

NIMS – ICS (ALL HAZARD APPROACH)



INCIDENT COMMAND SYSTEM

This is a recognised National Incident Management System (NIMS) and Incident Command System (ICS) that can apply to incidents/emergencies of all types and sizes.

NIMS – ICS (All Hazard approach) was adopted by the Western Cape Provincial Disaster Management, is being considered by National Disaster Management as the system to be used nationally, similar process adopted by SAMSA and DEFF for Oil spill response and by some Local Authorities to ensure same terminology, role clarity and systematic approach is followed between different agencies at a single incident (Nationally or Internationally)

ICS is a standardized on-scene emergency management organization designed to aid in the management of resources during incidents. The ICS model is used by jurisdictions and agencies, both public and private, to organize field-level incident-management operations.

ICS is sometimes referred to as the Incident Management System (IMS); the terms are interchangeable.



INCIDENT COMMAND SYSTEM

A recognized ICS may close the following gaps:

Having;

- A Stand alone Incident Management system
- Documentation used mostly specific to Company only
- No formal categorizing of emergencies/ incidents other than as “Potential” and “Major” Emergencies
- No Focus on standard recognized training for ICS team members
- Tactical Team (On scene command) may consist of many decision makers
- Terminology not aligned with recognized Incident management systems
- Role players within Company command centers have designations not commonly understood by other responding agencies

Note:

*The ICS toolkit was developed to provide **guidance** rather than prescribe how incidents should be managed.*

*These guidelines were designed to provide for the various components to **seamlessly integrate and work together** in one organization to develop and implement an incident response in accordance with agreed upon objectives.*

*The guidelines were packaged in such a manner that organizations may **only use** the functional positions relevant to their own specific needs.*



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Benefit of a recognized ICS:

- IMT (Incident Management team) consist of Command and General staff as per NIMS ICS
- ICS 201 to ICS 227 (Documentation) available for use during any incident to coordinate incident management and capture all relevant information
- Type 5/Level 1 (Least serious) to Type 1/Level 3 (Major incident) categorizes all incidents relevant to the resources needed (See Tier alignment)
- ICS flexibility to the need of the incident when requesting the IMT to respond – **core team initial** and request other members as required
- Position name changes to align with ICS
- Roles and Responsibilities are clearly defined for all units reporting into the Command and General Staff
- ICS fit for “**All Hazards**” type of incidents
- ICS specific training and functional appointment for role players
- Tactical command (Incident command post/Forward control point) role players clearly defined responsibilities
- Communication between Response entities improved e.g. Incident – Responders, FCP – Incident, FCP- ECC



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THE ROLE OF ICS

The primary role of ICS is to **establish planning and management functions** for responding partners to work in a coordinated and systematic approach. These functions can include:

- using common terminology,
- integrating communication media,
- creating a unified command structure,
- coordinating resource management and allocation, and
- planning.

The function of ICS includes assigning one central coordinator, **the incident commander**, to manage response activities by assigning personnel, deploying equipment, obtaining additional resources, and coordinating with participating partners as needed. The incident commander delegates emergency management responsibilities as needed, and thereby maintains necessary focus on the overall picture of the disaster situation.

INCIDENT MANAGEMENT TEAM (IMT)

(1) An Incident Management Team (IMT) is an incident command organization made up of the Command and General Staff members and other appropriate personnel in an ICS organization and can be deployed or activated, as needed.

