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# Unit 4

# Overview of the Situation Unit



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Visual 4.1

# Unit Terminal Objective

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**Describe the function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader (SITL).**



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Visual 4.2

# Unit Enabling Objectives

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- **Describe the main responsibilities of the Situation Unit Leader.**
- **Identify members of the Incident Management Team (IMT) with whom the Situation Unit Leader interacts most frequently.**
- **List the required reports and types of reports or plans the Situation Unit Leader may produce and/or assist in compiling.**



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# Unit Overview

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- Purpose of the Situation Unit
- Functions of the Situation Unit
- Responsibilities of the Situation Unit Leader
- Situation Unit Resources
- Situation Unit Products
- Situation Unit Interaction with Incident Management Teams

**Planning Section**



**Situation Unit**



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Visual 4.4

# Purpose of the Situation Unit

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- **The Situation Unit collects, maintains, and displays incident status information for the Incident Management Team.**
- **The Situation Unit also provides situation evaluation, predictions and analysis, and prepares information on alternative strategies.**



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# Situation Unit Functions

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The Situation Unit is responsible for determining needs, gathering data, and turning into information (and sometimes intelligence) as well as preparing and displaying incident information.

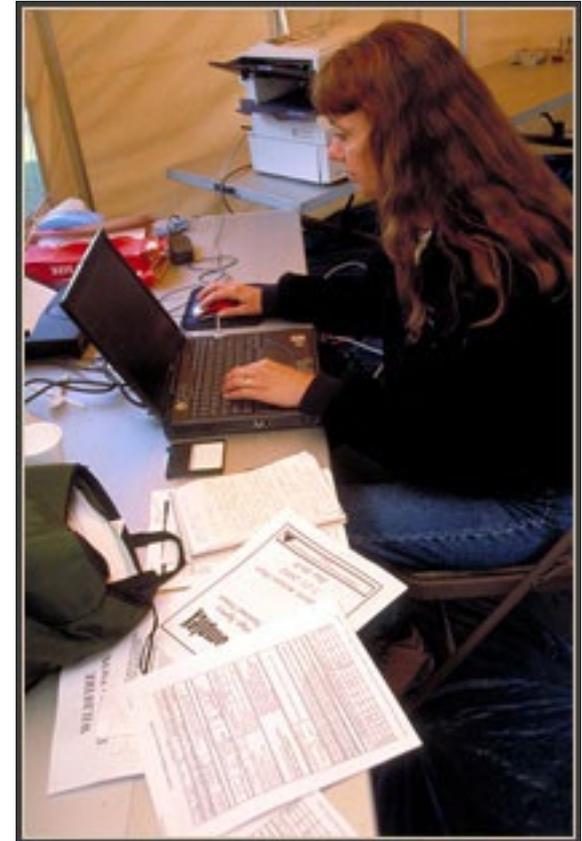


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# Situation Unit Functions (Cont.)

To perform the functions of a Situation Unit, there must be an understanding of:

- What has happened?
- What progress has been made?
- What are the perimeters?
- What is the incident growth potential?
- What are the threats?
- What are the opportunities?



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# The Situation Unit Leader (1 of 2)

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Visual 4.8

# The Situation Unit Leader (2 of 2)

- Responsible for collection and organization of incident status and situation information.
- Responsible for evaluation, analysis, and display of information.



Handout 4-1: Situation Unit Leader  
Position Checklist

Handout 4-2: Coast Guard SITL Planning P



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# Responsibilities of SITL (1 of 7)

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- **Staying Prepared for Mobilization.**
  - **Monitor threat level and events.**
  - **Practice modeling & mapping skills.**
  - **Participate in exercises.**
  - **Keep up-to-date with technological & related developments.**
  - **Review after-action reports.**
  - **Once requested begin your research on the incident area for information and mapping data sets.**

