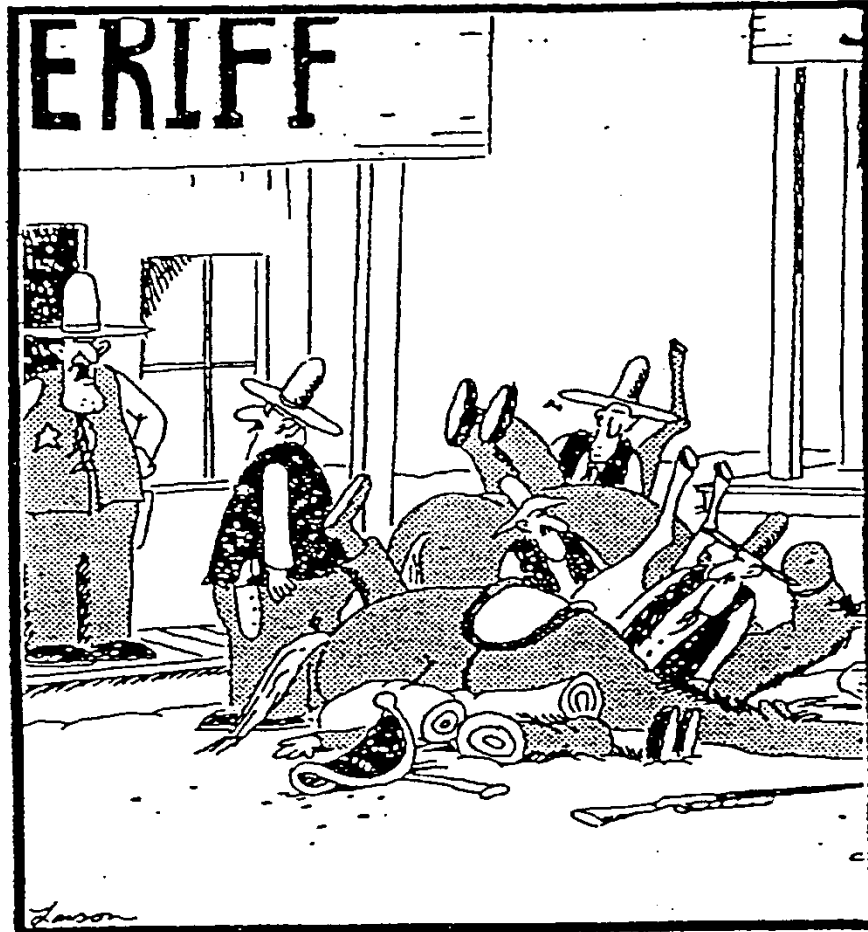


*INCIDENT ACTION PLAN*

*NWCG S339/FEMA L960*

*DIVISION / GROUP SUPERVISOR*



*"And so you just threw everything together? ...  
Mathews, a posse is something  
you have to organize."*



**NEW YORK STATE PREPAREDNESS  
TRAINING CENTER, ORISKANY, NY**

**JANUARY 10-11-12, 2018**

# Incident Objectives (ICS 202)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE	<b>2. Operational Period:</b> Date From 01/10/18 Time From: 0730	Date To: 01/12/18 Time To: 1730
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**3. Objective(s):**

- Provide a safe and comfortable classroom environment, and ensure there is accountability for all students during any emergency situation that impacts the classroom or training facility.
- Use a variety of teaching techniques to enhance student's ability to demonstrate an understanding of the duties required of a division/group supervisor at the conclusion of the course.
- Meet all Unit instructional objectives for both S339 & L 960 classes by January 12, 2018 as indicated by students successfully passing final exams.
- Return Incident Facilities to clean and orderly condition at completion of the incident
- Ensure proper completion of registration and testing forms for all students and submit to NYSOEM for processing and certification with three working days post incident.

**4. Operational Period Command Emphasis:**

This is a unique training opportunity where NWCG & FEMA Division/Group Supervisor courses are blended into a combined classroom curriculum. Independently the curriculums have common instructional objectives. The Lead Instructor has been the primary person blending the courses. Both instructors are experienced in teaching this combined course. The student backgrounds are a blend of wildfire and all hazard experience. Students can share both different and similar experiences that relate to the curriculum, practical's and class discussions. This diversity creates an excellent training environment as well as a networking opportunity among students and instructors.

This is NOT a tactical course. This course is about the ICS organization, field leadership, Division / Group Supervisor competencies and communication processes that are common to the Division or Group whether on a wildland fire or all hazard incident or event.

**General Situational Awareness:**

The nature of this combined curriculum presents a challenge to the students: to wit; they have two sets of Student Reference Guides. Of the 11 units in the course, 4 of the lecture presentations have materials from both of the Guides while 7 of the units are straight out of one of the Reference Guides without "blending". Which is which is clear in the IAP.

Students have several options. Among them are; 1) Take notes in both reference guides 2) Take notes in one of the reference guides and 3) Take all notes in a separate notebook or sheets of paper.

Students have been polled at the conclusion of the four previous times we have taught this combined course and the consensus of most successful students was that they primarily just took separate notes regardless of whether it was a blended unit or not.


**5. Site Safety Plan Required?** Yes  No

**Approved Site Safety Plan(s) Located at:**

**6. Incident Action Plan** (the items checked below are included in this Incident Action Plan):


<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> Activity Logs ICS 214
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____

**7. Prepared by:** Name: Bob Panko \_\_\_\_\_ Position/Title: ICT4 \_\_\_\_\_ Signature: \_\_\_\_\_


**8. Approved by Incident Commander:** Name: \_\_\_\_\_ Bob Panko \_\_\_\_\_ Signature:  \_\_\_\_\_

ICS 202	IAP Page <u>2</u>	Date/Time: 12/31/17 1430
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## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE		<b>2. Operational Period:</b> Date From: 01/10/18 Time From: 0730		<b>Date To:</b> 01/12/18 <b>Time To:</b> 1730	
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs	Bob Panko (305-323-1385)	Chief			
		Deputy			
Deputy	Frank Messar (914-512-1385)	Staging Area			
Safety Officer					
Public Info. Officer		Division A	Students		
Liaison Officer		Division B	Students		
<b>4. Agency/Organization Representatives:</b>		Division R	Students		
NYS OEM	Jamie Herrick (518-441-2464)	Division S	Students		
<b>5. Planning Section:</b>					
Chief					
Deputy					
Resources Unit					
Situation Unit					
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		<b>Air Operations Branch</b>			
<b>Support Branch</b>		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		<b>8. Finance/Administration Section:</b>			
Ground Support Unit		Chief			
<b>Service Branch</b>		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
<b>9. Prepared by:</b> Name: Bob Panko _____ Position/Title: ICT4 _____ Signature:  _____					
<b>ICS 203</b>	<b>IAP Page</b> <u>  3  </u>	<b>Date/Time:</b> 12/31/17 1500			


## ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE	<b>2. Operational Period:</b> Date From: 01/10/18      Date To: 01/10/18 Time From: 0730              Time To: 1700	<b>3.</b> Branch:  Division:  Group:  Staging Area:		
<b>4. Operations Personnel:</b> <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____				
<b>5. Resources Assigned:</b>				
<b>Unit Title</b>	<b>Leader</b>	<b>Scheduled Time</b>	<b>Student Guide References</b>	<b>Exercises</b>
A: Course Introduction	Bob Panko	0800-0930	FEMA Unit 1 NWCG Unit 0	FEMA 1 NWCG 0
B: Overview of the Strike Team/Task Force Leader Positions	Frank Messar	0940-1030	FEMA Unit 3 NWCG Unit 1	None
C: Overview of the Operations Section	Bob Panko	1040-1330	FEMA Unit 2 NWCG Unit 1	FEMA 2 NWCG 1
D: Division/Group Management and Personnel Management	Frank Messar	1340-1600	FEMA Unit 4	FEMA 3
AAR of Day 1- Expectations Review	Bob Panko	1600-1630		
<b>6. Work Assignments:</b> IC's / AREP will prep room, ensure all av equipment is functional and that course materials are on hand starting at 0730. During Course Introduction students will be assigned to Divisions A / B / R / S and will remain in those Divisions for the duration of the course. Instructors to provide 10 min break each hour.  Students will prepare and submit Activity Logs at end of the day.				
<b>7. Special Instructions:</b> Students and Instructors must abide by all processes and rules of the State Preparedness Training Center. Beverages / snacks provided in cafeteria.  Lunch provided in cafeteria. Lunch time determined by State Preparedness Training Center.				
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____				
<b>9. Prepared by:</b> Name: Bob Panko _____ Position/Title: ICT4 _____ Signature:  _____				
ICS 204	IAP Page <u>4</u>	Date/Time: 12/31/17 1500		

# ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE	<b>2. Operational Period:</b> Date From: 01/11/18      Date To: 01/11/18 Time From: 0730      Time To: 1700	<b>3.</b> Branch:  Division:  Group:  Staging Area:		
<b>4. Operations Personnel:</b> <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____				
<b>5. Resources Assigned:</b>				
<b>Unit Title</b>	<b>Leader</b>	<b>Scheduled Time</b>	<b>Student Guide References</b>	<b>Exercises</b>
OP Briefing / Division Breakouts	Bob Panko	0800-0815		<b>***See Work Assignments</b>
E: Division Operations	Bob Panko	0815-0940	NWCG Unit 2	NWCG 2 NWCG 3
F: Information Gathering and Briefings	Frank Messar	0950-1030	FEMA Unit 5	FEMA 4 FEMA 5
G: All Hazard	Bob Panko	1040-1115	NWCG Unit 3	none
H: Tactical Games	Panko/Messar	1130-1400	NWCG Unit 4	NWCG 4
I: Role in the Planning Process	Bob Panko	1410-1620	FEMA Unit 6	none
AAR of Day 2- Expectations Review	Bob Panko	1620-1630		
<b>6. Work Assignments:</b>  <b>***To simulate a Division Breakout briefing one Student in each Division will provide detailed Division Briefing to all resources in their DIV after the general OPB.</b>  IC / AREP will prep room, ensure all av equipment is functional and that course materials are on hand starting at 0730. Instructors to provide 10 min break each hour. Students will prepare and submit Activity Logs at end of the day.				
<b>7. Special Instructions:</b> Students and Instructors must abide by all processes and rules of the State Preparedness Training Center. Beverages / snacks provided in cafeteria.  Lunch provided in cafeteria. Lunch time determined by State Preparedness Training Center.				
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____				
<b>9. Prepared by:</b> Name: Bob Panko      Position/Title: ICT4      Signature:  _____				
ICS 204	IAP Page <u>  5  </u>	Date/Time: <u>  12/31/17 1500  </u>		

