INCIDENT COMMAND SYSTEM

NATIONAL TRAINING CURRICULUM

# INCIDENT FACILITIES

MODULE 4
I-200

REFERENCE
TEXT
OCTOBER 1994

NFES 2445

CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

*The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:*

Incident Facilities

Member NWCG and Training Working Team Liaison

Date 11/7/94

Chair, Training Working Team

Date 10/24/94

# Description of the Performance Based System

The Wildland Fire Qualifications System is a "performance based" qualifications system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been "training based." Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildfire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

   a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTB's have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

      IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

   b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.

   c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

   The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see the Task Book Administrators Guide 330-1 for further information.

# INCIDENT COMMAND SYSTEM

# NATIONAL TRAINING CURRICULUM

# MODULE 4

# INCIDENT FACILITIES

**October 1994**

**REFERENCE TEXT**

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# PREFACE

This module is one of seventeen modules which comprise the Incident Command System (ICS) National Training Curriculum. The entire curriculum has been developed by an interagency steering group and a contract consultant. The curriculum was sponsored by the National Wildfire Coordinating Group, and development was directed and supported by the National Interagency Fire Center, Division of Training. The Steering Group was represented by several application areas (Search & Rescue, Law Enforcement, Structural Fire, Wildfire, etc.) which guided the work of the contractor in the development of this package.
The Steering Group was:

David P. Anderson - USDA, Forest Service
Mike Colgan - Orange County Fire Department
Dave Engle - USDI, Bureau of Land Management
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The Contract Consultant was:

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Subjects covered in this module include:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

Objectives:

1. Name each of the principal facilities used in conjunction with ICS, and explain the purpose and use of each.

2. Identify which facilities may be located together at an incident or event.

3. Describe how the various incident facilities are used and managed to support an incident or event.

4. Identify appropriate map symbols associated with incident facilities.

## I. Introduction

This module will describe different kinds of facilities that can be established at an incident:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

As we will see, each facility has a unique purpose on an incident. These six facilities should be able to fulfill almost all incident facility requirements. Not all incidents, however, will use all facilities. Base, Camps, Helibase, and Helispots are primarily used on larger incidents. Moreover, specific applications may make use of other facilities, e.g., triage center, temporary morgue, etc.

## II. Incident Command System Facilities

What are some of the factors to take into consideration when establishing incident facilities?

- First priority is the needs of the incident
- Length of time the facility will be used
- Cost to establish it
- Environmental considerations

### A. Incident Command Post

#### 1. Background

The Incident Command Post (ICP) is the location at which the primary command functions are performed. The Incident Commander will be located at the ICP.

All incidents must have a designated location for the Incident Command Post (ICP). There will only be one ICP for each

incident. This also applies on multi-agency or multijurisdictional incidents operating under a single or a unified command.

The ICP can be located with other incident facilities.

Initial location for the ICP should consider the nature of the incident, whether it is growing or moving, and whether the ICP location will be suitable in size and safe for the expected duration of the incident.

The ICP may be located in a vehicle, trailer, tent, or within a building, to name just a few examples. On long-term incidents, it is desirable to provide an ICP facility which will provide adequate lighting and/or protection from the weather.

Larger and more complex incidents will often require larger ICP facilities. Examples of incidents that usually require an expanded ICP facility include:

- Multi-agency incidents run under a Unified Command
- Long-term incidents
- Incidents requiring an on-scene communications center
- Incidents requiring a separate planning function
- Incidents requiring the use of Command Staff and Agency Representative positions

ICPs will be designated by the name of the incident, e.g., Woodstock ICP.

Some incidents may be large enough to have an on-site communications center to dispatch assigned resources. The communications center is often associated with or adjacent to the ICP. Also, some incidents will require space at the ICP to allow for various Command Staff and Planning Section functions.

2. Characteristics of the ICP

The following are some general characteristics of the ICP that should be known and understood:

- There is only one ICP per incident, even if the incident is multijurisdictional.
- The incident communications center, if established at an incident, is often located with or adjacent to the ICP.
- The Incident Command function is carried out at the ICP.
- The ICP may be located with other incident facilities such as the Incident Base.
- The planning function is normally done at the ICP.
- The ICP should be large enough to provide adequate working room for assigned personnel.

