
4. Designation of division/group
5. Work assignments
6. Resource required (kind, type, number required)

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Operational Planning Worksheet (ICS 215)

RESL

Types of Information:

7. Resources required, on hand, needed
8. Supervisory Overhead?
9. Reporting locations
10. Pick up points and times
11. Special instructions
12. Record information accurately, completely and legibly

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RESL Involvement in the Planning Cycle

RESL

OPERATIONAL PERIOD PLANNING CYCLE

▸ Tactics Meeting

▸ **Planning Meeting**
  • **(IMH 4-17 to 4-21)**

▸ IAP Prep and Approval

▸ Operational Briefing

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Resource Unit Leader's
Responsibilities in the Planning Process

RESL

▸ Accomplishes Post-Planning Meeting Activities
  • Clarifies the information needed to develop work products
  • Verifies resource requests
  • Develops work products to include in IAP

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RESL Involvement in the Planning Cycle

RESL

OPERATIONAL PERIOD PLANNING CYCLE

▸ Tactics Meeting

▸ Planning Meeting

▸ **IAP Prep and Approval**
  • **RESL role in building the IAP will be discussed in Unit 9**
  • **(4-21 to 4-23)**

▸ Operational Briefing

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RESL Involvement in the Planning Cycle

RESL

- ▶ Tactics Meeting
- ▶ Planning Meeting
- ▶ IAP Prep and Approval
- ▶ **Operational Briefing**
  - • **(IMH 4-24 to 4-26)**

OPERATIONAL PERIOD PLANNING CYCLE

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RESL

ACTIVITY

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Incident Action Plan Safety Analysis
(ICS Form 215-A)

RESL

1. Safety Officer (SO) fills out form
2. SO works with OPS to develop the Safety Analysis
3. SO identifies risks of the tactical assignment for the Division/Groups established by OPS
4. SO transfers relevant information to the Special Instruction box on the ICS Form 204 Assignment List
5. RESL is responsible for filling out remaining ICS Form 204 Assignment Lists

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Unit Summary

RESL

Are you now able to:

▶ Describe the key players that participant in the Planning Process

▶ Describe the sequence and schedule of the Planning Cycle

▶ Describe the purposes of the ICS Form 215 Operational Planning Worksheet

▶ Describe the responsibilities of the Resources Unit Leader during the Tactics meeting

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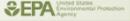
Resource Unit Leader

Unit 9 – *Preparing the Incident Action Plan*
– *Products and Outputs*

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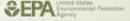
Unit Terminal Objective

Describe the forms and process to create an Incident Action Plan.

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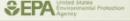
Unit Enabling Objectives

▸ Describe the responsibilities of the Resources Unit in overseeing preparation of the IAP

▸ Describe four forms the Resources Unit Leader prepares for the Incident Action Plan

▸ Describe the information sources the Resources Unit Leader might use to prepare the IAP forms

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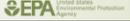
Planning Section Chief
And The Incident Action Plan

RESL

- ▶ Finalize
- ▶ Produce
- ▶ Distribute

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Sources of Information for the IAP

RESL

- ▶ Previous IAP's
- ▶ Notes from the Tactics Meeting
- ▶ The ICS 215 Worksheet
- ▶ Resource check in and tracking information
- ▶ Face to face meetings
- ▶ Completed ICS 213 rr

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Incident Action Plan

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Incident Action Plan Recipients

- ▶ All filled positions on ICS Form 203
- ▶ Positions on ICS 204 not listed on ICS 203
- ▶ Bulletin boards
- ▶ Facilities outside incident base
- ▶ Joint response partners, varies by response*
- ▶ Signed copy goes directly to Documentation Unit

* IAPs which contain Communication Plans (ICS 205a) should only be distributed to approved parties. Cell phone numbers are considered controlled information.

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Unit Summary

Are you now able to:

- ▶ Describe the responsibilities of the Resources Unit in overseeing preparation of the IAP
- ▶ Describe four forms the Resources Unit Leader prepares for the Incident Action Plan
- ▶ Describe the information sources the Resources Unit Leader might use to prepare the IAP forms

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Resource Unit Leader

Unit 10 *– Demobilization Unit*

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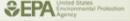
Unit Terminal Objective

RESL

Describe the roles, responsibilities, processes and considerations for managing the demobilization process.

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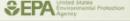
Unit Enabling Objectives

RESL

- ▶ Describe the functions of the Demobilization Unit
- ▶ Describe the responsibilities of the Demobilization Unit Leader
- ▶ Describe the Demobilization Plan and ICS 221 Checklist
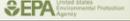
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What is Demobilization?

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Why the RESL

RESL

Why is the Resources Unit Leader well positioned to function as the Demobilization Unit Leader if necessary?

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Functions of the DMBU

RESL

- ► Develops the Incident Demobilization Plan
- ► Coordinates with Section Chiefs
- ► Monitors ongoing Operations Section needs
- ► Evaluates logistics and transportation capabilities to support demobilization

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Functions of the DMBU

RESL

- Establishes communication with off-incident facilities as necessary
- Coordinates demobilization with agency representatives
- Addresses demobilization considerations and emergencies

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Staffing the DMBU

RESL

- Simple – One Demobilization Unit Leader with support from Status / Check-in Recorders
- Moderately Complex – One lead Demobilization Unit Leader for busiest shift with one assistant Demobilization Unit Leader or trainee to help cover additional operational periods with support from the Status / Check-in Recorder
- Very Complex – One lead Demobilization Unit Leader with 2–3 assistant Demobilization Unit Leaders to provide qualified coverage 24 hours/day with support from Status / Check-in Recorder

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Demobilization Plan

RESL

DEMOBILIZATION PLAN
Version 1.0

- General Section
- Release Priorities
- Responsibilities
- Release Procedures
- Travel Information
- Emergency Demob
- Checklist - 221

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Demobilization Checklist ICS 221

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Demobilization Checklist ICS 221

RESL

Checklist – ICS 221

▶ Documents that the resource has completed checkout

▶ Records release and travel plans

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ICS 221 DMBU Responsibilities

RESL

The DMBL

▶ Prepares the DMOB Plan

▶ Supports the objectives of the Demobilization Plan

▶ Ensures compliance with the ICS 221

▶ Files completed ICS 221

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Priorities and Demob Schedule

RESL

- ▸ It is not the role of the DMBL to determine who is to be demobilized from the incident or event, or when
  - Develop the priorities and schedules based on input from the OPSC and the Section Chiefs
- ▸ Don't make the Demob Plan a surprise
  - Distribute lists to Section Chiefs and display around ICP
  - At times it may be appropriate to include in the IAP
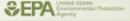
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Release Categories

RESL

- ▸ Release categories:
  - Demobilization to home unit
  - Reassignment
  - Unplanned demobilization
  - Cancelled or rescheduled demobilization
- ▸ Transportation Mode:
  - Ground
  - Air
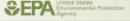
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Demob Considerations With Contractors

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- ▸ Treat as any other resource but may require coordination with a Contract Organization Representative or Contract Officer
- ▸ Watch for unused Contract resources that are listed as on-scene but not assigned to a particular function or task

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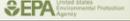
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Unit Summary

Are you now able to:

▶ Describe the functions of the Demobilization Unit

▶ Describe the responsibilities of the Demobilization Unit Leader

▶ Describe the Demobilization Plan and ICS 221 Checklist

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RESL Course Expectations Review

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