
Unit 5:

Initial Response



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Visual 5.1

Unit Terminal Objective

Describe the information gathered from initial meetings, briefings and documents.



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Visual 5.2

Unit Enabling Objectives

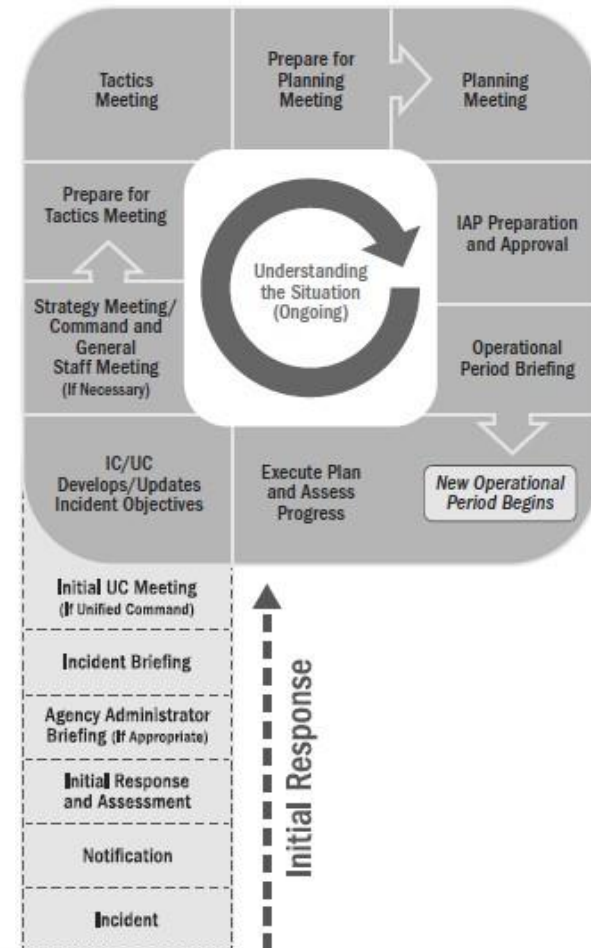
- **Create at PSC Kit list.**
- **Describe items of information that the Planning Section Chief (PSC) may receive from the initial briefings.**
- **List the key documents that the Planning Section Chief should obtain.**
- **List the elements of a Contingency Plan.**
- **List the types of plans the Planning Section Chief might help produce.**



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Unit Overview

- Initial Response and Assessment
- Initial Meeting or Briefings
- Initial Documents
- Strategy
- Contingency Plans