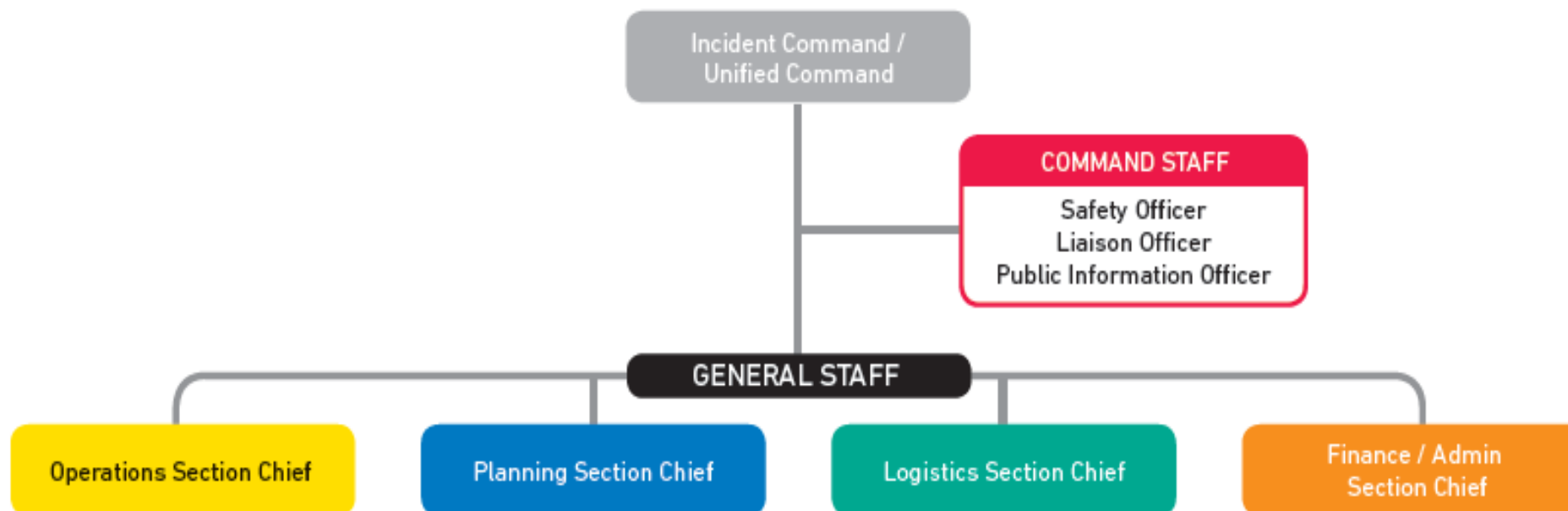
(2) The level of training and experience of the IMT members, coupled with the IMT's identified formal response requirements and responsibilities, are factors in determining an IMT's type, or level.



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COMMAND SECTION

The **Command Section** is responsible for developing, directing, and maintaining communication and collaboration with the multiple agencies on site, and working with the local officials, the public, and the media to provide up-to-date information regarding the disaster

