

Unit 2: Fundamentals Review for Command and General Staff



FEMA



Unit Objectives (1 of 2)

- Describe types of agency(ies) policies, guidelines, and agreements that influence management of incident or event activities.
- Describe issues that influence incident complexity and the tools available to analyze complexity.
- Describe the process for transfer of command.
- Describe the primary guidelines and responsibilities of the Command and General Staff positions.
- List the major steps in the planning process.

Unit Objectives (2 of 2)

- Describe the purposes and responsibilities of agency representatives or technical specialists, reporting relationships, and how they can be effectively used within the incident organization.
- Define the advantages of Unified Command and list the kinds of situations that may call for a Unified Command organization.
- Describe how Unified Command functions on a multijurisdiction or multiagency incident.

Review Activity: Introduction

Your team is part of a group preparing to manage a 4th of July celebration that includes the following:

- July 3rd - July 5th: The Fire Department's annual 3-day carnival will begin each day at 10:00 a.m. and end each evening with a concert and fireworks. In conjunction with the carnival, the 4-H Club is sponsoring a craft fair and livestock show.
- July 4th: A parade honoring a returning war hero is scheduled to begin at 9:30 a.m., ending in a noon rally. The rally will include speeches from your U.S. Senator, the Governor, and Department of Defense officials. Press reports have indicated that the Senator is about to announce her intent to run for President in the fall primaries.

The carnival and rally will be held on the County Fairgrounds. The mile-long parade route begins at the County Courthouse. The county is in the middle of a heat wave that is forecasted to continue. Large crowds are projected. National media outlets are beginning to arrive. The FBI has issued a general advisory warning of possible terrorism directed at disrupting holiday celebrations.

Review Activity: Instructions

1. You will be assigned to one of six teams. Each team will select a leader.
2. Each team will be given an assigned area. During the next 75 minutes, each team will develop a 10- to 15-minute presentation that:
 - Is based on the scenario.
 - Addresses all assigned questions.
 - Uses chart paper to create visual displays and bullet items summarizing key points.
 - Allows ALL team members to have a role during the presentation.
3. Use the review materials in your Student Manuals to help formulate your presentations!

Group 1: Complexity & Transfer of Command

Working as a team, develop a 10- to 15-minute presentation based on the scenario that covers the following:

- Based on the incident type complexity levels (1–5), identify the anticipated complexity level type for this event. Present a review of all five complexity types and then state the reasons why the team chose the selected incident type.
- What are the three most likely factors/scenarios that might cause the incident type to increase in complexity?
- Select one of the above “what-if” scenarios. Now assume that this scenario has occurred and that a transfer of command is needed. What are the five important steps for effectively assuming command of an incident?



Be ready to present
in 75 minutes.

Group 2: Command Staff

Working as a team, develop a 10- to 15-minute presentation based on the scenario that answers the following questions:

- Assuming a Unified Command structure, what are the primary responsibilities of the Incident Commanders for this event?
- What are the primary responsibilities of the Safety Officer for this event?
- What are the primary responsibilities of the Liaison Officer for this event? What agency representatives may be present? What are the roles of the agency representatives?
- What are the primary responsibilities of the Public Information Officer for this event?



Be ready to present
in 75 minutes.

Group 3: General Staff—Tactical Resources

Working as a team, develop a 10- to 15-minute presentation based on the scenario that answers the following questions:

- What are the primary responsibilities of the Operations Section Chief for this event?
- What tactical resources are likely to be needed to manage this event?
- How will span of control be managed? Will Branches, Divisions, and/or Groups be added?
- What is a possible organizational structure for the Operations Section? (Draw a chart.)



Be ready to present
in 75 minutes.

Group 4: General Staff—Support Resources

Working as a team, develop a 10- to 15-minute presentation based on the scenario that answers the following questions:

- **Planning**: What are the primary responsibilities of the Planning Section Chief for this event? What are the greatest challenges facing the Planning Section? What types of technical specialists may be included in the Planning Section?
- **Logistics**: What are the primary responsibilities of the Logistics Section Chief for this event? What are the greatest challenges facing the Logistics Section?
- **Finance/Admin**: What are the primary responsibilities of the Finance/Administration Section Chief for this event? What are the greatest challenges facing the Finance/Admin Section?



Be ready to present
in 75 minutes.

Group 5: Planning Process

Working as a team, develop a 10- to 15-minute presentation based on the scenario that answers the following questions:

- Who is responsible for the planning process?
- What types of policies, guidelines, or agreements must be considered in managing this event?
- What are the initial objectives for the event's first operational period? (Write SMART objectives!)
- How long will the first operational period be?
- Once the first operational period begins, what are the major steps/meetings conducted?
- What ICS forms will be completed? What are the purposes of each form?



Be ready to present
in 75 minutes.

Group 6: Unified Command

Working as a team, develop a 10- to 15-minute presentation based on the scenario that answers the following questions:

- What are the advantages of using Unified Command for this event?
- Which jurisdictions/agencies will be included in the Unified Command structure?
- What are the essential elements of Unified Command and how will they be used to manage this event?
- What are the top three challenges associated with using Unified Command for this event? What strategies will be used to address these challenges?



Be ready to present
in 75 minutes.

Summary (1 of 2)

Are you now able to:

- **Describe types of agency(ies) policies, guidelines, and agreements that influence management of incident or event activities?**
- **Describe issues that influence incident complexity and the tools available to analyze complexity?**
- **Describe the process for transfer of command?**
- **Describe the primary guidelines and responsibilities of the Command and General Staff positions?**
- **List the major steps in the planning process?**

Summary (2 of 2)

Are you now able to:

- Describe the purposes and responsibilities of agency representatives or technical specialists, reporting relationships, and how they can be effectively used within the incident organization?
- Define the advantages of Unified Command and list the kinds of situations that may call for a Unified Command organization?
- Describe how Unified Command functions on a multijurisdiction or multiagency incident?