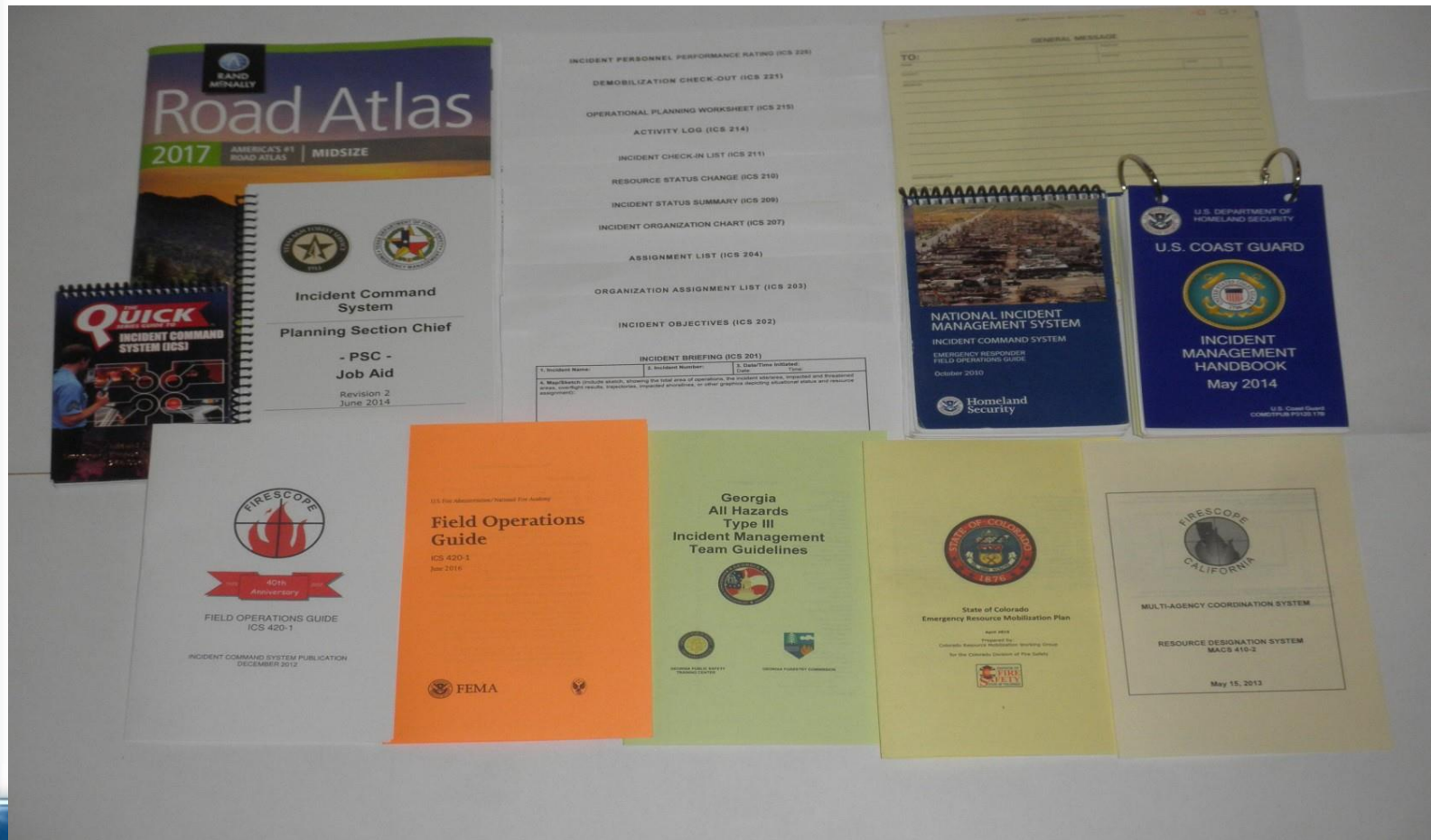
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Initial Response and Assessment



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Personal Plans Kit



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**One Thing to Make Sure is in YOUR Kit:
FORMS NECESSARY TO PREPARE THE
INCIDENT ACTION PLAN**

Supplies and Materials



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Notification

Information gathering begins upon notification.



Where can information be obtained prior to arriving?



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Initial Response

- Incident size-up is done to set the immediate incident objectives, such as:
 - Nature and magnitude of the incident.
 - Hazards and safety concerns for responders and public.
 - Initial priorities and immediate resource requirements.
 - Location of ICP and Staging Area.
 - Entrance and exit routes for responders.



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Initial Response and Assessment (cont)