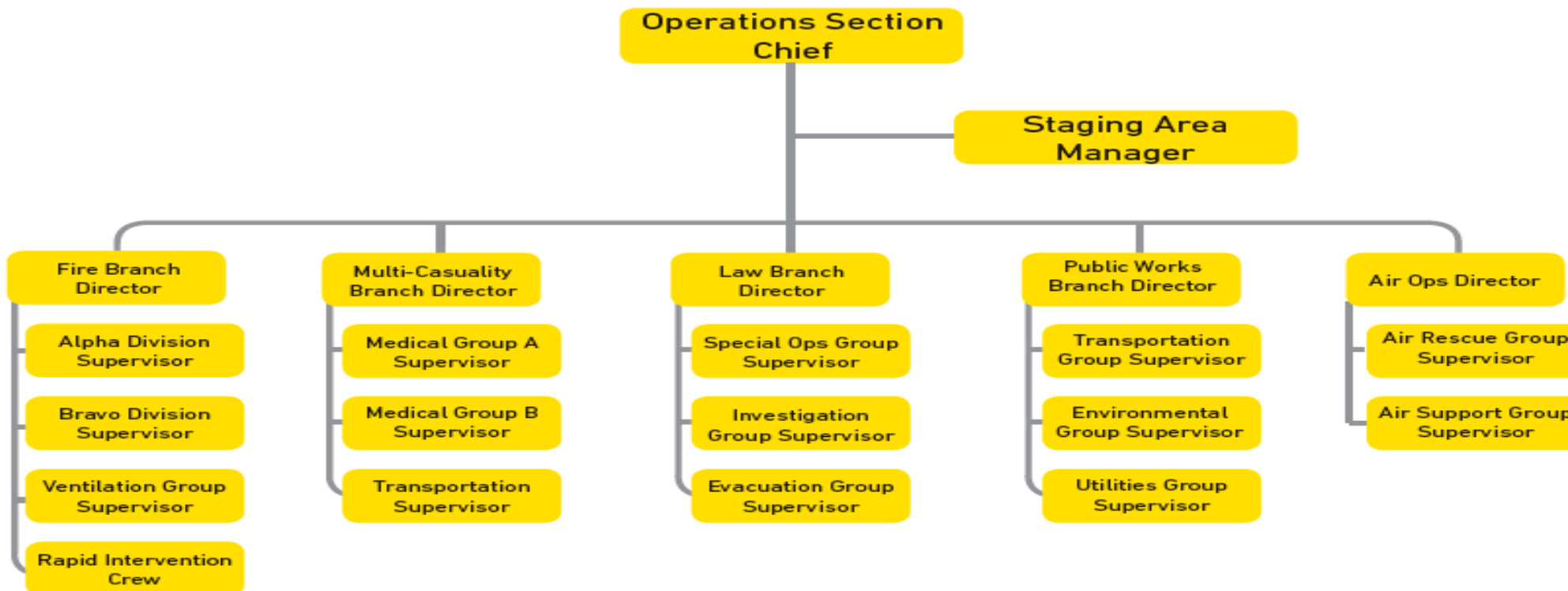




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OPERATIONS SECTION

The **Operations Section** handles tactical operations, coordinates the command objectives, and organizes and directs all resources to the disaster site.

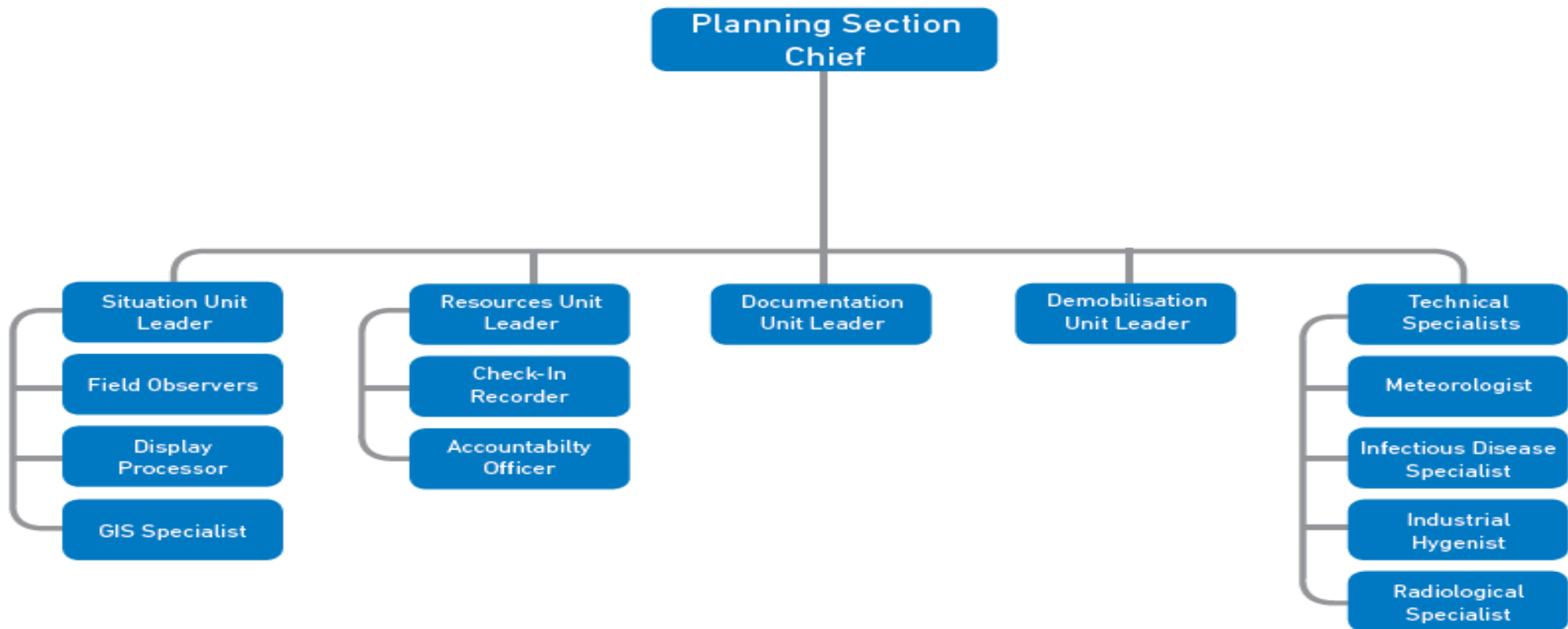




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PLANNING SECTION

The **Planning Section** provides the necessary information to the Command Centre to develop the action plan that will accomplish the objectives. They also collect and evaluate information as it is made available.

