Hurricane Katrina Disaster Site Worker Course

Lesson 2

Orientation to the National Incident Management System (NIMS) and Incident Command Systems

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Overview

Disaster sites, whether natural or man-made, involve the services of many agencies (federal, state, and local) as well as non-governmental organizations and contractors and skilled personnel in many specialties. Agencies frequently have overlapping responsibilities and jurisdictions. The Federal Government has established the National Incident Management System, or NIMS, as the national approach to coordination of incident management. NIMS is applicable to all jurisdictional levels and across functional disciplines. The basic incident management structure employed by NIMS is the "Incident Command System." A primary characteristic of Incident Command systems is that each worker reports to only one supervisor. Disaster Site Workers needs to know how they fit into the Incident Command structure and what their roles and responsibilities will be with regard to the Command system.

This lesson will take **1 hour**.

Objectives

This topic will enable the participant to support the purpose of an Incident Command System. Specifically, participants will be able to:

- State the 2 key concepts and principles of the NIMS

- State the purpose of Incident Command systems

- State how their jobs support (fit into) Incident Command systems

Materials Needed for the Lesson

Trainer/Facilitator Requirements	Worker/Participant Requirements
Flipchart and markers PowerPoint presentation: "Orientation to NIMS and ICS" Videotape: "Using the Incident Command System for WMD Incidents" [1]	Student handouts: - "ICS Modular Organization" - "Role of the Disaster Site Worker Under an ICS/UCS System - "Appendix C: Small, Medium, and Large Incident Systems Involving SSPs"

[1] "Managing Terrorism Incidents Using the Incident Command System for WMD Incidents", # NCJ190072, September 2002. Request a copy using official letterhead sent to: Director—Video Request, Office for Domestic Preparedness, 810 7th Street, NW, Washington, DC 20531. Put phrase "VIDEO REQUEST" on the envelope.

Instructor Lesson Outline

I.   Lesson Objectives

II.   National Incident Management System (NIMS)

    A.   Definition and intent

        1.   Definition

        2.   Intent

            a.   Applicable across full spectrum of potential incidents and hazard scenarios

            b.   Improves coordination and cooperation between public and private entities

    B.   Adoption by State and local organizations

        1.   Required to receive Federal preparedness assistance

        2.   Adoption of Incident Command System (ICS) is priority

    C.   Concepts and principles

        1.   Provides a flexible framework

        2.   Provides standardized organizational structures, processes, procedures, and systems to improve interoperability

    D.   Components

        1.   Command and management

        2.   Preparedness

        3.   Resource management

        4.   Communications and information management

        5.   Supporting technologies

        6.   Ongoing management and maintenance

    E.   NIMS Integration Center

        1.   Established to develop national standards
            a.   Emergency response training

            b.   Personnel qualifications

            c.   Equipment

        2.   Personnel qualification standards

            a.   Training

            b.   Experience

            c.   Credentialing

            d.   Currency

         e.   Physical and medical fitness

III.   National Response Plan and Worker Safety and Health Annex

     A.   National Response Plan (NRP) mandated by Homeland Security Act of 2002

         1.   1 all-discipline, all hazards plan for integration of Federal assets during potential or actual Incidents of National Significance