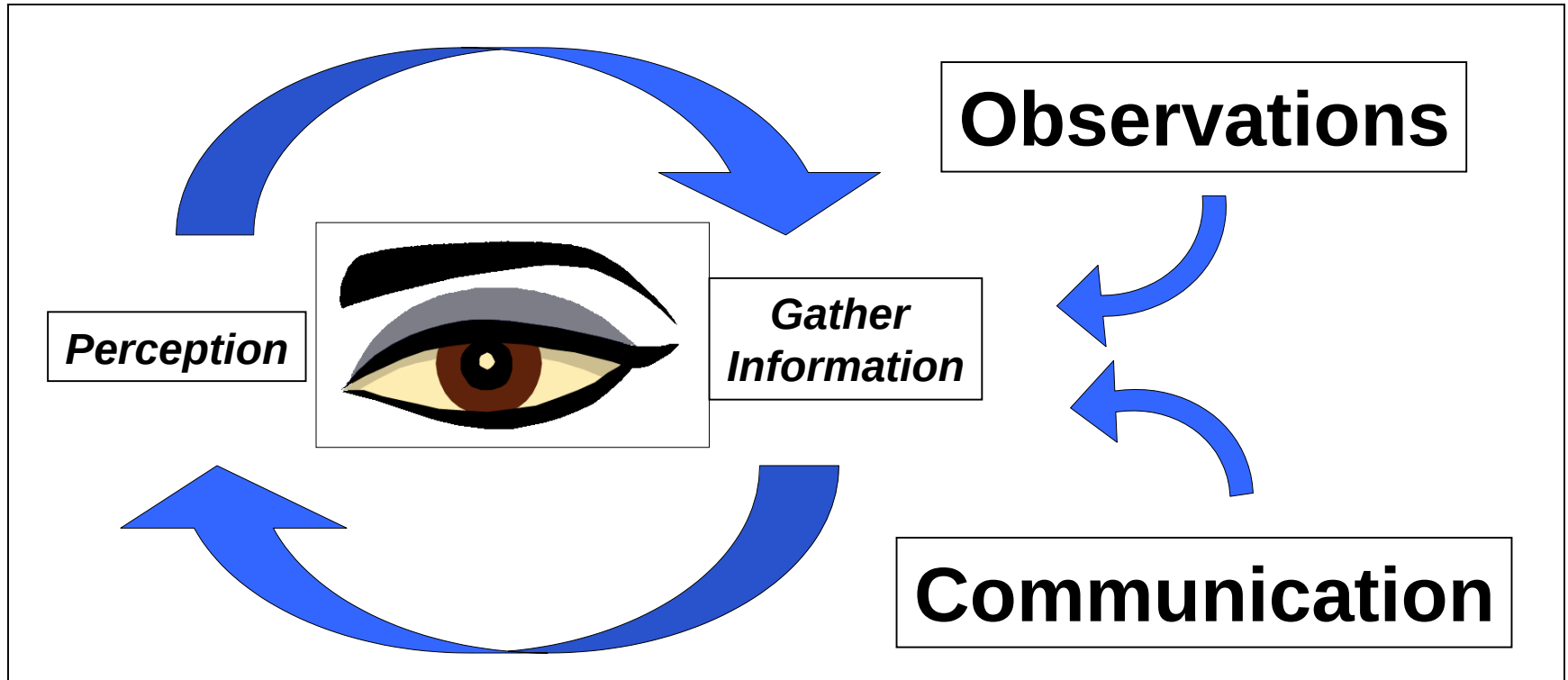
- A clear understanding of an incident is critical.
- Many factors must be considered when performing this assessment, but the most important are:
 - Situational awareness.
 - Incident complexity.



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Visual 5.10

Situational Awareness



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Visual 5.11

Complexity Analysis

- **Factors that affect the probability of control of an incident:**
 - **Impacts to Life, Property, and the Economy**
 - **Community and Responder Safety**
 - **Potential Hazardous Materials**
 - **Weather and Other Environmental Influences**
 - **Likelihood of Cascading Events**

Handout 5-1: All-Hazards Complexity Analysis

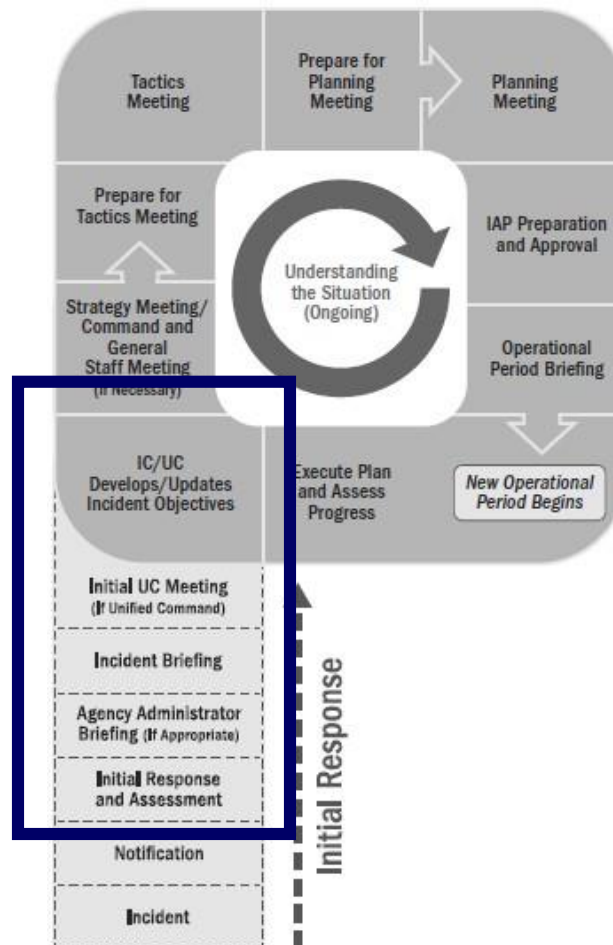


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Initial Meetings and Briefings



Information Gathering and Sharing



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Information Gathering

- Information gathering and sharing is very important during the initial briefings, for example:
- Type of Incident
- Incident History
- Magnitude
- Estimated Duration
- Constraints
- Current Plan



What other information could potentially be gathered?

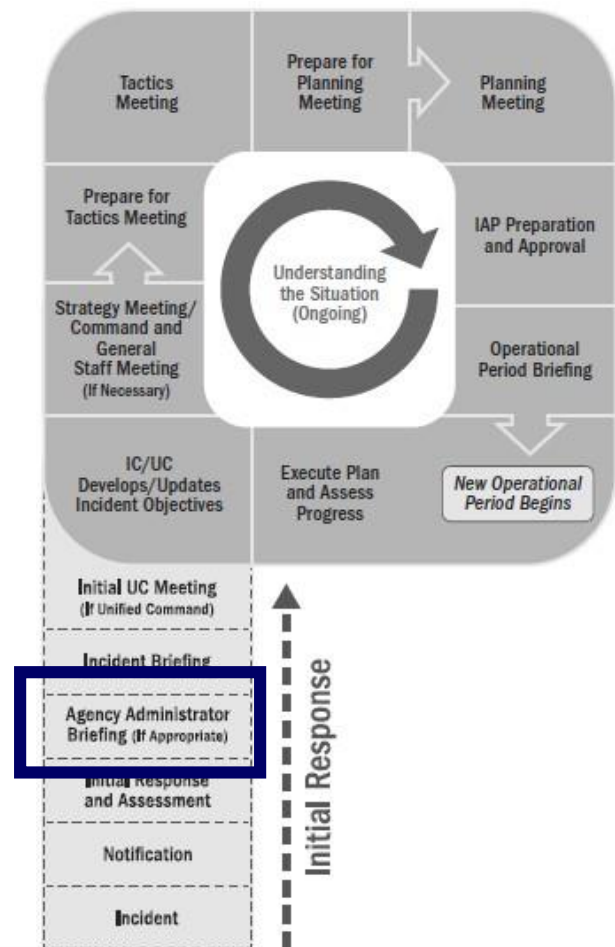


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Agency Administrator Briefing

- **Purpose:** To provide common understanding between Agency Administrator (AA) and IMT and present Delegation of Authority (if applicable).
- **Attendees:** At a minimum, Command and General Staff should attend.

Handout 5-2: Essential Elements from an Agency Administrator
Handout 5-3: Agency Administrator's Briefing Checklist Template



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Activity 5.1: Agency Administrator Briefing

Allotted Time: 45 minutes

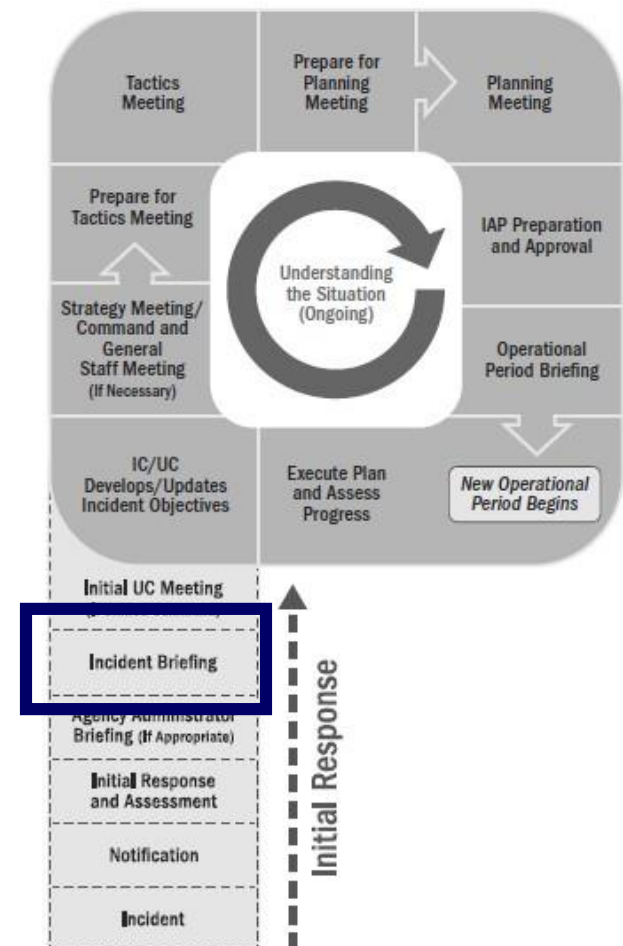


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Visual 5.17

Incident Briefing

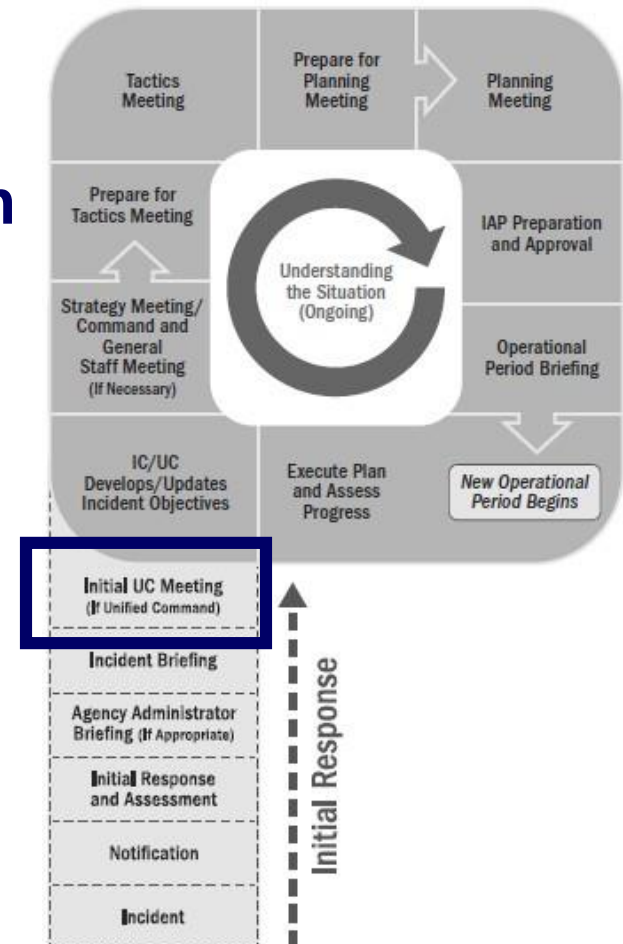
- **Purpose:** Incoming IC understanding the incident and response well enough to take command.
- **Attendees:** Prospective IC and Command and General Staff, as available.
- **Facilitator:** Current IC or Planning Section Chief.



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Initial Unified Command Meeting

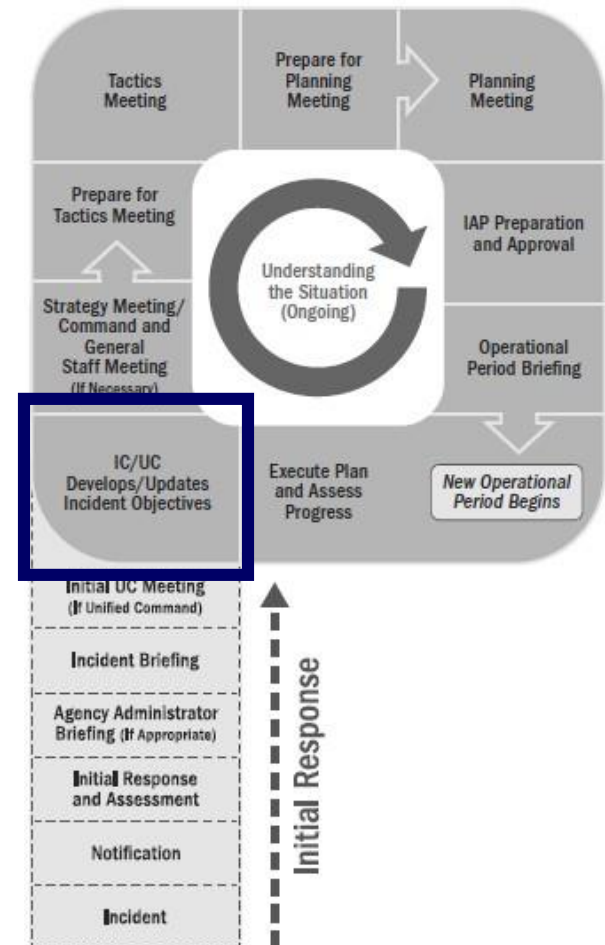
- **Purpose:** Unified Command (UC) agreement on scope and emphasis of response, establish and document constraints, limits, as well as establish and agree on priorities.
- **Attendees:** ICs in the UC.
- **Facilitator:** IC or UC or Planning Section Chief.
- **Applicable** for a unified command.



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UC/IC Set Incident Objectives

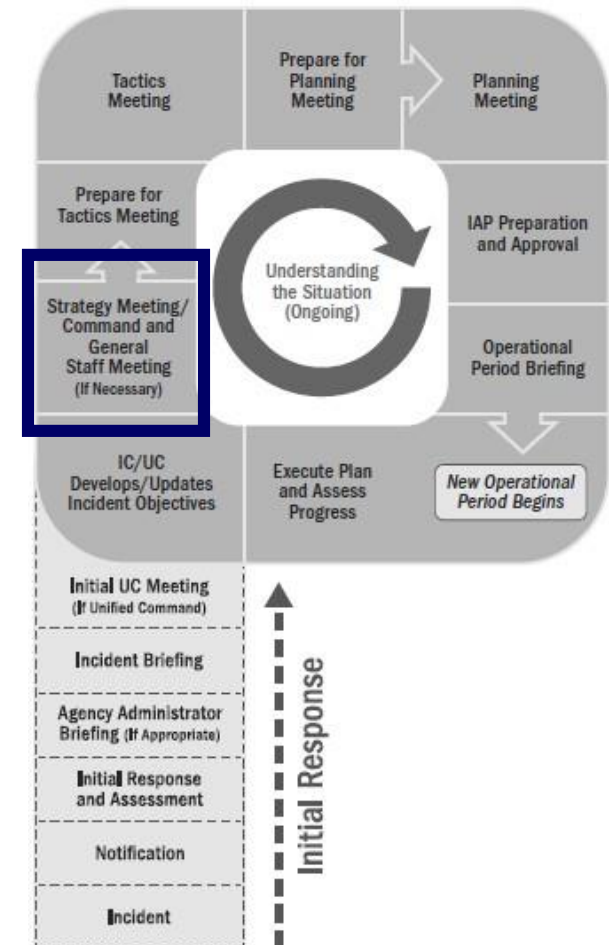
- **Purpose:** For the UC/IC to agree on objectives for a defined operational period in the context of priorities, resources, and overall goals.
- **Attendees:** Members of the Unified Command (PSC by Invitation).
- **Facilitator:** IC or PSC (if directed).