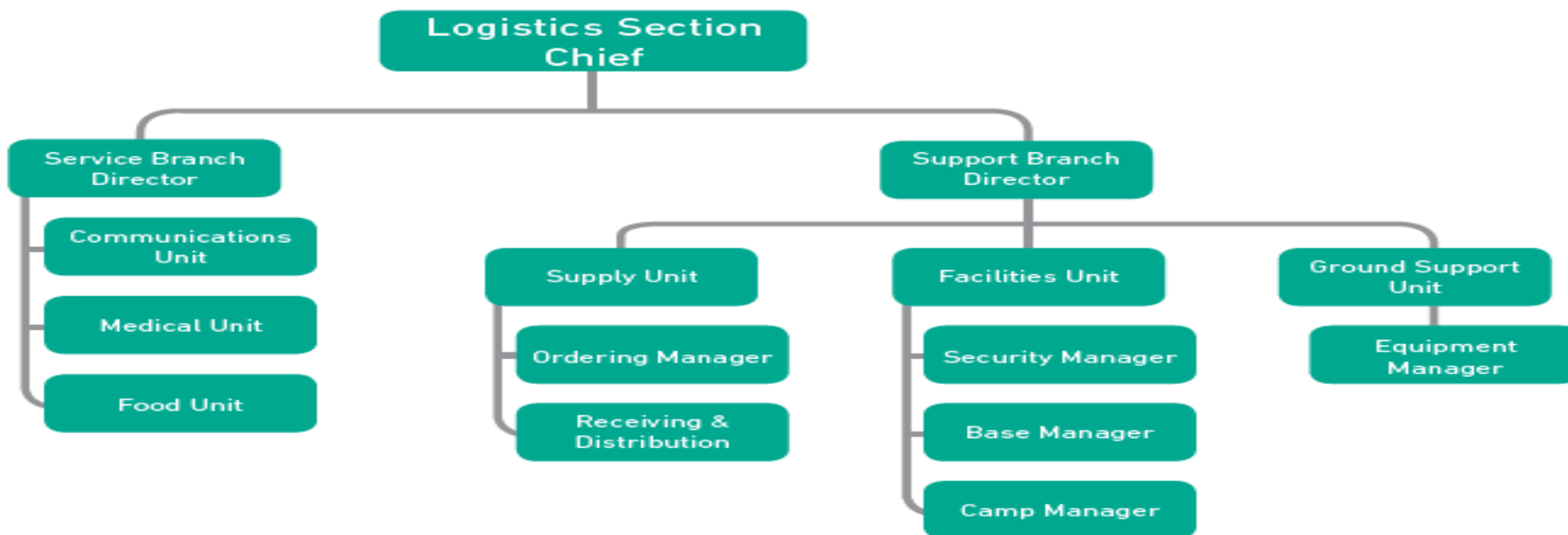




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LOGISTICS SECTION

The **Logistics Section** provides personnel, equipment, and support for the Command Centre. They handle the coordination of all services involved in the response, from locating rescue equipment to coordinating the response for volunteer organizations