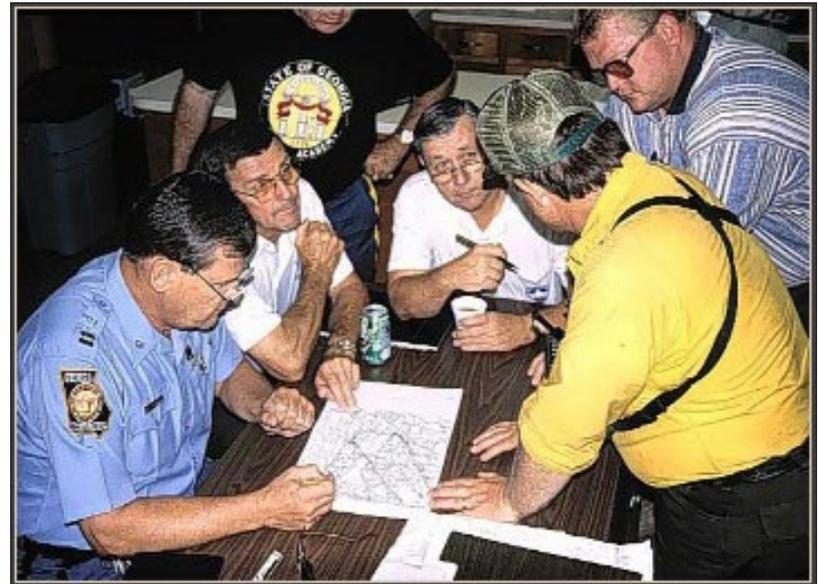


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# Responsibilities of SITL (2 of 7)

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- **Obtain Briefing from Planning Section Chief or IC.**
  - **Identify reporting requirements and schedules.**
  - **Discuss timelines and priorities.**
  - **Obtain copies of ICS Forms 201, 209, and Incident Action Plans.**



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# Responsibilities of SITL (3 of 7)

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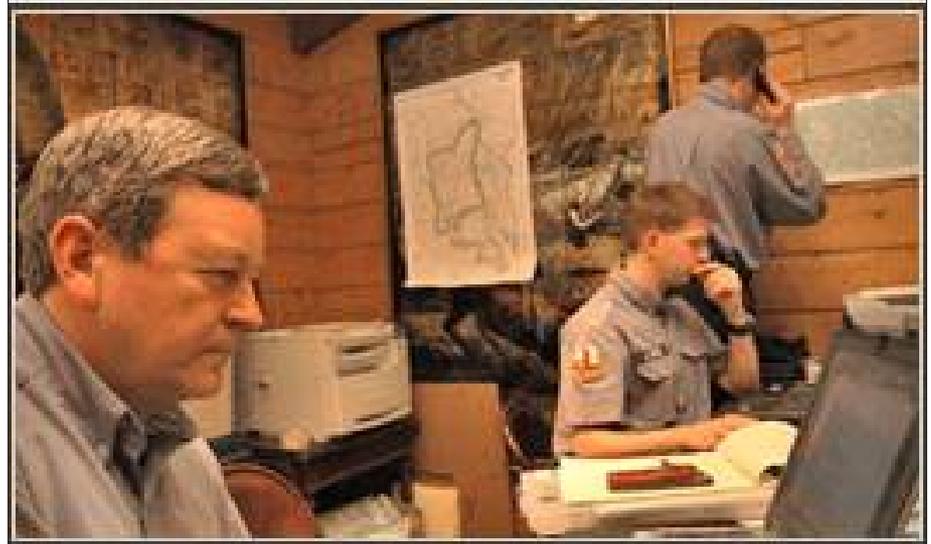
- **Organize, Staff, and Supervise Unit.**
  - **Brief staff and Technical Specialists on current incident status.**
  - **Assign analysis tasks.**
  - **Notify staff of timelines, priorities, and format requirements.**
  - **Monitor progress.**



# Staffing Considerations

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- Incident Management Team needs and products
- Workload
- Lag time and travel time
- Staffing hours
- Size and complexity
- Public impact
- Imaging needs
- Threats and risks
- On-scene personnel
- Modeling/Forecasting needs
  - Technical Specialists



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# Situation Unit Positions

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- **Display Processor (DPRO)**
- **Field Observer (FOBS)**
- **Weather Observer (WOBS)**
- **Geographic Information System Specialist (GISS)**
- **Infrared Interpreter (IRIN)**
- **Photographer (FOTO)**
- **Technical Specialist (THSP)**
- **Incident Meteorologist (IMET)**



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# Responsibilities of SITL (4 of 7)

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- **Compile, Analyze, and Maintain Incident Status Information.**
  - **Monitor threat level events and developing incidents.**
  - **Sort data into required categories of information.**
  - **Review all data for completeness, accuracy, and relevancy.**
  - **Ensure status is kept up-to-date.**



# Responsibilities of SITL (5 of 7)

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- **Prepare, Post, or Disseminate Resource and Situation Information.**
  - **Determine appropriate displays.**
  - **Develop additional displays, as necessary.**
  - **Ensure displays are kept up-to-date.**
  - **Review all.**
  - **Set up displays.**
- **Prepare a Situation Briefing**

**Handout 4-3: Verbal Situation Briefing Outline**



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# Responsibilities of SITL (6 of 7)

- Prepare the ICS Form 209 Incident Status Summary.
- Incident status to Agency Administrators.
- Provides basic information for PIO to use in media releases.
- MAC Groups use it to prioritize incidents competing for similar resources.

INCIDENT STATUS SUMMARY (ICS 209)			
*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box only): <input type="checkbox"/> Initial    Rot # (if used): <input type="checkbox"/> Update <input type="checkbox"/> Final		*4. Incident Commander(s) & Agency or Organization:	*5. Incident Management Organization:
7. Current Incident Size or Area Involved (use unit label - e.g., "sq mi," "city block"):		*8. Percent (%) Contained Completed	*9. Incident Definition:
			*10. Incident Complexity Level:
			*11. For Time Period: From Date/Time: _____ To Date/Time: _____
Approval & Routing Information			
*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____			*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____			*15. Primary Location, Organization or Agency Sent To:
Incident Location Information			
*16. State:	*17. County/Parish/Borough:	*18. City:	
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):	
22. Longitude (indicate format): Latitude (indicate format):	23. U.S. National Grid Reference:	24. Legal Description (township, section, range):	
*25. Short Location or Area Description (list all affected areas or a reference point):			28. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):			
+ Incident Summary			
*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):			
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):			
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):		A. Structure Summary	B. # Threatened (72 hrs)
		C. # Damaged	D. # Destroyed
		E. Single Residences	
		F. Nonresidential Commercial Property	
		Other Minor Structures	
		Other	
ICS 209, Page 1 of ____		* Required when applicable	

Handout 4-4: ICS Form 209- Instructions  
Handout 4-5: Sample ICS Form 209



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# Responsibilities of SITL (7 of 7)

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- **Prepare Periodic Predictions.**
  - **Analyze existing information and provide predictions of future status for use in planning.**
  - **Assemble information on alternative strategies.**
  - **Document alternatives.**



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# Situation Unit Resources



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# Information Sources

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- **Field Observers**
  - **Day and Night**
  - **Special Skills**
  - **Monitoring equipment**
- **Meteorologist**
- **Imaging**
- **State or Local Agency**
- **Technical Specialists**



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# Information Sources (Cont.)

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- **Debriefing Operations Personnel**
- **Air Support Group Supervisor (ASGS)**
- **Locals can be some of the best Technical Specialists**
- **PIO & Social Media**



**What are other sources of intelligence?**



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# Resources for Display Processing

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- **Day/Night Display Processor (DPRO)**
- **Copy Service**
- **Computer Service**
- **Geographic Information System Specialist (GISS)**
- **Infrared Interpreter (IRIN)**
- **Photographer**



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# Situation Unit Products

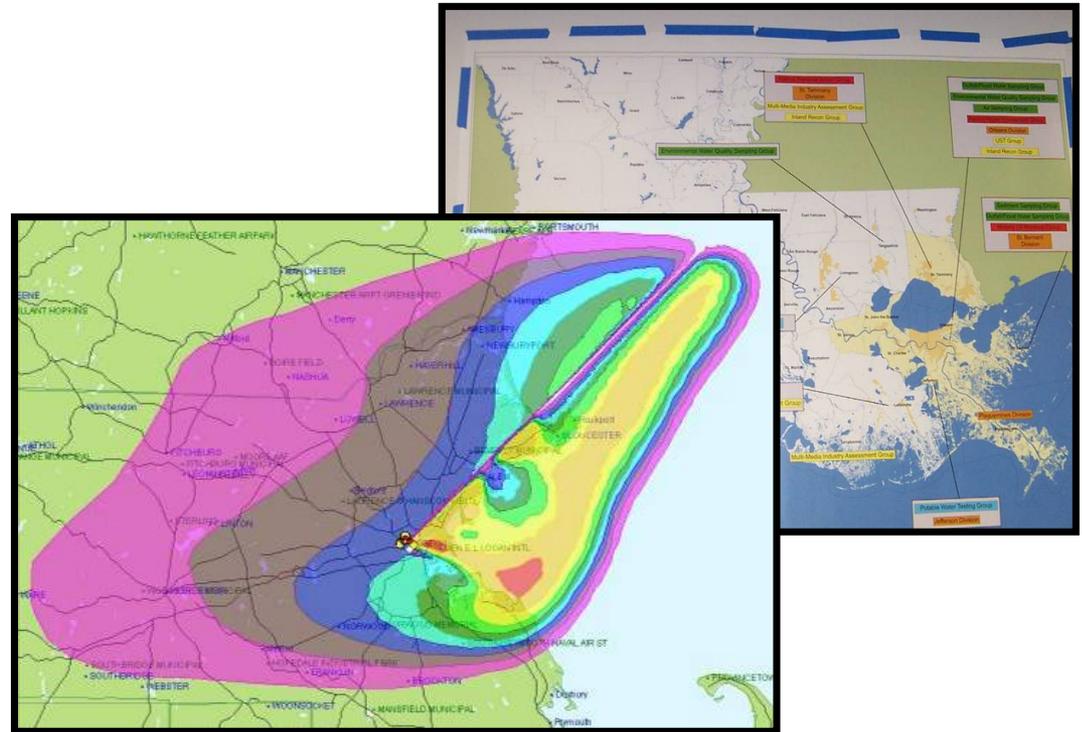


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Visual 4.24

# Displays

- Maps
- Charts
- Diagrams
- Graphs
- Imaging
- Reports



**Handout 4-6 SITL Map Products for Meetings & Briefings**

**Match the data with the most easily understandable format.**



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# Planning Meeting Requirements

- Incident activity, location, and progression
- Weather forecast
- Incident projection and risks
- Values at risk
- Losses
- Facilities locations

Handout 4-7 ICS Symbols & STANDD  
Map Checklist



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Visual 4.26

# Incident Action Plan Requirements

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- **Required Incident Action Plan Maps**
  - **Tactical Map**
  - **Weather Forecast**
- **Optional Maps**
  - **Traffic Plan Map**
  - **Facilities Map**
  - **Contingency**
  - **Sampling and monitoring**
  - **Tidal and Current Charts**



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# Operational Briefing Requirements

- Briefing Map
- Situation Status Update
- Weather Forecast
- Progression/Behavior Forecast
- Risk/Threat Information



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# Information Board Requirements

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- Facilities Map
- Transportation Map
- Incident Action Plan
- ICS Form 209  
Incident Status  
Summary



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# Additional Required Products

- ICS Form 209 Incident Status Summary
- Weather forecasts



INCIDENT STATUS SUMMARY (ICS 209)				
*1. Incident Name:		*2. Incident Number:		
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final		*4. Incident Command(s) & Agency or Organization:	*5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
*7. Current Incident Size or Area Involved (use unit label – e.g., "sq.m," "city block"):		*8. Percent (%) Contained Completed	*9. Incident Definition:	*10. Incident Complexity Level:
				*11. For Time Period: From Date/Time: _____ To Date/Time: _____
Approval & Routing Information				
*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____			*13. Date/Time Submitted: Time Zone: _____	
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____			*15. Primary Location, Organization, or Agency Sent To:	
Incident Location Information				
*16. State:		*17. County/Parish/Borough:		*18. City:
*19. Unit or Other:		*20. Incident Jurisdiction:		*21. Incident Location Ownership (if different than jurisdiction):
*22. Longitude (indicate format): Latitude (indicate format):		*23. U.S. National Grid Reference:		*24. Legal Description (township, section, range):
*25. Short Location or Area Description (list affected areas or a reference point):			*26. UTM Coordinates:	
*27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):				
+ Incident Summary				
*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
*29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
*30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):		A. Structural Summary	B. # Threatened (≥ 2 hrs)	C. # Damaged
		E. Single Residences		D. # Destroyed
		F. Nonresidential Commercial Property		
		Other Minor Structures		
		Other		
ICS 209, Page 1 of _____			* Required when applicable	



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# Potential Additional Products

- **Projection**
- **Damage Assessment**
- **Contingency**
- **Evacuation**
- **Resource Protection**
- **Risks and Hazards**
- **Decontamination and Disposal**
- **Cleanup and Recovery**
- **Monitoring and Samplings**



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# Situation Unit's Interaction with IMT



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# Incident Commander

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- Update Incident Commander on current situation.
- Maintain maps in Incident Commander work area.
- Review and approve ICS Form 209:
  - Percent containment and Mitigation
  - Status of Incident
  - Priorities



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# Operations Section Chief

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- **Incident status**
- **Weather forecasts**
- **Operations needs map of entire incident**
- **Sampling maps**
- **Projections, risks, threats and hazards**
- **Provide mapping and imaging services**
- **Verify all incident facilities and travel plans**
- **Sensitive areas, values, risks, and losses**



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# Air Operations Branch Director

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## Coordinate on:

- **Map air facilities on IAP map**
- **Air-hazard maps**
- **Flight scheduling for reconnaissance or FLIR**
- **Flight scheduling for FOBS**



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# Public Information Officer

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- Needs intelligence and maps for press release.
- Needs ICS Form 209 ASAP.
  - PIO to release maps or incident info unless confirmed by SITL.
- Make agreement on information board maintenance.



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# Safety Officer

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- Inform on Incident Status
- Keep updated on threats and risks
- Obtain injury info for ICS Form 209
- Can use to gather information/intel

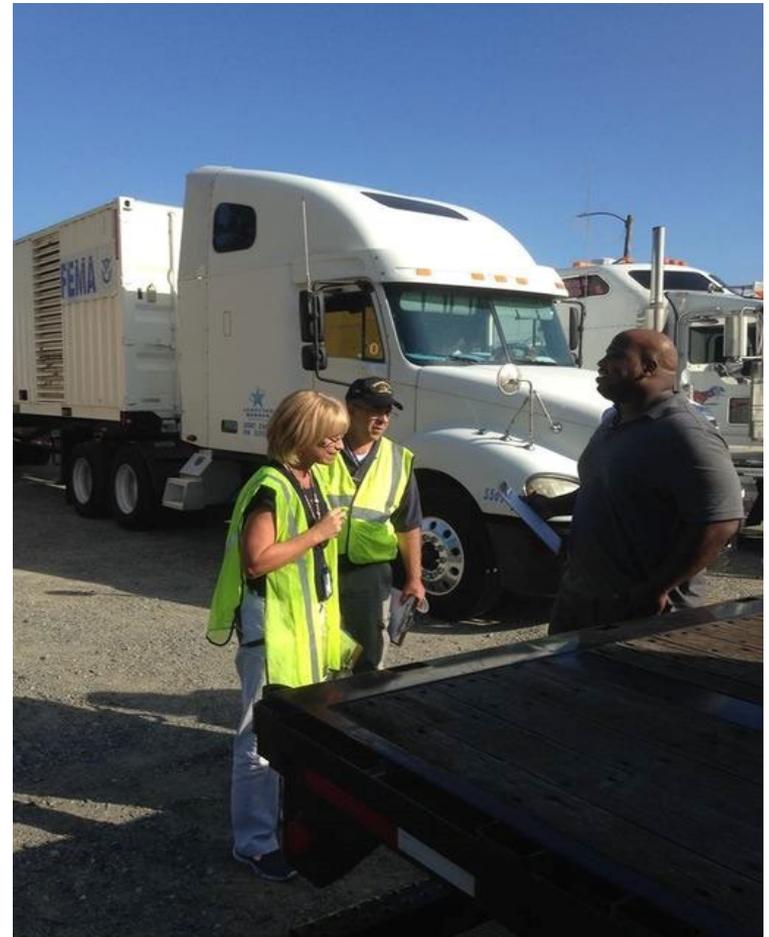


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# Ground Support Unit

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- **Work with the Ground Support Unit to identify the location of Drop Points.**
- **Assist with their mapping needs.**
- **Verify the location of Staging Area(s).**

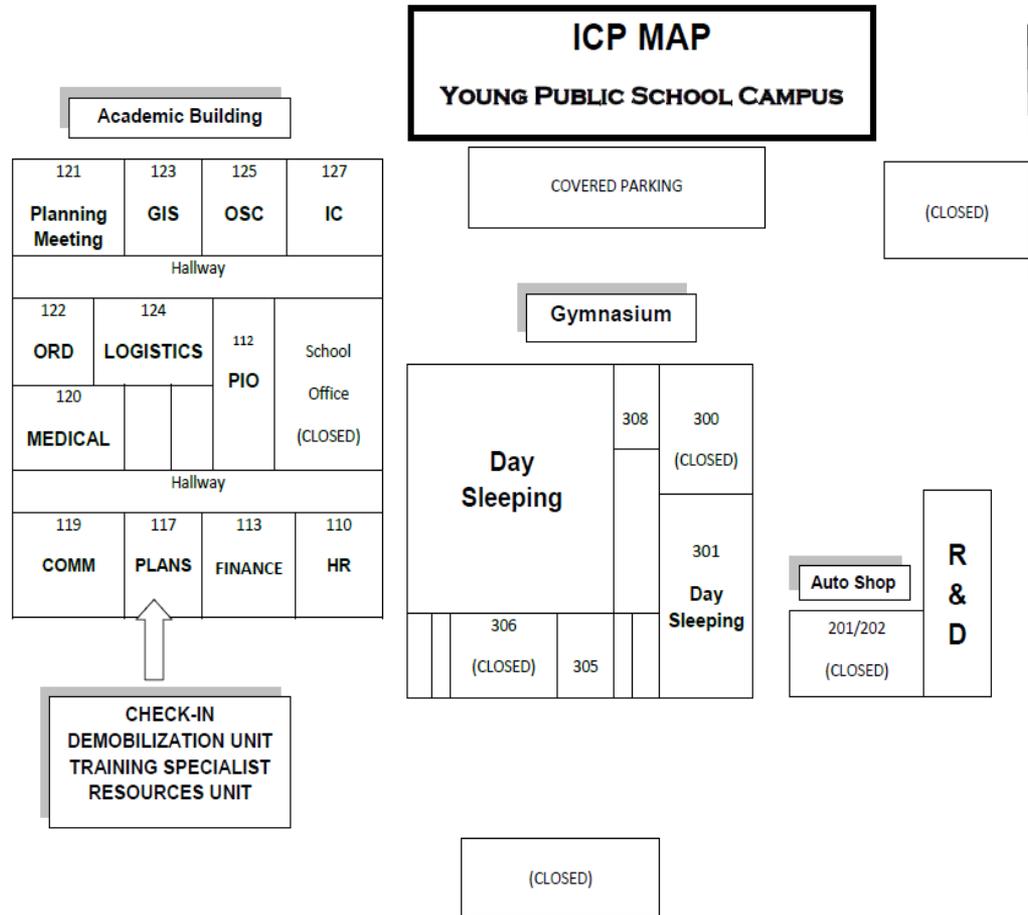


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Visual 4.38

# Facilities Unit Leader

- Assist Facilities Unit Leader in locating sites for incident facilities.
- Prepare Facilities Map with input from Facilities Unit Leader.



# Resources Unit Leader

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- Assist in locating resources.
- Obtain ICS Form 209 resource info.



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Visual 4.40

# Resource Advisors and Agency Reps

- Values
- Map sources
- Local personnel
- Stay informed
- Sensitive resources and issues
- SITL provides access to mapping products and ICS-209



Handout 4-8: Map Request Form



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Visual 4.41

# Cost Unit Leader

Obtain ICS Form 209 cost information.



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Visual 4.42

# Compensation and Claims Unit Leader

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- Provide information on damages and losses.
- Assist with documentation and imaging of possible claims and losses.
- Obtain information on reportable injuries.



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# EOC Support

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- **ICS Form 209**
- **Information on Incident Status**
- **Maps of the incident as requested**
- **EOC may be able to assist with access to plans, maps, forecasting and modeling**



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# **Activity 4.1: Information Requirements**

**Allotted Time: 60 minutes**



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# Objectives Review

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- 1. What are the functions of the Situation Unit?**
- 2. What are the main responsibilities of the Situation Unit Leader?**
- 3. Which members of the Incident Management Team does the Situation Unit Leader interact with most frequently?**
- 4. What reports, maps, or plans might the Situation Unit Leader be required to produce?**



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