Unit 7: Course Summary – Putting It All Together

Objectives

At the end of this unit, the participants should be able to:

- Describe the steps to take to ensure they are ready to assume ICS responsibilities.
- Assess their school's readiness for implementing ICS.
- Identify the course objectives.
- Take the final exam.

Scope

- Unit Introduction and Unit Overview
- Accountability and Mobilization
- Knowledge Review
- Recordkeeping and Demobilization
- Making ICS Work!
- Preparedness
- Taking the Exam and Feedback

Methodology

The final unit begins by reviewing accountability, mobilization, recordkeeping, and demobilization. Emphasis is placed on the personal actions that each person must take to make ICS work. The instructors will then provide instructions on taking the final exam. To conclude the unit, the instructors will emphasize to the group the importance of providing course feedback.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Introduction and Unit Overview	2 minutes
Accountability and Mobilization	12 minutes
Knowledge Review	3 minutes
Recordkeeping and Demobilization	5 minutes
Making ICS Work!	3 minutes
Preparedness	10 minutes
Taking the Exam and Feedback	10 minutes
Final Exam	30 minutes
Total Time	**75 minutes**

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Topic   **Unit Introduction**

Visual 7.1

Unit 7:
Course Summary – Putting It All Together

FEMA
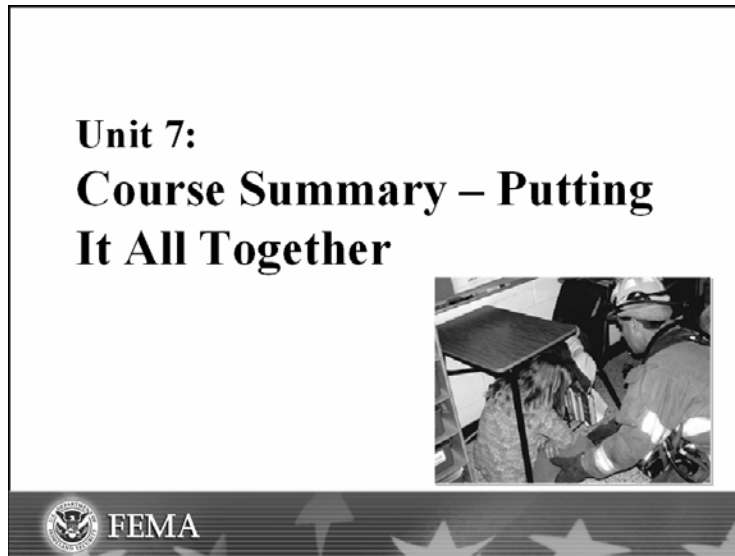
Visual Description: Unit Introduction

Instructor Notes

Explain that participants should now be familiar with the core system features of ICS and the ICS organizational roles and responsibilities.

Explain that "putting it all together" means that:

▪ You are personally ready to follow the ICS principles.
▪ Your school is ready to implement ICS.

Topic | **Unit Objectives**

Visual 7.2

Unit Objectives

- Describe the steps to take to ensure you are ready to assume ICS responsibilities.
- Assess your school's readiness for implementing ICS.
- Take the final exam.

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Unit Objectives

Instructor Notes

Tell the participants that by the end of this lesson, they should be able to:

- Describe the steps to take to ensure you are ready to assume ICS responsibilities.
- Assess your school's readiness for implementing ICS.
- Take the final exam.

| Topic | Accountability and Mobilization |

Visual 7.3

Accountability (1 of 2)

The following principles must be adhered to:

- Check-In. All responders must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- Incident Action Plan. Response operations must be coordinated as outlined in the IAP.
- Unity of Command. Each individual will be assigned to only one supervisor.

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Accountability (1 of 2)

Instructor Notes

Explain that effective accountability during incident operations is essential. Point out that individuals must abide by their agency policies and guidelines and any applicable local, State, or Federal rules and regulations.

Explain that the following principles must be adhered to:

- **Check-In.** All responders must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

- **Incident Action Plan.** Response operations must be coordinated as outlined in the IAP.

- **Unity of Command.** Each individual will be assigned to only one supervisor.

The next visual includes additional principles that must be adhered to.

| Topic | Accountability and Mobilization |

Visual 7.4

Accountability (2 of 2)

- Span of Control. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- Resource Tracking. Supervisors must record and report resource status changes as they occur.