- The ICP should contain situation and resource status displays necessary for the incident, and other information necessary for planning purposes.

- Agency Representatives are normally located at the ICP.

- Once established, the ICP will normally not be relocated.

**NOTE:** that on expanding incidents it would be appropriate to move the ICP if an improved location is required or would facilitate command operations.

3. Establishing the ICP

The following are general guidelines to be used in establishing the ICP:

- Position away from the general noise and confusion associated with the incident.

- Position outside of the present and potential hazard zone.

- Position within view of the incident (when appropriate).

- Have the ability to expand as the incident grows.

- Have the ability to provide security, and to control access to the ICP as necessary.

- Identify location with distinctive banner or sign.

- Announce ICP activation and location via radio or other communication so all appropriate personnel are notified.

B. Staging Areas

1. Background

A Staging Area is a temporary location at an incident where personnel and equipment are kept while awaiting tactical assignments.

Staging Areas should be located within five minutes travel time to the area of expected need.

An incident may have more than one Staging Area.

Staging Areas can be set up to meet specific functional needs. For example: for ambulances, fire equipment, police cars, etc.

In locations where major incidents are known to occur frequently, it is advisable to designate possible Staging Area locations, and to plan their layouts in advance.

Resources in a Staging Area are always in or on an <u>available</u> status, which means they are ready for assignment within three minutes. This is an important consideration for resource use planning and should be closely adhered to.

Staging Areas may include temporary fueling and sanitation facilities.

All Staging Areas will have a Staging Area Manager.

Staging Areas will be given a name which describes their general location, e.g., Webster Park Staging Area.

The Staging Area Manager reports to the Operations Section Chief, or to the Incident Commander if an Operations Section has not been established.

A Staging Area may be in the same general area or adjacent to other incident facilities; however, it should have its own separate location and name.

Some incidents may use the Staging Area(s) for only certain kinds of resources. For example, all police vehicles or all ambulances may be located in one Staging Area. A Staging Area could be established in a harbor location for boats used in a water incident.

2. General Characteristics of Staging Areas

Staging Areas should:

- Be close to the location of tactical assignments (within five minutes).
- Be located out of any possible line of direct hazard effects to minimize risk.
- Be relocated if necessary.
- Have different access routes for incoming and outgoing resources.
- Be large enough to accommodate available resources and have room for growth.

- Be clearly marked.
- Be located to minimize environmental damage.
- Have necessary security controls.

3. Benefits of Using Staging Areas

Listed below are several benefits from the use of Staging Areas at an incident. Students may be able to add additional benefits.

Staging Areas:

- Provide locations for immediately available resources to await active assignments.
- Provide locations to allow resources to be formed into operational units such as task forces and strike teams.
- Provide for greater accountability by having available personnel and resources together in one location.
- Provide safe locations for personnel and equipment to await assignments.
- Prevent resources from freelancing or "doing their own thing."
- Minimize excessive communications of resources calling for assignments.
- Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.

- Allow the Operations Section Chief or IC to properly plan for resource use, and to provide for contingencies.

C. Incident Base

An Incident Base will be established on some incidents.

All primary services and support activity for the incident are usually located and performed at the Base.

The Logistics Section will be located at the Base.

Normally, the Incident Base is the location where all uncommitted (out-of-service) equipment and personnel support operations are located.

Tactical resources assigned to the Incident Base will normally be out-of-service.

There should be only one Base established for each incident, and normally the Base will not be relocated.

The Base will be designated by incident name, e.g., Midway Base.

In locations where major incidents are known to occur frequently, it is advisable to pre-designate possible Base locations, and to plan their layouts in advance.

The management of the Base comes under the Logistics Section. If an Incident Base is established, a Base Manager will be designated. The Base Manager in a fully activated ICS organization will be in the Facilities Unit of the Logistics Section.

D. Camps

Camps are temporary locations within the general incident area which are equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Camps are separate facilities, and are not located at the Incident Base.

Camps may be in place for several days, and they may be moved depending upon incident needs.