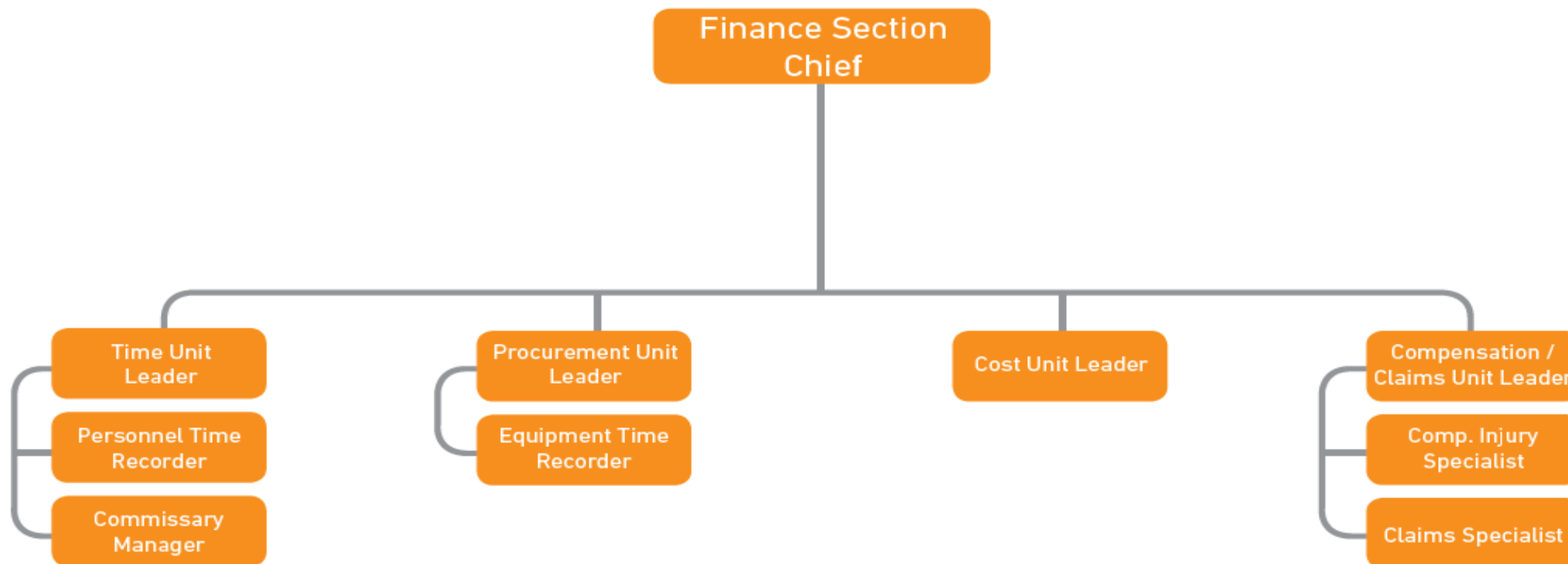




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FINANCE SECTION

The **Finance Section** is responsible for accounting for funds used during the response and recovery aspect of the disaster. They monitor costs related to the incident and provide accounting analyses.

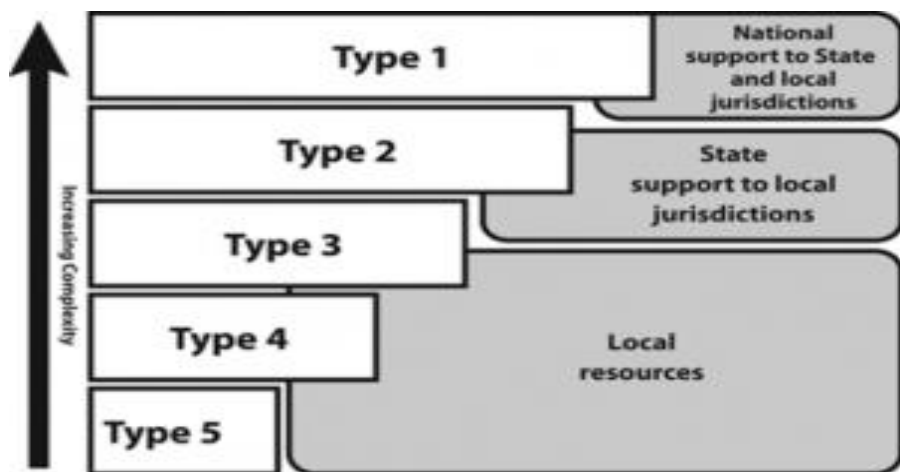




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INCIDENT RESPONSE TYPE/LEVEL

- Type 1/Level 3** – Most complex, requiring national resources for safe and effective management and operation. Type 1 response may continue for many weeks or months.
- Type 2 /Level 3** – Incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. Often requires the activation of response resources from outside the local area.
- Type 3/ Level 2** – Incident needs exceed onsite capabilities and additional resources from the local area may be brought in to support the response. The response will last longer than one or two operational periods.
- Type 4/Level 2** – Minor incident that can usually be resolved within a day with onsite resources and support from other facility personnel.
- Type 5/ Level 1** – Small incident that can usually be resolved within a few hours with onsite resources



Level 1 incident requires an FCP – **Type 5** incident

Level 2 incident requires an FCP and JOC – **Type 4 and 3** incident

Level 3 incident requires an FCP, JOC and Disaster Management. **Type 2 and 1** incident



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TYPE/LEVEL/TIER OVERLAP

By overlapping Tier and Type/Level descriptions, we can start to visualize how industry responders are referring to similar incidents and events.

	local	Regional/ National	National/International
Large	Tier 3 Type 2 Level 3	Tier 3 Type 1 Level 3	Tier 3 Type 1 Level 3
medium	Tier 2 Type 4 Level 2	Tier 2 Type 3 Level 2	Tier 3 Type 2 Level 3
Small	Tier 1 Type 5 Level 1	Tier 2 Type 4 Level 2	Tier 2 Type 3 Level 2



INCIDENT COMMAND SYSTEM

SECTION CHIEF RESPONSIBILITIES

OPERATIONS SECTION CHIEF

(1) The Operations Section Chief:

a) is responsible to Incident Command for the **direct management of all incident related tactical activities.**

b) must establish tactics for the assigned operational period.

c) must be designated for each operational period, and

d) must as part of his/her responsibilities include direct involvement in development of the IAP.