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Initial Strategy Meeting

- **Purpose:** For Command and General Staff to understand decisions, overall goals, objectives, expected timeframes, priorities, procedures and functional assignments, specific tasks and safety concerns.
- **Attendees:** IC, C&GS, SITL, and DOCL, if available.
- **Facilitator:** IC or Planning Section Chief.



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Visual 5.21

At this meeting the Planning SC will need to receive the IC's Priorities, Goals and Objectives

Initial Documents



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Delegation of Authority

- **Purpose:** Identifies the time and the limits of the IMT's authority.
- **Source:** May come from an Area Command, Agency Administrator or Executive, Agency Head or may be verbal.
- **Planning Section Chief Responsibilities:** Assist the IC to document what verbal authorities have been conferred and try to get written acceptance by the Agency Administrator or Executive.

Handout 5-4 Delegation of Authority Example

Handout 5-5 Return of Delegation of Authority Example



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ICS Form 209 Incident Status Summary

- **Purpose:** Provides basic information on the current status of the incident.
- **Source:** Typically may be obtained at the AA Briefing, if applicable.
- **The IMT may have to prepare the “Initial” ICS-209.**
- **Planning Section Chief Responsibilities:** Obtain copies for SITL and RESL.



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Incident Data

- **Purpose:** Used for displaying and analyzing current and projected situations.
- **Source:** Obtained at the AA's Briefing.
- **Planning Section Chief Responsibilities:** SITL responsible for display generation.

What do we already know about the Train Derailment?



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ICS Form 201 Incident Briefing

- **Purpose:** Provides basic information regarding the incident status situation and resources.
- **Source:** Typically prepared by initial IC and obtained from outgoing personnel at the Initial IC's Briefing.
- **Planning Section Chief Responsibilities:** Ensure the form is up-to-date, SITL uses the map and summary of current actions while the RESL uses the organization and resources summary.



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Current IAP

- **Purpose:** Provides information for the current operational period.
- **Sources:** Obtained from outgoing IMT.
- **Planning Section Chief Responsibilities:** Obtain copies and background information.



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Strategic and Other Types of Plans



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Visual 5.28

Strategic Planning Overview

At a minimum the strategy should consider the following:

- Safety
- Constraints
- Risks
- Concerns
- Consequences
 - Bob's Note:
 - The OSC Usually develops the overall Strategy, but for the test....



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The IMT and Agency Administrator should develop a **Strategic Plan** for the Incident that considers overall incident strategy.

Evaluating Strategy

The Initial Strategy Meeting and subsequent Strategy Meetings will confirm the validity and appropriateness of the strategy(s) being used:

- Is the information correct and current?
- Are the assumptions realistic?
- What alternatives were NOT selected?
- Why were they not selected?
- What conditions have changed?



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Changes to Strategy

- **Considerations that would require a change include:**
 - **Incident Moves Beyond Predictions**
 - **Expenses Exceed Approval**
 - **Resources or Materials Not Available**
 - **New opportunity to change approach**
 - **Change in Political Climate**
- **What are other examples?**



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Contingency Plans

- **Elements:**
 - **Problem Statement:** Defines the problem based on current situation.
 - **Objectives:** Identify specific objectives.
 - **Resources or Pre-tactical Actions:** Define resources needed.



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Attention Here Folks

Contingency Plans (Cont.)

- **Tactical Actions:**
 - Identify the action point and defines any pre-identified specific tactical actions.
- **Location:**
 - Define any pre-identified locations for resources to report.
- **Appendix:**
 - Provides contact information for specific people.



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Other Types of Plans

- **Alternative Plans**
- **Evacuation Plan**
- **Re-entry Plan**
- **Control and Containment Plan**
- **Structure Protection Plan**
- **Demobilization Plan**
- **Transition or Transfer of Command Plan**

Handout 5-6: Incident Transition Plan Template



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Objectives Review

1. What items should be in the Planning Section Chief Kit?
2. What kind of information will the Planning Section Chief receive from the initial briefings?
3. What key documents should the Planning Section Chief obtain?
4. What are the elements of a contingency plan?
5. What other types of plans might the Planning Section Chief help produce?



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