## ASSIGNMENT LIST (ICS 204)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE	<b>2. Operational Period:</b> Date From: 01/12/18      Date To: 01/12/18 Time From: 0730              Time To: 1700	<b>3.</b> Branch:  Division:  Group:  Staging Area:		
<b>4. Operations Personnel:</b> <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____				
<b>5. Resources Assigned:</b>				
<b>Unit Title</b>	<b>Leader</b>	<b>Scheduled Time</b>	<b>Student Guide References</b>	<b>Exercises</b>
OP Briefing / Division Breakouts	Bob Panko	0800-0815		<b>***See Work Assignments</b>
J: Risk Management and Safety	Frank Messar	0815-0930	FEMA Unit 7	FEMA 6 FEMA 7
K: Coordination & Communications	Bob Panko	0940-1200	FEMA Unit 8 NWCG Unit 5	NWCG Panel & HO 5-1
AAR & Course Expectations Review	Panko/Messar	1230-1300		
Final Exams	Panko	1300-1530		
<b>6. Work Assignments:</b> ***To simulate a Division Breakout briefing one Student in each Division will provide detailed Division Briefing to all resources in their DIV after the general OPB.  ICs/ AREP will prep room, ensure all av equipment is functional and that course materials are on hand starting at 0730.  Instructors to provide 10 min break each hour. If available a panel of IMT Command & General Staff members will participate in Unit K.  Students will prepare and submit course evaluations prior to taking the course tests.				
<b>7. Special Instructions:</b> Students and Instructors must abide by all processes and rules of the State Preparedness Training Center. Beverages / snacks provided in cafeteria.  Lunch provided in cafeteria. Lunch time determined by State Preparedness Training Center.				
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____				
<b>9. Prepared by:</b> Name: Bob Panko _____ Position/Title: ICT4 _____ Signature:  _____				
ICS 204	IAP Page <u>  6  </u>	Date/Time: <u>12/31/17 1500</u>		

## ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE		<b>2. Operational Period:</b> Date From: _____ Time From: _____		Date To: _____ Time To: _____
<b>3. Name:</b>		<b>4. ICS Position:</b> STUDENT		<b>5. Home Agency (and Unit):</b>
<b>6. Resources Assigned:</b>				
Name	ICS Position	Home Agency (and Unit)		
NOTE: THIS FORM IS BEING USED				
SOLELY AS A METHOD OF				
GATHERING STUDENT INPUT				
INTO THE PRESENTATIONS.				
PLEASE LET US KNOW WHAT YOU				
THINK. THESE INPUTS ARE ONLY				
FOR THE INSTRUCTORS!				
<b>7. Activity Log:</b>				
Date/Time	Notable Activities			
	<b><u>SUMMARIZE IN YOUR OWN WORDS</u></b>			
	1-INSTRUCTOR EFFECTIVENESS			
	2-USE OF VISUAL AIDS			
	3-COURSE MATERIAL			
	4-EFFECTIVENESS OF PRACTICAL EXERCISES			
	5-CLASSROOM SETTING			
	6-OTHER COMMENTS			
	(YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS)			
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____				
<b>ICS 214, Page 7</b>		Date/Time: _____		

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## ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> DIVISION/GROUP SUPERVISOR COURSE		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Name:</b>	<b>4. ICS Position:</b> STUDENT	<b>5. Home Agency (and Unit):</b>	
<b>6. Resources Assigned:</b>			
Name	ICS Position	Home Agency (and Unit)	
NOTE: THIS FORM IS BEING USED SOLELY AS A METHOD OF GATHERING STUDENT INPUT INTO THE PRESENTATIONS. PLEASE LET US KNOW WHAT YOU THINK. THESE INPUTS ARE ONLY FOR THE INSTRUCTORS!			
<b>7. Activity Log:</b>			
Date/Time	Notable Activities		
	<b><u>SUMMARIZE IN YOUR OWN WORDS</u></b>		
	1-INSTUCTOR EFFECTIVENESS		
	2-USE OF VISUAL AIDS		
	3-COURSE MATERIAL		
	4-EFFECTIVENESS OF PRACTICAL EXERCISES		
	5-CLASSROOM SETTING		
	6-OTHER COMMENTS		
	(YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS)		
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
<b>ICS 214, Page 8</b>		Date/Time: _____	

This page intentionally left blank to allow 2 sided copying so Activity Logs print as separate 1 page documents that can be torn out from IAP for student use.