(2) The Operations Section is responsible for:

a) all tactical activities focused on reducing the immediate hazard,

b) saving lives and property,

c) establishing situational control, and

d) restoring normal operations.

(3) Expansions of this basic structure may vary according to numerous considerations and operational factors.

a) In some cases, a strictly functional approach may be used.

b) In other cases, the organizational structure will be determined by geographical/ jurisdictional boundaries

c) In other cases, a mix of functional and geographical considerations may be appropriate.



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SECTION CHIEF RESPONSIBILITIES

PLANNING SECTION

(1) The **Planning Section must collect, evaluate, and disseminate incident situation** information and intelligence to the IC/UC and incident management personnel.

(2) This Section must then:

- a) prepare status reports,
- b) display situation information,
- c) maintain the status of resources assigned to the incident, and
- d) prepare and document the IAP, based on Operations Section input and guidance from the IC/UC.

(3) The Planning Section is comprised of four primary units, as well as many technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources.

- a) **Resources Unit:** Responsible for recording the status of resources committed to the incident.
- b) **Situation Unit:** Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.
- c) **Demobilization Unit:** Responsible for ensuring orderly, safe, and efficient demobilization of incident resources.
- d) **Documentation Unit:** Responsible for collecting, recording, and safeguarding all documents relevant to the incident.
- e) **Technical Specialist(s):** Personnel with special skills that can be used anywhere within the organization



INCIDENT COMMAND SYSTEM

SECTION CHIEF RESPONSIBILITIES

LOGISTICS SECTION

(1) The Logistics Section is **responsible for all service support requirements needed** to facilitate effective and efficient incident management, including ordering resources from off incident locations.

(2) This Section must also provide:

- a) facilities,
- b) security (of the incident command facilities and personnel),
- c) transportation,
- d) supplies,
- e) equipment maintenance and fuel,
- f) food services,
- g) communications and information technology support, and
- h) emergency responder medical services, including inoculations, as required.

(3) Within the Logistics Section, six primary Units fulfil functional requirements:

- a) Supply Unit: Orders, receives, stores, and processes all incident-related resources, personnel, and supplies.
- b) Ground Support Unit: Provides all ground transportation during an incident. In conjunction with providing transportation, the Unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident traffic plans.
- c) Facilities Unit: Sets up, maintains, and demobilizes all facilities used in support of incident operations. The Unit also provides facility maintenance and security services required to support incident operations.
- d) Food Unit: Determines food and water requirements, plans menus, orders food, provides cooking facilities, cooks, serves, maintains food service areas, and manages food security and safety concerns.
- e) Communications Unit: Major responsibilities include effective communications planning as well as acquiring, setting up, maintaining, and accounting for communications equipment.
- f) Medical Unit: Responsible for the effective and efficient provision of medical services to incident personnel.



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SECTION CHIEF RESPONSIBILITIES

FINANCE / ADMINISTRATION SECTION

(1) The Finance/Administration Section must be established **when the incident management activities require on-scene or incident-specific finance** and other administrative support services.

(2) Some of the functions that fall within the scope of this Section must include

- a) recording personnel time,
- b) maintaining vendor contracts,
- c) administering compensation and claims, and
- d) conducting an overall cost analysis for the incident.

(3) The Finance/Administration Section must ensure close coordination with the Planning Section and Logistics Section so that operational records can be reconciled with financial documents.

(4) In addition to monitoring multiple sources of funds, the Section Chief must track and report to Incident Command the accrued cost as the incident progresses



INCIDENT COMMAND SYSTEM

EMERGENCY OPERATIONS CENTRE (EOC)

A company's Emergency Operations Centre (EOC) serves as the coordination hub for an incident response. This facility, although identified by many names (command centre, command post, EHQ, etc.), provides a central intelligence arena for decision makers and response team personnel to gather critical information, coordinate response activities, and manage personnel as the emergency situation dictates. A safe location equipped with effective technology allows for communication with staff and response teams.

The EOC, whether a simple conference room or an extravagant mission control facility, should be capable of serving as the central coordination point for:

- All emergency operations
- Information gathering and dissemination
- Coordination with local governments, outside contractors, mutual aid and volunteer organizations

The EOC should be organized to carry out five major functions: command, planning, operations, logistics, and finance, each of which may be divided into sub-functional units. This organization is modelled after Incident Command System (ICS), allowing all involved parties to establish a common organization and terminology

Pre-designated personnel who understand their roles and responsibilities should staff the EOC.



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EMERGENCY OPERATIONS CENTRE (EOC) cont.

The EOC may:

- Act as the communications link between corporate crisis management and the affected facility.
- Ensure that specifically trained response individuals are available or are being mobilized in the event their expertise is necessary.
- Ensure that necessary equipment is available on site. This may require ordering and arranging delivery of equipment and materials from contractors.
- Update relevant information on vendors, contractors, consultants, and other key resources that the Incident Commander and the Corporate Support Team will be utilizing.
- Monitor TV, radio, and social media services to determine accuracy of public information
- Update executive management as the incident transpires and changes.
- Ensure that all regulatory, state and local notifications and procedures are performed.
- Ensure employees and the impacted community is adequately informed of the incident and response actions.

Simply establishing a specific location, and stocking it with response equipment and technology is not enough to coordinate an effective response. **The EOC staff must be thoroughly trained, drilled in the proper processes and procedures, and understand specified roles and responsibilities for coordinating full-scale emergency response effort.**



INCIDENT COMMAND SYSTEM

INCIDENT COMMAND POST(ICP)

According to the National Incident Management System (NIMS), and the Incident Command System (ICS), the **Incident Command Post** (ICP) signifies the physical location of the tactical-level, on-scene incident command and management organization. Also commonly referred to as Forward Control point/post (FCP).

It typically comprises the Incident Commander (*On Scene Commander*) and immediate staff and may include other designated incident management officials.

Typically, the ICP is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations.

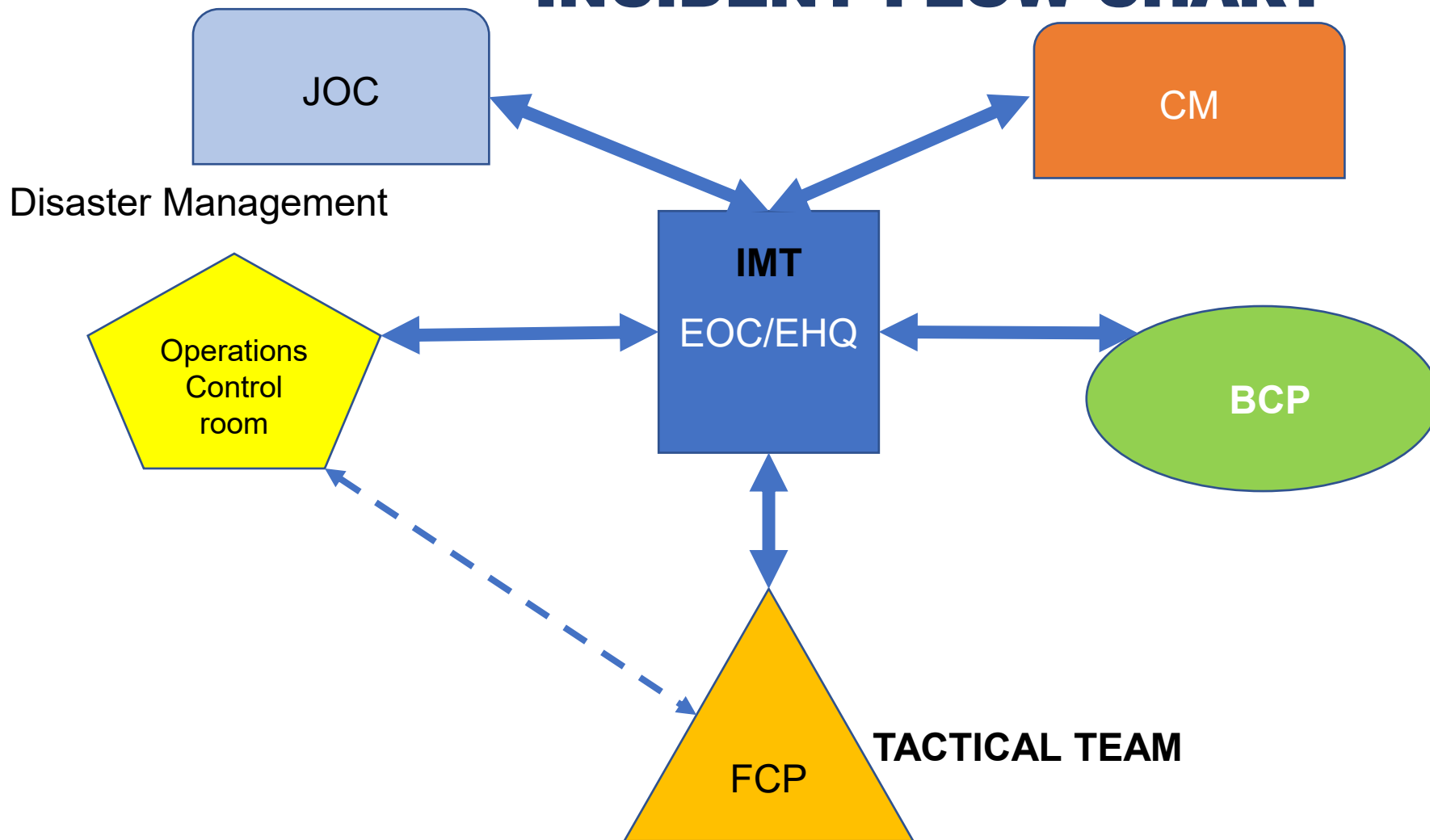
Incident planning is also conducted at the ICP; an incident communications centre also would normally be established at this location.

The ICP may perform local Emergency Operations Centre-like functions in the context of smaller less complex incident scenarios.



INCIDENT COMMAND SYSTEM

INCIDENT FLOW CHART





ICS FORMS

ICS FORM NUMBER	ICS FORM TITLE	TYPICALLY PREPARED BY
IAP COVER SHEET *	INCIDENT ACTION PLAN COVER SHEET	PLANNING SECTION CHIEF
ICS 201 *	INCIDENT BRIEFING	INITIAL INCIDENT COMMANDER
ICS 202 *	INCIDENT OBJECTIVES	PLANNING SECTION CHIEF
ICS 203 *	ORGANISATION ASSIGNMENT LIST	RESOURCES UNIT LEADER
ICS 204 *	ASSIGNMENT LIST	RESOURCES UNIT LEADER AND OPERATIONS SECTION CHIEF
ICS 205 *	INCIDENT RADIO COMMUNICATIONS PLAN	COMMUNICATIONS UNIT LEADER
ICS 205A **	COMMUNICATIONS LIST	COMMUNICATIONS UNIT LEADER
ICS 206 *	MEDICAL PLAN	MEDICAL UNIT LEADER (REVIEWED BY SAFETY OFFICER)
ICS 207	INCIDENT ORGANISATION CHART (WALL MOUNTED SIZE OPTIONAL)	RESOURCES UNIT LEADER
ICS 208 **	SITE SAFETY AND CONTROL PLAN	SAFETY OFFICER
ICS 209	INCIDENT STATUS SUMMARY	SITUATION UNIT LEADER
ICS 210	RESOURCE STATUS CHANGE	COMMUNICATIONS UNIT LEADER
ICS 211	INCIDENT CHECK-IN LIST (WALL MOUNTED SIZE OPTIONAL)	RESOURCES UNIT LEADER OR CHECK-IN RECORDER
ICS 213	GENERAL MESSAGE	ANY MESSAGE ORIGINATOR
ICS 214	ACTIVITY LOG	ALL SECTIONS AND UNITS
ICS 215	OPERATIONAL PLANNING WORKSHEET (WALL MOUNTED SIZE OPTIONAL)	OPERATIONS SECTION CHIEF
ICS 215A	INCIDENT ACTION PLAN SAFETY ANALYSIS (WALL MOUNTED SIZE OPTIONAL)	SAFETY OFFICER
ICS 218	SUPPORT VEHICLE / EQUIPMENT INVENTORY	GROUND SUPPORT UNIT
ICS 219-1 TO 219-8, 219-10 (T-CARDS)	RESOURCE STATUS CARD / T-CARD	RESOURCES UNIT
ICS 220	AIR OPERATIONS SUMMARY WORKSHEET	OPERATIONS SECTION CHIEF OR AIR BRANCH DIRECTOR
ICS 221	DEMOBILISATION CHECK-OUT	DEMOBILISATION UNIT LEADER





QUESTIONS, COMMENTS?