Very large incidents may have one or more Camps located in strategic areas. For example, in a civil disturbance incident there may be several camps designated where National Guard personnel and equipment are temporarily located.

All ICS functional unit activities performed at the Base may also be performed at Camps.

Each Camp will have a Camp Manager assigned.

Camp Managers are responsible for managing the camp, and for providing non-technical coordination of all organizational units operating within the Camp.

Camp Managers will report to the Facilities Unit Leader in the Logistics Section. If that position has not been activated, the Camp Manager would report to the Logistics Section Chief.

Initially, personnel requirements for Logistics Section units located at Camps will be determined by the Incident General Staff, based on the kind and size of the incident and expected duration of Camp operations.

After a camp is established, additional personnel and support needs would normally be determined and ordered by the Camp Manager.

If logistics units are established at Camps, they would be managed by assistants.

Camps are designated by a geographic name or by a number. For example the 44th St. Camp, Presidio Camp, or Camp #3.

E. Helibase

Helibases and Helispots serve somewhat different purposes at an incident.

We will first cover the Helibase.

A Helibase is the main location within the general incident area for parking, fueling, maintenance, and loading of helicopters.

The Helibase is often located at or near the incident base. However, an incident Helibase can also be located at a nearby airport, or at another off-incident location.

A Helibase will be used to load helicopters with personnel, equipment, and supplies necessary for incident operations.

The incident Helibase will be designated by the name of the incident, e.g., Presidio Helibase.

Large incidents could have more than one Helibase. For example, a second Helibase would be called Presidio Helibase #2.

Helibases will normally not be moved.
The Helibase will be managed by a Helibase Manager.

The Helibase Manager will report to the Air Support Group Supervisor in the Air Operations organization if that position has been activated.

If not, the Helibase Manager reports to either the Air Operations Branch Director (if activated) or to the Operations Section Chief.

F. Helispots

Helispots are temporary locations in the incident area where helicopters can safely land and take off.

Helispots can be used to load or off-load personnel, equipment, supplies, water, etc.

Helispots will be managed by Helispot Managers who will function on the ground at the Helispot. The Helispot Manager will report to the Helibase Manager.

If an incident has no established air operations organization but does have one or more Helispots designated, the Helispot Managers will report to the Operations Section Chief.

Several ICS facilities may be collocated at an incident, as shown on page 4-17.

IV. Map Designations for ICS Facilities

Review the map symbols designating incident facilities on page 4-17 of the Reference Text.

# MODULE 4

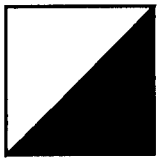
# INCIDENT FACILITIES

**Collocating Facilities**
**Map Designations for ICS Facilities**
**Exercise Scenario**

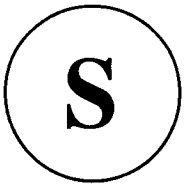
# Collocating Facilities

| INCIDENT FACILITIES | ICP | STAGING AREA | BASE | CAMPS | HELIBASE | HELISPOT |
|---|---|---|---|---|---|---|
| ICP | | YES | YES | NO | YES | YES |
| STAGING AREA | YES | | YES | YES | YES | YES |
| BASE | YES | YES | | NO | YES | YES |
| CAMPS | NO | YES | NO | | NO | YES |
| HELIBASE | YES | YES | YES | NO | | NO |
| HELISPOT | YES | YES | YES | YES | NO | |

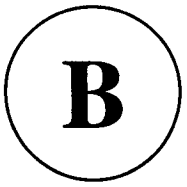
# Map Designations for ICS Facilities



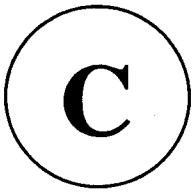
**Incident Command Post**



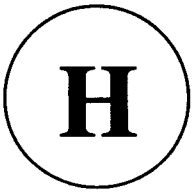

**Staging Areas**




**Incident Base**




**Camps**

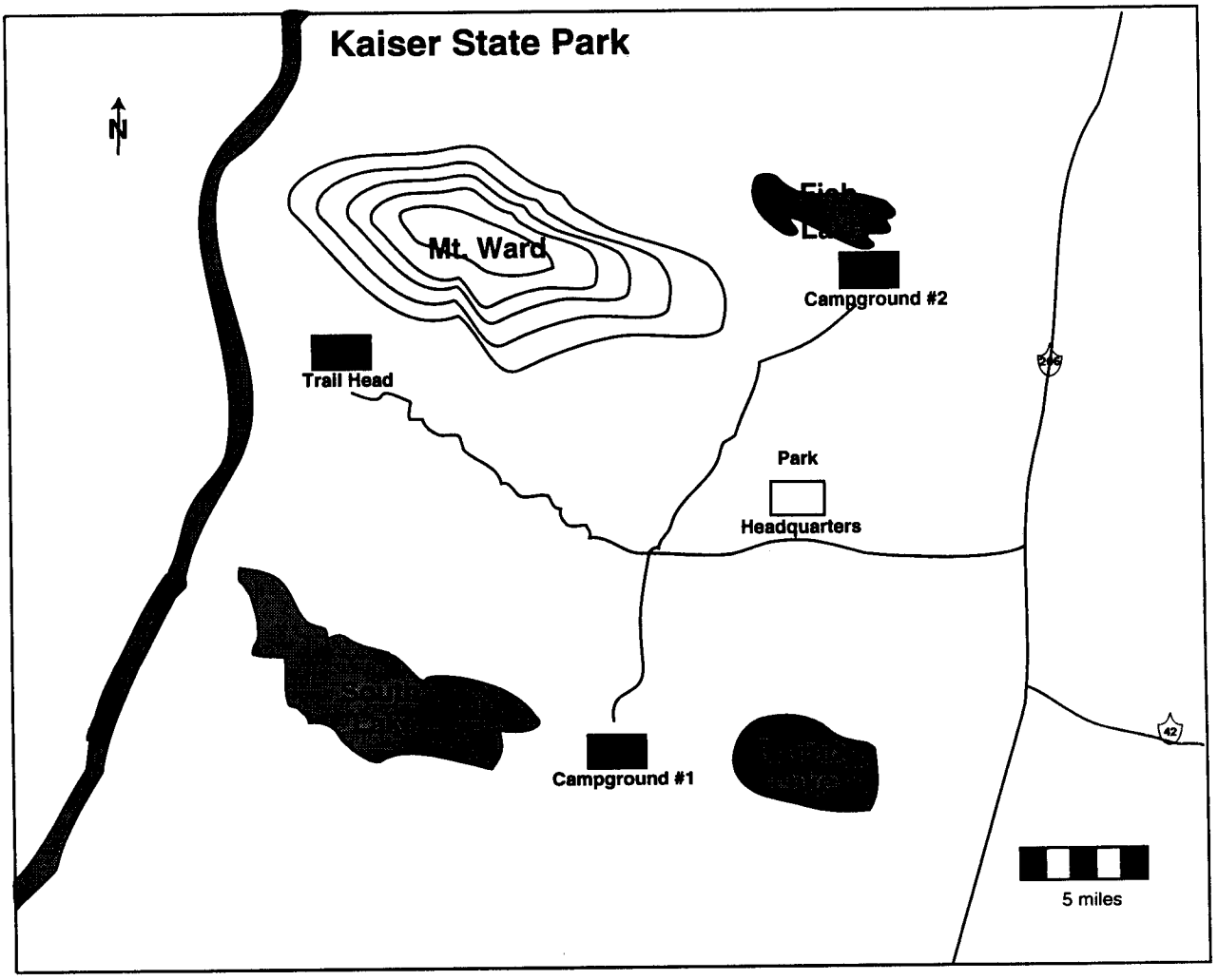



**Helibase**

**H-3**

**Helispot (Number or Name)**

# EXERCISE SCENARIO

An eight-year-old boy was last seen at Camp #2 at Fish Lake four hours ago. It is now 5 p.m. The park is approximately 30 miles long and 25 miles wide. There is one two-lane paved road into the park headquarters, and unpaved roads to camps and lakes. Park officials have begun a search, and are gearing up for a full scale search to begin at daybreak.

Refer to map for additional information.