         2.   Addresses

             a.   Domestic prevention

             b.   Preparedness

             c.   Response

             d.   Recovery

         3.   Top priority: "Save lives and protect the health and safety of the public, responders and recovery workers."

     B.   Worker Safety and Health Support Annex of NRP

         1.   Guidelines for implementing worker safety and health support functions

         2.   Actions needed to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled

         3.   Assigns OSHA coordinating role for worker safety and health

IV.   Incident Command Systems

     A.   Purpose

         1.   Management structure for any type and size of emergency

         2.   Developed in California in 1970's for wildfire service

     B.   Basic features

         1.   Uses common terminology

         2.   Organizational resources are "typed"

         3.   Employs manageable span of control

         4.   Uses standard types and names for organizational facilities

         5.   Uses distinct position (personnel) titles

         6.   Uses Incident Action Plans (IAP's) to communicate incident objectives

       7.   Employs integrated communications

       8.   Stresses accountability

          a.   Orderly chain of command

          b.   Check-in for all responders

          c.   Only one supervisor for each responder or disaster site worker

C.   Other characteristics

       1.   Uses a modular format with a top down organizational structure with 5 functional areas

       2.   First responding agency assumes initial command

       3.   Flexible—expands and contracts as the incident unfolds

D.   Facility Definitions

       1.   Incident Command post

       2.   Staging area

       3.   Base

       4.   Camp

       5.   Helibase

       6.   Helispots

E.   Types of incidents that could benefit from use of an incident command system

       1.   Hazmat incidents

       2.   Terrorism events

       3.   Natural disasters

       4.   Fires

       5.   Transportation accidents

       6.   Planned events such as conventions, parades, company picnics

V.   Incident Command Functions

A.   Functional areas of ICS

       1.   Command

       2.   Operations

       3.   Planning

       4.   Logistics

       5.   Finance/Administration

      6.   Intelligence—optional area—gathering and sharing incident-related information and intelligence

  B.   Responsibilities of specific staff and how they relate to the disaster site worker

      1.   Incident Commander

          a.   Responsible for the management of all incident operations and overall control of the event

      2.   Safety Officer

          a.   Assesses hazardous and unsafe situations and develops measures for assuring personnel safety

          b.   Has emergency authority to stop and/or prevent unsafe acts

          c.   In a large incident will have assistants

      3.   Construction Liaison (proposed position)

          a.   Is point of contact for representatives of contractors

      4.   Scene Coordinator

          a.   Investigates the site for a preliminary assessment of known potential injury sources and hazardous exposures and how to minimize them

          b.   Develops a disposal scheme for material to be removed from the site

          c.   Establishes routes of travel for equipment

          d.   Establishes an internal site communication system to alert workers

          e.   Establishes collapse zones, work zones and barriers not to be crossed until authorized

          f.   Establishes traffic control and site access

          g.   Continuously evaluates safety plans of scene contractors

          h.   Provides overview of site operations

      5.   Contractors

          a.   Ensure that their employees have a basic knowledge of safety requirements relative to the work needed to be performed and understand the capabilities and limitations of the equipment being used by their employers

      b.   Strictly adhere to safety policy and procedures established by their employers and those of the site action plan

C. Safety concerns that are the responsibility of the incident command

    1.   All work to be done is organized and planned

    2.   Entry to the site and accountability is established

    3.   Safety Officer is established and known to workers

    4.   PPE is appropriate and worn

    5.   Contractors will not enter holes or trenches until they are confirmed free of harmful levels of vapor

    6.   Safety and health guidelines are established

    7.   Communication method is established

    9.   Egress is a planned action

VI. Incident Command Structures for More Complex Incidents

A. Unified Command

    1.   Multiple agencies that have jurisdiction, and/or incidents cross political jurisdictions

    2.   Agencies work together to

        a.   Analyze information

        b.   Set objectives and strategies for the IAP

B. Area Command

    1.   Oversees management of multiple incidents each managed by an ICS organization, or oversees management of large incidents crossing jurisdictional boundaries

    2.   Common in public health emergencies

        a.   Non site-specific

        b.   Not immediately identifiable

        c.   Geographically dispersed and evolve over time

    3,   Responsible for

        a.   Setting overall strategy and priorities

        b.   Allocating critical resources according to the priorities

        c.   Ensuring that incidents are properly managed

        d.   Ensuring that objectives are met

        e.   Ensuring that strategies are followed

    4.   Lacks the Operations section of the ICS structure—operations conducted by individual ICS organizations

C.   Multiagency Coordination Systems

    1.   Large or wide-scale emergencies that require higher-level resource or information management

    2.   Emergency Operations Centers (EOCs) coordinate and support incident management with resources

        a.   Facilities

        b.   Equipment

        c.   Personnel

        d.   Procedures

        e.   Communications

    3.   Operations conducted by the Incident Command

D.   Disaster site workers will continue to have a single supervisor and the same roles and responsibilities regardless of the Incident Command structure

VII.   Role and Responsibilities of Disaster Site Workers (handout)

A.   Responsibilities

    1.   Respond to notification of need for special expertise from your organization

    2.   Do not respond unless requested; do not freelance or operate outside of Command structure

    3.   Bring specialized supplies and equipment required for your job, as well as adequate personal supplies to last you for the expected stay.

    4.   Report to staging area or other designated location for check-in and presenting credentials

    5.   Receive training on personal protective equipment and safe work practices, including decontamination procedures, that is specific to the disaster worksite

    6.   Obtain briefings from assigned contact person

    7.   Comply with crime scene requirements (if applicable) and other directives

8.   Use clear text for radio communications as needed (no radio codes)

10.   Acquire necessary work materials, locate and set up your work station and perform assigned tasks

11.   Brief your relief at the end of your Operational Period (work period)

12.   Decontaminate as applicable

13.   Complete required forms and reports and check out as directed

14.   Demobilize according to plan

B.   Role in Small, Medium, and Large Incidents (handout-- examples)

1.   Size and complexity of incident command organization varies with the size of an incident

2.   Where disaster site workers fit into the incident command structure

VIII.   Personal Theme Worksheet

Lesson Sequence

Lesson Objectives	• Review the lesson objectives
NIMS	• Define NIMS and its intent • Explain requirements for adoption by State and local jurisdictions • Explain NIMS concepts and principles and components • Discuss responsibilities of the NIMS Integration Center
National Response Plan and Worker Safety and Health Annex	• Describe the National Response Plan • Describe the Worker Safety and Health Annex, highlighting the role assigned to OSHA
Incident Command Systems	• Show first 7 minutes (approximately) of the videotape "Using the Incident Command System for WMD Incidents" • State purpose of Incident Command Systems • List basic features and other characteristics of incident command systems • Define terms for common facilities • Class discussion: Ask the students what type of incidents could benefit from the use of an Incident Command System
Incident Command Functions	• Describe the 6 potential functional areas of incident command (Handout: "ICS Modular Organization) • Describe responsibilities of specific staff and how they relate to the disaster site worker • List safety concerns that are the responsibility of the incident command
Incident Command Systems for More Complex Incidents	• Describe Unified Command, Area Command, and Multiagency Coordination Systems
Role and Responsibilities of Disaster Site	• Directed discussion: Use the Handout "Role of the Disaster Site Worker Under an ICS/UCS system" to identify roles and responsibilities of

Workers	disaster site workers
	• Use the Handout: "Appendix C: Small, Medium, and Large Incident Scenes Involving SSPs" to
	• Show how the size and complexity of incident command organization varies with the size of an incident
	• Where and how disaster site workers fit into incident command structure
Personal Theme Worksheet	• Ask the students to record at least one thing discussed in this lesson that is their personal responsibility when working at a disaster site

Tips for Worker/Participant Interaction

1. Some authorities use the acronym REACT for implementing safety plans.

       R: Recognition—workers identify hazards or potential hazards

       E: Evaluation—consider risk associated with the hazard

       A: Assessment—develop corrective action for the hazard

       C: Correction—actions to limit or eliminate the risk

       T: Tell—report problems to supervisor

Ask the students to suggest ways in which they can participate in every phase of the REACT concept.

References

1.   "Incident Command Module" Prepared for The Center to Protect Worker's Rights, AFL/CIO – CLC. International Association of Fire Fighters®. Washington, DC. 2003.

2.   "IS-700. National Incident Management System (NIMS), An Introduction". Self-Study Guide. FEMA. August 2004. http://training.fema.gov/EMIWeb/downloads/NIMS-Self-Study%20Guide.pdf

3.   "Module 1: ICS Orientation". Reference Text (Self-Paced). Incident Command System. National Training Curriculum. National Wildfire Coordinating Group. October 1994. http://www.nwcg.gov/pms/forms/ics_cours/i100/I100text.pdf

4.   "Module 4: Incident Command". *Emergency Response to Terrorism: Basic Concepts (8-hour Class)*. Produced by

Community Research Associates, Inc., for the Office for Domestic Preparedness. 2003.

5. "NIMS and the Incident Management System". On-line paper. NIMS Integration Center. FEMA/NIMS. www.fema.gov/txt/nims/nims_ics_position_paper.txt

6. "Principal Emergency Response and Preparedness— Requirements and Guidance". OSHA 3122-06R. Occupational Safety and Health Administration. 2004. www.osha.gov/Publications/osha3122.pdf

7. "Worker Safety and Health Support Annex". National Response Plan. Department of Homeland Security. 2004.

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Trainer Background Reference

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Selected Instructor Presentation Products

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**Worker/Participant
Handouts/Exercises/Demos/Worksheets**

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