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Unit 7:
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Visual Description: Accountability (2 of 2)

Instructor Notes

Continue by explaining that the following principles must be adhered to:

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.

Topic	Accountability and Mobilization

Visual 7.5

Mobilization

At any incident:

- The situation must be assessed and the response planned.
- Managing resources safely and effectively is the most important consideration.
- Personnel and equipment should <u>respond only when requested or when dispatched by an appropriate authority</u>.

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Mobilization

Instructor Notes

Point out that another key feature of ICS is the importance of managing resources to adjust to changing conditions.

When a school incident occurs, you must be mobilized or assigned to become part of the incident response. In other words, until you are mobilized to the incident organization, you remain in your everyday school role.

After being mobilized, your **first task is to check in and receive an assignment**.

Emphasize that as school personnel, you should be mobilized or activated to join the incident response. Unless you must take an immediate life-saving action, you should not start responding without being mobilized. The mobilization process improves safety and cuts down on unnecessary chaos.

After check-in, you will locate your incident supervisor and obtain your initial briefing. The briefings you receive and give should include:

- Current assessment of the situation.
- Identification of your specific job responsibilities.
- Identification of coworkers.
- Location of work area.
- Identification of break areas, as appropriate.
- Procedural instructions for obtaining needed resources.
- Operational periods/work shifts.
- Required **safety procedures** and Personal Protective Equipment (PPE), as appropriate.

Topic   **Accountability and Mobilization**

Visual 7.6

Discussion Question

What's the issue with having personnel arrive at an incident without being requested or dispatched?

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                                        Course Summary – Putting It All Together

Visual Description: Discussion Question: What's the issue with having personnel arrive at an incident without being requested or dispatched?

Instructor Notes

Ask the participants the following discussion question:

What's the issue with having personnel arrive at an incident without being requested or dispatched?

If not mentioned by the participants, add the following points:

- Uncontrolled and uncoordinated arrival of resources at emergencies causes significant accountability issues.
- Self-dispatched or freelancing resources cause safety risks to responders, civilians, and others who are operating within the parameters of the Incident Action Plan.
- Chaos at the scene occurs, creating additional risks.
- Emergency access routes can be blocked preventing trained responders from gaining access to the site or not allowing critically injured personnel to be transported from the scene.

    In the World Trade Center 9/11 response, many private and volunteer ambulance units self-dispatched, undermining command and control at the scene and clogging the streets so that other responders assigned to the WTC had difficulty getting through.

The bottom line is that when resources show up that have not been requested, the incident management system may fail.

Topic	Knowledge Review

Visual 7.7

Knowledge Review

Situation: Rosa is in the teacher's lounge when she hears that the gymnasium roof has collapsed. Rosa has her advanced first aid certification.

What should Rosa do?

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Course Summary – Putting It All Together

Visual Description: Knowledge Review

Instructor Notes

Review the following situation: Rosa is in the teacher's lounge when she hears that the gymnasium roof has collapsed. Rosa has her advanced first aid certification.

Elicit input from the participants. If not mentioned by the participants, explain that Rosa should report her whereabouts to the incident management team and wait for deployment to the scene. Rosa should not immediately rush to the scene.

Topic   **Recordkeeping and Demobilization**

Visual 7.8

Recordkeeping

- **Print or type all entries.**
- **Enter dates by month/day/year format.**
- **Enter date and time on all forms and records. Use local time.**
- **Fill in all blanks. Use N/A as appropriate.**
- **Use military 24-hour time.**

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Course Summary – Putting It All Together

Visual Description: Recordkeeping

Instructor Notes

All incidents require some form of recordkeeping. Requirements vary depending upon the agencies involved and the nature of the incident. Below are general guidelines for incident recordkeeping:

- Print or type all entries.
- Enter dates by month/day/year format.
- Enter date and time on all forms and records. Use local time.
- Fill in all blanks. Use N/A as appropriate.
- Use military 24-hour time.

| **Topic** | **Recordkeeping and Demobilization** |

Visual 7.9

Demobilization

- Complete all tasks and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow check-out procedures.
- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical followup.
- Complete all time records or other accounting obligations.

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Demobilization

Instructor Notes

Explain that resource demobilization occurs at the end of your assignment or when the incident is resolved. Before leaving an incident assignment, you should:

- Complete all tasks and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow check-out procedures.
- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical followup.
- Complete all time records or other accounting obligations.

| Topic | Making ICS Work! |

Visual 7.10

Visual Description: Making ICS Work!

Instructor Notes

Explain that incidents succeed when everyone assumes personal accountability by:

- **Not going around the chain of command.** Only take direction from your immediate ICS supervisor (not your day-to-day supervisor). Exchange of information is encouraged; however, all assignments and resource requests must go through your immediate ICS supervisor.

- **Reporting critical information** about safety hazards, status, changing conditions/needs within assigned areas, and resource needs.

- **Not freelancing.** Do not start responding unless you are deployed or your actions are critical for life and safety. Make sure to check in when you begin your assignment. If the plan is not working or your assigned activity cannot be completed, tell your supervisor. Do not create your own plan of action.

| Topic | Preparedness |

Visual 7.11

Check Plans, Policies, and Regulations

Do your school's preparedness plans, policies, and regulations:

- Comply with NIMS, including ICS?
- Cover all hazards?
- Include delegations of authority (as appropriate)?
- Include up-to-date information?

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Check Plans, Policies, and Regulations

Instructor Notes

Note that preparedness plans may take many forms, but the most common include:

- **School or local Emergency Operations Plans (EOPs).**

   Note: EOPs are developed at the Federal, State, and local levels to provide a uniform response to all hazards that a community may face. EOPs written after October 2005 must be consistent with the National Incident Management System (NIMS).

- **Standard Operating Guidelines (SOGs) and Standard Operating Procedures (SOPs).**

- **School, jurisdictional, or agency policies.**

A jurisdiction's preparedness plans, policies, and regulations must:

- ✓ Comply with NIMS, including ICS.
- ✓ Cover all hazards and be based on risk assessments.
- ✓ Include delegations of authority (as appropriate).
- ✓ Include up-to-date information about resources available for assignment during a response.
- ✓ Include contact information for school administrators and response personnel.

Topic	Preparedness

Visual 7.12

Training, Credentialing, and Exercising

- Do you have sufficient qualified personnel to assume ICS Command and key General Staff positions?
- Can you verify that personnel meet established professional standards for:
  - Training?
  - Experience?
  - Performance?
- When was the last tabletop or functional exercise that practiced ICS? Do you use ICS during planned events (e.g., graduation, field trips)?

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Training, Credentialing, and Exercising

Instructor Notes

Incident responders must be well trained and qualified. As part of the planning process, it is important to consider:

- If there are sufficient qualified personnel to assume ICS Command and General Staff positions.

  Explain that Executives/Senior Officials are responsible for ensuring that a qualified Incident Commander has been designated for the incident. Some jurisdictions and schools maintain a roster of qualified Incident Commanders based on the complexity of the incident.

- If the school can verify and document that personnel meet established professional standards for:
  - Training.
  - Experience.
  - Performance.

- When the last tabletop or functional exercise was conducted to practice command and coordination functions.

Additional information on training requirements can be found at the National Integration Center Web site: www.fema.gov/nims

> **Tell the participants to take 5 minutes to complete the preparedness questionnaire on the next page. After 5 minutes, ask if any volunteers would like to share their responses to the questionnaire.**

Topic   **Preparedness**

NIMS/ICS Preparedness Assessment

Instructions: Assess your school's readiness to implement NIMS/ICS. Read each statement and answer yes or no. For any questions that you answer no, add an action item to your planning worksheet.

	Yes	No	Not Sure
Are your school's emergency operations plan, policies, and procedures consistent with the ICS principles taught in this course?	☐	☐	☐
Do you have the needed communications and other equipment, and vests, badges, and other supplies to implement ICS?	☐	☐	☐
Can responders from different agencies (e.g., fire, police, public works) communicate with school personnel during an emergency?	☐	☐	☐
Have you identified qualified personnel to assume ICS Command and General Staff positions?	☐	☐	☐
Do you have sufficient backup personnel for all key ICS positions?	☐	☐	☐
Have you identified potential locations for ICS facilities (e.g., Incident Command Post, Staging Area, Base, Camp, Heliports, etc.)?	☐	☐	☐
Do you practice applying ICS during drills and planned events?	☐	☐	☐
Within the past year, have you conducted an exercise for Unified Command with different agencies?	☐	☐	☐
Are after-action reviews conducted to identify lessons learned following exercises, drills, planned events, and incidents?	☐	☐	☐

Use the space below to jot down actions that you must take when you return to your school and the people that should be involved.

Topic **Preparedness**

Visual 7.13

Visual Description: Additional Resources

Instructor Notes

Additional resources can be found at the EMI ICS online resource center. The resource center can be accessed at http://www.training.fema.gov/emiweb/IS/ICSResource.

Ask if anyone has any questions before continuing to the course exam.

Visual 7.14

Taking the Exam

Instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
   - Read each item carefully.
   - Circle your answer on the test.
   - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or take the test online.

→ You may refer to your Student Manuals when completing this test.

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Unit 7:
Course Summary – Putting It All Together

Visual Description: Taking the Exam

Instructor Notes

Note: Additional guidance appears on the next page.

Present the following ICS 100.SC test instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
   - Read each item carefully.
   - Circle your answer on the test.
   - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or take the test online.

Tell the participants that they may refer to their Student Manuals when completing this test.

Important Instructor Note: It is important that you allow the participants enough time to review the course materials prior to taking the exam. If time permits, you can facilitate a structured review of the materials using the following techniques:

- Assign each team a lesson and have them summarize and present the key points to remember.
- Select five to seven of the most critical points from each lesson. Present a brief review of these points. Ask questions to ensure that the participants remember the most important information.

When the review is completed, distribute the exams. Remain in the room to monitor the exam and to be available for questions. Collect the completed exams.

Topic   **Taking the Exam and Feedback**

Instructor Note:

To receive a certificate of completion, participants must take the 25-question multiple-choice posttest, submit an answer sheet (to EMI's Independent Study Office), and score 75% on the test. Two options exist for test submission:

Participants submit their tests online, and upon successful completion receive an email message with a link to their electronic certification.

- Go to http://training.fema.gov/IS/crslist.asp and click on the link for ICS-100.SC
- Click on "Take Final Exam."
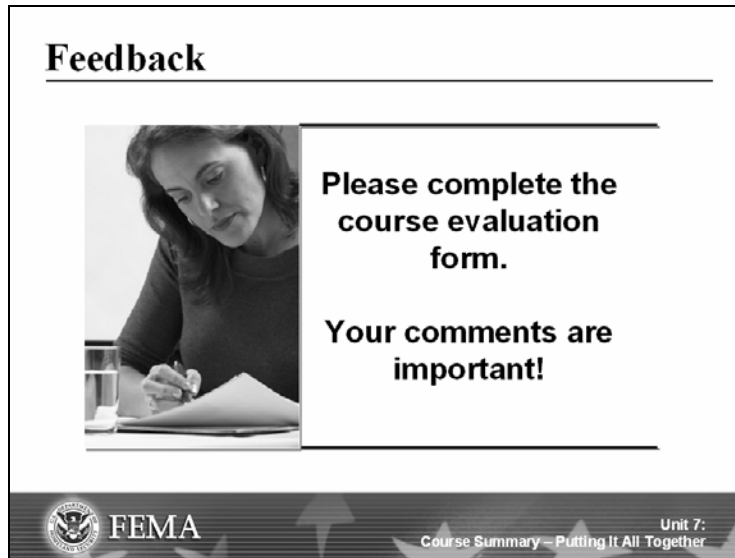
Instructions for group delivery: Tests can be provided upon request by calling (301) 447-1200. Answer sheets can be requested online at http://training.fema.gov/IS/ansreq.asp.

The completed answer sheets can then be submitted as a group to:

EMI Independent Study
16825 South Seton Ave.
Emmitsburg, MD 21727

Topic   **Taking the Exam and Feedback**

Visual 7.15

Feedback

Please complete the course evaluation form.

Your comments are important!

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Course Summary – Putting It All Together

Visual Description: Feedback

Instructor Notes

Emphasize that completing the course evaluation form is important. Participants' comments will be used to evaluate the effectiveness of this course and make changes for future versions.

Your Notes: