

# INCIDENT COMMAND SYSTEM

## S339 Division/Group Supervisor - ALL RISK

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### INSTRUCTOR GUIDE

FIRST EDITION  
APRIL 2000





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

## Instructor Guide



*published by*

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# CERTIFICATION STATEMENT

On behalf of

FIRESCOPE

The following training material meets the minimum standards prescribed for courses developed under FIRESCOPE to meet California needs for "ALL RISK" ICS position specific training. This course is accredited by the State Board of Fire Services and approved by the FIRESCOPE Board of Directors. The curriculum is based upon NWCG training material. Agencies participating in and desiring certification from NWCG should utilize the NWCG training materials. Instructors are encouraged to use and blend specific local policies and procedures in presenting this course. The instruction is certified for interagency use and is known as:

DIVISION/GROUP SUPERVISOR S-339

Certified at Level I

FIRESCOPE ALL RISK Version

# ACKNOWLEDGMENTS

The CDF/State Fire Training Curriculum Development Division coordinated the development of the material contained in this guide.

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The material contained in this document was compiled and organized through the cooperative effort of numerous professionals within, and associated with, the California fire service. We gratefully acknowledge the following individuals who served as the principal developers for this document.

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# COURSE STRUCTURE

Division/Group Supervisor, S-339 ALL RISK, is a 24-hour course designed to meet the training needs of a Division/Group Supervisor to manage ALL RISK incidents.

The course is designed to be presented in a lecture/discussion format with group exercises. This course meets all requirements of the FIRESCOPE ALL RISK Qualifications System for the position of Division/Group Supervisor.

For an individual to become fully qualified as a Division/Group Supervisor, the individual should also meet the standards set forth in the Wildland Fire Qualifications Subsystem, 310-1.

The Wildland Fire Qualifications Subsystem, 310-1, provides guidance and a national fire standard for establishing minimum training, skills, knowledge, experience, and physical fitness requirements for the participating agencies of the NWCG.

Along with the NWCG requirements, the FIRESCOPE Task Force Subgroup recommends for a Division/Group Supervisor to be qualified as "ALL RISK" within California, he or she meet the following minimum training pre-requisites:

- I-300, Intermediate I.C.S., is required before taking S-339 and
- Must be Strike Team Leader I-330 qualified and
- Multi-Resource Emergency Management experience consistent with S-339 and I-300 level.

This course has been developed by an interagency development group and is based upon NWCG curriculum from the National Interagency Fire Center, National Fire and Aviation Training Support Group, under authority of the National Wildfire Coordinating Group.

Material for an "ALL RISK" course approved by FIRESCOPE is available through CDF/OSFM State Fire Training.

This course identifies the basic S-339 Division/Group Supervisor fundamentals. Currently, some local government agencies in California are using a certification and qualification system. Position Task Books are supplied as reference material for this course, however, they are not required for CDF/OSFM State Fire Training certification.

Additional copies of this publication may be ordered from:

The California Department of Forestry and Fire Protection  
Office of the State Fire Marshal (Training)  
P.O. Box 944246, Sacramento, CA 94244-2460

Or

Office of Emergency Services  
Document Control  
2524 Mulberry Street  
Riverside, CA 92501

- CDF/State Fire Training (916) 445-8500
- OES (FIRESCOPE) (909) 782-4174
- OES (FAX) (909) 782-4239

This section contains instructions and information essential in making an effective presentation. This section should be read thoroughly prior to the course presentation. These instructions are specific for this course, Division/Group Supervisor, S-339 ALL RISK.

### Description of the Performance Based System

The FIRESCOPE ALL RISK 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 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:

1. Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.

The components of the FIRESCOPE ALL RISK qualifications system are as follows:

#### FIRESCOPE ALL RISK POSITION TASK BOOK

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 certification of a PTB. Use of the suggested training courses or job aids is recommended to prepare the trainee to perform in the position.

Training Courses and Job Aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.

Agency Certification is issued by departments and agencies that certify by FIREScope standards that the individual is qualified to perform in a specified position.

A Job Aid is provided for reference and course study. (Student Manual – Appendix C)

## 2. Responsibilities

The department or agency is responsible for selecting qualified trainees, initiation and proper use of task books, and certification of trainees.

# INSTRUCTOR REQUIREMENTS

## INSTRUCTOR PREREQUISITES

This course needs to be presented by individuals fully qualified as Division/Group Supervisor, who have several years of experience in the position of Division/Group Supervisor.

NOTE: The ideal situation for presentation of this course is to have several well-qualified Division/Group Supervisors from different agencies. Instructors should have an ALL RISK background. A team teaching format is recommended.

The instructors must be good facilitators and demonstrate good instructional skills. It is required that these individuals have attended a formal instructor training courses as defined and established by NFPA 1041, "Fire Service Instructor Professional Qualifications", guidelines.

## TRAINEE TARGET GROUP

This course is intended for individuals who have shown an interest, demonstrated the necessary skills, and met all the prerequisites, including established minimum training, skills, knowledge, experience, and physical fitness requirements for the position of Division/Group Supervisor ALL RISK.

## TRAINEE PREREQUISITES

Along with the NWCG Requirements, the FIRESCOPE Board of Directors recommends for a Division/Group Supervisor to be qualified as "ALL RISK" within California, he or she meet the following minimum training pre-requisites:

- I-300, Intermediate I.C.S., is required before taking S-339 and
- Must be Strike Team Leader I-330 qualified and
- Multi-Resource Emergency Management Experience consistent with S-339 and I-300.

## EVALUATION

The instructor will evaluate the individual trainees as they participate as part of the group in working through exercises. A set of criteria should be made up by each individual instructor to accomplish this task. This criteria should include:

1. Participation by each individual in the group
2. Goal oriented methods of reaching the objective of the exercise
3. Knowledge of subject matter
4. Verbalizing and cooperative sharing of ideas
5. Development and discussion of alternatives
6. Demonstration of leadership vs. passive participation

The course has a final examination covering all units. A passing grade is 80%.

# CLASS REQUIREMENTS AND SPACE

The characteristics of the classroom and support facilities have a great impact on the learning environment and the instructor's success or failure. For this course it is advisable for the instructor to adhere as closely as possible to the following guidelines.

## EQUIPMENT:

- (1) Computer and audiovisual equipment to present PowerPoint® presentations
- (2) Appropriate video equipment and screen
- (3) Overhead projector if not using PowerPoint

**Note:** If you're not using PowerPoint you will need to have PowerPoint slides converted to overhead transparency sheets

## MATERIALS:

The following materials should be obtained to successfully conduct this course.

- (1) Instructor Guide
- (2) Samples of ALL RISK Incident Action Plans
- (3) Pre-Course Workbook (to be mailed to Students 30 days prior to course)
- (4) Student Manual for each student
- (5) S-339 ALL RISK Job Aid Reference Guide (included in Student Manual)
- (6) Division/Group Supervisor Position Task Book (PTB) [included in Student Manual]
- (7) Whiteboard, Flip chart, office supplies

Required Student Reference: (Information for students obtaining these references has been included in the student pre-course workbook.)

Field Operations Guide (FOG) ICS 420-1

Incident Command System for Fire Department Structure Fire Operations

Incident Command System – Urban Search and Rescue – Operational System Description (ICS-US&R –120-1)

Incident Command System – Hazardous Materials Operational System Description (ICS-HM-120-1)

NWCG Fireline Handbook, NFES 0065 (with Appendix B, NFES 2165)

Wildland Fire Suppression Tactics Reference Guide, NFES 1256

Aids for Determining Fuel Models for Estimating Fire Behavior, NFES 1574

Interagency Incident Response Pocket Guide, NFES 1077

The following student references may be obtained from the following sources:

California Department of Forestry and Fire Protection  
California State Fire Training  
1131 S. Street, P.O. Box 944246  
Sacramento, CA 94244-2460  
Phone: (916) 445-8200 FAX: (916) 445-8162

Field Operations Guide (FOG) ICS 420-1  
Incident Command System for Fire Department Structure Fire Operations  
Incident Command System – Urban Search and Rescue – Operational System Description (ICS-US&R –120-1)  
Incident Command System – Hazardous Materials Operational System Description (ICS-HM-120-1)

FIRESCOPE  
Support Services Manager  
Operations Coordination Center  
P.O. Box 55157  
Riverside, CA 92517  
Phone: (909) 782-4174

Field Operations Guide (FOG) ICS 420-1  
Incident Command System for Fire Department Structure Fire Operations  
Incident Command System – Urban Search and Rescue – Operational System Description (ICS-US&R –120-1)  
Incident Command System – Hazardous Materials Operational System Description (ICS-HM-120-1)

National Interagency Fire Center  
Great Basin Cache Supply Office  
3833 South Development Avenue  
Boise, ID 83705  
Phone: (208) 387-5104  
FAX: (208) 387-5573/48

NWCG Fireline Handbook, NFES 0065  
Wildland Fire Suppression Tactics Reference Guide, NFES 1256  
Aids for Determining Fuel Models for Estimating Fire Behavior, NFES 1574  
Interagency Incident Response Pocket Guide, NFES 1077

U.S. Department of Transportation  
Research and Special Programs Administration  
Office of Hazardous Materials Initiatives and Training  
Washington, D.C. 20590-001 Phone: (202) 336-4900 FAX: (202) 336-7342

North American Emergency Response Guidebook

# INTRODUCTION TO THE MANUAL

This publication is intended to serve as an instructor guide and includes lesson plans, a slide index, student activities, and quizzes. Suggested application methods have been identified throughout the lessons for you to use during your presentation.

## INSTRUCTOR GUIDE

Material on these pages is intended to serve as an outline of instruction in lesson plan form. For each topic identified in the course outline, a lesson plan has been developed that contains: a time frame, level of instruction, behavioral objective, materials needed, references, preparation statement, and lesson content.

- **TIME FRAME:** The estimated duration required for in-class presentation.
- **LEVEL OF INSTRUCTION:** Identifies the instructional level which the material was designed to fulfill. Obviously, you have the latitude to increase the level based on available time, local conditions, and the students' apperceptive base.
- **BEHAVIORAL OBJECTIVE:** The behavioral objective is a statement of the student's performance desired at the end of instruction. You must ensure that enough information is given in the presentation and/or activities to enable the student to perform according to the goal.
- **MATERIALS NEEDED:** This should be a complete list of everything you will need to present the lesson, including visual aids, quizzes, and so on.
- **REFERENCES:** These are the specific references the curriculum development team utilized when developing the lesson plan. In addition, references may be listed as additional study aids for instructors to enhance the lesson -- books, manuals, bulletins, scripts, visual aid utilization plans and the like.
- **PREPARATION:** The motivational statements in this section connect the student with the lesson plan topic through examples or illustrations relating to their occupation, injury, and even mortality. You may modify this section to better fit your students' environment.
- **LESSON CONTENT:** Includes information utilized in the four-step method of instruction.

## TECHNICAL LESSON PLANS

Presentation	Application
Everything you say or display Content Notes	Everything the student participates in Questions Classroom Exercises Audiovisual Cues

## MANIPULATIVE LESSON PLANS

Operations	Key Points
Actions to be performed	The "how" or tricks of the trade Safety practices

## **APPENDIX A – Written Final Examination and Written Final Examination Key**

### **APPENDIX B – Instructor Exams**

- Course exams with answer keys.

### **APPENDIX C – Student Exams**

- Course exam masters to copy for your students. Keep these in good condition to use for future classes. Collect these exams after they have been graded and discussed in class. Do not let the students keep them since you will be using the same exams for your next class.

### **APPENDIX D – Student Exercise Activities – Instructor Key**

### **APPENDIX E – Student Exercise Activities – Student Copy**

- Provided as an Instructor Reference. All Student Exercises are contained in the Student Manual.

Additional appendices may be added as necessary to meet minimum course requirements.

State Fire Training gladly accepts your  
comments and suggestions for future  
enhancements or revisions to this document.

Please forward to:

**CDF/State Fire Training**

Curriculum Development Division  
4501 State Highway 104  
Ione, California 95640-9705

# COURSE OUTLINE

COURSE TITLE: INCIDENT COMMAND SYSTEM  
S-339 Division/Group Supervisor– ALL RISK

COURSE OBJECTIVES: To...

- a. Describe the concepts of a Division and Group as it relates to the position of Division/Group Supervisor.
- b. Evaluate students ability to apply Division/Group fundamentals to ALL RISK incidents.
- c. Enable the student to prepare for and participate in planning meetings to develop and implement Division/Group objectives.
- d. Enable the student to participate in information gathering practices.
- e. Enable the student to participate in an Operational Period Briefing and a Division/Group Briefing.
- f. Enable the student to manage and adjust to the operations organization.
- g. Provide the student with a an understanding of why and when tactics may need to be adjusted.
- h. Describe the role of the Division/Group Supervisor in risk assessment and safety management.
- i. Demonstrate how to successfully coordinate internal relations.
- j. Demonstrate how to successfully coordinate external relations.

COURSE CONTENT: .....24:00 HOURS

## UNIT 1: COURSE INTRODUCTION

- 1. Course Introduction ..... :30
- 2. Concept of Division/Group..... 1:30
- 3. Pre-Course – Work Assignment..... 5:00

## UNIT 2: PLANNING

- 1. Information Gathering..... 2:00
- 2. Briefing..... 2:00

UNIT 3: SUPERVISION

- 1. Personnel Management ..... 1:00
- 2. Risk Management ..... 4:00

UNIT 4: COORDINATION

- 1. Internal/External Coordination ..... 5:00

WRITTEN TESTING ..... 1:00

SCENARIO TESTING ..... 2:00

# CALENDAR OF EVENTS

## SCHEDULE

### Day One

Date: \_\_\_\_\_

Topics: **Introduction**  
Welcome and Introduction  
Concept of a Division and Group  
Pre-Course Work Assignment  
Scenario Exercises and Activities

### Day Two

Date: \_\_\_\_\_

Topics: **Planning, and Supervision**  
Information Gathering  
Briefing  
Personnel Management  
Risk Management  
Scenario Exercise and Activities

### Day Three

Date: \_\_\_\_\_

Topics: **Coordination**  
Internal/External Coordination  
Scenario Exercises and Activities  
Final Examination





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

COURSE INTRODUCTION

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**TOPIC:** COURSE INTRODUCTION

**TIME FRAME:** :30

**LEVEL OF INSTRUCTION:** Level I

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written examination

*Behavior:* Students will be introduced, student expectations will be identified and discussed, and course objectives will be presented. Use of Job Aid and Position Task Book will be explained.

*Standard:* With a minimum 80% accuracy according to the information contained in S-339 Division/Group Supervisor, ALL RISK, Student Manual

**MATERIALS NEEDED:**

- Overhead/slide projector/PowerPoint
- Screen
- Easel
- Marking pens
- Division/Group Supervisor Position Task Book (PTB)
- ICS 420-1 Field Operations Guide
- Slides – Unit 1-Topic 1
- Division/Group Supervisor Student Manual Text
- S-339 Job Aid Reference Document
- Student Exercise Sheet 1-1-1 (Student Manual Appendix B)
- Instructor Exercise Sheet 1-1-1 (Instructor Manual Appendix D)

**REFERENCES:**

- S-430 Operations Section Chief, ALL RISK, FIRESCOPE, June 1999, Unit 1



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

COURSE INTRODUCTION

---

**PREPARATION:**

Having students get acquainted and express their expectations of the course will make a smooth transition into the presentation of the course content.

**Note to Instructor:** Once the trainee Pre-Course Assignments have been returned, it is essential that each be evaluated in order for the Instructor Cadre to identify Pre-Course Work accomplished by those personnel, who by the completeness and quality of their effort, constitute the use of their work as examples in the context of this review process.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

## COURSE INTRODUCTION

PRESENTATION	APPLICATION
<p><b>I. INTRODUCTIONS</b></p> <p>A. Instructors</p> <ol style="list-style-type: none"><li>1. Brief background</li></ol> <p>B. Students</p> <ol style="list-style-type: none"><li>1. Self introductions</li><li>2. Experiences</li><li>3. Why be a Division/Group Supervisor (DGS)?</li><li>4. Student expectations for the course</li></ol> <p>C. Discuss examination grading standards and expectations for participation in group exercises</p>	<p><b>SL 1-1-1</b></p> <p><b>SL 1-1-2</b></p> <p><b>SL 1-1-3</b></p>
<p><b>II. COURSE PREVIEW AND SCHEDULE</b></p> <p>A. Day one - Introduction</p> <ol style="list-style-type: none"><li>1. Introduction</li><li>2. Concept of a Division and Group</li><li>3. Pre-course Work</li></ol> <p><b>NOTE:</b> Once the trainee Pre-Course Work Assignments have been returned, it is essential that each be evaluated in order for the Instructor Cadre to identify Pre-Course Work accomplished by those personnel, who by the completeness and quality of their effort, constitute the use of their work as examples in the context of this review process.</p>	<p><b>SL 1-1-4</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

COURSE INTRODUCTION

PRESENTATION	APPLICATION
<p>B. Day two – Planning and Supervision</p> <ol style="list-style-type: none"><li>1. Information gathering</li><li>2. Briefing</li><li>3. Personnel management</li><li>4. Risk management</li></ol> <p>C. Day three - Coordination</p> <ol style="list-style-type: none"><li>1. Internal/external coordination</li><li>2. Testing<ol style="list-style-type: none"><li>a) Scenario Exercise</li><li>b) Written</li></ol></li></ol>	<p>SL 1-1-5</p>
<p>III. COURSE OBJECTIVE</p> <p>A. Given a specific ALL RISK Incident situation; perform the role of a Division/Group Supervisor as it applies to planning, supervision, and coordination</p> <ol style="list-style-type: none"><li>1. Describe the concepts of a Division and Group as it relates to the position of Division/Group Supervisor</li><li>2. Evaluate students ability to apply Division/Group fundamentals to ALL RISK incidents</li><li>3. Enable the student to prepare for and participate in planning meeting to develop and implement Division/Group objectives</li></ol>	<p>SL 1-1-6 (COURSE OBJECTIVES)</p> <p>SL 1-1-7</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

## COURSE INTRODUCTION

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>4. Enable the student to participate in information gathering practices</li><li>5. Enable the student to participate in an Operational Period Briefing and a Division/Group Briefing</li><li>6. Enable the student to manage and adjust to the operations organization</li><li>7. Provide the student with an understanding of why and when tactics may need to be adjusted</li><li>8. Describe the role of the Division/Group Supervisor in risk assessment and safety management</li><li>9. Demonstrate how to successfully coordinate internal relations</li><li>10. Demonstrate how to successfully coordinate external relations</li></ul>	<p>SL 1-1-8</p> <p>SL 1-1-9</p> <p>SL 1-1-10</p>
<p><b>IV. BACKGROUND OF “ALL RISK” CURRICULUM</b></p> <ul style="list-style-type: none"><li>A. Diverse cadre of course developers with strong background as DGS's</li><li>B. Rewrite of NWCG curriculum to satisfy California's ALL RISK needs<ul style="list-style-type: none"><li>1. California's document is meant to be specific to our needs, if a pure wildland flavor is desirable use NWCG's curriculum</li></ul></li></ul>	<p>SL 1-1-11</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

COURSE INTRODUCTION

## PRESENTATION

## APPLICATION

### V. POSITION TASK BOOK (PTB)

**NOTE:** Student Manual Appendix C (Review key points)

- A. Document completion of critical tasks required of the position as observed by an evaluator
- B. Individual departments must individually adopt PTB as their training standard
  - 1. Integral part of “performed based” system adopted by the federal agencies
- C. To be issued a PTB, the training course for that position must be successfully completed

SL 1-1-12

### VI. S-339 JOB AID REFERENCE DOCUMENT

**NOTE:** Student Manual Appendix C

- A. Designed to compliment the PTB
- B. On-the-job reference guide
- C. ALL RISK document
- D. Supplemental texts

### VII. CLASS GROUPS

- A. Assign students into 3 – 5 groups
  - 1. Make sure each group contains a variety of students from
    - a) Different experience levels
    - b) Different agencies
    - c) Provide an ALL RISK background to each group



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

COURSE INTRODUCTION

## PRESENTATION

## APPLICATION

**NOTE:** Have students complete Student Exercise 1-1-1, Structure Scenario, contained in Appendix B of the Student Manual. Additional instructor instructions will be found in Instructor Exercise Sheet 1-1-1 contained in Appendix D of the instructor manual.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

COURSE INTRODUCTION

---

## ***SUMMARY:***

In this unit, students were given an opportunity to introduce themselves and express their expectations for the course. The use of the Job Aid and Position Task Book was discussed. The course objective was discussed and historical background was shared.

## ***EVALUATION:***

A written examination given at the end of the course which will require a minimum score of 80% for successful completion.

## ***ASSIGNMENT:***

None



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTRODUCTION

---

**TOPIC:** CONCEPT OF DIVISION AND GROUP

**TIME FRAME:** 1:30

**LEVEL OF INSTRUCTION:** Level II

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written quiz

*Behavior:* The student will confirm a knowledge of the concept of Division and Group Supervisor

*Standard:* With a minimum 80% accuracy according to the information contained in the Student Manual

**MATERIALS NEEDED:**

- Chart paper and markers
- Writing board with markers/erasers
- NWCG Fireline Handbook
- Field Operations Guide ICS 420-1
- Instructor Exercise Sheet 1-2-1 – Division Contrast (Instructor Manual - Appendix D)
- Student Exercise Sheet 1-2-1 – Division Contrast (Student Manual - Appendix B)
- Slides – Unit 1 – Topic 2
- Projector/Screen
- NWCG Fire Suppression Tactics Reference Guide

**REFERENCES:**

- None

**PREPARATION:**

The Division/Group Supervisor is an extremely important position. As a Division/Group Supervisor, you have the responsibility of directing your assigned resource in the mitigation of the operational objectives for your assigned division or group. This is an important concept as the operational objectives for your division or group are an integral part of the Incident Action Plan. In order to perform as a Division Group Supervisor, you first must know what one is, and what one does. We will now review the concepts of a division and a group.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<b>I. UNIT OBJECTIVES</b>	<b>SLIDE: 1-2-1</b>
A. The student will be able to define the basic duties of: 1. Division Supervisor 2. Group Supervisor	<b>SLIDE: 1-2-2</b>
B. The student will be able to contrast the duties of a DGS with other ICS command positions	<b>SLIDE: 1-2-3</b>
C. The student will understand the concept of delegation of duties and authority as it relates to DGS duties	<b>SLIDE: 1-2-4</b>
D. The student will develop an understanding of the management skill concepts for a DGS	<b>SLIDE: 1-2-5</b>
E. The student will develop an understanding of the supervision concepts of a DGS	<b>SLIDE: 1-2-5</b>
<b>II. DEFINE :</b>	
A. Division Supervisor 1. Supervises, coordinates, manages a <b>geographical</b> portion of incident 2. Under Operations Section Chief (OSC) or Branch Director 3. Responsible for implementation of assigned portion of Incident Action Plan (IAP)	<b>SLIDE: 1-2-6</b>
4. Responsible for activities within that Division	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<p>a) Fire control operations</p> <p>b) Flood control operations</p> <p>c) Safety of assigned personnel</p> <p>d) Evacuation</p> <p>e) Rescue</p> <p>B. Group Supervisor</p> <p>1. Supervises, Coordinates, Manages a <b>Functional Area</b></p> <p>a) Structure protection</p> <p>b) Evacuation</p> <p>c) Swift water rescue</p> <p>d) Ventilation</p> <p>e) Confined Space</p> <p>f) Rehabilitation</p> <p>g) Water supply</p> <p>h) Health monitoring</p>	<p>What type of activities? EXAMPLES</p> <p>How does a Group Supervisor differ from a Division?</p> <p><b>SLIDE: 1-2-7</b></p> <p>What are some examples of a functional area?</p> <p><b>SLIDE: 1-2-8</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<p>i) Damage assessment</p> <p>2. Works for OSC, Branch</p> <p>3. Responsible for Implementation of assigned portion of IAP</p> <p><b>NOTE:</b> Administer Student Exercise 1-2-1 Division Supervisor Contrast (Instructor Appendix D, Student Appendix B)</p> <p><b>III. CONTRAST WITH:</b></p> <p>A. Strike Team/Task Force Leader (STL/TFL)</p> <p>B. Operations Section Chief/Branch Director</p> <p>C. ICT4</p> <p>D. Group Supervisor</p> <p><b>NOTE:</b> ICT4 is the (NWCG/NIIMS) classification for an Initial attack Incident Commander.</p> <p>E. Division Group Supervisor is a <b>Manager</b> of multiple resources, both kinds and types. It is less Hands on than STL or TFL</p> <p>1. They strategically supervise the management of multiple resources of varying kinds and types</p> <p>a) Fire Engines</p> <p>b) Fire Crews</p> <p>c) Dozers</p> <p>d) Fire Trucks</p> <p>e) USAR Team (s)</p> <p>f) Swiftwater Team</p>	<p><b>SLIDE: 1-2-9</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<p>g) Heavy construction equipment</p> <p>h) Boats</p> <p>2. The Division Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan in a specific geographical area, as well as, frontline supervision and management of frontline resources. Some differences between a Division Supervisor and Group Supervisors, Strike Team/Task Force Leader, ICT4, and Operations Chief/Branch Director include:</p> <ul style="list-style-type: none"><li>a) A Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan of a specific functional area. Functional groups can best be used to describe areas of activity e.g., rescue, water handling, structure protection</li><li>b) A Strike Team Leader has like resources, and a Task Force Leader may have a combination of resources and may have a short term assignment to accomplish a specific job.</li><li>c) An ICT4 is an initial attack operation supervising the entire incident rather than an extended attack operation</li><li>d) Branch/Ops: greater scope of operational responsibility and resource coordination not directly a frontline manager</li></ul> <p><b>IV. DELEGATION</b></p> <p>A. Span-of-control</p>	<p><b>SLIDE: 1-2-10</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>1. Is built into the ICS system; it may be adjusted to fit circumstances</li> <li>2. Definition: Span-of-control is the number of resources or subordinates supervised</li> <li>B. Reduce your span-of-control whenever practical</li> <li>C. Recommendation is 5:1</li> <li>1. Strike Team Leaders</li><li>2. Task Force Leaders</li><li>3. Other delegation</li> <li>D. "Segments"</li><li>1. Segment – A geographical area in which a task force/strike team leader or a single resource boss is assigned the authority and responsibility for the coordination of resources and implementation of planned tactics<ul style="list-style-type: none"><li>a) A segment may be a portion of a division</li><li>b) An area inside or outside the perimeter of an incident</li><li>c) Or a fire or group of fires within a complex</li></ul></li><li>2. Segments are identified with Arabic numbers<ul style="list-style-type: none"><li>a) Example: Division B (1) would be segment 1 on division B</li></ul></li></ul>	<p>What is "Span-of-control"?</p>          <p>How can you reduce your span of control?</p>          <p><b>SLIDE: 1-2-11</b></p>          <p><b>SLIDE: 1-2-12</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<p><b>NOTE:</b> Not in Common Usage in Calif. at this time, it is a NWCG recognized term</p> <ul style="list-style-type: none"><li>b) Flood operations with weak levee</li><li>c) Earthquake rescue with collapse</li></ul> <p>E. No change of radio identifier or organization would occur</p> <p>F. Communicate the assignment with:</p> <ul style="list-style-type: none"><li>1. The individual assigned, clearly</li><li>2. All personnel on the division, (and adjacent division if appropriate)</li><li>3. The Operations Section Chief, Branch Director, and other team members</li></ul> <p><b>NOTE:</b> You must keep informed on the situation and progress; you are still responsible for activities within the segment</p>	<p>Name some other types of uses for a segment</p> <p>Does the assigning of a segment require a change in radio identifier for the resource in charge of that segment or the organizational structure?</p> <p><b>SLIDE: 1-2-13</b></p> <p>If you assign a segment what steps do you need to take?</p>





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<p><b>NOTE:</b> NIIMS Position Task Book has a <i>basic</i> suggested Kit list consisting of: Resource listings; ICS Form 215, Operational Planning Worksheet; Telephone directory (local, assignment specific); Notification requirements; Incident specific reference materials; ICS-410-1, Fireline Handbook; ICS-420-1, Field Operations Guide; Maps; Documentation materials.</p> <p>2. Tools needed to be organized on incident</p> <ul style="list-style-type: none"><li>a) Briefing/debriefing check sheet (s)</li><li>b) F.O.G. ICS 420-1</li><li>c) Fireline Handbook</li><li>d) Task book</li><li>e) Forms</li></ul> <p><b>VI. SUPERVISION</b></p> <p>A. See and be seen</p> <ul style="list-style-type: none"><li>1. Be visible</li><li>2. Be available</li></ul> <ul style="list-style-type: none"><li>a) To monitor progress</li><li>b) Coordinate activities</li><li>c) Provide the opportunity to communicate<ul style="list-style-type: none"><li>1) Needs</li><li>2) Situation</li></ul></li></ul>	<p><b>SLIDE: 1-2-16</b></p> <p><b>SLIDE: 1-2-17</b></p> <p>Why do you need to “Be visible” and “Be available”?</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

CONCEPT OF DIVISION AND GROUP

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>3) Progress</li><li>4) Complications</li></ul> <p><b>B. Use Controls</b></p> <ul style="list-style-type: none"><li>1. A control is a measurement of progress against time (allotted)<ul style="list-style-type: none"><li>a) Example: If you have 6 miles of fireline to construct in a 12-hour shift, then you should complete 2 miles in 4 hours</li></ul></li></ul> <p><b>C. Communicate</b></p> <ul style="list-style-type: none"><li>1. Up: Your supervisor needs to be updated and may need to adjust resources or plans as dictated by developing circumstances.</li><li>2. Down: Keep your subordinates informed and get progress and situation updates. Your resources can provide you with situation updates that may affect the implementation of your portion of the plan</li><li>3. Sideways: Adjacent divisions, groups, and resources need coordination to be effective</li></ul>	<p><b>SLIDE: 1-2-18</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK .

CONCEPT OF DIVISION AND  
GROUP

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## **SUMMARY:**

Before you can become a Division/Group Supervisor, you must be familiar with what a DGS is and what a DGS does.

## **EVALUATION:**

The student will complete a written quiz at a time determined by the instructor.

## **ASSIGNMENT:**

Review your notes and read the introduction section of the Student Manual in order to prepare yourself for the upcoming quiz. Study for the next session.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

INTRODUCTION

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**TOPIC:** PRE-COURSE WORK ASSIGNMENT

**TIME FRAME:** 5:00

**LEVEL OF INSTRUCTION:** Level II

**BEHAVIORAL OBJECTIVE:**

*Condition:* An oral and written evaluation

*Behavior:* The student will demonstrate knowledge of the Division/Group Supervisor's functional responsibilities

*Standard:* To the Instructor's satisfaction according to information contained in the Student Manual

**MATERIALS NEEDED:**

- Writing board with markers/erasers
- Student Manual
- Slides – Unit 1 – Topic 3
- Projector/Screen
- Segment E – Quiz copies for all students (Instructor Manual Appendix B)
- Student Exercise 1-3-1, ICS Map Symbology (Student Manual Appendix B)
- Instructor Exercise Sheet 1-3-1, ICS Map Symbology (Instructor Manual Appendix D)
- Copies of all course required reference documents
- Copy of Trainee Pre-Course Work Assignment

**REFERENCES:**

- None

**PREPARATION:**

In order to fulfill the performance expectations of a Division/Group Supervisor, it is essential that information contained in the Pre-Course Work Assignment be thoroughly reviewed and understood.

Note: Instructors need to review all Pre-Course packets before the beginning of the course and select one student scenario from each category in segment "C" which by virtue of it's completeness and quality of work best represents the duties of a Division/Group Supervisor



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

PRE-COURSE WORK  
ASSIGNMENT

## PRESENTATION

## APPLICATION

**NOTE:** Return Trainee's Pre-Course work packets to them.

Spend approximately one hour discussing segments "A" and "B" of the Pre Course work; As well as any comment, the Instructor(s) have made on the work submitted. Focus particularly on segment "B" - "Incident Command System Quiz", as this will better prepare them for the interaction required in the group exercises. Also, advise them that several trainees will be asked to present their solutions to the scenarios in segment "C" as well as the Incident Action Plan Exercise in segment "D".

### I. REVIEW UNIT OBJECTIVES

- A. Provide students with a basic understanding of the responsibilities of a DGS
- B. Provide students with a basic understanding of essential management functions required of the DGS
- C. Provide students with the basic knowledge of tactical resource allocation

### II. SEGMENTS

**NOTE:** Refer students to Student Manual, Unit 1 – Topic 3, pages 1-4 "Division/Group Supervisor Expectations" – allow 3 – 5 minutes to read

- A. Segment A
  - 1. Part 1: Solicit a random response from trainee's to the question, "What do you expect to learn from this Course?"

**SLIDE: #1-3-1**

**SLIDE: #1-3-2**

Refer to Segment A.  
Part 1, Pre-Course  
Assignment



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

PRE-COURSE WORK  
ASSIGNMENT

PRESENTATION	APPLICATION
<p>a) Discuss and amplify any pertinent elements; to ensure trainee's comprehend learning objectives as they relate to the position description of the Div./ Grp. Supervisor</p> <p><b>NOTE:</b> Write info on flip chart and save for review at end of class</p> <p>2. Part 2: Solicit a random response from trainee's for representative statements of "Performance Expectations", that reflect accountability. Ask that trainee's verbalize the best of their 3 prepared statements</p> <p>a) Discuss and amplify any pertinent elements; to ensure that trainee's collectively comprehend the scope and the focus of the functional responsibilities of the Division/Group Supervisor</p> <p>B. Segment B. - Part 1: Solicit responses from trainees for each of the 40 questions contained in the Segment "B" Quiz.</p> <p>1. Discuss and provide feed-back for pertinent elements; to ensure that trainee's collectively comprehend the answer/explanation to all questions</p> <p>2. Adjourn the class for a break, to allow set up time for Segment C Scenario's No. 1 presentation.</p>	<p>Refer to Segment A. Part 2 Pre-Course Assignment</p> <p>Refer to Segment B Quiz Key in Instructor Manual Appendix B</p>







# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

PRE-COURSE WORK  
ASSIGNMENT

PRESENTATION	APPLICATION
<p>1) Availability of staged/ additional ground resources and E.T.A. Availability of air support and E.T.A What are operational restrictions What is experience level of assigned local government resources What is the fire history What progress has been made and on what Dimensions of the fire What is the current plan Have the property owners evacuated</p> <p>b) What is the current fire behavior (rate of spread, direction, intensity) Is there time to initiate a defensive firing operation Can safety of personnel be assured</p> <p>c) Flame length and fire line intensity will necessitate indirect tactics Spotting will be sustained</p> <p>d) Initiate firing operation, anchored from Frying Pan Creek at Ranch Roads - Prioritize fuel removed in proximity to structures Provide structure protection If available, Air Tac to pre-treat in advance of head Copter(s) to support firing</p> <p>e) Air support Dozer Water Tender</p> <p>f) Delegate 4675 to supervise firing operations, assign 2160 and 1953 Delegate structure protection to 1175 and assign 546 Stage Hank's Tender at safe location</p>	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

PRE-COURSE WORK  
ASSIGNMENT

PRESENTATION	APPLICATION
<p>Coordinate air support for 4675 and 1175 Communicate plan to OSC with recommendations For control measures as fire progresses toward Route 95</p> <p>D. Segment D – The Burney Incident</p> <ol style="list-style-type: none"><li>1. Solicit response from Trainee's for each of the 25 questions regarding the Incident Action Plan.</li><li>2. Discuss and provide feedback for any pertinent elements; to ensure that trainee's collectively comprehend the answer/explanation to each of the questions.</li></ol> <p>E. Segment E – Map Reading Program</p> <p><b>NOTE:</b> Duplicate and hand out Segment E Quiz (Instructor Manual Appendix C)</p> <p>Have trainee's refer to copies of the <u>Map Reading Program Text</u> in the Student Manual (Appendix C)</p> <p>Instruct trainees to read and study the text and complete the Segment E Quiz</p> <ol style="list-style-type: none"><li>1. When completed solicit response from trainees for each of the 20 questions regarding the Map Reading Program</li></ol> <p><b>NOTE:</b> Segment E Quiz Key contained in Instructor Manual Appendix B</p>	<p>Refer to Segment D Answer Key in Instructor Manual Appendix B</p>





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

PRE-COURSE WORK  
ASSIGNMENT

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## ***SUMMARY:***

This pre-study packet has been designed to evaluate your readiness to assume the duties of a Division/Group Supervisor, and to allow you to begin to apply ALL-RISK aspects in relation to the concept of a Division/Group Supervisor.

## ***EVALUATION:***

The student will complete a written quiz at a time determined by the instructor.

## ***ASSIGNMENT:***

Review your notes and read the programmed map text in order to prepare yourself for the upcoming quiz. Study for the next session.





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

PLANNING

**TOPIC:** INFORMATION GATHERING

**TIME FRAME:** 2:00

**LEVEL OF INSTRUCTION:** Level II

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written examination

*Behavior:* The student will confirm a knowledge of the information gathering

*Standard:* With a minimum 80% accuracy according to the information contained in the S-339 Trainee Workbook

**MATERIALS NEEDED:**

- White board and markers
- Handouts
- Slides Unit 2 – Topic 1
- Projector/Screen
- Student Manual
- Student Exercise Sheet 2-1-1 – 201 Exercise (Student Manual, Appendix B)
- Instructor Exercise Sheet 2-1-1 – 201 Exercise (Instructor Manual, Appendix D)
- IAP with a minimum of 4 divisions

**REFERENCES:**

- Field Operations Guide (FOG)

**PREPARATION:**

A Division/Group Supervisor's job is more than just fighting fire. They may be responsible for any number and kinds of resources. The Division/Group Supervisor also is responsible for assisting the OSC in the development of the IAP for the next Operational Period.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

## INFORMATION GATHERING

PRESENTATION	APPLICATION
<p><b>I. OBJECTIVES</b></p> <p>A. Know what information should be gathered from time of dispatch to arrival at incident</p> <p>B. Know how to gather information from an informal briefing</p> <p>C. Know what information should be gathered from a formal IAP</p> <p>D. Develop an understanding of information sharing for subordinates and adjoining forces</p> <p>E. Understand what information is needed for debriefing at the end of an Operational Period</p> <p>F. Develop an understanding of what information the OSC may want for preparation of next period IAP</p> <p><b>II. INFORMATION GATHERING</b></p> <p>A. Start gathering incident related information at the time of the request</p> <p><b>NOTE:</b> Refer to Student Manual Unit 2 – Topic 2, pages 1-2 (DGS check list)</p> <p>1. Get as much information about the incident as you can from your agency dispatch</p> <p>a) Incident and order #</p> <p>b) Reporting times/location and date</p> <p>c) Radio frequencies</p>	<p><b>SLIDE: 2-1-1</b></p> <p><b>SLIDE: 2-1-2</b></p> <p><b>SLIDE: 2-1-3</b></p> <p><b>SLIDE: 2-1-4</b></p> <p><b>SLIDE: 2-1-5</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

INFORMATION GATHERING

PRESENTATION	APPLICATION
<p>d) Special travel route and restriction</p> <p>2. Start the development of the Unit Log (ICS 214)</p> <p>3. Gather pre-arrival information</p> <p>a) AM/FM radio stations</p> <p>b) Monitor incident tactical and command frequencies</p> <p>B. Briefing/Ops/Branch – verbal – no IAP</p> <p>1. Some of the information that the DGS may need will not be available. This could be for any number of reasons</p> <p>a) Some of the more common reasons are:</p> <p>1) The incident is in a Transitional Period</p> <ul style="list-style-type: none"><li>• From initial attack to extended attack</li><li>• From extended attack to major</li></ul> <p>2) The incident is escalating faster than the information can be relayed</p> <p>3) Previous supervisor did not do their job</p> <p>4) Some or all of the general staff functions may not be up or running yet</p>	<p><b>SLIDE: 2-1-6</b></p> <p><b>SLIDE: 2-1-7</b></p>





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

## INFORMATION GATHERING

PRESENTATION	APPLICATION
<p>4. Examples</p> <ul style="list-style-type: none"><li>a) Wildland – extreme fire behavior or fire weather</li><li>b) Earthquake – aftershocks of a certain magnitude</li><li>c) Flood – river at a certain flood stage or flow</li><li>d) HazMat – multi-chemicals involved</li></ul> <p><b>NOTE:</b> Administer student exercise 2-1-1 - 201 Exercise (Instructor Manual Appendix D, Student Manual Appendix B)</p> <p>C. Formal briefing (IAP)</p> <p>1. Obtain briefing from either your supervisor or attend the Operational Period Briefing and obtain copies of the current IAP</p>	<p>response with “#4 Examples” (15 minute maximum) Emphasize importance of being able to recognize and pass on safety hazards during informal briefings</p> <p><b>SLIDE: 2-1-11</b></p> <p><b>SLIDE: 2-1-12 COLLAPSED BUILDING SLIDE: 2-1-13 FIRE BUILDING SLIDE: 2-1-14 MALL MAP</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

## INFORMATION GATHERING

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>2. Read and understand all the pages of the IAP<ul style="list-style-type: none"><li>a) Known safety hazards</li><li>b) Radio frequencies</li><li>c) Division boundaries</li></ul></li><li>3. Insure that you understand the current objectives and priorities and what time frames you will be required to work under</li><li>4. What, if any, contingency plan has been developed</li></ul>	<p>Spend some time going over the IAP, review each page and how it is developed</p> <p><b>SLIDE: 2-1-15</b></p>
<p><b>III. INFORMATION COMMUNICATION</b></p> <ul style="list-style-type: none"><li>A. The early organization, and establishing lines of communication with resources assigned to the division or group is <u>critical</u><ul style="list-style-type: none"><li>1. <u>It is a key</u> element necessary to the safe and effective completion of the divisions assigned portion of the IAP</li></ul></li><li>B. Sharing<ul style="list-style-type: none"><li>1. From you to your assigned resources</li><li>2. From your assigned resources to you</li><li>3. From you to adjoining Divisions/Groups/Resources</li></ul></li></ul>	<p><b>SLIDE: 2-1-16</b></p> <p><b>SLIDE: 2-1-17</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

INFORMATION GATHERING

PRESENTATION	APPLICATION
<p>C. Informing</p> <ul style="list-style-type: none"><li>1. Branch/Ops</li><li>2. Plans<ul style="list-style-type: none"><li>a) Restat</li><li>b) Sitstat</li></ul></li><li>3. Logistics</li><li>4. Finance<ul style="list-style-type: none"><li>a) Equipment</li><li>b) Time</li></ul></li></ul>	<p><b>SLIDE: 2-1-18</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INFORMATION GATHERING

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## **SUMMARY:**

As stated in the last unit, information gathering and sharing is an important part of the planning process. Good communication skills and capabilities, as well as, knowing what information to gather and pass on are extremely important.

## **EVALUATION:**

The student will complete a written quiz at a time determined by the instructor.

## **ASSIGNMENT:**

Review your notes and read the Planning Section of the Student Manual in order to prepare yourself for the upcoming quiz. Study for the next session.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

PLANNING

**TOPIC:** BRIEFING

**TIME FRAME:** 2:00

**LEVEL of INSTRUCTION:** Level II

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written examination

*Behavior:* The student will confirm a knowledge of the importance of briefings

*Standard:* With a minimum 80% accuracy according to the information contained in the S-339 Student Manual

**MATERIALS NEEDED:**

- Projector/Screen
- White board and markers
- Handouts
- Slides Unit 2 – Topic 2
- Student Manual
- Student Exercise Sheet 2-2-1 - IAP 204 Briefing (Student Manual, Appendix B)
- Instructor Exercise Sheet 2-2-1 - IAP 204 Briefing (Instructor Manual, Appendix D)

**REFERENCES:**

- FOG and Student Handbook
- IAP from previous unit

**PREPARATION:**

A Division/Group Supervisor's job is more than just fighting fire. They may be responsible for any number and kinds of resources. The Division/Group Supervisor also is responsible for assisting the OSC in the development of the IAP for the next Operational Period.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<p><b>I. OBJECTIVES</b></p> <p>A. Develop an understanding of division resource briefings</p> <p>B. Develop an understanding of an assignment line briefing</p> <p>C. Develop an understanding of what information is needed for debriefing at the end of an Operational Period</p> <p>D. Develop an understanding of what information the OSC may want for preparation of the next period IAP</p> <p><b>II. DIVISIONAL BRIEFING</b></p> <p><b>NOTE:</b> Refer to Student Manual Unit 2 – Topic 2 Page 1 (Division Subordinate Briefing)</p> <p>A. It is your responsibility to brief all your subordinates prior to going out to the incident</p> <p>1. LCES</p> <p><b>NOTE:</b> Refer to Student Manual Unit 2 – Topic 2 page 2-3 (Form ICS 202 &amp; 204)</p> <p>2. What are the incident objectives?</p> <p>a) ICS 202 (IAP)</p> <p>3. What are the division priorities?</p> <p>a) ICS 204 (IAP)</p>	<p><b>SLIDE: 2-2-1</b></p> <p><b>SLIDE: 2-2-2</b></p> <p><b>SLIDE: 2-2-3</b></p> <p><b>SLIDE: 2-2-4</b></p> <p><b>SLIDE: 2-2-5</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<p>B. A meeting of your division assigned resource leaders</p> <ol style="list-style-type: none"><li>1. That is held after the operational briefing</li><li>2. At a location that you designate</li><li>3. Away from the main group</li></ol> <p>C. In order to insure that the operational objectives are being met</p> <ol style="list-style-type: none"><li>1. You must guarantee that open, two-way communication is established between yourself (the Division/Group Supervisor) and all of your assigned resources.</li><li>2. The information you gather from your division resources will allow you to provide timely and accurate reports to your supervisor</li></ol> <p>D. This information flow from you to your subordinates will allow them to work in a safe and effective environment</p> <p>E. Safety</p> <ol style="list-style-type: none"><li>1. Obtain from subordinates their state of readiness of crews, fatigue, experience levels, equipment, physical conditions, etc.<ol style="list-style-type: none"><li>a) How to order incident related medical help</li></ol></li></ol>	<p><b>SLIDE: 2-2-6</b></p> <p>Go direct or do you need to contact your supervisor?</p> <p><b>SLIDE: 2-2-7</b></p> <p><b>SLIDE: 2-2-8</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<p>b) Who do you notify of incident related injuries or accidents</p> <ol style="list-style-type: none"><li>2. All proper personal protective equipment (PPE) for type of incident</li><li>3. Lookouts, Communications, Escape Routes, Safety Zones</li><li>4. Review state of weather and forecast</li><li>5. Travel to drop points or meeting places</li><li>6. Discuss rest periods on 24 hour shifts</li></ol> <p><b>NOTE:</b> Refer to Student Manual Unit 2 - Topic 2 pages 4-23. Have student read "12 Hour Operational Shift."</p> <p>a) What is the expected shift, and any rest requirements that may be needed</p> <p>b) 12 vs. 24 hour shifts</p> <p>F. Operations</p> <ol style="list-style-type: none"><li>1. Your expectations of division resources</li><li>2. Control – measure of assigned task vs. progress<ol style="list-style-type: none"><li>a) Periodic updates of progress</li><li>b) Set time frames when reports are needed, min/hr.</li></ol></li><li>3. Significant events (ICS 214)</li></ol>	<p>What is expected from them? Shift cycle 12 hr. vs. 24 hr. shift</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>a) Injury/illness</li><li>b) Accident/property damage</li><li>4. Resources<ul style="list-style-type: none"><li>a) Additional needs – engines, dozers, tech specs</li><li>b) Air – authority and procedure</li><li>c) Medical – assign resources to handle division medical emergencies (Division line EMT)</li><li>d) Excess resources – reassign</li><li>e) Out of service equipment</li></ul></li><li>5. Insure that everyone knows of any:<ul style="list-style-type: none"><li>a) Environmental</li><li>b) Archeological</li><li>c) Agency specific concerns</li></ul></li><li>6. Logistics<ul style="list-style-type: none"><li>a) Authority and procedures for supplies</li><li>b) Accountability</li></ul></li><li>7. Finance</li></ul>	<p>Discuss with the class the different types of logistical support that may be needed, and who they may need to contact</p>





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<p>4. Be prepared to provide necessary information to your supervisor</p> <ul style="list-style-type: none"><li>a) Work accomplished</li><li>b) Remaining unfinished tasks</li><li>c) A written projection of resource needs for the next Operational Period</li><li>d) Projected completion time of your primary objectives</li><li>e) Any unusual logistical needs</li></ul> <p>5. The Division Supervisor must maintain financial accountability</p> <ul style="list-style-type: none"><li>a) Accountable property should be located, documented and reported to the proper unit for recovery</li><li>b) Make sure shift tickets on any hired equipment are signed</li></ul>	<p><b>SLIDE: 2-2-12</b></p> <p><b>SLIDE: 2-2-13</b></p> <p><b>SLIDE: 2-2-14</b></p>
<b>IV. DEBRIEFING DUTIES</b>	
<p>1. At the end of the Operational Period, there are certain debriefing duties that the Division Supervisor <b>MUST</b> complete prior to going off shift</p> <ul style="list-style-type: none"><li>a) Brief the on-coming supervisor about what has been accomplished or not accomplished and any other important information about the assignment</li></ul>	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<p>b) Division Supervisors should be the last person off the line. You must make sure that everyone you supervise is accounted for</p> <p>c) The Division Supervisor must debrief the following sections</p> <p><b>NOTE:</b> Refer to Student Manual Unit 2 – Topic 2, page 24 (Debriefing Form)</p> <p>1) Debriefing form</p> <ul style="list-style-type: none"><li>• An organizational tool for recording, and disseminating information about current Operational Period</li><li>• For planning purposes of next Operational Period</li></ul> <p><b>NOTE:</b> Refer to Student Manual Unit 2 – Topic 2, page 27 (Completed ICS 215 &amp; 215A)</p> <p>2) ICS 215</p> <ul style="list-style-type: none"><li>• Tool used by Plans Section to develop resource list for next Operational Period</li></ul> <p>3) ICS 215A</p> <ul style="list-style-type: none"><li>• Tool to identify safety hazards of Tactics proposed for next Operational Period</li></ul> <p><b>NOTE:</b> Student Manual Unit 2 – Topic 2, pages 25-26 (Next Operational Period Briefing)</p>	<p><b>SLIDE: 2-2-15</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
<p>4) OSC/Branch debriefing</p> <ul style="list-style-type: none"><li>• Progress of division objectives</li><li>• Reconfirm resource needs for next Operational Period</li><li>• Debrief any problems encountered</li></ul>	<p><b>SLIDE: 2-2-16</b></p>
<p>5) Resource Unit – debrief any exceptional work by resources</p> <ul style="list-style-type: none"><li>• To confirm what resources were assigned and the status of all assigned resources</li><li>• Find out what the next day's assignment may be</li></ul>	<p><b>SLIDE: 2-2-17</b></p>
<p>6) Situation Unit</p> <ul style="list-style-type: none"><li>• Update map as to progress made</li><li>• Provide the weather observations taken on assignment</li></ul>	<p><b>SLIDE: 2-2-18</b></p>
<p>7) Finance Unit</p> <ul style="list-style-type: none"><li>• Follow up on any hired equipment</li><li>• Any shift tickets</li></ul>	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor – ALL RISK

BRIEFING

PRESENTATION	APPLICATION
d) Update ICS 214. Complete any personnel evaluations and turn into the Documentation Unit	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

BRIEFING

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## **SUMMARY:**

Briefings are an important part of incident communications. Just as you feel it is important for you to be briefed, it is important to brief your subordinates and on-coming shift relief. Know the plan and communicate the plan.

## **EVALUATION:**

The student will complete a written quiz at a time determined by the instructor.

## **ASSIGNMENT:**

Review your notes and read the Planning Section of the Student Manual in order to prepare yourself for the upcoming quiz. Study for the next session.





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

SUPERVISION

---

**TOPIC:** PERSONNEL MANAGEMENT

**TIME FRAME:** 1:00

**LEVEL OF INSTRUCTION:** Level II

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written examination

*Behavior:* The student will identify relevant elements of interpersonal dynamics, including team-building, motivation, coaching and leadership

*Standard:* With a minimum 80% accuracy according to the information contained in the S-339 Student Manual

**MATERIALS NEEDED:**

- Writing Board, Markers and Eraser
- Student Manual
- Slides Unit 3 – Topic 1
- Projector/Screen

**REFERENCES:**

- None

**PREPARATION:**

As a Division/Group Supervisor, you must be able to manage and lead your resources to the extent of completing your operational goals. It is important to understand the basic elements of management and supervision.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## PERSONNEL MANAGEMENT

PRESENTATION	APPLICATION
<b>I. UNIT OBJECTIVES</b>	<b>SLIDE: 3-1-1</b>
A. Student will develop understanding of supervision and personnel management concepts as they relate to the DGS	<b>SLIDE: 3-1-2</b>
B. Student will develop a concept for the need of interpersonal dynamics in DGS duties	<b>SLIDE: 3-1-3</b>
C. Student will develop an understanding of performance and accountability required to and from a DGS	<b>SLIDE: 3-1-4</b>
D. Student will understand span of control concepts	<b>SLIDE: 3-1-5</b>
<b>II. INTERPERSONAL DYNAMICS</b>	<b>SLIDE: 3-1-5</b>
A. Team building	
1. Seven practices of highly effective teams:	
<b>NOTE:</b> Relate these practices to a division briefing	
a) A commitment to a clear mission	
1) Incident objectives	
b) Mutual support, encouragement and accountability	
1) You support division, division supports incident	
2) Accountability is a two way role	
c) Clearly defined roles	
1) Division objectives and assignments	





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## PERSONNEL MANAGEMENT

PRESENTATION	APPLICATION
<ol style="list-style-type: none"><li>1. Autocratic. It is a one-way street with information flowing downhill</li><li>2. Laissez-faire is a go-your-own-way system that relies on all members of the organization working towards a common goal and moving in the proper direction</li><li>3. Democratic or participative management is where objectives and organization are established at the top with information constantly flowing up from the bottom as to progress and needs<ol style="list-style-type: none"><li>a) These needs are then addressed by top management with information then flowing back down the chain</li></ol></li><li>4. A DGS may have to play all of these roles</li></ol>	<p><b>SLIDE: 3-1-9</b></p> <p><b>SLIDE: 3-1-10</b></p>
<p>D. Coaching 5 steps</p> <ol style="list-style-type: none"><li>1. Prepare the learner<ol style="list-style-type: none"><li>a) Division briefing</li></ol></li><li>2. Demonstrate the operation<ol style="list-style-type: none"><li>a) Go over the IAP</li></ol></li><li>3. Create a positive atmosphere<ol style="list-style-type: none"><li>a) Motivation in briefing</li></ol></li><li>4. Have the learner perform the operation<ol style="list-style-type: none"><li>a) Give clear assignment/task instructions</li></ol></li><li>5. Follow up</li></ol>	<p><b>SLIDE: 3-1-11</b></p> <p><b>SLIDE: 3-1-12</b></p>







# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## PERSONNEL MANAGEMENT

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>2. Delegation</li><li>3. Appointing an aide</li></ul>	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

PERSONNEL MANAGEMENT

---

## **SUMMARY:**

Managing the personnel and resources assigned to your Division/Group is an important aspect of the Division/Group Supervisor duties. Personnel management can be as important as incident management.

## **EVALUATION:**

The student will complete a written quiz at a time determined by the instructor.

## **ASSIGNMENT:**

Review your notes and read the Supervision Section of the Student Manual in order to prepare yourself for the upcoming quiz. Study for the next session.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

SUPERVISION

---

**TOPIC:** RISK MANAGEMENT

**TIME FRAME:** 4:00

**LEVEL OF INSTRUCTION:** Level I

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written quiz

*Behavior:* The student will identify the elements of the risk management process, the barriers to situation awareness, the five hazardous attitudes that adversely affect the decision making process, and apply an ongoing risk management process to activities on the division or group

*Standard:* With a minimum 80% accuracy according to the information contained in the S-339 Student Manual

**MATERIALS NEEDED:**

- Instructor Exercise Sheet 3-2-1, Hazard Assessment (Instructor Manual, Appendix D)
- Student Exercises Sheet 3-2-1 Hazard Assessment (Student Manual Appendix B)
- Overhead/slide projector and screen
- Flip chart, white boards with pens
- Student Manual
- Slides Unit 3 – Topic 2

**REFERENCES:**

- F.O.G.
- Student Handbook

**PREPARATION:**

The Division or Group Supervisor is responsible for the actions of the resources within the division or group. As a manager, you have the responsibility to carry out your assignment in an effective but safe manner. You must be able to apply an ongoing risk management process in order to identify and mitigate any hazards that may affect the outcome of your given assignment.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

PRESENTATION

APPLICATION

## I. UNIT OBJECTIVES

- A. Student will develop an understanding of risk management and the risk management process
- B. Student will develop an understanding of risk assessment and apply it
- C. Student will develop an understanding of the concepts of risk control

## II. RISK MANAGEMENT

**NOTE:** As background for this section allow the student time to read the article titled, "NWCG recommends use of new incident safety analysis" in Student Manual Unit 3 – Topic 2, pages 13-16

- A. You have the responsibility and the authority to implement a Risk Management Process
  - 1. As a Division/Group Supervisor, you coordinate the activities of a diverse set of emergency resources, each having their own leader
    - a) You translate the strategy outlined in the Incident Action Plan into tactical assignments for each resource assigned on your division or group
  - 2. Part of this translation of strategy into tactics means a risk management process must be applied to the decision to commit any resource to an assignment in the hazardous environment
    - a) Risks are addressed in a general sense, in the ICS Form 215A and the IAP

**SLIDE: #3-2-1**

**SLIDE: #3-2-2**

**SLIDE: #3-2-3**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- b) But a risk management process cannot truly be planned and implemented until you see the work site and associated emergency environment

**NOTE:** You must ensure this is done. Explain the ICS Form 215a and process. Refer to Student Manual

- 3. In a planning meeting you won't know the actual factors that will be present the next day.
  - a) Fire edge location = lookout placement
  - b) Resource mix/placement = communication
  - c) Fire rate of spread = escape time
  - d) Fire intensity = safety zone size

Discussion Question:  
Ask trainees how they would establish LCES for an indirect line construction assignment during a planning meeting the day before the assignment

How can LCES be used in:

Floods, structure fires, earthquakes, hazmat

**SLIDE: #3-2-4**

## B. WHAT IS RISK MANAGEMENT?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

PRESENTATION

APPLICATION

1. Risk management

- a) A process of evaluating and mitigating hazards in the work environment

2. Situation awareness

- a) A combination of long held attitudes and knowledge with information gathered from current situation

3. Hazard assessment

- a) Identification and evaluation of hazards

4. Hazard

**Class Activity:**

Divide students into groups. Provide groups with the list of the risk management process (Slide 3-2-4).

Do not include the definition. Have trainees work in small groups to develop their own definitions for each term. A group spokesperson should present definitions for discussion. Finish by revealing correct definitions as follows in presentation

**SLIDE: #3-2-5**

**SLIDE: #3-2-6**

**SLIDE: #3-2-7**



# INCIDENT COMMAND SYSTEM

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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- a) Dangerous situation caused by fire behavior, environment conditions, human actions
- 5. Risk controls
  - a) Specific measures established to reduce or eliminate hazards
- 6. Decision point
  - a) Go/No Go decision based on whether risk controls established can adequately reduce or eliminate the hazard identified

### C. The Risk Management Process

The risk management process presented here is adapted from the U.S. Army operational risk management standards. It is also used in the Interagency Helicopter Operations Guide (IHOG).

- 1. Situation awareness
  - a) When you enter any new situation, your previous knowledge and attitudes are combined with the new information you gather to build a new perception for that situation
    - 1) Remember that you are building a perception. Reality and perception can be different
    - 2) The more accurate and timely your new information is, the closer your perception will be to the reality
    - 3) The perception you build is your situation awareness and will be the

**SLIDE: #3-2-8**

**SLIDE: #3-2-9**



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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

foundation on which you base all your decisions.

b) The first objective in this unit dealt with information sources. Good information is the key to good decision making:

1) Gather as much information as possible

- IAP
- Briefings
- Prior shift
- Adjoining forces

2) Seek accurate information

- Air resources
- Ground resources
- Scouts
- Field observers

3) Rapid information gathering requires that you know reliable sources, make clear requests, and focus on the task at hand

4) Always scout the fire, hazardous area, working environment yourself

**SLIDE: #3-2-10**

From where?

From whom?

How do you verify?



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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

or be sure it has been scouted by competent personnel.

- c) Your job aid gives you a basic checklist for information gathering
  - 1) You will develop your own methods that go beyond this checklist.

**SLIDE: #3-2-11**

**Class Activity:**  
Barriers to situation awareness

Have trainees work in small groups to develop a list of barriers that prevent accurate situation awareness. A group spokesperson should present their barrier list for discussion.

Compare to recommendations in presentation

2) Barriers to situation awareness

- Fatigue
- Time pressure
- Inexperience
- Overconfidence
- Distraction
- Supervisory Pressure



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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- Peer Pressure/Group think
- Selective Perception

How do these barriers affect situation awareness?

**SLIDE: #3-2-12**

- d) These barriers interfere with accurate information gathering and distort the perception of the current situation

**SLIDE: #3-2-13**

### 2. Hazard assessment

- a) Hazard assessment is the identification and evaluation of hazards in the work environment
- 1) You cannot be expected to know all hazards for every crew, that is a supervisor's job
  - 2) However, you must identify serious hazards or risks to be taken on your division before operations begin
  - 3) Particularly those that would be the result of your tactical assignment decisions.
- b) Exercising judgement on the probability of a hazard occurring and its potential severity is inherent in the hazards assessment step
- 1) As you identify hazards, make notes for the next step in the risk management process
    - Remember to assess the potential fire behavior hazards



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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- The environmental hazards
- And the hazards that will result from the tactics used

c) There are several job aids that should be used in the hazard assessment step. The following are primarily used in the wildland setting but can be adapted for use in the "All Risk" environment. Specific ones can be developed for hazardous materials, floods, earthquakes, and others.

- 1) Look up/Look Down/Look Around Indicator System
- 2) 18 Watchout Situations
- 3) 9 Urban/Wildland Watchout Situations
- 4) 4 Common Denominators of Fatality Fires

**SLIDE: #3-2-14**

**SLIDE: #3-2-15**

**SLIDE: #3-2-16**

### III. RISK ASSESSMENT

#### A. Safety Awareness

1. Talk up the what-ifs to maintain alertness
2. Briefings in times of situation transitions
  - a) Here's what we face
  - b) Here's what I think we should do
  - c) Here's why



# INCIDENT COMMAND SYSTEM

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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- d) Here's what I think we should keep an eye on
- e) Now talk to me – FEEDBACK

### B. Making decisions under stress

1. Know the mission(assignment)
2. Know your authority
3. Know which information elements are essential
4. Preplan contingencies using trigger points
5. Communicate clearly and to the point

### C. HAZARD EXAMPLES

1. Wildland Fire: Constructing handline through an area infested with poison oak vs. constructing handline downhill in flash fuels.
  - a) The probability for poison oak dermatitis to occur is high (frequent exposure to all crewmembers); but the potential hazard is minor. The probability for a rapid up

**SLIDE: #3-2-17**

Some simple key factors

**Class Activity:**

Discussion question:  
Ask the class how they would balance the probability that a hazard will occur with the potential severity of the hazard. Use "Hazard" examples to generate class discussion.



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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

slope fire run in flashy fuels to occur is low to moderate (event may occasionally happen); but the potential severity of the hazard is catastrophic.

2. Floods: Sandbagging levee or riverbank before water level reaches flood stage vs. sandbagging the same levee or riverbank as water begins to crest over the top.
3. Urban/Interface – Structure Protection: gaining access to structure via a long driveway overgrown with brush, vegetation up against the building, wood shake roof vs. residence having a driveway that has been brushed back, has turnouts, the proper clearance around the structure, ceramic tile roof.

**NOTE:** Instructor can use other examples such as earthquake collapse, hazardous materials spill. Encourage trainees to look at potential hazards and risks involved in any given situation. This is to promote class discussion and there are no intended right or wrong answers.

#### IV. RISK CONTROL

- A. When a hazard is identified, measures must be implemented to reduce or eliminate the hazard.
  1. These measures are risk controls
    - a) Risk controls can vary from a simple briefing that provides awareness to an elaborate aerial lookout and communications network that provides a warning system.
- B. There are several job aids that can be used to help implement risk controls:

**SLIDE: #3-2-18**

**SLIDE: #3-2-19**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

## PRESENTATION

## APPLICATION

1. The Fire Orders
2. LCES System
3. Downhill/Indirect Checklist
4. The 2-in-2 out Rule

C. Personal Protective Equipment (PPE) are basic risk controls

1. Ensure that required PPE is used at all times

D. The LCES system is the heart of the Fire Orders and can be adapted to the "All Risk" environment

1. The minimum mandatory risk controls on every assignment should include establishing the LCES System

E. Each emergency situation will dictate what other risk controls must be implemented

1. The types of risk controls you may use will be as varied as the possible hazards

**NOTE:** Administer Exercise 3-2-1 Hazard Assessment (Instructor Appendix D, Student Appendix B)

**SLIDE: #3-2-20**

**SLIDE: #3-2-21**

**SLIDE: #3-2-22**

**SLIDE: #3-2-23**

**SLIDE: #3-2-24**

**SLIDE: #3-2-25**

**SLIDE: #3-2-26**

## V. DECISION POINT

A. Once you have gathered information

1. About your division assignment and seen the emergency work environment



# INCIDENT COMMAND SYSTEM

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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

2. Assessed the work environment for hazards
  3. And determined the required risk controls
  4. You must make a decision whether to commit resources to the assignment
- B. You should answer YES to three key questions before you begin operations:
1. Can personnel work safely in the emergency environment?
  2. Do you understand the strategy and tactics?
  3. Has a briefing been given with feedback opportunity?
- C. Hazardous attitudes
1. The Federal Aviation Administration (FAA) has identified five hazardous attitudes that adversely affect the decision making process:
    - a) Anti-Authority
    - b) Impulsive
    - c) Invulnerable
    - d) Macho
    - e) Resignation

**SLIDE: #3-2-27**

Why do people take on assignments when it is obvious that the answer to one or more of these questions is "no"? (Generate class discussion)

**SLIDE: #3-2-28**



# INCIDENT COMMAND SYSTEM

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RISK MANAGEMENT

## PRESENTATION

## APPLICATION

### 2. Problems of hazardous attitudes

**NOTE:** Some problems that should be discussed would include:

- a) ANTI-AUTHORITY — Disregards procedures and directions.
- b) IMPULSIVE - Acts without adequate situation awareness
- c) INVULNERABLE - Does not think about worst-case scenario

### **Class Activity:**

Provide the trainees with the list of the five FAA. hazardous attitudes contained in

**SLIDE: #3-2-28**

Have students work in small groups to develop a list of the types of problems that can result when supervisors and managers have these attitudes. A group spokesperson should present their problem list for discussion.

**SLIDE: #3-2-29**

How would these attitudes affect personnel on a Div. or Group?

**SLIDE: #3-2-30**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- d) MACHO - Overconfident, takes on difficult tasks for admiration
  
- e) RESIGNED - Lets events occur without taking actions

Can anyone site examples?

**SLIDE: #3-2-31**

## VI. EVALUATING THE PROCESS

- A. Leaders earn their pay in this step of the risk management process. You must coordinate the resources working for you so that they can accomplish the objectives of the plan
  - 1. This means you should follow up during an operation to ensure the plan is working
  - 2. Do continuous reevaluation of the operation to make adjustments as the situations changes, and incorporate lessons learned for future use
- B. The process is continually applied while you operate in the emergency environment and are exposed to hazardous conditions
  - 1. Whenever your ongoing reevaluation of the operation tells you an adjustment is needed, it should also be a cue to update your situation awareness
  - 2. This puts you back at step one of the risk management process
    - a) The emergency environment is dynamic, and this means you must be able to adapt to continuous change
- C. Up to this point in your career, you have probably been a direct supervisor of a resource (strike team

**SLIDE: #3-2-32**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

## PRESENTATION

## APPLICATION

leader or crew leader). Despite the title, as a division supervisor, you no longer supervise to accomplish the objective; you must coordinate and manage a number of resources to complete their objectives in order to accomplish the goal. This will put you in a new role.

1. Division/Group Supervisor management strategies
  - a) Build understanding with supervisors of assigned resources regarding feasibility of objectives and safety concerns
  - b) Assign task force /strike team leaders to direct operations within the division
  - c) Use field observers to gather information
  - d) Actively solicit feedback from supervisors of assigned resources
  - e) Learn who the highly experienced individuals are on your division and utilize their skills

### **Class Activity:**

Give students 10 minutes to write down management strategies or techniques that they would use when directing resources on the Division/Group. Compare with the list that follows in the presentation

**SLIDE: #3-2-33**

**SLIDE: #3-2-34**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

## PRESENTATION

## APPLICATION

- f) Identify lookout responsibility and learn who these individuals are

**SLIDE: #3-2-35**

### VII. RISK MANAGEMENT SUMMARY

- A. The quality of your decisions will be based on how accurate your situation awareness is
- B. Some of the fire safety guidelines are risk assessment tools to be used within a risk management process
- C. Some of the fire safety guidelines are risk control tools to be used within a risk management process
- D. You must make an informed Go/No Go decision to commit resources to a given assignment
- E. The 5-step risk management process should be a continuous response to your current situation

**SLIDE: #3-2-36**

**SLIDE: #3-2-37**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

RISK MANAGEMENT

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## ***SUMMARY:***

Risk Management is the process of evaluating and mitigating hazards in the work environment. Other elements to this process are situation awareness, hazard assessment, and risk controls. These are important elements to be familiar in the job of a Division/Group Supervisor.

## ***EVALUATION:***

The student will complete a written quiz at a time determined by the instructor.

## ***ASSIGNMENT:***

Review your notes and read the Supervision Section of the Student Manual in order to prepare yourself for the upcoming quiz. Study for the next session.





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

COORDINATION

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**TOPIC:** INTERNAL/EXTERNAL COORDINATION

**TIME FRAME:** 4:00

**LEVEL OF INSTRUCTION:** Level I

**BEHAVIORAL OBJECTIVE:**

*Condition:* A written examination

*Behavior:* The student will confirm a knowledge of the Division/Group Supervisor's roles and responsibilities as they apply to Planning, Supervision, and Coordination

*Standard:* With a minimum 80% accuracy according to the information contained in the Division/Group Supervisor, S339 Internal and External Coordination Unit

**MATERIALS NEEDED:**

- Division/Group Supervisor Task Book
- ICS 420-1 Field Operations Guide
- Projector/Screen
- Slides Unit 4 – Topic 1
- Student Manual
- Student Exercise Sheets 4-1-1 through 4-1-3 (Student Manual Appendix B)
- Instructor Exercise Sheets 4-1-1 through 4-1-3 (Instructor Manual Appendix D)

**REFERENCES:**

- None

**PREPARATION:**

Coordinating resources on a division or group has both internal and external coordination requirements. You must be able to coordinate resources within your division/group in order to complete the division/group objectives. You must be able to coordinate with resources outside of the division/group in order to complete incident objectives. Failure to utilize both internal and external coordination could have disastrous effects for both the division/group, and the incident.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

PRESENTATION	APPLICATION
<p><b>I. OBJECTIVES:</b></p> <ul style="list-style-type: none"><li>A. Demonstrate how to successfully coordinate relations within the fire management organization</li><li>B. Demonstrate how to successfully coordinate relations within the division or group</li><li>C. Demonstrate how to successfully coordinate the concerns and needs of multiple agency personnel assigned to a division or group</li><li>D. Demonstrate how to obtain support for division / group resources from the planning, logistics, and finance/administration sections</li></ul> <p><b>II. EXTERNAL COORDINATION</b></p> <ul style="list-style-type: none"><li>A. Interaction with Command and General Staff<ul style="list-style-type: none"><li>1. Interaction (communication and coordination) with other positions:<ul style="list-style-type: none"><li>a) In the Operations Section</li><li>b) Other general staff sections</li><li>c) And the command staff</li></ul></li><li>2. Inherent to the tasks of the division / group supervisor</li><li>3. The ability to do this effectively will determine your success as a division / group supervisor</li></ul></li></ul>	<p><b>SLIDE: 4-1-1</b></p> <p><b>SLIDE: 4-1-2</b></p> <p><b>SLIDE: 4-1-3</b></p> <p><b>SLIDE: 4-1-4</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

## PRESENTATION

## APPLICATION

**NOTE:** Administer Student Exercise 4-1-1 Command General Staff interaction (Instructor Appendix D, Student Appendix B)

### III. INTERNAL ORGANIZATION

- A. We've established the DGS role in relation to other positions in the incident management organization
  - 1. We need to identify the interactions of the DGS with resources specifically assigned to the division or group
  - 2. Some of the division resources assigned could include:
    - a. Strike teams
    - b. Crews
    - c. Bulldozers
    - d. USAR teams
    - e. Task forces

What resources might be assigned to a division?

**SLIDE: 4-1-5**

What resources might be found working in or around the division, but not necessarily assigned directly to the division?

**SLIDE: 4-1-6**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

PRESENTATION	APPLICATION
<p>3. Some of those adjoining resources might include:</p> <ul style="list-style-type: none"><li>a. Air resources</li><li>b. Staging areas</li><li>c. Functional groups</li><li>d. Technical specialists</li><li>e. Field observers</li><li>f. Safety officers</li><li>g. Line EMT's</li></ul> <p>B. "ALL RISK" Applications</p> <ul style="list-style-type: none"><li>1. DGS may be utilized in any number of different types of emergency incidents. The following exercise is designed to identify the types of resources a DGS might encounter depending on the type of emergency incident.</li></ul> <p><b>NOTE:</b> Administer Student Exercise 4-1-2 ALL RISK resources (Instructor Appendix D, Student Appendix B)</p> <ul style="list-style-type: none"><li>2. We've discussed the relationship between the DGS and the resources that might be assigned to their area of responsibility.</li></ul>	<p><b>SLIDE: 4-1-7</b></p> <p>What other relationships might affect the way you conduct business on your division or within your group?</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

PRESENTATION	APPLICATION
<p>3. Division Relationships</p> <ul style="list-style-type: none"><li>a) Adjacent divisions</li><li>b) Groups operating in the same general area</li><li>c) Critical issues or operations <b><u>MUST</u></b> be coordinated between divisions and groups</li></ul> <p>4. Coordination Issues</p> <ul style="list-style-type: none"><li>a) Some operations might include:<ul style="list-style-type: none"><li>1) Backfiring</li><li>2) Hazardous materials operation or release</li><li>3) Lifting operation</li><li>4) Air operations / rescue</li><li>5) Situation that precludes you from completing your mission</li></ul></li></ul>	<p><b>SLIDE: 4-1-8</b></p> <p>What types of issues or operations might occur that could impact adjacent resources and should be coordinated?</p> <p><b>SLIDE: 4-1-9</b></p> <p>What if you feel that you don't have adequate resources to</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

PRESENTATION	APPLICATION
<p>5. Resource request</p> <ul style="list-style-type: none"><li>a) You can request additional resources<ul style="list-style-type: none"><li>1) From staging through the OSC</li><li>2) Share resources with adjoining divisions</li></ul></li><li>b) Division boundaries are not painted on the ground<ul style="list-style-type: none"><li>1) Cooperation between everyone can go a long way toward getting the job done</li></ul></li></ul> <p>6. Span of Control</p> <ul style="list-style-type: none"><li>a) The concept of span-of-control</li><li>b) The scope is from 3:1 to 7:1, with the most effective being 5:1.</li></ul>	<p>accomplish your assigned tasks? <b>SLIDE: 4-1-10</b></p> <p>What concept limits the number of resources you can effectively supervise? <b>SLIDE: 4-1-11</b></p> <p>What do we usually consider to be the optimum ration of subordinates to supervisor?</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

## PRESENTATION

## APPLICATION

- c) Bring span-of-control into workable limits:
  - 1) Create task forces within the division
  - 2) Identify geographical segments
  - 3) Advise operations of a need for additional divisions

If your span of control is exceeded, what can you do as a DGS to make the situation better?

**SLIDE: 4-1-12**

## IV. GENERAL STAFF SUPPORT FOR DIVISION

- A. We discussed, at length, the DGS position relative to the incident management organization and the methods for completing the assigned mission.
  - 1. DGS also has responsibilities for making sure that assigned resources have the tools and equipment they need to fulfill their portion of an assignment.
  
- B. The DGS must work through the different incident management sections:
  - 1. Plans

How does a DGS attend to the various requirements of his / her assigned resources?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>2. Logistics</li><li>3. Finance/Administration</li></ul> <p>C. Problem identification and resolution</p> <ul style="list-style-type: none"><li>1. Problems come in all sizes, shapes and descriptions, (Murphy's Law).</li></ul> <p><b>NOTE:</b> Administer Student Exercise 4-1-3 Problem I.D. and Resolution (Instructor Appendix D, Student Appendix B)</p> <p><b>V. DIVISION DOCUMENTATION REQUIREMENTS</b></p> <p>A. We have spent considerable time discussing the interrelationships between the DGS and</p> <ul style="list-style-type: none"><li>1. The incident management team</li><li>2. The resources assigned to the division/group</li></ul> <p>B. The DGS has a number of documentation responsibilities which include:</p> <ul style="list-style-type: none"><li>1. Shift tickets</li><li>2. ICS Form 214 (including where resources were used and for what purpose to address cost apportionment purposes</li><li>3. Vehicle inspections</li></ul>	<p>What documentation is required of the DGS in order to make sure that everything is taken care of?</p> <p><b>SLIDE: 4-1-13</b></p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

PRESENTATION	APPLICATION
<ul style="list-style-type: none"><li>4. Debriefing forms (for operations and the situation unit)</li><li>5. Evaluations (trainees, outstanding performance)</li><li>6. Damage assessment / rehabilitation needs</li><li>7. F-42</li><li>8. FC-33</li><li>9. Crew time reports</li></ul> <p>C. Technical support</p> <ul style="list-style-type: none"><li>1. Crew representative</li><li>2. Agency representative</li><li>3. Strike team / task force leader</li><li>4. Crew tech specialists</li></ul>	<p><b>SLIDE: 4-1-14</b></p> <p><b>SLIDE: 4-1-15</b></p> <p>If you had any specific questions regarding issues such as work/rest cycles or other agency specific requirements, who might be available to answer those questions?</p>



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INTERNAL/EXTERNAL  
COORDINATION

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## ***SUMMARY:***

It is obvious from the amount of time we have spent on this topic that coordination between the DGS and the incident management organization and the resources assigned to the division/group is critical to a successful outcome of the mission. The better a supervisor is at orchestrating this coordination, the more effective he or she will be.

## ***EVALUATION:***

The student will complete a written quiz at a time determined by the instructor.

## ***ASSIGNMENT:***

Review your notes and read the Coordination Section of the Student Manual in order to prepare yourself for the upcoming quiz. Study for the next session.



**S-339**  
***FINAL***  
***EXAM***



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## CONCEPT OF DIVISION AND GROUP

1. The ICS position of Division Supervisor works for the \_\_\_\_\_ or \_\_\_\_\_.
2. The ICS position of Group Supervisor supervises, coordinates, and manages a \_\_\_\_\_ area.
3. To reduce the span-of-control of a Division Supervisor a geographical area known as a \_\_\_\_\_ may be designated.
4. A \_\_\_\_\_ is a measurement of progress against time allotted.
5. You should communicate with \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
6. A Division or Group Supervisor is responsible for the implementation of the assigned portion of the \_\_\_\_\_.
7. Preparation for assignment as a Division/Group Supervisor includes: \_\_\_\_\_, \_\_\_\_\_, and a Division/Group Supervisor \_\_\_\_\_.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## PLANNING

8. List three items of information needed at the time of request.
  - 1)
  - 2)
  - 3)
9. You will always be provided with a written Incident Action Plan (IAP).
  - a. True
  - b. False
10. Which ICS Form is a good tool and job aid on initial attack incidents for information gathering and tracking?
  - a. ICS 204
  - b. ICS 214
  - c. ICS201
  - d. ICS 202
11. Number these DGS responsibilities in the proper order.
  - a. Sleeping arrangements
  - b. Debrief with resource unit
  - c. Check-in
  - d. Brief subordinates
  - e. Receive briefing from Branch/Ops
12. Name three persons/groups/or functions that you are responsible to share information with as a DGS.
  - a.
  - b.
  - c.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

---

13. Where would you find the incident priorities in a written IAP?
- ICS 201
  - ICS 202
  - ICS 214
  - ICS 204
14. Name the 4 components of L.C.E.S..
- 1)
  - 2)
  - 3)
  - 4)
15. Who is responsible for the implementation of the ICS 204 portion of the IAP?
16. What ICS Form must be used by the DGS to record activities, significant events, assigned resources, etc. on their Division.
- ICS 202
  - ICS 215
  - ICS 214
  - ICS 212
17. What is your most important responsibility as a DGS?
- Ensuring all assigned tasks are completed
  - Ensuring fiscal accountability
  - Identifying environmental concerns
  - Debriefing with Ops
  - Debriefing your relief
  - Ensuring the safety of all assigned personnel





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

---

23. Match the following statements with the appropriate terms:
- a. dangerous situation caused by fire behavior, environmental conditions, human actions \_\_\_\_\_ risk controls
  - b. a process of evaluating and mitigating hazards in the work environment \_\_\_\_\_ situation awareness
  - c. Identification and evaluations of hazards \_\_\_\_\_ risk management
  - d. a combination of long held attitudes and knowledge with information gathered \_\_\_\_\_ decision point
  - e. specific measures established to reduce or eliminate hazards \_\_\_\_\_ hazard assessment
  - f. Go/no go decision based on whether risk controls established can adequately reduce or eliminate the hazard identified \_\_\_\_\_ hazard
24. Good information is the key to good decision making.
- a. TRUE
  - b. FALSE
25. Fatigue, over confidence, peer pressure, and supervisory pressure are all examples of:
- a. hazard assessment
  - b. barriers to situation awareness
  - c. road blocks to effective team building
  - d. an inexperienced division supervisor
26. The 18 situations that shout watch out are tools to be used for:
- a. Hazard assessment
  - b. Risk controls
  - c. risk management
  - d. decision point



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

---

27. When a hazard is identified, measures must be implemented to reduce or eliminate the hazard. These measures are called:
- hazard controls
  - hazard assessment
  - report on conditions
  - risk controls
28. The Federal Aviation Administration has identified five hazardous attitudes that adversely affect the decision making process: Identify each of five attitudes. Match each of the five attitudes:
- |  |       |                |
|--|-------|----------------|
| a. Disregards procedures and directions                  | _____ | Invulnerable   |
| b. Lets events occur without taking actions              | _____ | Macho          |
| c. Acts without adequate situation awareness             | _____ | Resigned       |
| d. Overconfident takes on difficult tasks for admiration | _____ | Anti-Authority |
| e. Does not think about worst case scenario              | _____ | Impulsive      |
29. The minimum mandatory risk controls on every assignment should include establishing the:
- LCES system
  - ICS system
  - The 2-in-2 out system
30. Knowing your assignment, your authority, which information elements are essential, are all key factors in:
- risk controls
  - hazard assessment
  - making decisions under stress
31. The five-step risk management process should be a continuous response to your current situation.
- TRUE
  - FALSE



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

---

32. The Evaluation process is continually applied while you operate in the emergency environment and are exposed to hazardous conditions. Whenever your ongoing reevaluation of the operation tells you an adjustment is needed, it should be a cue to:
- a. update your situation awareness
  - b. apply risk control measures
  - c. pull out all forces to safety zones



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

---

## COORDINATION

Select the most correct answer from the choices given.

33. In order to establish a good working-relationship- with both incident management and division personnel, the Division Group Supervisor should:
- establish operating procedures with incident management and division / group resources prior to -the operational -period beginning.
  - address issues as-the -need arises.
  - not do anything. Incident management personnel and division/group resources know-what to do and what is expected of them.
  - have division resources come to him/her when they have a question.
34. The ICS 204, Division Assignment is developed by the:
- Incident Commander
  - Operations Section Chief
  - Planning Section
  - Logistics Section
35. The Division / Group supervisor is responsible-to directly-supervise:
- staging areas, air operations, and safety officers
  - strike team leaders, single resources, and functional groups
  - field observers, strike teams, and safety officers
  - fire behavior analysts and other technical specialists
36. What role -does the Division/Group Supervisor play in the Operations Briefing?
- Receive briefing from Operations Section Chief
  - Identify him | herself to division ]-group resources
  - Receive weather information
  - Identify incident safety concerns
  - All the above



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

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37. What documentation must be completed by the Division Group Supervisor at the completion of an operational period?
- a.
  - b.
  - c.
  - d.
38. List some operations that might occur on your division that could have an impact on adjacent resources and should be communicated and coordinated.
- a.
  - b.
  - c.
  - d.
39. If you feel that the assigned resources are inadequate to accomplish your mission, you can:
- a. request additional resources from staging through the OSC
  - b. request resources with adjacent divisions
  - c. readjust the plan
  - d. a and b are correct
40. What options do you have if your division / group resources exceed your span-of-control?
- a.
  - b.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

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41. The Division/Group Supervisor is responsible for making sure that assigned resources have the tools and equipment they need to fulfill their portion of an assignment. What section should be contacted to obtain transportation for work crews?
- Plans
  - Logistics
  - Finance
  - Liaison
42. Assigned as a Division Supervisor, you have specific questions about the work / rest cycle of a resource. Who might you contact for that information?
- - 
  -
43. The 24 hour shift does not require incident personnel to work constantly for 24 hours. Each worker is expected to average around \_\_\_\_\_ hours of work.
- 12
  - 14
  - 16
  - 18
44. What ICS form is used as a basic tracking document that facilitates incident management and personnel briefing?
- ICS Form 201
  - ICS form 204
  - ICS Form 214
  - ICS Form 215



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

45. "An organizational level responsible for operations in a specified geographical area," defines a(n):
- a. Group
  - b. Section
  - c. Division
  - d. Unit

46. How are resources organized under "Operations" for management purposes?

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47. Identify six principle responsibilities of a Division/Group Supervisor.

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48. To ensure accountable supervision, Groups should be assigned to Divisions?

True

False

49. What is I.C.S. Map Symbology for the boundaries of a Division?

50. In order to facilitate tactical deployment, how are resources tactically organized?

**S-339**  
***FINAL***  
***EXAM***  
***KEY***



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

---

## CONCEPT OF DIVISION AND GROUP

1. The ICS position of Division Supervisor works for the OPS or BRANCH DIRECTOR.
2. The ICS position of Group Supervisor supervises, coordinates, and manages a FUNCTIONAL area.
3. To reduce the span-of-control of a Division Supervisor a geographical area known as a SEGMENT may be designated.
4. A CONTROL is a measurement of progress against time allotted.
5. You should communicate with YOUR SUPERVISOR, ADJACENT DIVISIONS/RESOURCES, and YOUR ASSIGNED RESOURCES.
6. A Division or Group Supervisor is responsible for the implementation of the assigned portion of the INCIDENT ACTION PLAN (IAP).
7. Preparation for assignment as a Division/Group Supervisor includes: TRAINING, EXPERIENCE, and a Division/Group Supervisor KIT.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## PLANNING

8. List three items of information needed at the time of request.
- 1) **INCIDENT & ORDER NUMBER**
  - 2) **REPORTING TIME, LOCATION AND DATE**
  - 3) **INCIDENT RADIO FREQUENCIES**
  - 4) **TRAVEL FREQUENCIES**
  - 5) **SPECIAL TRAVEL ROUTE OR RESTRICTIONS**
9. You will always be provided with a written Incident Action Plan (IAP).
- a. True
  - b. **FALSE**
10. Which ICS Form is a good tool and job aid on initial attack incidents for information gathering and tracking?
- a. ICS 204
  - b. ICS 214
  - c. **ICS201**
  - d. ICS 202
11. Number these DGS responsibilities in the proper order.
- 5 **SLEEPING ARRANGEMENTS**
  - 4 **DEBRIEF WITH RESOURCE UNIT**
  - 1 **CHECK-IN**
  - 3 **BRIEF SUBORDINATES**
  - 2 **RECEIVE BRIEFING FROM BRANCH/OPS**
12. Name three persons/groups/or functions that you are responsible to share information with as a DGS.
- a. **ASSIGNED RESOURCES**
  - b. **ADJOINING DGS/GROUPS/RESOOURCES**
  - c. **BRANCH/OPS**  
**Plans (RESTAT)**  
**(SITSTAT)**  
**LOGISTICS**  
**FINANCE (EQUIPMENT & TIME)**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

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13. Where would you find the incident priorities in a written IAP?
- ICS 201
  - ICS 202**
  - ICS 214
  - ICS 204
14. Name the 4 components of L.C.E.S..
- 1) LOOKOUT**
  - 2) COMMUNICATIONS**
  - 3) ESCAPE ROUTES**
  - 4) SAFETY ZONES**
15. Who is responsible for the implementation of the ICS 204 portion of the IAP?
- DIVISION/GROUP SUPERVISOR**
16. What ICS Form must be used by the DGS to record activities, significant events, assigned resources, etc. on their Division.
- ICS 202
  - ICS 215
  - ICS 214**
  - ICS 212
17. What is your most important responsibility as a DGS?
- Ensuring all assigned tasks are completed
  - Ensuring fiscal accountability
  - Identifying environmental concerns
  - Debriefing with Ops
  - Debriefing your relief
  - ENSURING THE SAFETY OF ALL ASSIGNED PERSONNEL**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## SUPERVISION

18. List the three leadership styles discussed in Unit III.

**AUTOCRATIC**  
**LAISSEZ-FAIRE**  
**DEMOCRATIC**

19. List five of the eight learning blocks discussed in this Unit.

**FEAR OF FAILURE**  
**FEAR OF THE UNKNOWN**  
**FEAR OF CHANGE**  
**NEW AND SPECIFIC SKILLS REQUIRED**  
**LARGE AMOUNTS OF TECHNICAL INFORMATION**  
**FEAR OF APPEARING INCOMPETENT**  
**DEFENSIVENESS**  
**SELF DOUBT**

20. Clearly defined roles, a commitment to a clear mission, and a winning attitude are all part of effective

- a. coaching
- b. **TEAM BUILDING**
- c. motivating

21. As a Division Supervisor, you must be able to apply an ongoing **RISK MANAGEMENT PROCESS** in order to identify and mitigate any hazards that may affect the outcome of your given assignment.

22. Identification and evaluation of hazards in the work environment is known as;

- a. situation awareness
- b. report on conditions
- c. risk management
- d. **HAZARD ASSESSMENT**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

---

23. Match the following statements with the appropriate terms: Use lowercase letters to match.
- a. dangerous situation caused by fire behavior, environmental conditions, human actions        e   risk controls
  - b. a process of evaluating and mitigating hazards in the work environment        d   situation awareness
  - c. Identification and evaluations of hazards        b   risk management
  - d. a combination of long held attitudes and knowledge with information gathered        f   decision point
  - e. specific measures established to reduce or eliminate hazards        c   hazard assessment
  - f. Go/no go decision based on whether risk controls established can adequately reduce or eliminate the hazard identified        a   hazard
24. Good information is the key to good decision making.
- a. **TRUE**
  - b. FALSE
25. Fatigue, over confidence, peer pressure, and supervisory pressure are all examples of:
- a. hazard assessment
  - b. **BARRIERS TO SITUATION AWARENESS**
  - c. road blocks to effective team building
  - d. an inexperienced division supervisor
26. The 18 situations that shout watch out are tools to be used for:
- a. **HAZARD ASSESSMENT**
  - b. Risk controls
  - c. risk management
  - d. decision point



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

---

27. When a hazard is identified, measures must be implemented to reduce or eliminate the hazard. These measures are called:
- hazard controls
  - hazard assessment
  - report on conditions
  - RISK CONTROLS**
28. The Federal Aviation Administration has identified five hazardous attitudes that adversely affect the decision making process: Identify each of five attitudes. Match each of the five attitudes:
- |  |                             |
|--|-----------------------------|
| a. Disregards procedures and directions                  | <u>  e  </u> Invulnerable   |
| b. Lets events occur without taking actions              | <u>  d  </u> Macho          |
| c. Acts without adequate situation awareness             | <u>  b  </u> Resigned       |
| d. Overconfident takes on difficult tasks for admiration | <u>  a  </u> Anti-Authority |
| e. Does not think about worst case scenario              | <u>  c  </u> Impulsive      |
29. The minimum mandatory risk controls on every assignment should include establishing the:
- LCES SYSTEM**
  - ICS system
  - The 2-in-2 out system
30. Knowing your assignment, your authority, which information elements are essential, are all key factors in:
- risk controls
  - hazard assessment
  - MAKING DECISIONS UNDER STRESS**
31. The five-step risk management process should be a continuous response to your current situation.
- TRUE**
  - FALSE



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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32. The Evaluation process is continually applied while you operate in the emergency environment and are exposed to hazardous conditions. Whenever your ongoing reevaluation of the operation tells you an adjustment is needed, it should be a cue to:
- a. **UPDATE YOUR SITUATION AWARENESS**
  - b. apply risk control measures
  - c. pull out all forces to safety zones



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## COORDINATION

Select the most correct answer from the choices given.

33. In order to establish a good working-relationship with both incident management and division personnel, the Division Group Supervisor should:
- a. **ESTABLISH OPERATING PROCEDURES WITH INCIDENT MANAGEMENT AND DIVISION / GROUP RESOURCES PRIOR TO -THE OPERATIONAL -PERIOD BEGINNING.**
  - b. address issues as-the -need arises.
  - c. not do anything. Incident management personnel and division/group resources know-what to do and what is expected of them.
  - d. have division resources come to him/her when they have a question.
34. The ICS 204, Division Assignment is developed by the:
- a. Incident Commander
  - b. Operations Section Chief
  - c. **PLANNING SECTION**
  - d. Logistics Section
35. The Division / Group supervisor is responsible-to directly-supervise:
- a. staging areas, air operations, and safety officers
  - b. **STRIKE TEAM LEADERS, SINGLE RESOURCES, AND FUNCTIONAL GROUPS**
  - c. field observers, strike teams, and safety officers
  - d. fire behavior analysts and other technical specialists
36. What role -does the Division/Group Supervisor play in the Operations Briefing?
- a. Receive briefing from Operations Section Chief
  - b. Identify him | herself to division ]-group resources
  - c. Receive weather information
  - d. Identify incident safety concerns
  - e. **ALL THE ABOVE**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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37. What documentation must be completed by the Division Group Supervisor at the completion of an operational period?
- SHIFT TICKETS (EQUIPMENT)**
  - ICS 214**
  - DEBRIEFING FORMS**
  - CREW TIME REPORTS**
- EVALUATIONS  
REHABILITATION PAPERWORK**
38. List some operations that might occur on your division that could have an impact on adjacent resources and should be communicated and coordinated.
- BACKFIRING**
  - HAZARDOUS MATERIALS RELEASE**
  - LIFTING OPERATIONS**
  - AIR OPERATIONS/RESCUE**
39. If you feel that the assigned resources are inadequate to accomplish your mission, you can:
- request additional resources from staging through the OSC
  - request resources from adjacent divisions
  - readjust the plan
  - A AND B ARE CORRECT**
40. What options do you have if your division / group resources exceed your span-of-control?
- CREATE TASK FORCES**
  - CREATE GEOGRAPHICAL SEGMENTS**
  - ADVISE OPERATIONS**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

---

41. The Division/Group Supervisor is responsible for making sure that assigned resources have the tools and equipment they need to fulfill their portion of an assignment. What section should be contacted to obtain transportation for work crews?
- Plans
  - LOGISTICS**
  - Finance
  - Liaison
42. Assigned as a Division Supervisor, you have specific questions about the work / rest cycle of a resource. Who might you contact for that information?
- CREW REPRESENTATIVE**
  - AGENCY REPRESENTATIVE**
  - STRIKE TEAM/TASK FORCE LEADER**
- CREW TECHNICAL SPECIALISTS**
43. The 24 hour shift does not require incident personnel to work constantly for 24 hours. Each worker is expected to average around \_\_\_\_\_ hours of work.
- 12
  - 14
  - 16
  - 18**
44. What ICS form is used as a basic tracking document that facilitates incident management and personnel briefing?
- ICS FORM 201**
  - ICS form 204
  - ICS Form 214
  - ICS Form 215



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

## INTRODUCTION

---

45. "An organizational level responsible for operations in a specified geographical area," defines a(n):
- Group
  - Section
  - DIVISION**
  - Unit

46. How are resources organized under "Operations" for management purposes?

**BRANCHES, DIVISIONS/GROUPS, SINGLE RESOURCES**

47. Identify six principle responsibilities of a Division/Group Supervisor.

**CHECK IN AND OBTAIN BRIEFING**

**IMPLEMENT I.A.P. ASSIGNMENT**

**IDENTIFY ASSIGNED RESOURCES**

**REVIEW ASSIGNMENT WITH SUBORDINATES**

**ADVISE RESTAT AND COMM UNIT OF RESOURCE STATUS CHANGES**

**COORDINATE ACTIVITIES WITH ADJACENT DIVISIONS**

**DETERMINE NEED FOR ASSISTANCE**

**REPORT HAZARDS, SPECIAL EVENTS TO SUPERVISOR**

**ENSURE THAT ASSIGNED RESOURCES ARRIVALS AND DEPARTURES ARE DONE**

**PROPERLY AND IN A TIMELY MANNER, PARTICIPATE IN DEVELOPMENT OF PLANS FOR NEXT OPERATIONAL PERIOD**

48. To ensure accountable supervision, Groups should be assigned to Divisions?

True

**FALSE**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

---

49. What is I.C.S. Map Symbology for the boundaries of a Division?

)(

50. In order to facilitate tactical deployment, how are resources tactically organized?

**STRIKE TEAMS, TASK FORCES, SINGLE RESOURCES**





# INCIDENT COMMAND SYSTEM

S339' Division/Group Supervisor

SEGMENT B QUIZ

## SEGMENT "B" QUIZ- KEY

**Instructions:** You are required to complete the following 50 question quiz. Fill-in questions should be completed using brief, concise working. Multiple choice questions should be answered by circling the correct response.

1. Identify the five major functions within the Incident Command System.
  - a. Command, Safety, Liaison, Information, Operations
  - b. Command, Planning, Safety, Logistics, and Finance
  - c. **COMMAND, OPERATIONS, PLANNING, LOGISTICS, AND FINANCE**
  - d. Operations, Logistics, Planning, Support, and Services
2. A Fire Behavior Specialist would be assigned to the \_\_\_\_\_ Section of the ICS organization.
  - a. Operations
  - b. **PLANNING**
  - c. Logistics
  - d. Finance
3. Engines, Crews or Dozers are examples of:
  - a. Types of Equipment
  - b. Types of Strike Teams
  - c. **KINDS OF STRIKE TEAMS**
  - d. Equipment Division
4. When Operations has not been established, Staging reports to:
  - a. Logistics Chief
  - b. Base Manager
  - c. **INCIDENT COMMANDER**
  - d. Branch Director



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

---

5. Two Engine Companies and one Truck Company with common communications which are put together for an assignment of a temporary nature, under the supervision of an identified Leader, would be an example of a:
  - a. Strike Team
  - b. TASK FORCE**
  - c. Single Resource
  - d. Crew
  
6. When the incident organization requires more than five Divisions or Groups, what organizational level may be staffed to maintain an acceptable span of control?
  - a. Section
  - b. BRANCH**
  - c. Strike Team
  - d. Task Force
  
7. The point of contact for assisting or cooperating agencies is the:
  - a. Logistics Section Chief
  - b. LIAISON OFFICER**
  - c. Information Officer
  - d. Staging Area Manager
  
8. "The reporting and marshaling area for resources not considered available for immediate assignment where primary support activities are performed," defines:
  - a. Staging
  - b. BASE**
  - c. Command Post
  - d. Logistics Section



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

---

9. The emergency medical needs of the incident victims (non-emergency responders) are provided by the:
- a. **OPERATIONS SECTION**
  - b. Medical Unit
  - c. Planning Section
  - d. EMS Services Unit
10. Refueling of apparatus is provided by the:
- a. **GROUND SUPPORT UNIT**
  - b. Supply Unit
  - c. Procurement Unit
  - d. Refueling Resource Unit assigned to the Operations Section
11. Which of the following does ICS recommend for communications nets?
- a. Command, Logistics, Support
  - b. **TACTICAL, COMMAND, SUPPORT**
  - c. Base, Operations, Command
  - d. Support, Air-to-Air, Base
12. The Information, Safety, and Liaison Officers comprise which of the following?
- a. **COMMAND STAFF**
  - b. General Staff
  - c. Support Staff
  - d. Operations Staff



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

---

13. Which of the following may not have a Deputy?
- a. Logistics Chief
  - b. Branch Director
  - c. STRIKE TEAM LEADER**
  - d. Incident Commander
14. Which of the following most accurately describes the duties of the Service Branch Director?
- a. Supervises the Service, Ground Support and Facilities Unit
  - b. SUPERVISES THE COMMUNICATIONS, MEDICAL AND FOOD UNITS**
  - c. Supervises the Facilities, Ground Support and Helicopter Service Units
  - d. Supervises the Time, Procurement and Ground Support Units
15. Which of the following are designated ICS facilities?
- a. Command Post, Fire Camp, Communications Center and Helispots
  - b. COMMAND POST, INCIDENT BASE, CAMPS, STAGING AREAS, HELIBASE AND HELISPOT**
  - c. Command Post, Staging Areas, Incident Base, Message Center, Communications Center and Helispots
  - d. Command Post, Operations Center, Incident Base, Staging Areas, Ground Support Facility and Fire Camp
16. The Haz Mat Group Supervisor reports to the **OPERATIONS SECTION CHIEF** and manages Tactical Operations by supervising the three following specific functions within the exclusion zone:
- ASSIGN TACTICAL OBJECTIVES TO RESOURCES**
  - ENSURE SAFE OPERATIONAL PROCEDURES**
  - REPORT ON PROGRESS AND RESOURCE STATUS**
17. In relation to the Exclusion Zone, De-Con should be located **UPWIND, UP GRADE.**
18. Victims affected by a hazardous material substance should not be released to the Medical Group until they have been **DE-CONTAMINATED.**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

19. List six of the twelve basic functions required of the Haz Mat Group Supervisor.

**CHECK IN, OBTAIN BRIEFING FROM SUPERVISOR  
ENSURE ESTABLISHMENT OF CONTROL ZONES, ACCESS CONTROL POINTS/LINES  
RECOMMENDED PUBLIC PROTECTION OPTIONS TO SUPERVISOR  
OBTAIN CURRENT AND PREDICTED WEATHER INFORMATION  
ESTABLISH ENVIRONMENTAL MONITORING FOR CONTAMINANTS AT HAZARD SITE  
ENSURE SITE SAFETY PLAN DEVELOPMENT/ IMPLEMENTED  
CONDUCT SAFETY MEETINGS WITH GROUP  
PARTICIPATE IN DEVELOPMENT OF I.A.P.  
ENSURE COMPLIANCE WITH SAFE OPERATIONAL PROCEDURES  
ENSURE SELECTION/USE OF PERSONAL PROTECTIVE EQUIPMENT  
ENSURE NOTIFICATION OF APPROPRIATE AGENCIES THROUGH I.C.  
MAINTAIN UNIT LOG**

20. Identify the three primary "Control Zones" utilized at the scene of a Haz Mat incident?

**EXCLUSION ZONE  
CONTAMINATION REDUCTION ZONE  
SUPPORT ZONE**

21. A US&R Type A "Company" Strike Team consists of:

No. 2 Type I Units with 6 Total Personnel each and a **STRIKE TEAM** Leader

Minimum Task Capabilities **VEHICLE EQUIPPED FOR REINFORCED CONCRETE, STEEL STRUCTURES, CONFINED SPACE RESCUE**

22. A US&R Type "H" Crew Strike Team consists of No. 3 Type 2 Units, with 6 Total Personnel each and a **STRIKE TEAM** Leader.

23. California State/National US&R Task Force 5 would be assigned the Radio Designator, "CA.-TF5" and would have a personnel compliment of **62** personnel.

24. As a Division Supervisor assigned to rescue operations at an Interstate Highway over-pass collapse, what four Team Managers would you assign to a State/ National Task Force Leader under your supervision?

**SEARCH TEAM MANAGER, RESCUE TEAM MANAGER, MEDICAL TEAM MANAGER,  
TECHNICAL TEAM MANAGER**

25. At the scene of a multiple vehicle fire, located at the lowest of a three level, below ground parking structure, what radio designator would be assigned to the Division Supervisor?

**SUB DIVISION 3**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

26. What would the Phonetic Radio Designator be for the Division Supervisor assigned to exposure protection to the right of the primary entrance of the fire building?

**DELTA**

27. As a Division Supervisor in charge of search and suppression on the fourth floor of an office complex, what would your Radio Designator be?

**DIVISION 4**

28. Radio designation of the supervision of Roof Operations, involving HVAC equipment, ventilation and a possible rescue would be **"ROOF DIVISION"**.

29. As the designated Medical Group Supervisor at the scene of a multi-casualty Incident, your three primary responsibilities are:

**TRIAGE, TREATMENT, TRANSPORTATION**

30. Responsibility for the Incident Traffic Plan Is assigned to?

**GROUND SUPPORT**

31. How are Divisions established on a Wildland Incident?

**CLOCKWISE**

32. How are Structure Protection Groups designated? - Provide an Example.

**BY MEANS OF A LANDMARK. "BOULEVARD GROUP"**

33. Does a Division /Group Supervisor retain responsibility for Out-of-Service Resources?

Yes

**NO**

34. In an extended attack operation, list your three preferred sources are:

**YOUR SUPERVISOR, INCIDENT ACTION PLAN, THE COUNTER PART YOU ARE RELIEVING**

35. How many repeater tones are available for use In conjunction with the State travel net?

**12**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

36. Match the following titles with the listed positions by assigning the correct corresponding number.

TITLE	NUMBER	POSITION
Staging	2	1. Unit Leader
Logistics Section	9	2. Manager
Information	5	3. Section Chief
Safety	5	4. Leader
Incident	6	5. Officer
Deputy Operations	3	6. Commander
Air Tactical	8	7. Director
Resource Unit	4	8. Supervisor
Task Force	4	9. Chief
Communications Unit	4	10. Specialist
Branch	7	11. Observer
Liaison	5	12. Representative
Base	2	13. Operator
Ground Support	1	14. Analyst
Planning	3	
Technical	10	
Field	11	
Air Operations	7	
Helibase	2	
Division Group	8	
Assistant Strike Team	4	
De-Mob Unit	4	
Single Resource Unit	4	
Supply Unit	4	
Agency	12	
Dozer	13	
Fire Behavior	14	

37. Should an I.C.P. be mobile or stationary?

**STATIONARY**

38. In terms of availability; where should staging areas be located?

**WITHIN 5 MINUTES OF A LOCATION TO WHICH THEY MAY BE ASSIGNED**

39. Define the term "Planned Need".

**FOR ASSIGNMENT IN A FUTURE (NEXT) OPERATIONAL PERIOD**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT B QUIZ

---

40. Assign suffix identifiers to the following strike team resources:

**C** Type III Engine S /T

**A** Type I Engine S/T

**L** Type II Dozer S /T

**H** Type II Crew S/T

**G** Type I Crew S/T

**K** Type I Dozer S /T



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT D QUIZ

## BURNEY FIRE IAP QUIZ- KEY

### SEGMENT "D".

#### INCIDENT ACTION PLAN:

**Instructions:** You are required to complete the following 25 question quiz. Fill-in questions should be completed using brief, concise answers.

Study the Burney Fire I.A.P. and answer the following questions:

1. What is the Incident number?

**ANS: SHU 4099**

2. What is the tactical frequency for contact with Division C?

**ANS: TAC 12, 151.460**

3. What is the forecasted relative humidity for this afternoon?

**ANS: 11% - 16%**

4. What are the directions for ambulance response?

**ANS: REQUEST FROM BASE. LAND AMBULANCE WILL REPORT TO BASE FOR ESCORT TO SITE**

5. What are the release priorities for De-Mob?

**ANS: 1. PRIVATE EQUIPMENT  
2. OES  
3. LOCAL GOVERNMENT  
4. USFS  
5. CDF OUT OF REGION  
6. CDF OUT OF UNIT  
7. CDF LOCAL UNIT**

6. Where is the remaining open fire line and the closest drop point?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT D QUIZ

---

**ANS: DIVISIONS CHARLEY & DELTA. DROP POINT NO. 4**

7. What is the name of the individual who can advise the name of the Fire Behavior Analyst?

**ANS: DAVE MCNAMARA**

8. At what time and at which drop point can a Type III Engine Task Force be located on Division A?

**ANS: 0800 HRS., DROP POINT NO. 1, TF XSH 315 1 C**

9. What is the designator of the engine assigned to Helibase?

**ANS: ENGINE 30 FROM STRIKE TEAM XSH 315 1C**

10. What repeater tone has been identified for the command frequency?

**ANS: TONE 5**

11. Who is the Division Supervisor of Division Echo?

**ANS: R. ARMSTRONG**

12. What operation are resources assigned to Division Bravo, committed to?

**ANS: MOP-UP 300 FEET**

13. Where is Drop Point No. 5?

**ANS: AT THE DIVISION BRAVO CHARLEY BREAK**

14. What Type Fire Crew Strike Teams are assigned on Division Delta?

**ANS: TYPE I**

15. What could the Staging Area be named to facilitate its location for out of unit resources?

**ANS: CAL-TRANS STAGING**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT D QUIZ

---

16. What is the name of the Helibase?

**ANS: BLACK RANCH STAGING**

17. How many and what type Copters are available for Division assignment?

**ANS: 2 TYPE II**

18. What is the latitude and longitude for the Helibase?

**ANS: 42 DEGREES 52.50 X 121 DEGREES 39.00**

19. What tactical frequency has been designated as a "Reserve"?

**ANS: BIFC TAC 2. RX/TX 168.200**

20. What are the predicted wind conditions for mid to late afternoon?

**ANS: RIDGETOP: W-S-W 10-20 MPH, GUSTING TO 22 MPH  
UPSLOPE/UP CANYON N-N-W 3-6 MPH, GUSTING TO 11-14 MPH**

21. What are the re-hab issues with the NEBLETT'S property?

**ANS: REMOVE 4 FENCE POSTS WITH BACKHOE ON BARTLE RD.**

22. In which of the school rooms is the Planning Section located?

**ANS: FACULTY ROOM**

23. What is the approximate elevation at drop point 4?

**ANS: 3836 FEET**

24. On which I.C.S. form should the events of your Division's operational period be noted?

**ANS: ICS 214**

25. Which Interagency Incident Management Team is assigned to this fire?

**ANS: CDF IW 3**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT E QUIZ

## MAP READING PROGRAM QUIZ- KEY

### SEGMENT "E"

**Instructions:** You are required to complete the following 20 question quiz. Fill-in questions should be completed using brief, concise answers.

1. What does "Map Scale" indicate?

**ANS: THE RATIO OF THE HORIZONTAL DISTANCE ON THE MAP TO THE CORRESPONDING HORIZONTAL DISTANCE ON THE GROUND.**

2. The 7,5 minute quadrangle map scale of 1:24,000 also translates into 1 inch to -feet.

**ANS: 2000**

3. How many minutes are contained in a degree?

**ANS: 60**

4. When facing due north, the "cardinal point" at 90 degrees to your left would be

**ANS: WEST**

5. There are approximately acres in a section.

**ANS: 640**

6. Longitude lines run

**ANS: NORTH TO SOUTH**

7. Latitude lines run

**ANS: PARALLEL/EAST TO WEST**

8. How many square miles are within a Township?

**ANS: 36**



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT E QUIZ

---

9. Township lines run six miles apart and run from to parallel to the principle meridian.

**ANS: EAST - WEST**

10. Range lines run 6 miles apart and run from to parallel to the principle meridian.

**ANS: NORTH - SOUTH**

11. If there are 66 feet in a "Chain" how many chains are there to a mile?

**ANS: 80**

12. A contour line connects

**ANS: POINTS OF EQUAL ELEVATION**

13. What topographic feature is indicated when contour lines appear to be In contact?

**ANS: STEEP CLIFF/TERRAIN**

14. The point of "V" shaped contour lines always points

**ANS: UPSLOPE/UP STREAM**

15. What is a contour interval?

**ANS: THE DIFFERENCE IN ELEVATION BETWEEN TWO ADJACENT CONTOUR LINES**

16. What can the estimated percent slope help you determine?

**ANS: DETERMINES FEASIBILITY OF RESOURCE ASSIGNMENT AND PRODUCTION RATE**

17. What does 30 feet of rise, over 100 feet in horizontal distance indicate?

**ANS: 30% SLOPE**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT E QUIZ

---

18. Correct Compass readings are only possible if the Compass is held

**ANS: LEVEL**

19. In order to determine an Azimuth, what steps must be taken? (Select best choice)

- 1. HOLD COMPASS AND ALIGN ARROW WITH TRAVEL DIRECTION.**
2. turn 360° dial until needle points north.
3. read azimuth where the index line meets the dial.

20. The Back Azimuth to 225° would be

**ANS: 450**





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

SEGMENT B QUIZ

---

## INCIDENT COMMAND SYSTEM QUIZ

**Instructions:** You are required to complete the following 40 question quiz. Fill-in questions should be completed using brief, concise working. Multiple choice questions should be answered by circling the correct response.

1. Identify the five major functions within the Incident Command System.
  - a. Command, Safety, Liaison, Information, Operations
  - b. Command, Planning, Safety, Logistics, and Finance
  - c. Command, Operations, Planning, Logistics, and Finance
  - d. Operations, Logistics, Planning, Support, and Services
  
2. A Fire Behavior Specialist would be assigned to the \_\_\_\_\_ Section of the ICS organization.
  - a. Operations
  - b. Planning
  - c. Logistics
  - d. Finance
  
3. Engines, Crews or Dozers are examples of:
  - a. Types of Equipment
  - b. Types of Strike Teams
  - c. Kinds of strike teams
  - d. Equipment Division
  
4. When Operations has not been established, Staging reports to:
  - a. Logistics Chief
  - b. Base Manager
  - c. Incident commander
  - d. Branch Director



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

### SEGMENT B QUIZ

---

5. Two Engine Companies and one Truck Company with common communications which are put together for an assignment of a temporary nature, under the supervision of an identified Leader, would be an example of a:
  - a. Strike Team
  - b. Task force
  - c. Single Resource
  - d. Crew
  
6. When the incident organization requires more than five Divisions or Groups, what organizational level may be staffed to maintain an acceptable span of control?
  - a. Section
  - b. Branch
  - c. Strike Team
  - d. Task Force
  
7. The point of contact for assisting or cooperating agencies is the:
  - a. Logistics Section Chief
  - b. Liaison officer
  - c. Information Officer
  - d. Staging Area Manager
  
8. "The reporting and marshaling area for resources not considered available for immediate assignment where primary support activities are performed," defines:
  - a. Staging
  - b. Base
  - c. Command Post
  - d. Logistics Section



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

### SEGMENT B QUIZ

---

9. The emergency medical needs of the incident victims (non-emergency responders) are provided by the:
  - a. Operations Section
  - b. Medical Unit
  - c. Planning Section
  - d. EMS Services Unit
10. Refueling of apparatus is provided by the:
  - a. Ground Support Unit
  - b. Supply Unit
  - c. Procurement Unit
  - d. Refueling Resource Unit assigned to the Operations Section
11. Which of the following does ICS recommend for communications nets?
  - a. Command, Logistics, Support
  - b. Tactical, Command, Support
  - c. Base, Operations, Command
  - d. Support, Air-to-Air, Base
12. The Information, Safety, and Liaison Officers comprise which of the following?
  - a. Command Staff
  - b. General Staff
  - c. Support Staff
  - d. Operations Staff



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## SEGMENT B QUIZ

---

13. Which of the following may not have a Deputy?
- a. Logistics Chief
  - b. Branch Director
  - c. Strike Team Leader
  - d. Incident Commander
14. Which of the following most accurately describes the duties of the Service Branch Director?
- a. Supervises the Service, Ground Support and Facilities Unit
  - b. Supervises the Communications, Medical and Food Units
  - c. Supervises the Facilities, Ground Support and Helicopter Service Units
  - d. Supervises the Time, Procurement and Ground Support Units
15. Which of the following are designated ICS facilities?
- a. Command Post, Fire Camp, Communications Center and Helispots
  - b. Command Post, Incident Base, Camps, Staging Areas, Helibase and Helispot
  - c. Command Post, Staging Areas, Incident Base, Message Center, Communications Center and Helispots
  - d. Command Post, Operations Center, Incident Base, Staging Areas, Ground Support Facility and Fire Camp
16. The Haz Mat Group Supervisor reports to the \_\_\_\_\_ and manages Tactical Operations by supervising the three following specific functions within the exclusion zone: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
17. In relation to the Exclusion Zone, De-Con should be located \_\_\_\_\_.
18. Victims affected by a hazardous material substance should not be released to the Medical Group until they have been \_\_\_\_\_.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

SEGMENT B QUIZ

---

19. List six of the twelve basic functions required of the Haz Mat Group Supervisor.

---

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20. Identify the three primary "Control Zones" utilized at the scene of a Haz Mat incident?

---

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21. A US&R Type A "Company" Strike Team consists of:

No. \_\_\_ Type \_\_\_ Units with \_\_\_ Total Personnel each and a \_\_\_\_\_  
Leader

Minimum Task Capabilities \_\_\_\_\_  
\_\_\_\_\_

22. A US&R Type "H" Crew Strike Team consists of No. \_\_\_ Type \_\_\_ Units, with \_\_\_\_\_ Total Personnel each and a \_\_\_\_\_ Leader.

23. California State/National US&R Task Force 5 would be assigned the Radio Designator, "CA.-TF5" and would have a personnel compliment of \_\_\_\_\_ personnel.

24. As a Division Supervisor assigned to rescue operations at an Interstate Highway over-pass collapse, what four Team Managers would you assign to a State/ National Task Force Leader under your supervision? \_\_\_\_\_  
\_\_\_\_\_

25. At the scene of a multiple vehicle fire, located at the lowest of a three level, below ground parking structure, what radio designator would be assigned to the Division Supervisor?  
\_\_\_\_\_

26. What would the Phonetic Radio Designator be for the Division Supervisor assigned to exposure protection to the right of the primary entrance of the fire building?  
\_\_\_\_\_



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## SEGMENT B QUIZ

---

27. As a Division Supervisor in charge of search and suppression on the fourth floor of an office complex, what would your Radio Designator be?

\_\_\_\_\_

28. Radio designation of the supervision of Roof Operations, involving HVAC equipment, ventilation and a possible rescue would be

\_\_\_\_\_

29. As the designated Medical Group Supervisor at the scene of a multi-casualty Incident, your three primary responsibilities are:

\_\_\_\_\_

30. Responsibility for the Incident Traffic Plan Is assigned to?

\_\_\_\_\_

31. How are Divisions established on a Wildland Incident?

32. How are Structure Protection Groups designated? - Provide an Example.

33. Does a Division /Group Supervisor retain responsibility for Out-of-Service Resources?

Yes

No

34. In an extended attack operation, list your three preferred sources:

35. How many repeater tones are available for use In conjunction with the State travel net?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## SEGMENT B QUIZ

36. Match the following titles with the listed positions by assigning the correct corresponding number.

TITLE	NUMBER	POSITION
Staging	_____	1. Unit Leader
Logistics Section	_____	2. Manager
Information	_____	3. Section Chief
Safety	_____	4. Leader
Incident	_____	5. Officer
Deputy Operations	_____	6. Commander
Air Tactical	_____	7. Director
Resource Unit	_____	8. Supervisor
Task Force	_____	9. Chief
Communications Unit	_____	10. Specialist
Branch	_____	11. Observer
Liaison	_____	12. Representative
Base	_____	13. Operator
Ground Support	_____	14. Analyst
Planning	_____	
Technical	_____	
Field	_____	
Air Operations	_____	
Helibase	_____	
Division Group	_____	
Assistant Strike Team	_____	
De-Mob Unit	_____	
Single Resource Unit	_____	
Supply Unit	_____	
Agency	_____	
Dozer	_____	
Fire Behavior	_____	

37. Should an I.C.P. be mobile or stationary?
38. In terms of availability, where should staging areas be located?
39. Define the term "Planned Need".



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

## SEGMENT B QUIZ

---

40. Assign suffix identifiers to the following strike team resources:

\_\_\_ Type III Engine S /T

\_\_\_ Type I Engine S/T

\_\_\_ Type II Dozer S /T

\_\_\_ Type II Crew S/T

\_\_\_ Type I Crew S/T

\_\_\_ Type I Dozer S /T



## BURNEY FIRE IAP QUIZ

### SEGMENT "D"

#### INCIDENT ACTION PLAN:

**Instructions:** You are required to complete the following 25 question quiz. Fill-in questions should be completed using brief, concise answers.

Study the Burney Fire I.A.P. and answer the following questions:

1. What is the Incident number?
2. What is the tactical frequency for contact with Division C?
3. What is the forecasted relative humidity for this afternoon?
4. What are the directions for ambulance response?
5. What are the release priorities for De-Mob?
6. Where is the remaining open fire line and the closest drop point?
7. What is the name of the individual who can advise the name of the Fire Behavior Analyst?
8. At what time and at which drop point can a Type III Engine Task Force be located on Division A?



**DIVISION/GROUP SUPERVISOR**  
ALL RISK

SEGMENT D QUIZ

---

9. What is the designator of the engine assigned to Helibase?
10. What repeater tone has been identified for the command frequency?
11. Who is the Division Supervisor of Division Echo?
12. What operation are resources assigned to Division Bravo, committed to?
13. Where is Drop Point No. 5?
14. What Type Fire Crew Strike Teams are assigned on Division Delta?
15. What could the Staging Area be named to facilitate its location for out of unit resources?
16. What is the name of the Helibase?
17. How many and what type Copters are available for Division assignment?
18. What is the latitude and longitude for the Helibase?
19. What tactical frequency has been designated as a "Reserve"?
20. What are the predicted wind conditions for mid to late afternoon?
21. What are the re-hab issues with the NEBLETT'S property?
22. In which of the school rooms is the Planning Section located?



DIVISION/GROUP SUPERVISOR  
ALL RISK

SEGMENT D QUIZ

---

23. What is the approximate elevation at drop point 4?
  
24. On which I.C.S. form should the events of your Division's operational period be noted?
  
25. Which Interagency Incident Management Team is assigned to this fire?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT E QUIZ

## MAP READING PROGRAM QUIZ

### SEGMENT "E"

**Instructions:** You are required to complete the following 20 question quiz. Fill-in questions should be completed using brief, concise answers.

1. What does "Map Scale" indicate?
2. The 7,5 minute quadrangle map scale of 1:24,000 also translates into 1 inch to \_\_\_\_\_ feet.
3. How many minutes are contained in a degree?
4. When facing due north, the "cardinal point" at 90 degrees to your left would be \_\_\_\_\_.
5. There are approximately \_\_\_\_\_ acres in a section.
6. Longitude lines run \_\_\_\_\_.
7. Latitude lines run \_\_\_\_\_.
8. How many square miles are within a Township?
9. Township lines run six miles apart and run from \_\_\_\_\_ to \_\_\_\_\_ parallel to the principle meridian.
10. Range lines run 6 miles apart and run from \_\_\_\_\_ to \_\_\_\_\_ parallel to the principle meridian.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

SEGMENT E QUIZ

---

11. If there are 66 feet in a "Chain" how many chains are there to a mile?
12. A contour line connects \_\_\_\_\_.
13. What topographic feature is indicated when contour lines appear to be in contact?
14. The point of "V" shaped contour lines always points \_\_\_\_\_.
15. What is a contour interval?
16. What can the estimated percent slope help you determine?
17. What does 30 feet of rise, over 100 feet in horizontal distance indicate?
18. Correct Compass readings are only possible if the Compass is held \_\_\_\_\_.
19. In order to determine an Azimuth, what steps must be taken? (Select best choice)
  1. Hold compass and align arrow with travel direction.
  2. Turn 360° dial until needle points north.
  3. Read azimuth where the index line meets the dial.
20. The "Back Azimuth to 225° would be \_\_\_\_\_.





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-1-1  
INTRODUCTION

---

## DIVISION/GROUP SUPERVISOR INTRODUCTION



TIME: 15 Minutes

### MATERIALS NEEDED:

- Pen or pencil
- Student Exercise 1-1-1

### INTRODUCTION:

This exercise is designed as an “Ice Breaking” exercise, and to allow the students to “warm-up” their DGS skills. In addition, it will be used as an evaluation tool to compare behavior changes in student DGS skills as a result of course introduction.

### DIRECTIONS:

1. Have students remove exercise 1-1-1 from the Student Manuals.
2. Have students read the briefing form and complete the attached questions.
3. When completed, tell students to set aside exercise until asked to be brought out again later in the course.
4. At the end of the course, have students bring out exercise and reread scenario. Ask them to make any changes they feel appropriate based on information learned in the class. Tell students to indicate any changed answers.
5. Instructors to review exercise after course to evaluate changed behavior effect.



## INCIDENT SCENARIOS

### EXERCISE 1-1-1

#### SCENARIO No. 1

As part of an Auto Aid dispatch, you have checked in as overhead responding with the third alarm. You have been assigned by the Operations Section Chief, Division 4 on the Dominican Fire. You are briefed with the following information:

#### THE STRUCTURE:

This four story wood frame Catholic Convent is 124 years old, consisting of 25,000 square feet, including a full size walk-in attic and basement. The building features classrooms, offices, double occupancy dormitory housing for 136 students, a complete kitchen, dining facility and a Chapel with seating for 225.

#### CURRENT CONDITIONS:

Time: 1415 Temp: 105 Wind: 12 mph/N.W.

The fire is established in the attic (approx: 180 ft. x 68 ft. x 10 ft.) involving 30% of the interior. Fuel loading consists of books, furniture and clothing. Heavy smoke is visible on the exterior issuing from the eaves, around the entire building and fire is showing from the full length of a strip ventilation cut. Four to six inches of water has collected on the 4th floor.

#### CURRENT CONDITIONS:

Initial interior attack assignments are approximately one hour old. A truck company has abandoned a strip ventilation operation due to low air and heat stress, and is currently in Rehab.

Two ladder pipes have been deployed at the rear of the structure. One is not yet in operation. One is discharging 600 GPM through a dormer window into the attic.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-1-1  
INTRODUCTION

---

Three relief Engine Companies are operating on the 4th floor, under a portion of the attic area they believe is not yet involved. They are experiencing difficulty accessing the fire due to the 14 foot ceiling height and the lathe and plaster construction.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-1-1  
INTRODUCTION

---

## RESOURCES COMMITTED:

3 Truck Companies  
7 Engine Companies  
2 ALS Units | Breathing Support Unit  
1 Command Van

## RESOURCES STAGED:

2 Engine Companies  
1 Truck Company  
1 Battalion Chief

## ASSIGNMENT:

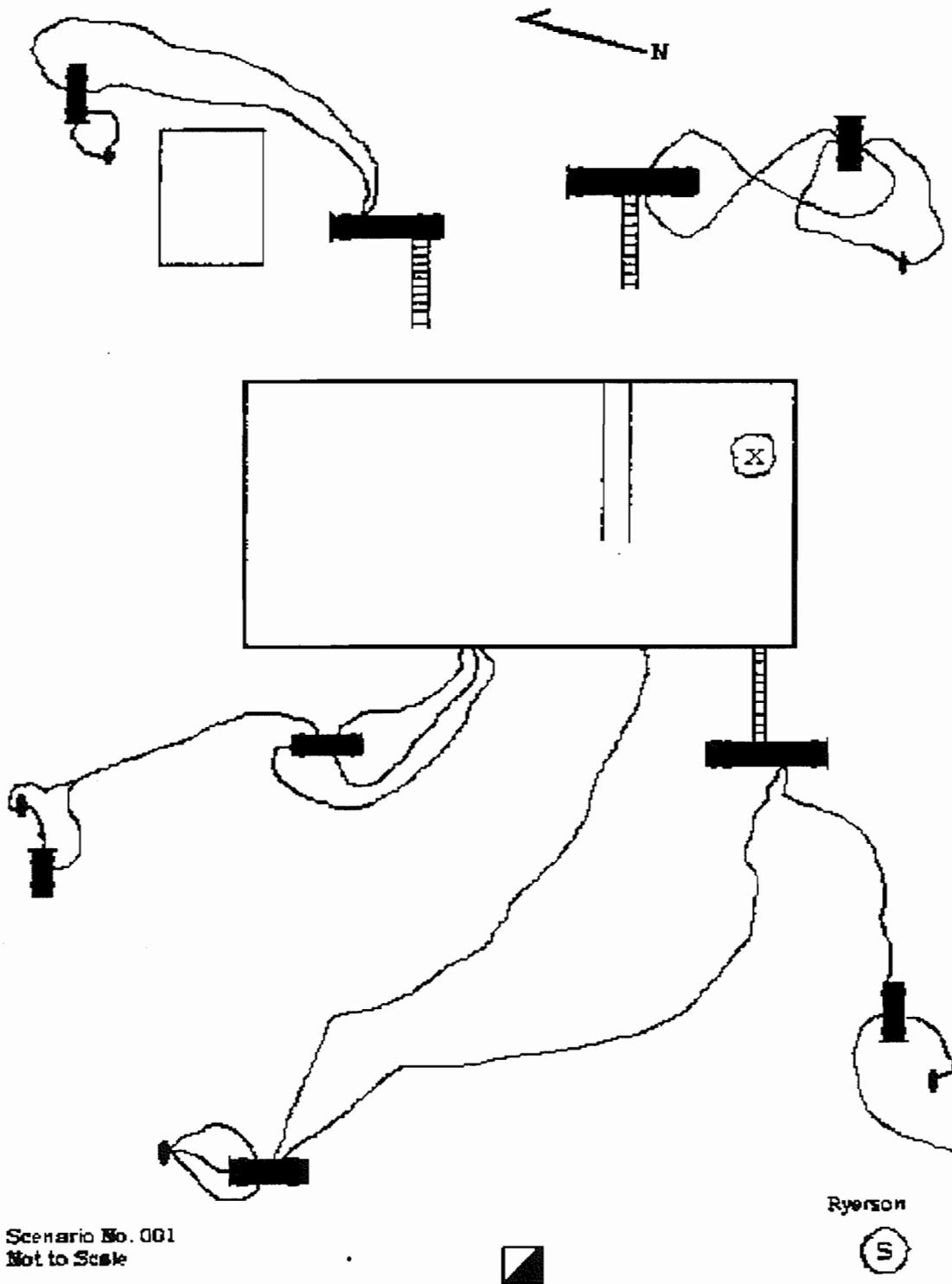
1. List the questions/ concerns you would have based upon the briefing.
2. Based upon your perception, identify and prioritize your objectives.
3. Are your assigned resources adequate to meet your objectives. (Please comment)
4. List additional resources you may require.
5. Outline your resource assignments and organizational structure commensurate with your communication and management needs.



# INCIDENT COMMAND SYSTEM

S339 Division/Group-Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-1-1  
INTRODUCTION



Scenario No. 001  
Not to Scale

Ryerson





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-1-1  
INTRODUCTION

---

## RESPONSE SHEET

1. Questions generated at Briefing

2. Prioritized Objectives

3. Adequacy of Resources



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-1-1  
INTRODUCTION

---

## RESPONSE SHEET

### 4. Additional Resources Required

### 5. Resource Assignments/ Organizational Structure



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-2-1  
CONCEPTS OF DIVISION/GROUPS

---

## DIVISION SUPERVISOR CONTRAST

TIME: 30 Minutes

### MATERIALS NEEDED:

- Writing Board/Charts
- Pens
- Student Activity Sheets

### INTRODUCTION:

The objective of this exercise is to illustrate that the Division Supervisor must become a manager of multiple resources. They must make a transition from a doer to a manager

### DIRECTIONS:

Divide students into four groups. Assign each group a position from the list below and have them contrast the duties of a Division Supervisor. Allow 10 minutes for the activity. One person from each group will then present to class. Instructor examples of recommended answers are provided below for use in class discussion. Have groups write their responses on chart paper or board.

Group 1 – is to identify the differences between Division Supervisor and Strike Team/Task Force Leader: **(ST/TF Leader manages like resources or combinations for specific jobs).**

Group 2 – is to identify the differences between Division Supervisor and Ops/Branch Director **(Ops/Branch has greater scope of operational responsibility and resource coordination. Not a front line manager).**

Group 3 – is to identify the differences between Division Supervisor and ITC4 (Initial Attack Incident Commander). **(ITC4 is an initial attack function, supervising an entire incident, relieved prior to extended operations).**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-2-1  
CONCEPTS OF DIVISION/GROUPS

---

Group 4 – is to identify the differences between Division Supervisor and Group Supervisor.  
**(A Group Supervisor is responsible for the implementation of the assigned portion of the Incident Action Plan for a functional area).**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-3-1  
PRE-COURSE WORK ASSIGNMENT

---

## ICS MAP SYMBOLOGY

TIME: 30 Minutes

### MATERIALS NEEDED:

- Williams Fire Incident Map Slide
- Pencils
- Map Symbology Guide
- F.O.G.
- Pointer

### INTRODUCTION:

The ability to use a map and recognize ICS map symbology is a critical skill to the Division/Group Supervisor. This exercise will help reinforce those skills.

### DIRECTIONS:

Project the map of the Williams Fire Incident Slide to a vertical surface in the classroom, at eye level.

Ask trainees to assemble facing the Map. Utilizing their Map Symbology Guides or Page No. 10-10 in their F.O.G. as a reference, ask various trainees individually to point to the Symbols/Features that you read from the "Symbology Exercise", Segment F list.

**NOTE:** This exercise may best be facilitated by providing trainees with the use of a pointer.

### Summary:

Summarize the key points of Segments E and F.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-3-1  
PRE-COURSE WORK ASSIGNMENT

---

## SYMBOLOLOGY EXERCISE

Point to:

1. The Division Break for Golf and Hotel.

**SE OF LAKE MILDRED**

2. Where is the point of origin?

**DIV. A, BRANCH I**

3. What side of Lake Mildred is the spot fire on?

**N.W. SIDE**

4. How much dozer line has been completed on Division Foxtrot?

**1 – 1.5 MILES COMING OFF OF COLLINS RESV.**

5. Where is Willow Staging?

**INTERSECTION OF WILLOW GLEN AND MARYSVILLE RD. (NORTH OF COLLINS RESV.)**

6. Where can the Water Tenders re-load that are assigned to Division Golf.

**LAKE MILDRED**

7. Where is the O.E.S. mobil repeater set up?

**FRANCIS PEAK SE OF DIV. B**

8. What is the closest drop point to the CDF station?

**DROP POINT 4**

9. Where is the Branch 5 - Branch I Break?

**WEST OF DROP POINT 3**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 1-3-1  
PRE-COURSE WORK ASSIGNMENT

---

10. How much open line is there on Divisions Delta and Echo?

**APPROXIMATELY 3 MILES**

11. What is the Wind Speed and Direction?

**20 – 25 MPH NW**

12. Where is the hot spot on Division J?

**NE OF BRANCH IV/V BREAK**

13. Where is Finley Helibase?

**SW OF COLLINS RESV.**

14. Where is Drop Point 3?

**DIV. A**

15. Where is helispot 1?

**NORTH OF ORIGIN**





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-1  
INFORMATION GATHERING

---

## ICS 201 EXERCISE

TIME: 1:00 Hour

### MATERIALS NEEDED:

- Appendix A
- Student Activity Sheet

### INTRODUCTION:

The ICS 201 Form is an important incident organizational tool. It's original use was intended for initial attack organization, but it is efficiently utilized on extended attack and major campaign incidents as a way to capture information in a standard format that is usable in briefing, debriefing and tracking assigned resources.

### DIRECTIONS:

This exercise is based on a mall collapse and fire caused from a major earthquake. The exercise is based on a limited verbal briefing (face to face or radio) and the incident is in an early transitional state; the first operational period

Break class into groups of 4-5. Have student refer to Student Exercise 2-1-2 (Appendix B, in the Student Manual).

Instructor is to utilize instructor information sheet 2-1-2 (Appendix B Instructional Manual). Instructor is to read "Instructor key" sections at incremental points while students complete the 201 form.

### INSTRUCTIONS:

This exercise is to reinforce organizational skills. The use of the ICS 201 form is to capture information in a standard format that is usable in briefing, debriefing and tracking the



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-1  
INFORMATION GATHERING

---

assigned resources. Instructions to the groups should include that the form was originally developed for initial attack organization. The exercise is based on a limited verbal briefing (face to face or radio communications) and the incident is in an early transitional stage, the first operations period. Written IAPs would be available during future operational periods.

Instructor Key: Have students read Section A when prompted. Then start ICS Form 201

## ICS 201 EXERCISE Mall Scenario

On September 6, you are dispatched as a Division/Group Supervisor to a nearby jurisdiction. The order number is CA-0-RUU-068281, request #0-75. Your dispatcher advises you that preliminary news reports on the earthquake that shook the region a short while ago registered at 6.6 and that reports of injuries and fires are starting to filter in.

You are told to report to the ICP at Hemet High School, an EOC (Emergency Operations Center) is being set up but is not yet staffed or functioning.

At your arrival at the ICP the Operations Section Chief, B3115, a local battalion chief, assigns you to an outlying mall that has not been treated as a priority and scant information has been received on the status in that division. Some resources including fire, law enforcement, medical, and utility crews are presently believed to be taking action in your division and the OSC gives you a list of the known resources. The OSC advises you that he has a staging area with resources responding but nothing currently available.

Command Net White Fire 3 (FIREMARS) – RX 154.295, TX 153.830  
Tactical Net White Fire 2 -154.265

Resource listings from OSC:

HEM TRK-611

HEM ENG-613

RVC ENG-26

RVC SQ-26



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

---

You are directed to determine: The situation in the division; Immediate resource needs; Recommendations for future operational periods.

Prior to your arrival at the mall an aftershock rattles the area.

## **SLIDE 2-1-11**

MALL

Occupancy: Discount Warehouse including tire shop  
Supermarket  
4 retail shops  
3 offices  
Bank (set away from other structures)

Date: September 6,                      Time: 1435 hours

Weather: Temp. 102 degrees, Wind West/ 13 MPH

Upon your arrival you find smoke showing from the tire shop at the Discount Warehouse, E-613, E-26, and TRK-611 are working the fire.

## **SLIDE 2-1-12**

Captain 613 advises you that they have 1 fatality, an elderly woman that was trampled at the exit to the warehouse when the crowd ran out of the building when the quake hit. 8 additional casualties are present in front of the store. Other victims have been transported from the scene. The interior shelving in the warehouse has collapsed and the truck company has not been able to make access for an interior search. Store employees report that some employees and customers are still in the building. The initial attack was made on the fire to limit the spread prior to initiating search and rescue. The water supply is marginal and the sprinkler system in the building is damaged but operable. Captain 613 is cautiously optimistic about the initial attack progress.

The fire resources have been at scene for approximately 90 minutes and additional resources requested have not arrived. Several reports from citizens indicate additional injuries and



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

---

damage throughout the mall but with the lack of resources a survey has not been complete. Squad 26 with two firefighters was present earlier but may be committed elsewhere.

A citizen reports a brushfire on the hillside behind the mall.

## **SLIDE 2-1-13**

### **CAPTURE CURRENT INFORMATION ON ICS201**

Instructor Key: Handout ICS201 (A) w/Initial Attack Resources

Pages 1 – 4 discuss any variations between slide and handout and 201's with groups.

Section B – Have student read Section B, then update the 201

After you contact the OSC on command net and give a situation briefing the OSC advises that resources are arriving at staging and to place your request through him.

### **MAKE THE RESOURCE ORDER AND CAPTURE ON THE ICS201**

Instructor Key: Hand out updated ICS201 (B) w/Requested Resources. Emphasize the requested resources are only a suggestion and a part of the resource request should have been based on communication with Captain 613's needs, communication with OSC to decide if the wildland fire was assigned under Division M, and a very quick survey of immediate area of the Mall by the DGS.

Have students read Section C, then update Form 201.

Instructor Note:

Regardless of the student group resource order the OSC will assign: Engine Strike Team RVC 6001A, ETA 1600 hours; RVC Breathing Support (BS)-26, ETA 1615; Hemet Med. Team, ETA 1610.

Section C -The OSC advises he will give you limited resources and will order (IF ANY) the additional resources. You are told that available in or responding to staging are:

1 Type 3 USAR Company; 2 Type 1 Engine Strike Teams; 1 Type 3 Engine Strike Team; 3 Type 2 Engines (single increment); 2 Paramedic Units; 1 Type 2 Breathing Apparatus



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

---

Support; 1 Medical Team (Hospital Formed); 1 Type 1 HazMat Company; 1 35-ton crane; 1 Front loader on a transport; 2 Type 1 Water Tenders.

Some overhead have arrived and Branches are being established to provide span-of-control. Your division is identified as Div M under Branch II.

## UPDATE THE RESOURCE ORDER AND ADJUST THE ASSIGNMENTS OF DIVISION RESOURCES

Instructor Key: Hand out updated ICS 201 (C) w/Resource changes. Discuss differences between Handouts and Student 201's.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

PAGE 1

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
	HEMET	9/6	1450
4. MAP SKETCH			
201 A ICS 3-82	PAGE 1	8. PREPARED BY (NAME AND POSITION) <span style="float: right;">b</span>	
		7540-130-0282	



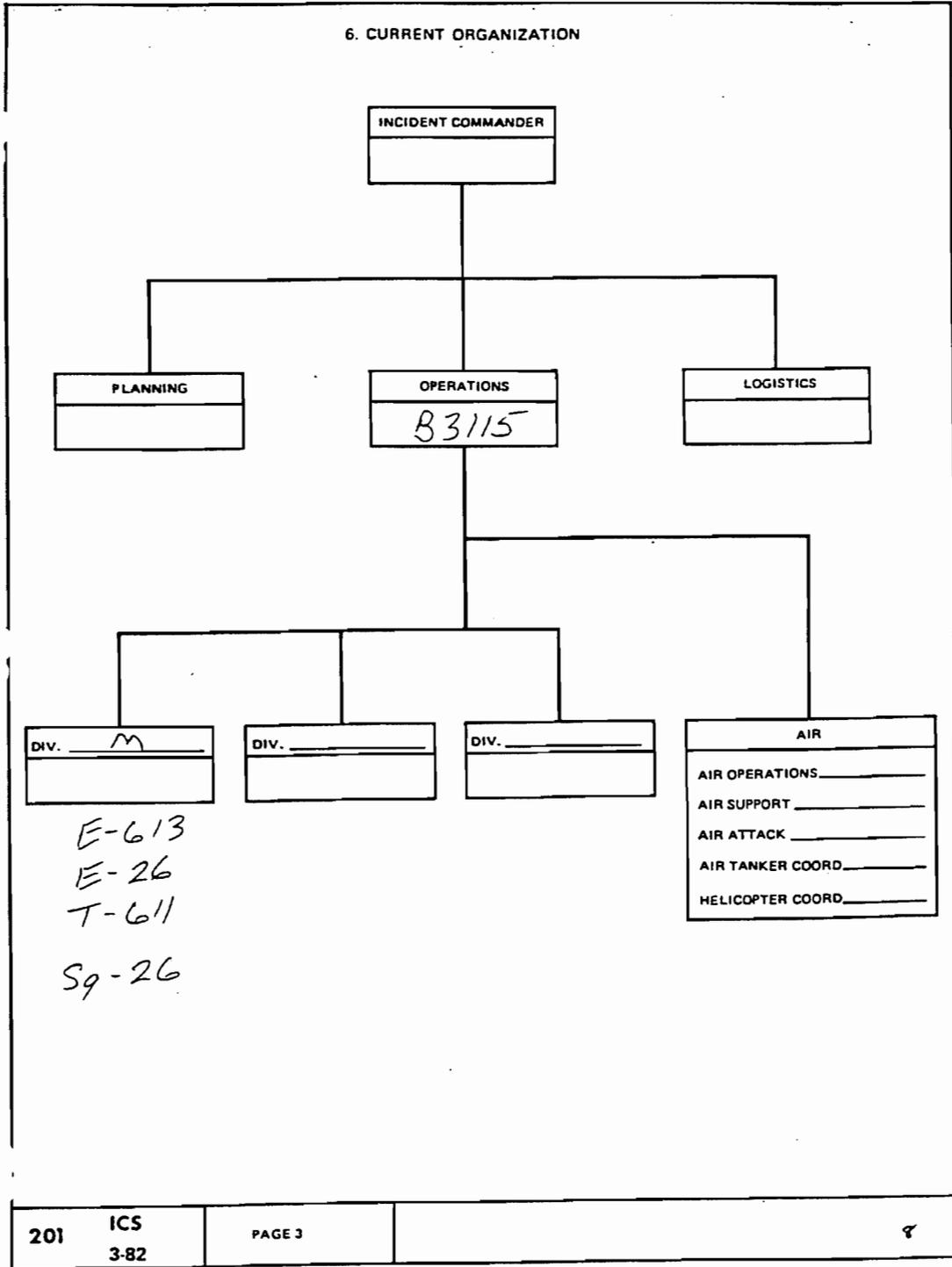


# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

PAGE 3







# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

PAGE 1

<b>INCIDENT BRIEFING</b>	1. INCIDENT NAME <i>HEMET</i>	2. DATE PREPARED <i>9/6</i>	3. TIME PREPARED <i>1450</i>
4. MAP SKETCH			
201 <i>B</i> JCS 3-82	PAGE 1	8. PREPARED BY (NAME AND POSITION) <i>10</i> 7540-130-0282	



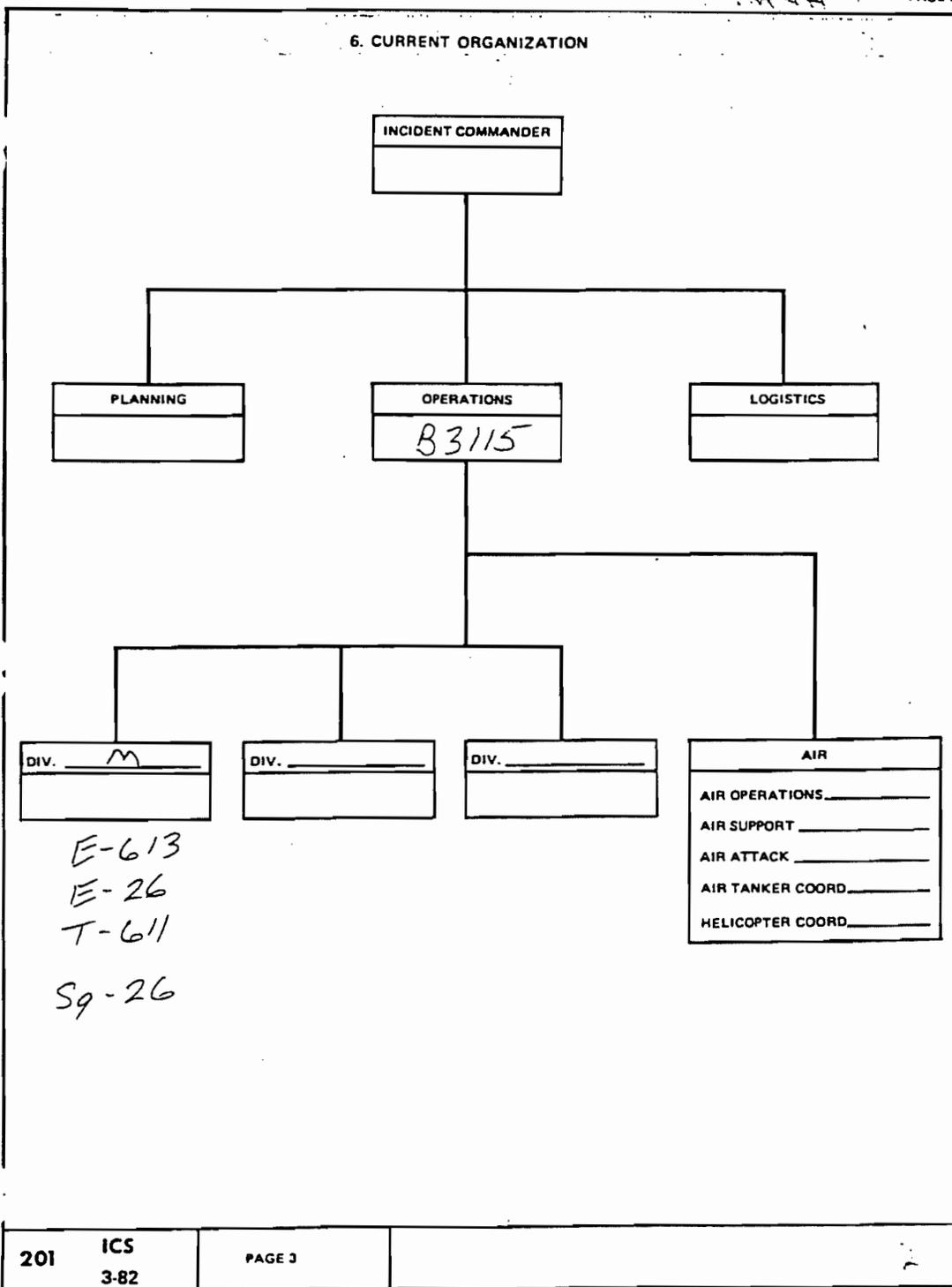


# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

PAGE 3







# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

INCIDENT BRIEFING		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
		HEMET	9/6	1450
4. MAP SKETCH				
201 C ICS 382	PAGE 1	8. PREPARED BY (NAME AND POSITION)		14 7540-130-0282



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

PAGE 2

## 7. SUMMARY OF CURRENT ACTIONS

1435 Hrs

T 610, E 20, E 613 Initial Attack on Fire in  
Tire Shop X MART Warehouse Water  
Supply problems

1 Fatality @ Scene, 8 Victims still  
present, Additional Victims in Area,  
Probable Victims still Trapped in  
Warehouse.

After shock felt after leaving ICP  
Complete Survey for MALL Not Done

Resource Order 3 Engs 2 Truck Co  
1 BA Support 2 Squads 1 USAR Co  
4 ALS Ambulances

201

ICS  
3-82

PAGE 2

15

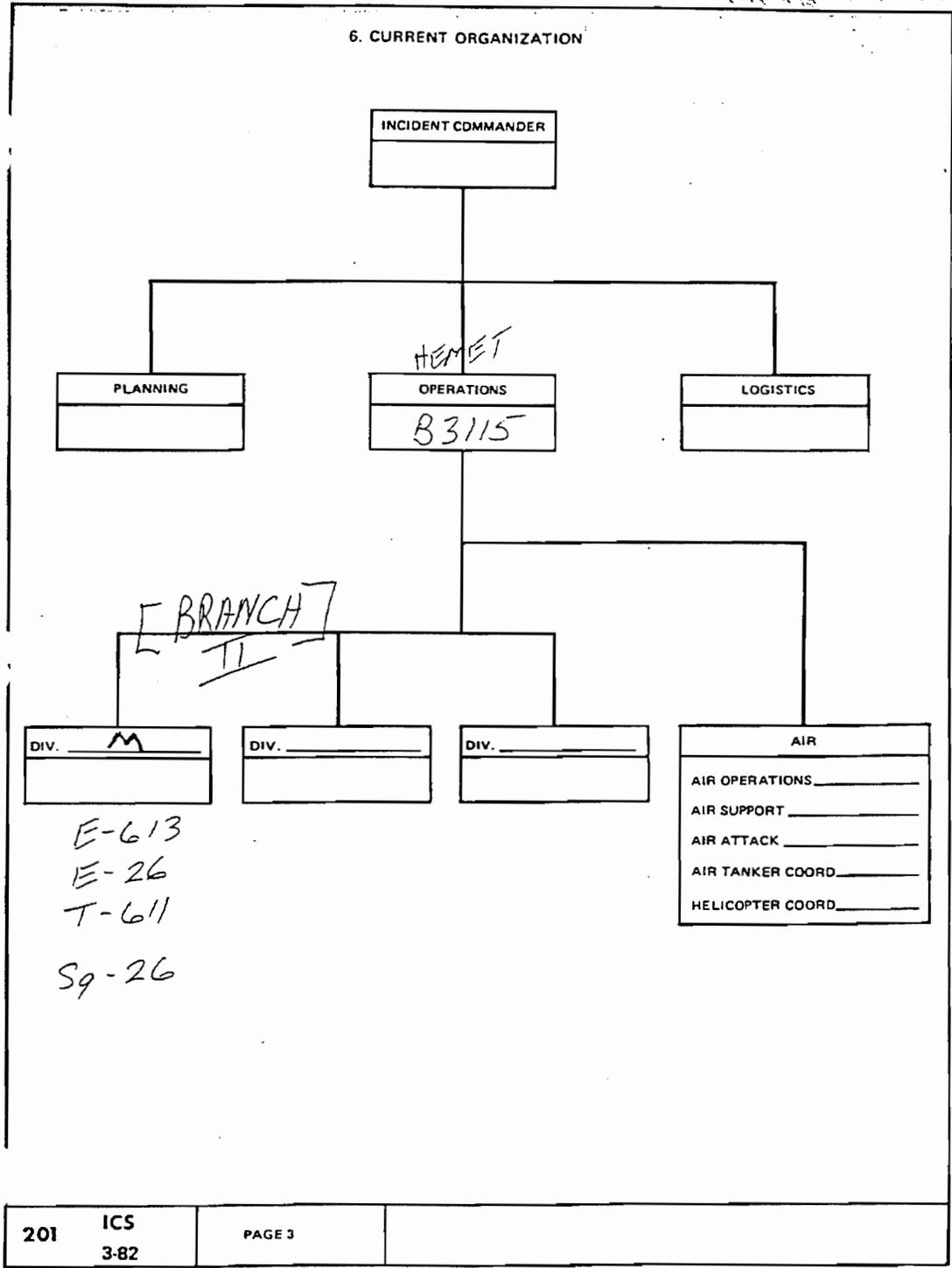


# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

PAGE 3





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-1-2  
INFORMATION GATHERING

HEMET

PAGE 4

TAC White 2		5. RESOURCES SUMMARY		COMMAND White 3
RESOURCES ORDERED.	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION/ASSIGNMENT
	HEM TRK 611		X	Tire Shop
	HEM E 613		X	Tire Shop
	RUC E 26		X	Tire Shop
	Sq 26		/	Location?
Cancelled	ENGINE			
	ENGINE			
	ENGINE			
	TRUCK			
	TRUCK			
BA Support	BS 26	1615		
	SQUAD			
	SQUAD			
	USAR			
	ALS Amb			
	RUC 6001A	1600		
	BAT-15A			
	ENG 84			
	ENG 73			
	ENG 75A			
	ENG 10			
	ENG 7			
	MED TEAM 1	1610		
201	ICS 3-82	PAGE 4		

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# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 3-2-1  
RISK MANAGEMENT

---

## HAZARD ASSESSMENT/RISK CONTROLS/MITIGATION

TIME: 1:00 Hour

### MATERIALS NEEDED:

- Slides
- Projector, screen, white board
- Pens or flip chart

### INTRODUCTION:

As a Division or Group Supervisor, you have the responsibility for the safety of all personnel within your division or functional assignment. You must be able to assess hazards quickly and apply risk control measures to mitigate those hazards.

### DIRECTIONS:

Show slides and read the corresponding scenario description (appendix d). After each slide and description, ask the trainees to do a hazard assessment that identifies potential hazards and then to determine risk controls that would mitigate the hazards identified. This can be done in small groups or as an individual exercise. Have one person from each group present their list to the class for discussion.

This exercise should encourage class interaction, as there are no single correct answers. Instructors should be prepared to facilitate discussion on a range of solutions for each scenario. The main focus of the exercise should be to prompt trainees to view situations from the perspective of a division supervisor in order to handle risks on your assignment from a management level.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 3-2-1  
RISK MANAGEMENT

---

## All Risk Division/Group Supervisor Slide Narratives

### **SLIDE # 1: FLOOD RESCUE -**

You have been assigned to a flood incident as a Division Supervisor. Your division includes a mobile home park that has flooded, with people unable to get out on their own. Your objective is to safely evacuate those people still trapped by the rising waters. Upon your arrival at your assignment you see that the local fire department has already begun the evacuation. You identify yourself as the Division Supervisor and advise personnel that they are now under your command on this particular division.

HAZARD ASSESSMENT?

RISK CONTROL / MITIGATION?

### **SLIDE # 2: ROOF PICTURE OF A COMMERCIAL BUILDING**

You have been dispatched to a working structure fire in a commercial building. Upon your arrival, you see smoke showing from the front of the building and fire equipment arriving on scene. You report to the Incident Commander and you have been assigned the Ventilation Group Supervisor. One engine, and one truck company have been assigned to you. You make your way up to the roof and here is what you see.

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?

### **SLIDE # 3: WILDLAND FIRE WITH TWO OR THREE HOUSES IN FOREGROUND**

You have been assigned the Structure Protection Group Supervisor on a wildland fire. Two strike teams of type 3 engines, one local government task force, one strike team of dozers are assigned to you. There are 12 to 15 houses in the path of the fire, with 2 or 3 houses in immediate danger.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 3-2-1  
RISK MANAGEMENT

---

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?

## **SLIDE # 4: WILDLAND FIRE – FIRING OPERATIONS**

You have arrived at a wild land fire incident one hour after the start of the operational period. You are assigned as Div. D and are told that your assigned equipment are already on the division, and that one of the strike team leaders is the acting Div.Sup until your arrival. The tactical objective of your division is to fire out approximately two miles of line and hold it at the road. You have two strike teams of type 3 engines, one strike team of hand crews assigned to Div. D. As you arrive, you see that firing operations have already begun.

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?

## **SLIDE # 5: BUS OVER CLIFF**

A bus carrying 15 to 20 passengers failed to negotiate a curve and plunged down a 75 ft. cliff. You have been assigned the Rescue Group Supervisor. You are looking down on the bus. There is no vehicle access from the bottom.

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 2-2-1  
BRIEFING

---

## ICS 204 EXERCISE

TIME: 1 Hour

### MATERIALS NEEDED:

- As class size requires, 1 complete IAP per trainee group and 1 for the instructor
- Division Subordinate Briefing Form (handout #2)

### INTRODUCTION:

As a Division/Group Supervisor, you are responsible for the briefing of all division/group assigned personnel. Briefings must be viewed as a continual process of providing your personnel with information as it develops. Throughout the operational period, you may conduct several briefings. Your initial division/group briefing must immediately follow the operational briefing, away from other distractions at a site specified by you. Your second briefing should be conducted (at a location specified by you) after reaching the assignment location, debriefing the off-going Division/Group Supervisor and reviewing the actual situation as you find it.

### DIRECTIONS:

- A. Divide the class up into groups of 4 or 5 students
- B. Provide each group with an Incident Action Plan (IAP) and assign each group a different location
- C. Have each group review the IAP with the intent of conducting a briefing for their assigned personnel
- D. Reference the provided Division Subordinate Briefing Form and the information out of the IAP to ensure a complete briefing.
- E. Have each group appoint a spokesperson to conduct the briefing. Briefing may be given to the entire class.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

## INTERACTION OF DIVISION/GROUP SUPERVISOR WITH COMMAND AND GENERAL STAFF

TIME: :30 Minutes

### MATERIALS NEEDED:

- Command/General Staff position Description Reference

### INTRODUCTION:

The instructional design for this exercise provides for three presentation alternatives. The Course Coordinator and Lead Instructor should select the best method to present this unit, based on the availability of qualified personnel and funding.

The purpose of this exercise is to discuss the interaction between the Command/General Staff and the Division/Group Supervisor. This should be an interactive discussion that identifies topics and coordination needed by the Division/Group supervisor to accomplish the assignment.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

## **ALTERNATIVE #1: PANEL DISCUSSION**

### **DIRECTIONS:**

Provide a panel of qualified Command and General Staff personnel. It is important that the following positions are represented:

Incident Commander  
Planning Section Chief  
Logistics Section Chief  
Finance/Administration Section Chief  
Operation Section Chief  
Safety Officer

Note: If possible, an Air attack Group Supervisor or Air Branch Director should be included in the panel.

### **Panel Member Directions:**

You should give a brief overview of your section or position and discuss how you interact with the Division/Group Supervisor. You should facilitate a discussion with the students to draw out and reinforce points where interaction is important, how problems can arise and how they can be resolved. Do this by asking questions and if necessary, singling out students to respond.

**PANEL MEMBERS SHOULD UTILIZE COMMAND / GENERAL STAFF POSITION REFERENCE SHEET TO ENSURE THE RESPONSES ARE CORRECT AND COMPLETE.**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

## **ALTERNATIVE #2: INTERACTIVE EXERCISE**

### **MATERIALS NEEDED:**

Command/General Staff Position Description Reference  
Flip Charts  
Pens

### **DIRECTIONS:**

In this exercise, students should identify and discuss coordination between Sections and the Division/Group Supervisor.

Divide students into groups of 4-5.

Instruct students to identify working relationships and coordination that the DIVS must develop with other Sections. These sections are:

Command Staff (Incident Commander, Safety, and Information Officers)  
Planning Section  
Logistics Section  
Finance/Administration Section  
Operations Section (including Air Operations)

Allow adequate time, no less than 30 minutes, for each group to develop lists for all Command/General Staff positions including unit leaders.

Ask each of the groups to develop their lists around a different section, i.e. Group 1-Logistics, Group 2-Planning, etc.

After each group has presented its solution have the other groups add to or comment.

**INSTRUCTORS NEED TO MONITOR AND CONTROL FEEDBACK AND ENSURE THE RESPONSES GIVEN ARE CORRECT AND COMPLETE.**

**THE INSTRUCTOR SHOULD UTILIZE THE COMMAND/GENERAL STAFF POSITION REFERENCE SHEET.**



## **ALTERNATIVE #3: DIRECT EXCHANGE OF INFORMATION BETWEEN STUDENTS AND INSTRUCTOR**

### **MATERIALS NEEDED:**

Command/General Staff Position Description Reference Sheet

### **DIRECTIONS:**

Alternative #3 is the least preferred alternative. It should be used only if the results of the pre-course work indicate the students have a satisfactory understanding of ICS concepts and position responsibilities.

Using this method, the Instructor(s) may identify each of the functional sections within ICS.

Directly question the students as to the type of interaction they could expect with each section as a Division/Group Supervisor.

The Instructor may request voluntary responses to general questions or select students to answer.

**UTILIZE THE COMMAND/GENERAL STAFF POSITION REFERENCE SHEET TO ENSURE THE RESPONSES ARE CORRECT AND COMPLETE.**



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

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S-339 Division / Group Supervisor – ALL RISK      Exercise 4-1-1 Reference

COMMAND / GENERAL STAFF POSITION DESCRIPTION REFERENCE

COMMAND STAFF

Incident Commander:

The Division /Group Supervisor may/or may not have direct contact with the IC. The IC would provide:

Broad direction

Policy interpretation

Safety Officer and Assistants:

Risk assessment and mitigation, such as trees and snags, hazardous materials, transportation, etc.

LCES

May exercise authority to stop and prevent unsafe acts

Accident/Incident investigations

May act as a second set of eyes and ears for the Division / Group Supervisor

Other Command Staff:

Depending upon the specific situation/incident, you may have occasion to interact or coordinate with other command staff positions, such as:

Information Officer:

Media interaction

Human Resource Specialist:

Civil Rights, EEO, Sexual harassment or other personnel issues.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

## OPERATIONS SECTION

Operations Section Chief/Branch Director

Gives the Division / group supervisor tactical direction, specific assignments, timelines, schedules, evaluation

Calculation of incident mitigation resource requirements

Allocation of resources

Assistance with logistical problems

Briefings and exchange of information for operational period planning

Acts on information on hazardous situations and significant events

Appraisal of current situation to include:

What needs to be done

What remains to be done

Accomplishments and progress

Personnel and equipment requirements

Tactical and logistical air needs

Estimated time needed to complete operations

Logistical support needs, to include: food, water, sanitation, camps, transportation

Other Operational Personnel (except Air):

Dependent upon resources assigned and other situations, you will manage and/or coordinate with other operations personnel.

Group Supervisors- you may have multiple groups assigned or working in/or adjacent to your division. You may coordinate and/or direct these resources.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Staging Area(s)- you could have a staging area on or adjacent to your division with resources staged and/or reporting to that area.

Coordinate with adjacent division supervisors to share resources if needed and to identify division boundaries.

When conducting hazardous operations that may affect adjacent divisions or groups, it is **CRITICAL** to coordinate with them.

You will need to continually interact with strike teams, task forces, and other resources assigned to your division/group.

## Air Operations

Tactical air operations:

Most of your interaction on the tactical side will be with the Air Tactical Group Supervisor (ATGS) and the Helicopter Coordinator or individual helicopter pilots while engaged in close tactical support. This interaction will generally be in the form of radio transmissions giving tactical directions to these people.

## **DIRECTIONS:**

Priorities in the division/group

Points of contact

Mission

Direction

Target identification

Mission effectiveness

Size-up, incident behavior, incident location, LCES, hazard identification

Communications relay

Reconnaissance (visual and infrared)



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Logistical air support:

Generally this is the transport of personnel, equipment and supplies to and from the assignment. This interaction normally is with the helibase manager or the air support group supervisor.

Personnel, equipment and supply transport to helispots

Supply and resupply to tactical assignments

Point of contact

Location

Radio frequency

Timing

Reconnaissance

Medical

Medivac: Critical evacuation by air

Air evac: Non-critical transportation by air

## PLANNING

Most of the interactions will take place with the Planning Section Chief's subordinate staff rather than the Planning Section Chief.

Resource Unit Leader

Maintains current incident resource status including transportation and support vehicles and personnel

Handles check-in function

Assembles task forces and strike teams

Prepares the assignment list (ICS form 204)



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Makes resource status changes

Situation Unit Leader

Incident prediction and probabilities (behavior, perimeter, size, weather)

Maps and photo services

Incident perimeter

Infrared imagery interpretation

Traffic routes and drop point locations

Helispots

Transportation system information

Situation status

Weather

Perimeter

Infrared imagery services

Incident observations

Summary/Status of accomplishments

Documentation Unit Leader

Copying and duplication services

Files (narratives, ICS Form 214, and other forms)

Demobilization Unit Leader

Preparation of demob plan



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Check out procedures

Technical Specialists

There could be a number of technical specialists that you could interact with or that could be assigned to your division/group.

Fire behavior analyst

Meteorologist

Training Specialist

Rehabilitation Specialist

USAR

Hazardous materials specialist

Seismologist

Other specialists as needed

## LOGISTICS

Your interaction and coordination with the logistics section is critical for accomplishment of the job. Most of the interactions will take place with the logistics section chief's subordinate staff rather than the Logistic Section Chief.

Supply Unit Leader

Establishes times, methods by and locations where supplies are to be delivered and returned.

Tactical items

Logistical items (include rations)

Arranges availability of/identifies need for specialized tools and equipment

Identifies needs in advance, if possible



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Issues, inventories, account for and returns equipment and supplies

Ground Support Unit Leader

Support and transportation Vehicles

Crew transports

Overhead vehicles

Service rigs

Tactical vehicles and support, e.g., engines, dozers, tenders, excavators, cranes, etc.

Fueling, maintenance and repairs

Transportation plan

Signing

Drop points

Road systems

Water sources

Safety

Road conditions

Speeds

Dust

Alternate routes and drop points

Communication Unit Leader

Obtain radios, cellular phones, batteries, antennas, etc.

Assign and approve frequencies



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Tactical and logistical

Resolve communications problems

Maintain, repair and replace radios

Coordinate message center operations

Facilities Unit Leader

Base/Camp establishment, maintenance and organization

Site location and layout

Sanitation

Lighting

Sleeping areas

Showers

Security

Food Unit Leader

Meals

Caterer (contract administration)

Kitchen

Hot food containers

Sack lunches

Fruit

Juices and drinks

Potable water



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Medical Unit Leader

Paramedics, EMTs and other medical staff

Preventative care

First aid treatment

Medications and medical supplies

Evacuations

Ambulance

Air

Comp-for-injury documentation

## FINANCE / ADMINISTRATION

Most of the interactions will take place with the finance section chief's subordinate staff rather than the finance section chief.

Time Unit Leader

Personnel time recording

Commissary

Procurement Unit Leader

Procurement and contract administration

Information and contracts and agreements

Equipment time recording

Payment documents

Local vendors



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-1  
EXTERNAL COORDINATION

---

Compensation / Claims unit Leader

Comp-for-injury documentation processing

Written authority for persons requiring medical treatment

Claims investigation and documentation

Potential areas where claims could arise



## **"All Risk" Incident Resources Utilized by the Division / Group Supervisor**

TIME: :30 Minutes

### **MATERIALS NEEDED:**

- Flip Charts
- Pens

### **INTRODUCTION:**

The division / group supervisor may be utilized in any number of different types of emergency incidents. The resources assigned to a division / the type and size of the incident will certainly dictate group. Often times, the type of resources used are only limited by the imagination of the division / group supervisor.

### **DIRECTIONS:**

- A. Divide the class up into groups of 4 or 5 students
- B. Assign each group one incident type:
  - Flood
  - Earthquake
  - Fire
  - Hazardous Materials Release
  - Mass Casualty Accident
- C. Each group will identify different types of resources that could be assigned to a division / group for their type of incident
- D. Have each group appoint a spokesperson to present their findings
- E. Utilize reference: Resource needs for "All Risk" applications for possible incident resources.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-2  
INTERNAL/EXTERNAL  
COORDINATION

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## RESOURCE NEEDS FOR "ALL RISK" APPLICATIONS

Potential solutions to resources that might be assigned to a division / group on various incident types.

### Flood:

- Swift water rescue team
- Boats
- Department of water resources
- Law enforcement
- Emergency medical services
- Various task forces
- Rapid intervention teams
- Air resources

### Earthquake:

- USAR
- Law enforcement
- Public works
- Emergency medical services
- Fire suppression
- Air resources
- Hand crews
- Technical specialists

### Fire:

- Fire suppression
- Law enforcement
- Emergency medical services



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-2  
INTERNAL/EXTERNAL  
COORDINATION

---

## Air resources

### Haz Mat:

- Fire suppression
- Hazardous materials response teams
- Health department
- Law enforcement
- Technical specialists
- Emergency medical services
- Air operations

### Mass Casualty:

- Fire suppression
- Emergency medical services
- Law enforcement



## Problem Identification & Resolution

TIME: :30 Minutes

MATERIALS NEEDED:

- Flip Charts
- Pens

INTRODUCTION:

Problems come in all shapes and sizes. (Murphy's Law) A division / group supervisor is faced with numerous problems on all incidents. This exercise will help the student identify where in the incident management organization they can resolve a variety of problems.

DIRECTIONS:

- A. Break the class into groups of 4 or 5 students.
- B. Give each group a problem which may be encountered by a division / group supervisor that would be mitigated by interaction with another incident management section.

Some potential problems could include:

- Contract equipment arrives on the division without having checked in
  - An injury occurs on the division
  - Fuel shortage or equipment breakdown
  - Property damage by equipment that renders the equipment out of service
  - Hand crew request air lift of drip torches and drip mix
- C. Have each group identify what section(s) they would have to deal with to remedy their problem.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-3  
INTERNAL/EXTERNAL  
COORDINATION

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- D. Have each group appoint a spokesperson to present their findings.
  
- E. Utilize PROBLEM IDENTIFICATION AND RESOLUTION REFERENCE for potential answers.



## Problem Identification And Resolution Reference

Potential solutions to problem solving exercise:

1. Contract equipment arrives on division without having checked in:

Plans unit - check-in  
Resource unit

Logistics - ground support

Finance - procurement

2. Injury occurs on division:

Operations

Logistics - medical unit

Safety

Finance - compensation / claims

3. Fuel shortage / equipment breakdown

Logistics - ground support

Operations

Plans - resource unit

4. Property damage by equipment that renders the equipment out of service:



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

INSTRUCTOR EXERCISE SHEET 4-1-3  
INTERNAL/EXTERNAL  
COORDINATION

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Finance - compensation / claims

Logistics - ground support

Operations

Safety

5. Crew requests air lift of drip torches and drip mix:

Operations - helibase

Logistics - supply unit  
Ground support



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

## FINAL SCENARIO ACTIVITY INSTRUCTOR INSTRUCTIONS



TIME: 2:00 Hours

### MATERIALS NEEDED:

- Pen or pencils, paper for students
- PowerPoint Scenario briefing slides
- PowerPoint Branch Scenario questions
- Appropriate Branch/Division student scenario question sheet
- Appropriate Branch/Division Instructor scenario question key sheet
- Scenario IAP for every activated Division/Group

### INTRODUCTION:

The final exercise is based on a major earthquake in Southern California called the Hemet Complex. The complex is comprised of three branches consisting of multiple all-risk incidents. The students will assume the role of Division/Group Supervisors in order to mitigate various incidents on the complex.

### DIRECTIONS:

1. Break the class into groups of 4-6 students and hand out a Hemet Complex IAP to each group. Utilizing the IAP and the Scenario briefing PowerPoint program, give the class a briefing on the Hemet Complex.
2. After the briefing, assign each group to one of two division/groups in either:
  - a. Branch I (Division A, and Medical Group)
  - b. Branch II (Division M, and N)
  - c. Branch III (Division Y, and Z)



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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1. (If more Division/Groups are needed to facilitate smaller student groups or a larger class, the IAP has been created with additional staffed Divisions/Groups. Scenario questions specific to the appropriate Branch may be reused.)
3. Handout student scenario question sheets specific to each Division/Group. Allow approximately one hour for the students to discuss and answer the questions.
4. Once all questions have been answered use the PowerPoint scenario question slides to project the questions for the entire class, and allow the students from each Division/Group to present their answers to the question.
5. Utilizing the instructor scenario question key, the instructor is to critique each groups answers based on the recommended answers provided.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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## **Hemet Complex BRANCH I Division A (Train Derailment)**

It is September 7, 2000, 0520 hrs, you have just checked in at the Hemet complex as a Division/Group Supervisor, CA00RRU068281, Request O-24

You are told to attend the morning operational briefing at 0600 hrs. You are surprised to hear your name called as the Division A Supervisor.

Division A has been added to the IAP to manage the train derailment that has occurred as a result of yesterday's earthquake.

The derailment occurred late last night (0135hrs) and details are still unclear.

Night operations reports that multiple locomotives, rail cars, and tank cars have derailed. Two railroad employees are still unaccounted for at this time. Four transients were extracted from the wreckage and transported to the hospital. The rescued transients have reported that a total of 9 persons were in various rail cars.

A number of rail cars have spilled their load on the ground. Several tank cars are reported overturned and leaking unknown products.

One of these tank cars had reportedly caught on fire in the last hour for reasons unknown and is still burning.

Several thousand gallons of diesel fuel has spilled out of one of the overturned locomotives and is spreading down a dry wash.

- 1) Identify your self to the assigned division resources
- 2) Brief all assigned personnel after the operational briefing
- 3) Have assigned resources rendezvous at a location close to the assignment for the on line briefing



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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## QUESTIONS:

- 1) Using job aids, list actions to be taken (in order of priority):
- 2) At 10:00 hrs, Operations has assigned Tim Robbins from Southern Pacific As the Assistant Haz Mat Safety Officer.
- 3) At 1030 hrs, Captain Pangborne from the HazMat unit advised you that they need front-end loader to assist with their operations.
- 4) At 1045hrs, Mr. Robbins informs you that a Site Safety Plan needs to be developed for the HazMat.
- 5) At 1230, a front end loader from DeSilva Trucking arrives. The driver has no idea who ordered him or where he is to go.
- 6) You over hear on the radio that there is a USAR Team in staging. You know from your recon that you still have a possible rescue situation.
- 7) Chief Kilmartin from the Engine Strike Team advises you that they have Recovered a body from the train.
- 8) A news crew comes to you and is requesting to take pictures of the train crash
- 9) Determine your resource order for the next operational period.



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

---

### HEMET COMPLEX BRANCH I Medical Group

#### STUDENT INFORMATION:

BUS OVER THE SIDE SCENARIO

BRANCH 1: MEDICAL GROUP SUPERVISOR

You have been ordered as a Division/Group Supervisor on the Hemet Complex. You are on order # CA-ORUU-068281 request O-12.

After checking in at the Hemet Base, You are assigned to Branch 1 as the Medical Group Supervisor. Branch 1 Director, G. Hart, provides you with the following briefing:

**A school bus transporting 38 members of the Fresno Unified High School Marching Band was traveling on SR 74, 2 miles west of Hemet when the driver took evasive action to avoid colliding with a large boulder in the roadway. This action caused the driver to lose control and the bus overturned, sliding down a steep bank. This incident was reported to Branch 1 to be in or adjacent to Division B.**

An initial report from a civilian calling from a cell phone at the scene states that the driver and 3 or 4 others were ejected and are fatally injured. These victims are lying halfway down the embankment. The bus is on its side, with diesel fuel discharging into a nearby creek.

1. Using job aids: List the actions to be taken: ( In order of priority)
2. The engine on scene requests a large tow truck.
3. The engine captain on scene report the bus has a ruptured fuel tank and approximately 20 gallons of diesel fuel has been discharged into the creek.
4. You have four confirmed fatalities at the site.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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5. Division A calls and reports a firefighter has been exposed to an unknown liquid leaking from one of the tank cars.
6. A News Crew from ABC-TV, Channel 7 arrives on scene and demands an interview with "the person in charge."
7. Due to a fire assignment the previous day the engine crew at the Incident has been on shift for 36 hours.
8. A tow truck arrives on scene and says he can pull the bus upright with his winch, stopping the fuel leak. He has not been ordered by the Incident.
9. Determine your resource order for the next operational period.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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## Hemet Complex BRANCH II (Urban Branch) Division M, N,

### STUDENT INFORMATION:

You have been assigned as a division supervisor on the Hemet Complex.

At the morning operational briefing you are assigned to Branch II as a DGS. The Division consists of urban areas including the older sections of town. The area includes transportation routes and borders the San Jacinto River. You are one of three (3) division supervisors assigned. The damage to buildings and infrastructure is very obvious. Your assigned resources are listed on your division's ICS 204, along with control operations and special instructions. You and your resources will be working a 24-hour shift.

- 1) Identify yourself to the assigned division resources.
- 2) Brief all assigned personnel after the operational briefing.
- 3) Have assigned resources rendezvous at a location close to the assignment for the on-line briefing.

### QUESTIONS: - DIVISION M

- 1) Using job aids, list actions to be taken in the order of priority.
- 2) 0720 hrs., Jim Fox, a local contractor, arrives on scene with a front loader and dump truck. He has no order or request number and states he is "Volunteering" his equipment to help his community and demands an assignment.
- 3) A local hardware store contacts you and tells you that a fire truck last night needed batteries for their flashlights and "Requisitioned" them at the hardware store with a promise to pay later.
- 4) The LAC Engine Strike Team has 1 engine that is out-of-service overheating.



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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- 5) There were no lunches in BASE for your personnel at the beginning of the shift. You need to order food and drinks for this operation period.
- 6) RVC Squad 11 reports to you that he has been involved in a non-injury accident with property damage to both vehicles.
- 7) A crewmember on Hand Crew La Cima 1 has a back injury.
- 8) A firefighter from engine strike team KRN 5026B has been exposed to a hazardous material resulting in skin irritation and breathing difficulty.
- 9) Determine your resource order for the next operational period.

### QUESTIONS: - DIVISION N

- 1) Using job aids, list the actions to be taken in the order of priority.
- 2) A firefighter from strike team LAC 1101A has a heat related injury unable to walk unassisted. The engine company is providing treatment.
- 3) You are working the division and find 2 firefighters working in smoke from a structure fire without SCBA's.
- 4) Resources arriving at your division are advising you of problems with the bridge on Soboba Street that crosses the San Jacinto River and question the safety of using it.
- 5) An unescorted news crew is at a collapsed apartment building and wants to make entry into the structure.
- 6) The strike team leader from RVC 6001-A tells you that due to emergency activity, some of the engine company personnel assigned to the strike team have only had minimal rest in the previous 48 hours.
- 7) At 0720 hrs., Jim Fox, a local contractor arrives on the scene with a front loader and operations dump truck. He has no order or request number and states that he is "volunteering" his services, Operations says to put him to work.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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- 8) John Gordon from Bullet Water Tender reports to your division, for an assignment. The water tender is not shown on your IAP.
  
- 9) Determine your resource order for the next operational period.



**Hemet Complex  
BRANCH III  
Wildland Fire  
DIVISION Y, Z**

**STUDENT INFORMATION**

You have been assigned as a division supervisor on the Hemet Complex.

At the morning operational briefing, you are assigned to Branch III as a DGS on the Ramona Fire. The wildland fire started on 9/6/00 at approximately 2236 hours (See map A). You are one of two (2) division supervisors assigned and can see the fire (See map B) actively burning in the hills to the southwest. Your assigned resources are listed on your division's ICS 204, along with control operations and special instructions. You and your resources will be working a 24-hour shift.

1. Identify yourself to the assigned division resources.
2. Brief all assigned personnel after the operational briefing.
3. Have assigned resources rendezvous at a location close to the assignment for the on-line briefing.

**QUESTIONS: - DIVISION Y**

- 1) Using job aids, list actions to be taken: (In of priority order)
- 2) At 1030 Mark Williams on Dozer 31R, request #E-11, reports to you at the origin. The dozer was assigned by Ops and arrived from Staging (it is not on your IAP) The dozer has been inspected and is ready for work.
- 3) 0920 John Gorden from Bullet Water Tender reports to your division for assignment, the water tender is not shown on the IAP.



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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- 4) At 1107 John Hawks, operator of the transport that delivered Dozer 31R, advises you that while turning the transport around, he backed off the road and damaged a culvert and fence. The paint on the low boy trailer and one clearance light was the only transport damage.
- 5) A firefighter from E-3180 has been stung by a bee and is swelling up. She does not know if she is allergic to bees.
- 6) The Bullet Water Tender (HIRED EQUIPMENT) needs fuel. It is parked at the origin.
- 7) Hand Crew Bautista 1 needs 250 gallons of drinking water delivered halfway up the Div. Y.
- 8) You are walking your division and find 2 firefighters on the line without fire shelters.
- 9) Determine your resource order for the next operational period.

### QUESTIONS: - DIVISION Z

- 1) Using job aids, list actions to be taken in order of priority.
- 2) Hand Crew Bautista 2 needs 18 lunches delivered to the line.
- 3) A firefighter with a heat related problem, unable to walk unassisted, is 1000 yards north of Hemet Butte.
- 4) Resources arriving at your division are advising you of severe dust problems on the access road to the division.
- 5) An unescorted news crew is at the origin and wants to make entry into the fire area.
- 6) At 0920 hrs., John Gordon from Bullet Water Tender reports to your division for assignment. The water tender is not on your IAP.
- 7) You are walking your division and find 2 firefighters on the line without fire shelters.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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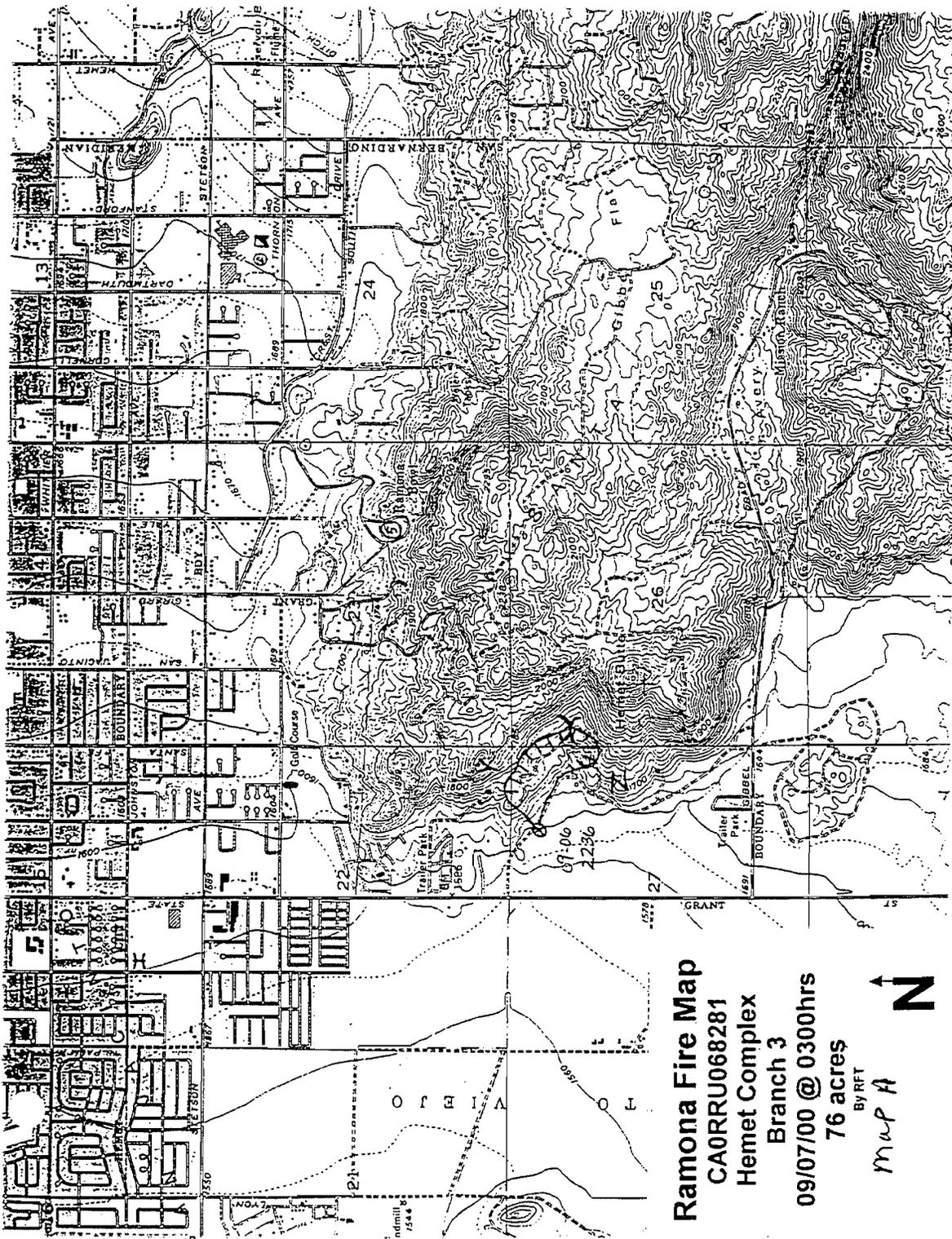
- 8) Bob Bell off the hired dozer comes to you complaining that no one has signed his shift ticket. He states that he has been working on the fire since the start.
  
- 9) Determine your resource order for the next operational period?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE



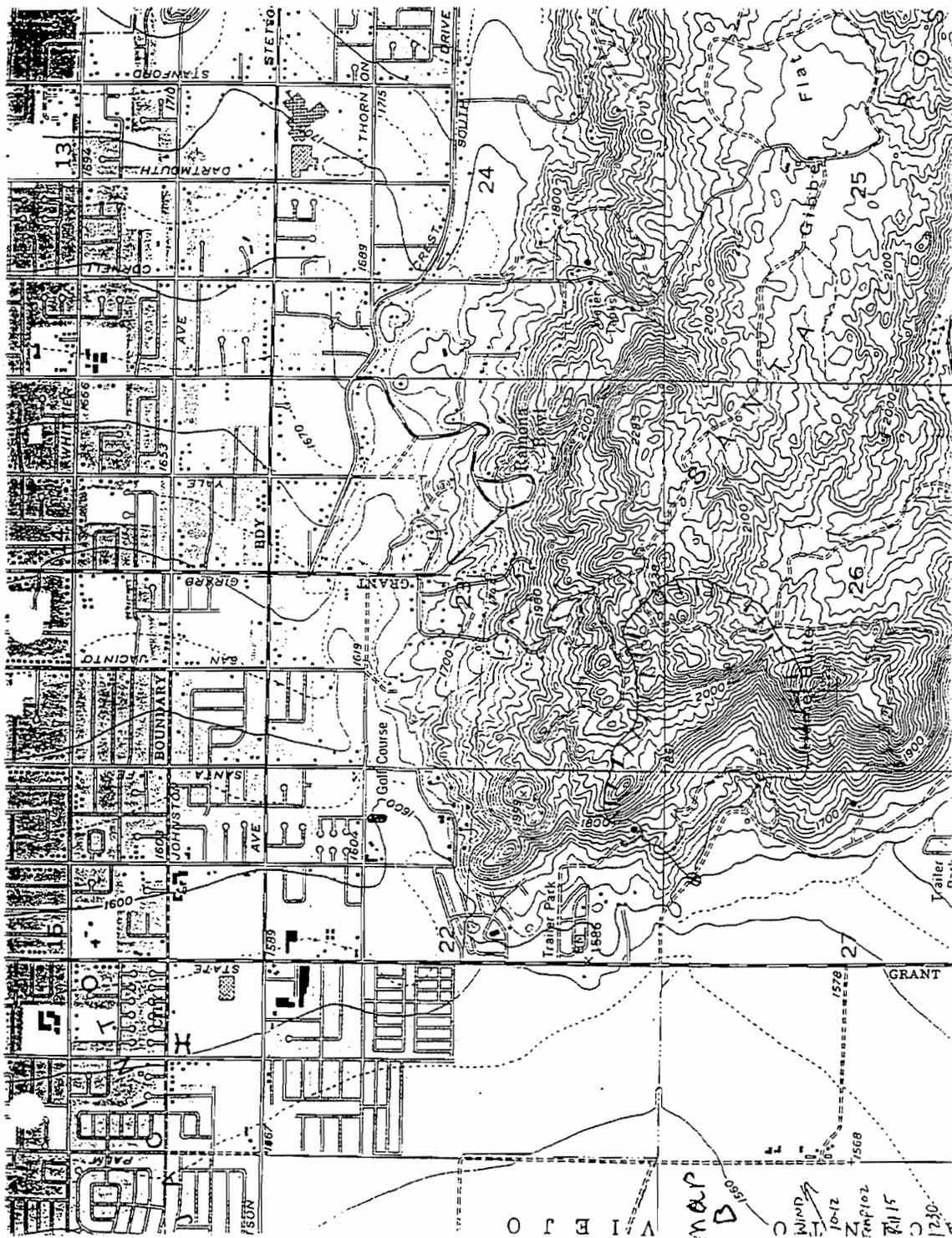
**Ramona Fire Map**  
CA0RRU068281  
Hemet Complex  
Branch 3  
09/07/00 @ 0300hrs  
76 acres  
BY RFT  
*map #*



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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## **Hemet Complex BRANCH I DIVISION A (TRAIN DERAILMENT)**

### INSTRUCTOR KEY

It is September 7, 2000, 0520 hrs, you have just checked in at the Hemet complex as a Division/Group Supervisor, CA00RRU068281, Request O-24

You are told to attend the morning operational briefing at 0600 hrs. You are surprised to hear your name called as the Division A Supervisor.

Division A has been added to the IAP to manage the train derailment that has occurred as a result of yesterday's earthquake.

The derailment occurred late last night (0135hrs) and details are still unclear.

Night operations reports that multiple locomotives, rail cars, and tank cars have derailed. Two railroad employees are still unaccounted for at this time. Four transients were extracted from the wreckage and transported to the hospital. The rescued transients have reported that a total of 9 persons were in various rail cars.

A number of rail cars have spilled their load on the ground. Several tank cars are reported overturned and leaking unknown products.

One of these tank cars had reportedly caught on fire in the last hour for reasons unknown and is still burning.

Several thousand gallons of diesel fuel has spilled out of one of the overturned locomotives and is spreading down a dry wash.

1. Identify your self to the assigned division resources
2. Brief all assigned personnel after the operational briefing



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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3. Have assigned resources rendezvous at a location close to the assignment for the on line briefing

## QUESTIONS:

1. Using job aids, list actions to be taken (in order of priority):

Debrief off going Division Supervisor

***Inspect division to identify safety hazards and problem areas***

Implement mitigation (LCES) measures

Identify goals and steps to meet IAP goals

Set priorities to meet goals

Determine adequacy of assigned resources (kind, type and number)

Assign, direct, manage and control, division resources

Develop contingency plan in the event that the IAP is no longer valid

2. At 10:00 hrs, Operations has assigned Tim Robbins from Southern Pacific  
As the Assistant Haz Mat Safety Officer.

Brief Mr. Robbins, start a shift ticket and assign him, log on ICS 214

3. At 1030 hrs, Captain Pangborne from the HazMat unit advised you that they need front-end loader to assist with their operations.

Order loader from logistics and make arrangements for it to be delivered to the proper location, log on ICS 214.

4. At 1045hrs, Mr. Robbins informs you that a Site Safety Plan needs to be developed for the HazMat.

Contact Operations and Safety for their input and let Mr. Robbins develop Site Safety Plan, Log on ICS 214

5. At 1230, a front end loader from DeSilva Trucking arrives. The driver has no idea who ordered him or where he is to go.



## INCIDENT COMMAND SYSTEM

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Contact Logistics to verify which trucking firm is delivering the front end loader to your Division. If it is DeSilva, start shift ticket, log on ICS 214.

6. You over hear on the radio that there is a USAR Team in staging. You know from your recon that you still have a possible rescue situation.

Contact Operations or Operations Branch Director to confirm the availability of the USAR Team and if available, order it for your Division. Log on your ICS 214.

7. Chief Kilmartin from the Engine Strike Team advises you that they have Recovered a body from the train.

Determine the location, request medical support from the Medical Group, request law enforcement to stand by with body prior to transport, log on ICS 214, and advise OSC or OBD

8. A news crew comes to you and is requesting to take pictures of the train crash

Notify OSC/OBD and the Information Officer, **entry may only be denied if there is a threat to safety or it hampers fire and rescue operations**. Provide a safety briefing to the news crew and document on ICS 214

9. Determine your resource order for the next operational period.

Student(s) should be able to justify resource request and how the order was developed.



## HEMET COMPLEX BRANCH I Medical Group

### INSTRUCTOR KEY:

BUS OVER THE SIDE SCENARIO

BRANCH 1: MEDICAL GROUP SUPERVISOR

You have been ordered as a Division/Group Supervisor on the Hemet Complex. You are on order # CA-ORUU-068281 request O-12.

After checking in at the Hemet Base, You are assigned to Branch 1 as the Medical Group Supervisor. Branch 1 Director, G. Hart, provides you with the following briefing:

**A school bus transporting 38 members of the Fresno Unified High School Marching Band was traveling on SR 74, 2 miles west of Hemet when the driver took evasive action to avoid colliding with a large boulder in the roadway. This action caused the driver to lose control and the bus overturned, sliding down a steep bank. This incident was reported to Branch 1 to be in or adjacent to Division B.**

An initial report from a civilian calling from a cell phone at the scene states that the driver and 3 or 4 others were ejected and are fatally injured. These victims are lying halfway down the embankment. The bus is on its side, with diesel fuel discharging into a nearby creek.

1. Using job aids: List the actions to be taken: ( In order of priority)
  - Debrief with resources on scene
  - Assess situation, identify hazards and problems
  - Implement mitigation measures (LCES)
  - Identify goals and objectives
  - Set priorities to meet goals



## INCIDENT COMMAND SYSTEM

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FINAL SCENARIO EXERCISE

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2. The engine on scene requests a large tow truck.  
Group Supervisor should contact either Ground Support or Logistics Chief to order.  
Document on ICS form 214.
  
3. The engine captain on scene report the bus has a ruptured fuel tank and approximately 20 gallons of diesel fuel has been discharged into the creek.  
Should order a Haz Mat Unit. Notify Ops/ Fish and Game.  
Document on ICS form 214.
  
4. You have four confirmed fatalities at the site.  
Should notify Ops. Order Coroner. Document on ICS form 214.
  
5. Division A calls an reports a firefighter has been exposed to an unknown liquid leaking from one of the tank cars.  
Dispatch Ambulance/paramedics with a Haz Mat Unit if available, if not order one.  
Have patient evaluated. Notify Safety. Monitor situation.  
Document on ICS form 214.
  
6. A News Crew from ABC-TV, Channel 7 arrives on scene and demands an interview with "The Person in Charge."  
Notify Ops of the situation. Ask the Media what they need, see if you can accommodate. Document on ICS form 214.
  
7. Due to a fire assignment the previous day the engine crew at the Incident has been on shift for 36 hours.  
Try to provide relief for crew by replacing with other equipment if possible.  
Document on ICS form 214.
  
8. A tow truck arrives on scene and says he can pull the bus upright with his winch, stopping the fuel leak. He has not been ordered by the Incident.  
Contact Logistics and see if there is an ETA for the tow truck ordered earlier, contact Ops of the situation. Ask if Ops and Logistics wants to sign up the tow truck.  
Document on ICS form 214.



# INCIDENT COMMAND SYSTEM

S339 Division/Group-Supervisor - ALL RISK

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9. Determine your resource order for the next operational period

Students should be able to justify resource request and how the order was developed.



# INCIDENT COMMAND SYSTEM

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FINAL SCENARIO EXERCISE

## Hemet Complex BRANCH II (Urban Branch) Division M, N,

### INSTRUCTOR KEY:

You have been assigned as a division supervisor on the Hemet Complex.

At the morning operational briefing you are assigned to Branch II as a DGS. The Division consists of urban areas including the older sections of town. The area includes transportation routes and borders the San Jacinto River. You are one of three (3) division supervisors assigned. The damage to buildings and infrastructure is very obvious. Your assigned resources are listed on your division's ICS 204, along with control operations and special instructions. You and your resources will be working a 24-hour shift.

1. Identify yourself to the assigned division resources.
2. Brief all assigned personnel after the operational briefing.
3. Have assigned resources rendezvous at a location close to the assignment for the on-line briefing.

### QUESTIONS: - DIVISION M

1. Using job aids, list actions to be taken in the order of priority.

Debrief off going Division Supervisor

Inspect division to identify safety hazards and problem areas

Implement mitigation (LCES) measures

Identify goals and steps to meet IAP goals

Set priorities to meet goals

Determine adequacy of assigned resources (kind, type, and number)

Assign, direct, manage, and control division resources

Develop contingency plan in the event that the IAP is no longer valid



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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2. 0720 hrs, Jim Fox, a local contractor, arrives on scene with a front loader and dump truck. He has no order or request number and states he is "Volunteering" his equipment to help his community and demands an assignment.

Verify your need, confirm with operations if you need to use the resource, send to ground support for inspection.

If hired and assigned to your division: brief, start shift ticket, and assign and log on ICS 214.

3. A local hardware store contacts you and tells you that a fire truck last night needed batteries for their flashlights and "Requisitioned" them at the hardware store with a promise to pay later.

Document on ICS 214, advise Finance/Comp-Claims via communications, notify operations of the situation

4. The LAC Engine Strike Team has 1 engine that is out-of-service overheating.

Verify location, confirm make and model, order mechanic through ground support, document on ICS 214 and notify resource unit via communications

5. There were no lunches in BASE for your personnel at the beginning of the shift. You need to order food and drinks for this operation period.

Consolidate request, get accurate count, determine appropriate drop locations, request through supply, advise operations and logistics of problem, document on ICS 214

6. RVC Squad 11 reports to you that he has been involved in a non-injury accident with property damage to both vehicles.

Determine if vehicles are still in service. Confirm the location, notify Safety and Branch, determine the need to replace the resource, adjust other resources as necessary, document on the ICS 214.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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7. A crewmember on Hand Crew La Cima 1 has a back injury.

Confirm location, determine transportation requirements, coordinate transportation, notify Safety Officer, document on ICS 214

8. A firefighter from engine strike team KRN 5026B has been exposed to a hazardous material resulting in skin irritation and breathing difficulty.

Identify material, confirm decontamination, confirm location, determine transportation requirements, coordinate transportation, evaluate operational effectiveness of engine, adjust resources as needed, notify Safety Officer, document on ICS 214

9. Determine your resource order for the next operational period.

Students should be able to justify resource request and how the order was developed.

## QUESTIONS: - DIVISION N

1. Using job aids, list actions to be taken in the order of priority.

Debrief off going Division Supervisor

Inspect division to identify safety hazards and problem areas

Implement mitigation (LCES) measures

Identify goals and steps to meet IAP goals

Set priorities to meet goals

Determine adequacy of assigned resources (kind, type, number)

Assign, direct, manage, and control division resources

Develop contingency plan in the event that the IAP is no longer valid



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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2. A firefighter from strike team LAC 1101A has a heat related injury unable to walk unassisted, the engine company is providing treatment.

Confirm location, activate medical plan, evaluate need for air evacuation, coordinate treatment and transportation, evaluate resource operational effectiveness with reduced staffing, evaluate overall heat problems within division, adjust operations to mitigate problem as necessary, notify Safety Officer, document on ICS 214

3. You are working the division and find 2 firefighters working in smoke from a structure fire without SCBA.

Determine facts, enforce PPE requirements, obtain support for SCBA as necessary, notify Safety Officer, document on ICS 214

4. Resources arriving at your division are advising you of problems with the bridge on Soboba Street that crosses the San Jacinto River and question the safety of using it.

Notify operations and safety of the problem, if available you may assign a technical specialist structural engineer to assess the hazard, determine alternate routes and impact to operations, document on ICS 214

5. An unescorted news crew is at a collapsed apartment building and wants to make entry into the structure.

Notify operations and Information Officer, you may deny entry **only if it hampers or disrupts rescue operations or is a safety threat to firefighters**, provide a safety briefing to news media, document actions on ICS 214



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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6. The strike team leader from RVC 6001A tells you that due to emergency activity, some of the engine company personnel assigned to the strike team have only had minimal rest in the previous 48 hours.

Determine immediate operational needs, attempt to get relief from operations, make adjustments to resource assignment if possible, notify operations, consider rotational rest if feasible, emphasize the importance of safety, document on ICS 214

7. At 0720 hrs., Jim Fox, a local contractor arrives on the scene with a front loader and dump truck. He has no order or request number and states that he is "volunteering" his services. Operations says to put him to work.

Verify your need, confirm with operations if you need to use the resource. Send to ground support or order a mechanic to do an inspection. If hired, brief, start shift ticket, assign.

8. John Gordon from the Bullet Water Tender reports to your division, for an assignment. The water tender is not shown on your IAP.

Confirm the assignment with Branch or Operations and or the Resource Unit. If correct: give briefing, start shift ticket, and assign.

9. Determine your resource order for the next operational period.

Students should be able to justify resource request and how the order was developed.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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## **Hemet Complex BRANCH III WILDLAND FIRE DIVISION Y, Z**

### **INSTRUCTOR KEY**

You have been assigned as a division supervisor on the Hemet Complex.

At the morning operational briefing, you are assigned to Branch III as a DGS on the Ramona Fire. The wildland fire started on 9/6/00 at approximately 2236 hours ( See map A). You are one of two (2) division supervisors assigned and can see the fire ( See map B) actively burning in the hills to the southwest. Your assigned resources are listed on your division's ICS 204, along with control operations and special instructions. You and your resources will be working a 24-hour shift.

1. Identify yourself to the assigned division resources.
2. Brief all assigned personnel after the operational briefing.
3. Have assigned resources rendezvous at a location close to the assignment for the on-line briefing.

### **QUESTIONS: - DIVISION Y**

1. Using job aids, list actions to be taken: (In order of priority)

Debrief off going Division Supervisor

Inspect division to identify safety hazards and problem areas

Implement mitigation (LCES) measures

Identify goals and steps to meet IAP goals

Set priorities to meet goals

Determine adequacy of assigned resources (kind, type, and number

Assign, direct, manage, and control division resources

Develop contingency plan in the event that the IAP is no longer valid



## INCIDENT COMMAND SYSTEM

S339 Division/Group-Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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2. At 1030 Mark Williams on Dozer 31R, request #E-11, reports to you at the origin. The dozer was assigned by Ops and arrived from Staging (it is not on your IAP) The dozer has been inspected and is ready for work.

Brief operator, start shift ticket, and assign, log on ICS 214.

3. 0920 John Gorden from Bullet Water Tender reports to your division for assignment, the water tender is not shown on the IAP.

Confirm the assignment with Operations, Branch and or the Resource Unit. If correct: brief, start shift ticket and assign, log on ICS 214

4. At 1107 John Hawks, operator of the transport that delivered Dozer 31R, advises you that while turning the transport around, he backed off the road and damaged a culvert and fence. The paint on the low boy trailer and one clearance light was the only transport damage.

Document on ICS 214, advise Safety, Comp/Claims via communications, note on shift ticket

5. A firefighter from E-3180 has been stung by a bee and is swelling up. She does not know if she is allergic to bees.

Contact line EMT, advise Branch Director, notify Safety Officer, prepare to activate Medical Plan for EMS transport. Document on ICS 214

6. The Bullet Water Tender (HIRED EQUIPMENT) needs fuel. It is parked at the origin.

Order fuel through ground support, document on ICS 214 and shift ticket



# INCIDENT COMMAND SYSTEM

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FINAL SCENARIO EXERCISE

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7. Hand Crew Bautista 1 needs 250 gallons of drinking water delivered halfway up the Div. Y.

Confirm quantity, verify delivery location, place order with supply through communications

8. You are walking your division and find 2 firefighters on the line without fire shelters.

Enforce PPE requirements. Notify their immediate supervisor to obtain shelters. If none assigned to the firefighters, notify Safety Officer and order them off the line. Document on ICS 214.

9. Determine your resource order for the next operational period.

Students should be able to justify resource request and how the order **WAS** developed.

## QUESTIONS: - DIVISION Z

- 1) Using job aids, list actions to be taken in order of priority.

Debrief off going Division Supervisor

Inspect division to identify safety hazards and problem areas

Implement mitigation (LCES) measures

Identify goals and steps to meet IAP goals

Determine adequacy of assigned resources(kind, type, number)

Assign, direct, manage, and control division resources

Develop contingency plan in the event that the IAP is no longer valid



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE

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- 2) Hand Crew Bautista 2 needs 18 lunches delivered to the line.

Confirm need, verify location and time needed. Attempt to coordinate with other supply needs

- 3) A firefighter with a heat related problem, unable to walk unassisted, is 1000 yards north of Hemet Butte.

Confirm location, activate medical plan for air evacuation.

Coordinate treatment and transportation, evaluate resource operational effectiveness with reduced staffing, evaluate overall heat problems within your division. Adjust operations to mitigate problem as necessary, notify Safety Officer and document on the ICS 214.

- 4) Resources arriving at your division are advising you of severe dust problems on the access road to the division.

Notify Branch, Operations, Safety of the problem. If available within your division, assign a water tender to mitigate the problem.

If not, order one and assign it. Document on ICS 214.

- 5) An unescorted news crew is at the origin and wants to make entry into the fire area.

Notify Branch/Operations, and Information Officer. You may deny entry **ONLY IF IT HAMPERS OR DISRUPTS FIRE FIGHTING OPERATIONS OR IS A SAFETY THREAT TO FIREFIGHTERS**. Provide a safety briefing to the news crew and document on the ICS 214

- 6) At 0920 hrs., John Gordon from Bullet Water Tender reports to your division for assignment. The water tender is not on your IAP.

Confirm the assignment with Branch/Operations or the Resource Unit. If correct: brief, start shift ticket, assign. Document on ICS 214



# INCIDENT COMMAND SYSTEM

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- 7) You are walking your division and find 2 firefighters on the line without fire shelters.

Enforce PPE requirements. Notify their immediate supervisor to obtain shelters. If none assigned to the firefighters, notify Safety Officer and order them off the line. Document on ICS 214.

- 8) Bob Bell off the hired dozer comes to you complaining that no one has signed his shift ticket. He states that he has been working on the fire since the start.

Sign shift ticket for the time he spent on your division. Instruct Mr Bell to attempt to identify where and for whom he worked for from the start. Direct him to the Time Unit at Incident Base.

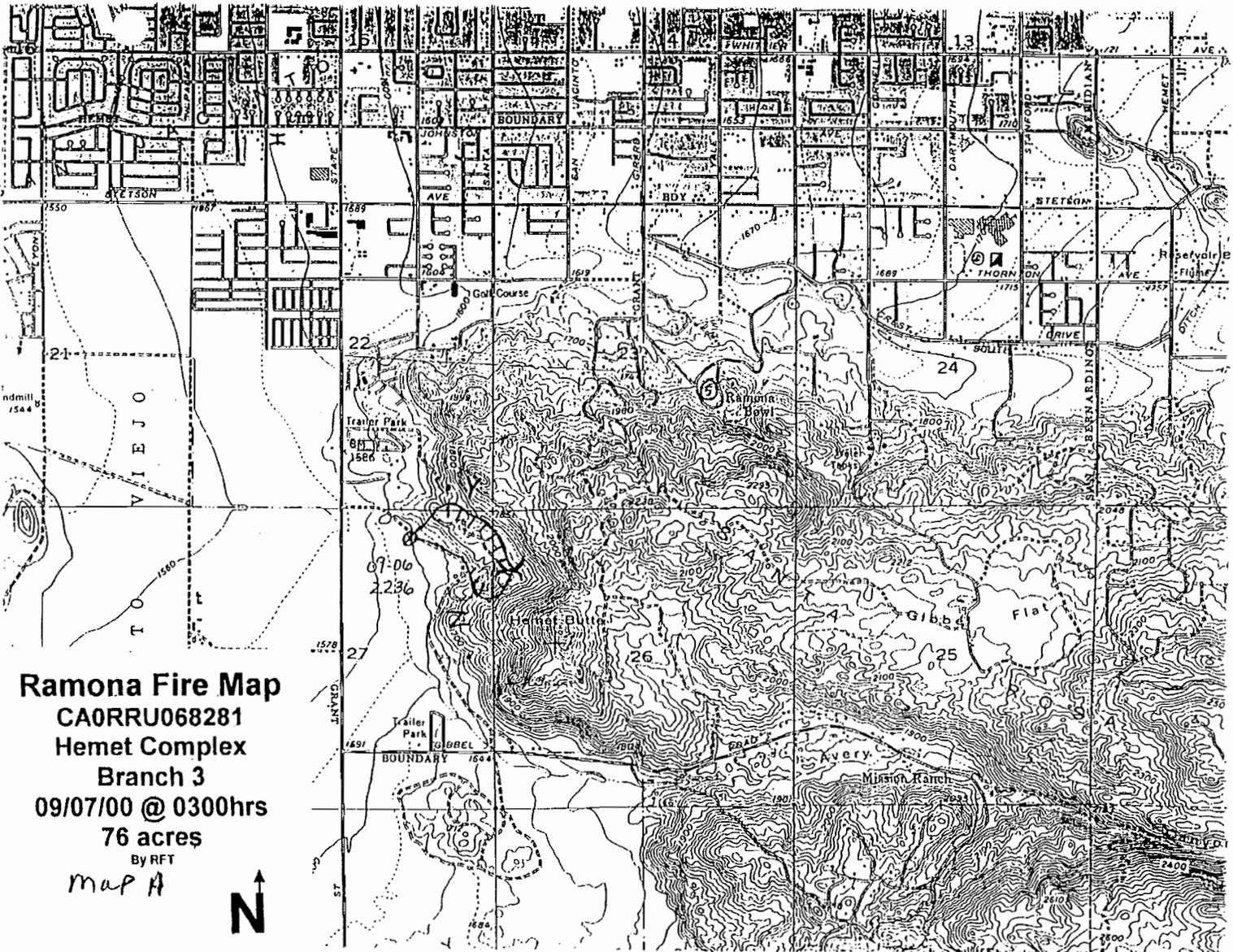
- 9) Determine your resource order for the next operational period.

Students should be able to justify resource request and how the order was developed.



**INCIDENT COMMAND SYSTEM**  
S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE



**Ramona Fire Map**  
CA0RRU068281  
Hemet Complex  
Branch 3  
09/07/00 @ 0300hrs  
76 acres  
By RFT  
*map A*

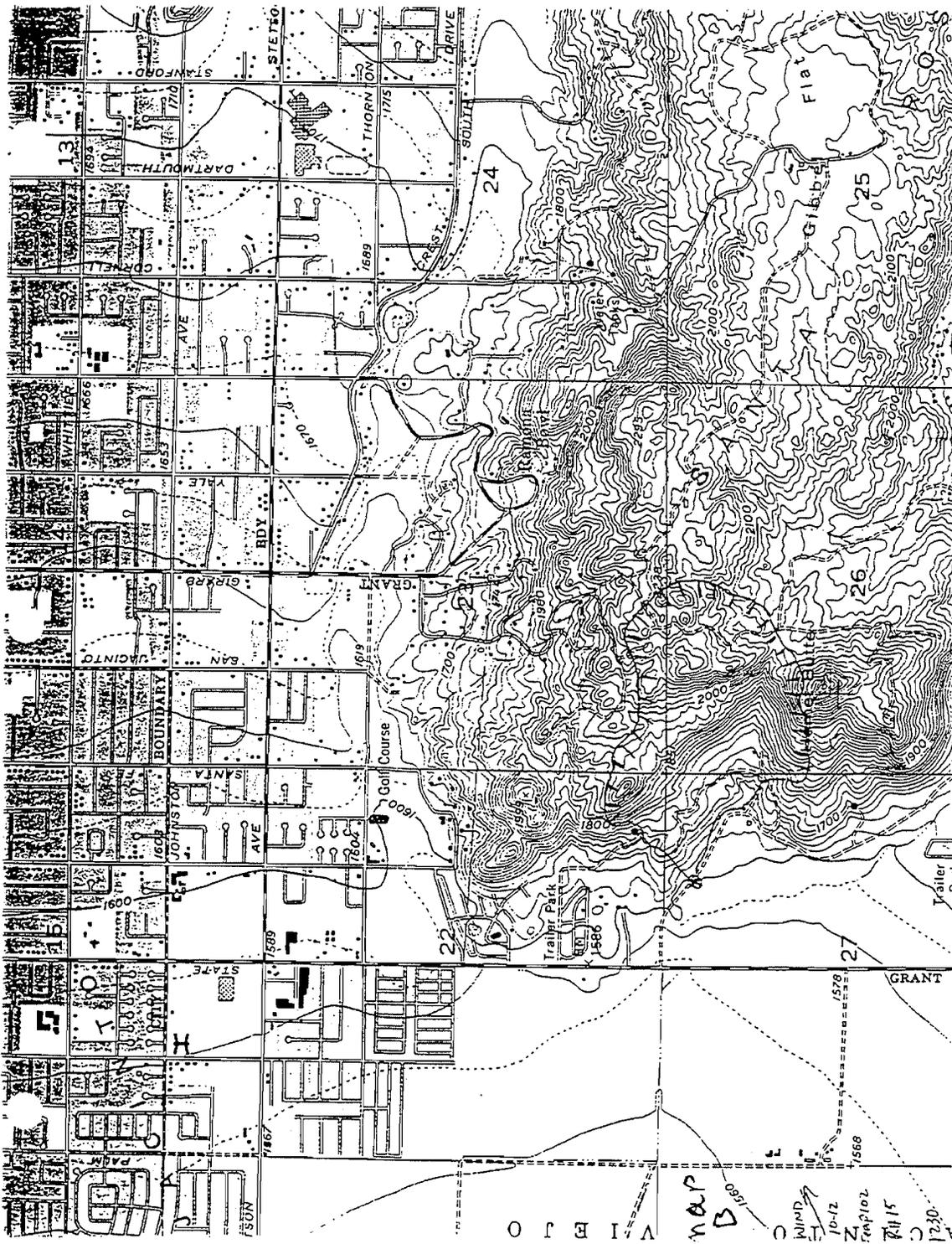




# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

FINAL SCENARIO EXERCISE





# HEMLET Incident



# Action Plan

INCIDENT OBJECTIVES	1. Incident Name Hemet Complex	2. Date 9-7-2000	3. Time									
4. Operational Period 0700 - 0700												
5. General Control Objectives for the Incident (include alternatives) 1) Protect Life Perform Search and Rescue Complete U.S.A.R. Preliminary Searches Complete recovery of all patients and removal of victims Provide for Safety of all assigned personnel 2) Protect property and minimize loss Control Structure Fires to building of Origin Contain wildfires /prevent extension to urban areas 3) Complete damage assessment Evaluate structure stability Evaluate HazMat threat 4) Minimize impact to communities  SPECIFIC CONTROL OBJECTIVES FOR BRANCHES/DIVISIONS ARE ON ICS 204 DIVISION ASSIGNMENTS												
6. Weather Forecast for Period Continued Hot and dry with moderate winds.  SEE ATTACHED WEATHER FORECAST												
7. General Safety Message Aftershocks may further damage or collapse unstable structures. Bridges and overcrossings may be weakened, evaluate before committing heavy equipment. Fireweather can produce severe burning conditions, spotting is probable. Hazardous Materials may present a threat to all operations, evaluate scene before committing personnel.												
8. Attachments (mark if attached)												
<table border="0"> <tr> <td><input checked="" type="checkbox"/> Organization List - ICS 203</td> <td><input checked="" type="checkbox"/> Medical Plan - ICS 206</td> <td><input checked="" type="checkbox"/> (Other) ISC 214 (BLANK)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204</td> <td><input checked="" type="checkbox"/> Incident Map</td> <td><input checked="" type="checkbox"/> Air Ops ICS-220</td> </tr> <tr> <td><input checked="" type="checkbox"/> Communications Plan - ICS 205</td> <td><input checked="" type="checkbox"/> Traffic Plan</td> <td><input checked="" type="checkbox"/></td> </tr> </table>				<input checked="" type="checkbox"/> Organization List - ICS 203	<input checked="" type="checkbox"/> Medical Plan - ICS 206	<input checked="" type="checkbox"/> (Other) ISC 214 (BLANK)	<input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204	<input checked="" type="checkbox"/> Incident Map	<input checked="" type="checkbox"/> Air Ops ICS-220	<input checked="" type="checkbox"/> Communications Plan - ICS 205	<input checked="" type="checkbox"/> Traffic Plan	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Organization List - ICS 203	<input checked="" type="checkbox"/> Medical Plan - ICS 206	<input checked="" type="checkbox"/> (Other) ISC 214 (BLANK)										
<input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204	<input checked="" type="checkbox"/> Incident Map	<input checked="" type="checkbox"/> Air Ops ICS-220										
<input checked="" type="checkbox"/> Communications Plan - ICS 205	<input checked="" type="checkbox"/> Traffic Plan	<input checked="" type="checkbox"/>										
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)										



<b>DIVISION ASSIGNMENT LIST</b>	1. Branch I	2. Division/Group A
	3. Incident Name Hemet Complex	
4. Operational Period Date: 09/07/00		Time: 0600

5. Operations Personnel			
Operations Chief	J. Harding	Division/Group Supervisor	
Branch Director	G. Hart	Air Attack Supervisor No.	J. Mc Carter

6. Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
RVC Haz Mat 1	Pangborne	4			
STA XRI 6301 A	Kilmartin, E +20	21			
Hemet TF 1	Layton	13			
	(3 Type 1 Eng				
	1 Type 1 Truck				
	and a leader)				

7. Control Operations

Determine any additional resource needs.

- Install "C" kit on chlorine car
- Suppress residual tank car product fire
- Mitigate locomotive fuel discharges

8. Special Instructions

- Determine need for expanded security
- Confirm existing zone perimeters
- Determine need for Tech specialists
- Determine on site resource support
- Monitor weather

9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	2
Tactical Div/Group	155.285	King NIFC	Tac 8 14	Air to Ground	151.220	King NIFC	10
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time

<b>DIVISION ASSIGNMENT LIST</b>	1. Branch I	2. Division/Group Div C
	3. Incident Name Hemet Complex	
4. Operational Period Date: 9/07/00		Time: 0700

5. Operations Personnel			
Operations Chief	J. Harding	Division/Group Supervisor	
Branch Director	G. Hart	Air Attack Supervisor No.	J. McCarter

6. Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
T/F XOR 1402	McFadden	14		DP I-1 0700	
CRW LaCima 2	Hansen +14	15		DP I-1 0700	
SQD RIV SQUAD 4	Gonzalez	2		DP I-1 0700	
USAR ORC USAR CRW	Matthews	7		DP I-1 0700	
TRK ELC Trk 123	Orr	4		DP I-1 0700	
ENG ELC ENG 11	Askew	4		DP I-1 0700	
ENG ELC ENG 22	Patrick	4		DP I-1 0700	
RES ELC Rescue 22	Rodgers	3		DP I-1 0700	

7. Control Operations  
 Complete U.S.A.R. Preliminary Searches. Recover all viable patients and start treatment. Identify locations of deceased or recovery.  
 Identify, inventory and mark Hazards.  
 Reinforced attacks on fires, extinguish or confine to building of origin.  
 Open transportation routes as time and resources allow. HazMat Teams to Evaluate threats, do not commit to mitigation unless the threat will escalate or is imperative for safety of rescuers or victims.

8. Special Instructions  
 Use proper USAR markings on searched buildings.

9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	2
Tactical Div/Group	155.286	King NIFC	14	Air to Ground	151.220	King NIFC	10
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch I	2. Division/Group Medical Group
3. Incident Name Hemet Complex		4. Operational Period Date: 09/07/00 Time: 0600	

5. Operations Personnel			
Operations Chief	J. Harding	Division/Group Supervisor	
Branch Director	G. Hart	Air Attack Supervisor No.	J. Mc Carter

6. Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
AMB AMR 324		2		DP 1-1	
AMB AMR 245		2		DP 1-1	
AMB AMR 490		2		DP 1-1	
AMB AMR 190		2		DP 1-1	
OVR TRIAGE LEADER	DONALDSON	1		DP 1-1	
OVR TRIAGE LEADER	SPENSER	1		DP 1-1	

7. Control Operations DEVELOP TRIAGE AREA . ASSIST IN THE TRANSPORTATION OF ALL INJURED PERSONS . SET UP MORGUE AREA
---

8. Special Instructions ++Coordinate with Divisions through Branch Directors for resources
---

9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	2
Tactical Div/Group	155.285	King NIFC	14	Air to Ground	151.220	King NIFC	10
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time









<b>DIVISION ASSIGNMENT LIST</b>			1. Branch II		2. Division/Group USAR 2		
3. Incident Name Hemet Complex			4. Operational Period Date: 09/07/00 Time: 0600				
5. Operations Personnel							
Operations Chief		J. Harding		Division/Group Supervisor			
Branch Director		J. Hall		Air Attack Supervisor No.		J. McCarter	
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
ORC USAR CO 6				6			
LAC USAR CO 2				6			
PVT USAR DOG				2			
7. Control Operations							
Complete USAR preliminary searches.							
Recover all viable patients.							
Identify locations of deceased for recovery.							
Coordinate with Divisions on technical rescue vs simple rescue.							
8. Special Instructions							
Coordinate with HazMat Tec. Spec. on mitigation necessary to effect search and rescue.							
Provide technical specialist direction to Divisions.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	6
Tactical Div/Group	154.265	King NIFC	3	Air to Ground	151.220	King NIFC	10
Prepared by (Resource Unit Leader)			Approved by (Planning Section Chief)			Date	Time



<b>DIVISION ASSIGNMENT LIST</b>		1. Branch III		2. Division/Group Y			
3. Incident Name Hemet Complex		4. Operational Period Date: 09/07/00 Time: 0600					
5. Operations Personnel							
Operations Chief	J. Harding		Division/Group Supervisor				
Branch Director	T. Bacon		Air Attack Supervisor No.	J. Mc Carter			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
RRU Doz 3140	Johnson	1		DP 3-1 0700			
RVC WT28		1		DP 3-1 0700			
RVC WT29		1		DP 3-1 0700			
BAUTISTA 1	INNES + 16	17		DP 3-1 0700			
BAUTISTA 2	MC KENZIE+17	18		DP 3-1 0700			
BAUTISTA 4	GAINS+14	14		DP 3-1 0700			
RRU ENG 3180	CHAVEZ+2	3		DP 3-1 0700			
RRU ENG 3161	WALKER+2	3		DP 3-1 0700			
RVC BR 28	OWENS+2	3		DP 3-1 0700			
LINE SAFETY OFFICER	J. SIMPLE	1		DP 3-1 0700			
7. Control Operations							
Direct attack where possible, scout ahead for possible secondary lines. Keep fire west of the Santa Rosa Mtns.							
Advise OSC/OBD of any need for the evacuation of residents. Coordinate any firing operations with the OSC/OBD, and share any unneeded resources with the other division.							
Air resources need to be coordinated with OSC/OBD							
8. Special Instructions							
Be aware of changing weather patterns. Post look outs when going indirect.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	6
Tactical Div/Group	154.295	King NIFC	5	Air to Ground	151.220	King NIFC	10
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time

<b>DIVISION ASSIGNMENT LIST</b>			1. Branch III		2. Division/Group Z		
3. Incident Name Hemet Complex			4. Operational Period Date: 09/07/00 Time: 0600				
5. Operations Personnel							
Operations Chief		J. Harding		Division/Group Supervisor			
Branch Director		T. Bacon		Air Attack Supervisor No.		J. Mc Carter	
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
OAK GLEN 1		MC GOWAN +16		17			
OAK GLEN 2		ENGEL+15		16			
COR BR1				3			
RIV BR 3							
WT 19				1			
7. Control Operations							
Hold the fire north of Hemet Butte, west of the road system in Sec. 23 and south of the golf course. Direct attack on the fire where possible.							
Advise OSC/OBD of any need for evacuations. Advise OSC/OBD of any planned firing operations. Share any unneeded resources with the other division							
Any need for air resources needs to be coordinated through Operations Branch Director.							
8. Special Instructions							
Watch for changing weather patterns. Post lookouts when going indirect.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	6
Tactical Div/Group	154.295	King NIFC	5	Air to Ground	151.220	King NIFC	10
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch	2. Division/Group RAMONA STAGING		
3. Incident Name HEMET COMPLEX		4. Operational Period Date: 9-7-00 Time: 0600			
5. Operations Personnel					
Operations Chief	J. Harding	Division/Group Supervisor		Staging Area Manager	
Branch Director		Air Attack Supervisor No.			
6. Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
ST VNC 1567B		17			
ST CNF 6632C		23			
BKF HazMat 11		5			
XKE T/F 5029		24			
TFL Konagher		1			
DGS Just		1			
SOFR Ebert		1			
Granite Dozer		1			
Quinn Loader		1			
HC Rainbow 1,2,5		52			
7. Control Operations					

8. Special Instructions  
All resources in Staging available through Operations Section Chief.

9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	151.265	King NIFC	1	Logistics	155.200	King NIFC	2
Tactical Div/Group		King NIFC		Air to Ground	151,220	King NIFC	10
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)			Date		Time

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time
	Hemet Complex	09/06 2300	Day Shift

4. Basic Radio Channel Utilization

Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King NIFC	1	Command	159.330/151.265	Branch I, II, III	CDF Command II
King NIFC	14	Tactical	155.285	Branch I	Tac 8
King NIFC	11	Air to Ground Med	156.075	Branch I - Med Gro	Calcord
King NIFC	3	Tactical	154.265	Branch II	White Fire 2
King NIFC	5	Tactical	154.295	Branch III	White Fire 3
King NIFC	10	Air/Ground	151.220	Air Ops	
King NIFC	6	Logistics	155.200	Logistics	
King NIFC					

5. Prepared by (Communications Unit)

<b>MEDICAL PLAN</b>	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD
	Hemet Complex	09/06/00	0300	0600 - 0600

5. INCIDENT MEDICAL AID STATIONS			
MEDICAL AID STATIONS	LOCATION	PARAMEDICS	
		YES	NO
Hemet Medical Unit	Hemet Base	X	

6. TRANSPORTATION				
A. AMBULANCE SERVICES				
NAME	ADDRESS	PHONE	PARAMEDICS	
			YES	NO

B. INCIDENT AMBULANCES			
NAME	LOCATION	PARAMEDICS	
		YES	NO
AMR 369	Hemet Base	X	
AMR 569	Boulevard Staging	X	

7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO
Valley Medical	Hemet	8	20		X			X
Riverside TC	Riverside	19	60		X		X	

**8. MEDICAL EMERGENCY PROCEDURES**

Field treatment for incident assigned personnel to be coordinated between Medical Unit and Medical Group. Notify Branch on Command Net of location and medical treatment (ALS or BLS)

ICS 206 8-78	9. PREPARED BY (MEDICAL UNIT LEADER)	10. REVIEWED BY (SAFETY OFFICER)

## **SAFTETY MESSAGE**

### **AFTER SHOCKS WILL CONTINUE!!!**

**Aftershocks may further damage or collapse unstable structures. Identify safety zones within operational areas.**

**Park equipment and stage personnel outside the collapse zone of buildings, generally 1 ½ times the height of the building.**

**Reevaluate structures, bridges, and incident facilities after any aftershocks.**

**Watch for falling rocks and boulders in rugged terrain and on travel routes.**

**Tech. Spec. Structure Engineers are available to assess stability.**

**Hazardous Materials ARE present in most operational areas. Evaluate scene before committing personnel.**

**Haz Mat groups will advise on evacuation zones and decon.**

**Fire weather and conditions will produce severe burning conditions with spotting probable.**

**Apply LCES; use your 10 & 18.**

**Traffic control signals are damaged proceed with caution.**

**Request Law Enforcement in dealing with issues of civil disobedience, looting, or threats to personnel. Back out and await LE.**

**Inventory hazards and report to situation unit.**

## EARTHQUAKE PROBABILITIES

One of the primary goals of earthquake research is to be able to reliably predict events. While the fulfillment of this goal is currently out of reach, we can at least, make estimates of the probability of earthquakes, given certain circumstances.

The following list details some of the computed probabilities for events in Southern California.

---

**▣ PROBABILITY OF AN AFTERSHOCK ONE UNIT OF MAGNITUDE SMALLER,**  
(e.g. a M5 aftershock to a M6 mainshock):

*within 1 day: 28%*

*within 7 days: 40%*

*after 7 days, but within 1 year: 26%*

**▣ PROBABILITY OF A LARGER EARTHQUAKE AT THE SAME PLACE:**

*within one hour: 1.5%*

*within three days: 6%*

**▣ PROBABILITY OF AN EARTHQUAKE ONE UNIT OF MAGNITUDE LARGER**

(e.g. a M6 mainshock to a M5 foreshock at the same place:

*within three days: 1%*

**▣ PROBABILITIES OF A FUTURE LARGE EARTHQUAKE ARE HIGHER NEAR A FAULT LARGE ENOUGH TO PRODUCE A BIG EARTHQUAKE** (e.g. the San Andreas).

*Probability of a M7.5 earthquake in the three days after a M6 in the southern Coachella Valley: 30%*

---

MENU OF SELECTED TOPICS

## Riverside Fire Weather Forecast

LIST FW

Riverside Fire Wx FCST 2100 09/06/00

Discussion...Ridge over state will not be moving during this reporting period.  
Little change in related weather patterns, as ridge is staying stationary. Little change in  
marine air over the area.

.....

RO3: Riverside and San Diego Units

Tonight...Cooler in higher elevations above 3000 ft. Peak and ridge winds w to sw 8-10  
Lower level winds w to sw 5 to 11 gusting to 15.

Tomorrow....Warmer and lower RH, Very little change in winds over the area, Peak  
and ridge winds w to sw 12 – 15. Temps in the low 100's with RH in the low teens.

.....

Trends: Temp +3 RH -5 FM -2 Wind +2

## HEMET COMPLEX SPECIAL INSTRUCTIONS

### FINANCE

Keep up on shift tickets and documentation. Resources moved and shared between divisions and groups need status up dates given to the Resource Unit.

This information is Critical for billing and reimbursements from FEMA

### OPERATIONS

Discovery of deceased persons: Protect from further disturbance. Move deceased only if need to protect the body or if it impairs rescue operations. Notify law enforcement through Communications Unit.

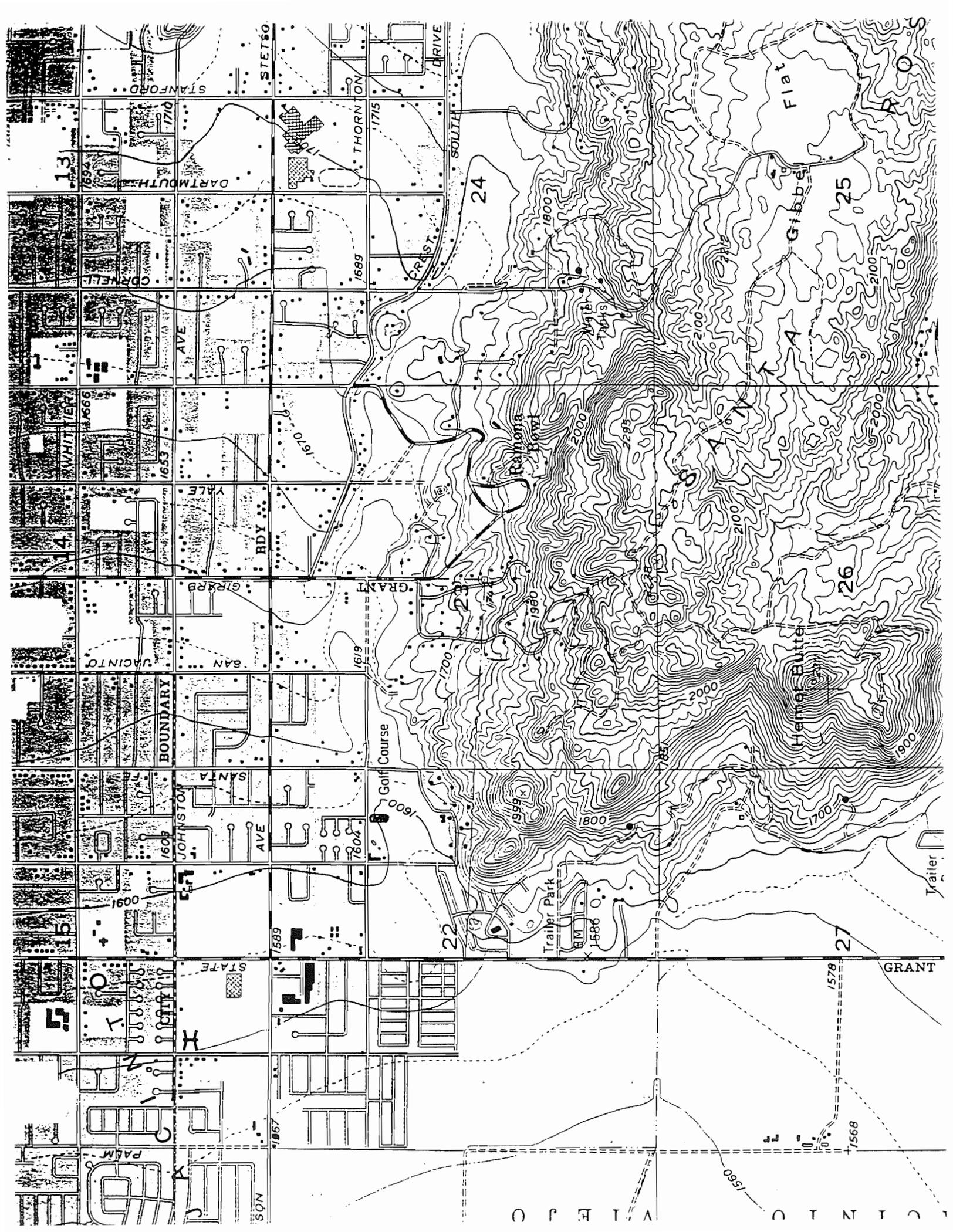


MAP

HIGHWAYS

**Travel Map**  
**CA0RRU068281**  
**Hemet Complex**  
**07/00 to 09/08/00**  
**600 to 0600**  
**09/07/00 @ 0300**  
 by RFT





C I N I C  
V I E J O

GRANT

1578  
1568

27

Hemet Butte

26

SANTA ANA

Trailer Park  
BM 1586

1999  
1800

Golf Course

GRANT

1600

1700

1720

1670

1689

1715

1775

1760

1770

24

25

26

27

Flat

Gibbet

AVE

DRIVE

DRIVE

DRIVE

DRIVE

DRIVE

DRIVE

DRIVE

13

14

15

16

17

STANFORD

DARTMOUTH

CRANFELT

WHITIER

YALE

GIRARD

SAN JACINTO

BOUNDARY

SANTA ANA

JOHNSTON

STATE

PALM

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BOUNDARY

SANTA ANA



# Incident Map

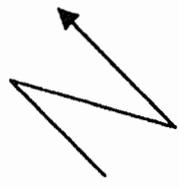
CA0RRU068281

Hemet Complex

09/07/00 to 09/08/00

0300 by RFT

Beaumont



Hwy 60

I-10

Ramona Expwy.

Hwy.79 →

← I-215

← Warren Rd.

← State St.

← Dartmouth St.

← Hwy. 74

(H) ← Hemet Airport

↗ Florida Ave.

← Fairview Ave.

↗ Stetson Ave.

(S) ← Ramona Bowl

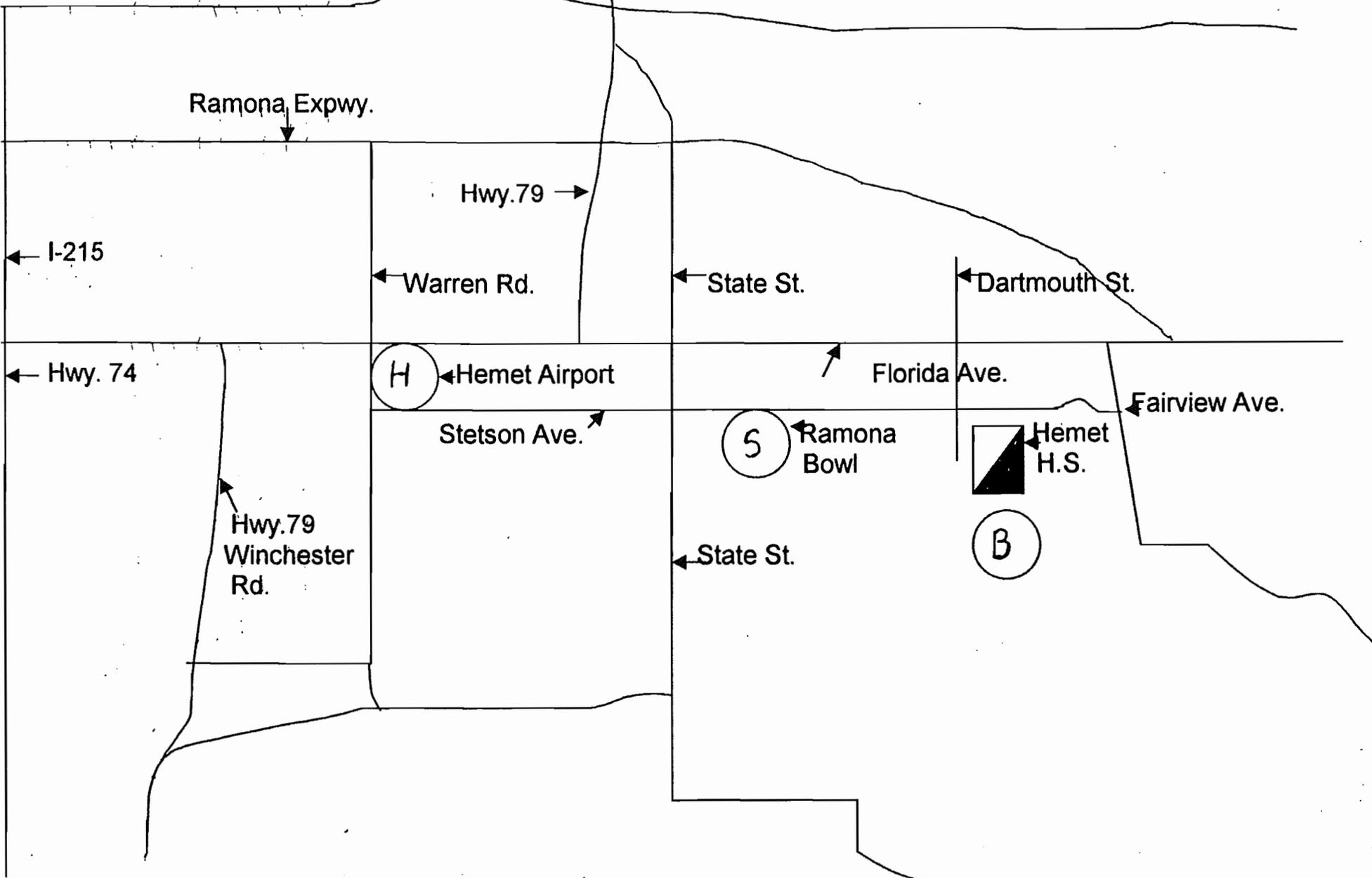


Hemet H.S.

↖ Hwy.79  
Winchester Rd.

← State St.

(B)







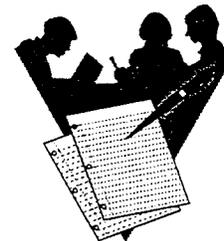
# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-1-1  
INTRODUCTION

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## DIVISION/GROUP SUPERVISOR INTRODUCTION



TIME: 15 Minutes

### MATERIALS NEEDED:

- Pen or pencil
- Student Activity 1-1-1

### INTRODUCTION:

This exercise is designed to “warm-up” your Division/Group Supervisor skills. Its use will also be used as an evaluation tool for you to compare your present knowledge base, with that knowledge and skills acquired during the course.

### DIRECTIONS:

1. Read the scenario briefing to exercise 1-1-1
2. Complete questions based on briefing information.
3. Follow instructors instructions when completed.



## INCIDENT SCENARIOS

### EXERCISE 1-1-1

#### SCENARIO No. 1

As part of an Auto Aid dispatch, you have checked in as overhead responding with the third alarm. You have been assigned by the Operations Section Chief, Division 4 on the Dominican Fire. You are briefed with the following information:

#### THE STRUCTURE:

This four story wood frame Catholic Convent is 124 years old, consisting of 25,000 square feet, including a full size walk-in attic and basement. The building features classrooms, offices, double occupancy dormitory housing for 136 students, a complete kitchen, dining facility and a Chapel with seating for 225.

#### CURRENT CONDITIONS:

Time: 1415 Temp: 105 Wind: 12 mph/N.W.

The fire is established in the attic (approx: 180 ft. x 68 ft. x 10 ft.) involving 30% of the interior. Fuel loading consists of books, furniture and clothing. Heavy smoke is visible on the exterior issuing from the eaves, around the entire building and fire is showing from the full length of a strip ventilation cut. Four to six inches of water has collected on the 4th floor.

#### CURRENT CONDITIONS:

Initial interior attack assignments are approximately one hour old. A truck company has abandoned a strip ventilation operation due to low air and heat stress, and is currently in Rehab.

Two ladder pipes have been deployed at the rear of the structure. One is not yet in operation. One is discharging 600 GPM through a dormer window into the attic.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-1-1  
INTRODUCTION

---

Three relief Engine Companies are operating on the 4th floor, under a portion of the attic area they believe is not yet involved. They are experiencing difficulty accessing the fire due to the 14 foot ceiling height and the lathe and plaster construction.



# INCIDENT COMMAND SYSTEM

S339 Division/Group-Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-1-1  
INTRODUCTION

---

## RESOURCES COMMITTED:

3 Truck Companies  
7 Engine Companies  
2 ALS Units | Breathing Support Unit  
1 Command Van

## RESOURCES STAGED:

2 Engine Companies  
1 Truck Company  
1 Battalion Chief

## ASSIGNMENT:

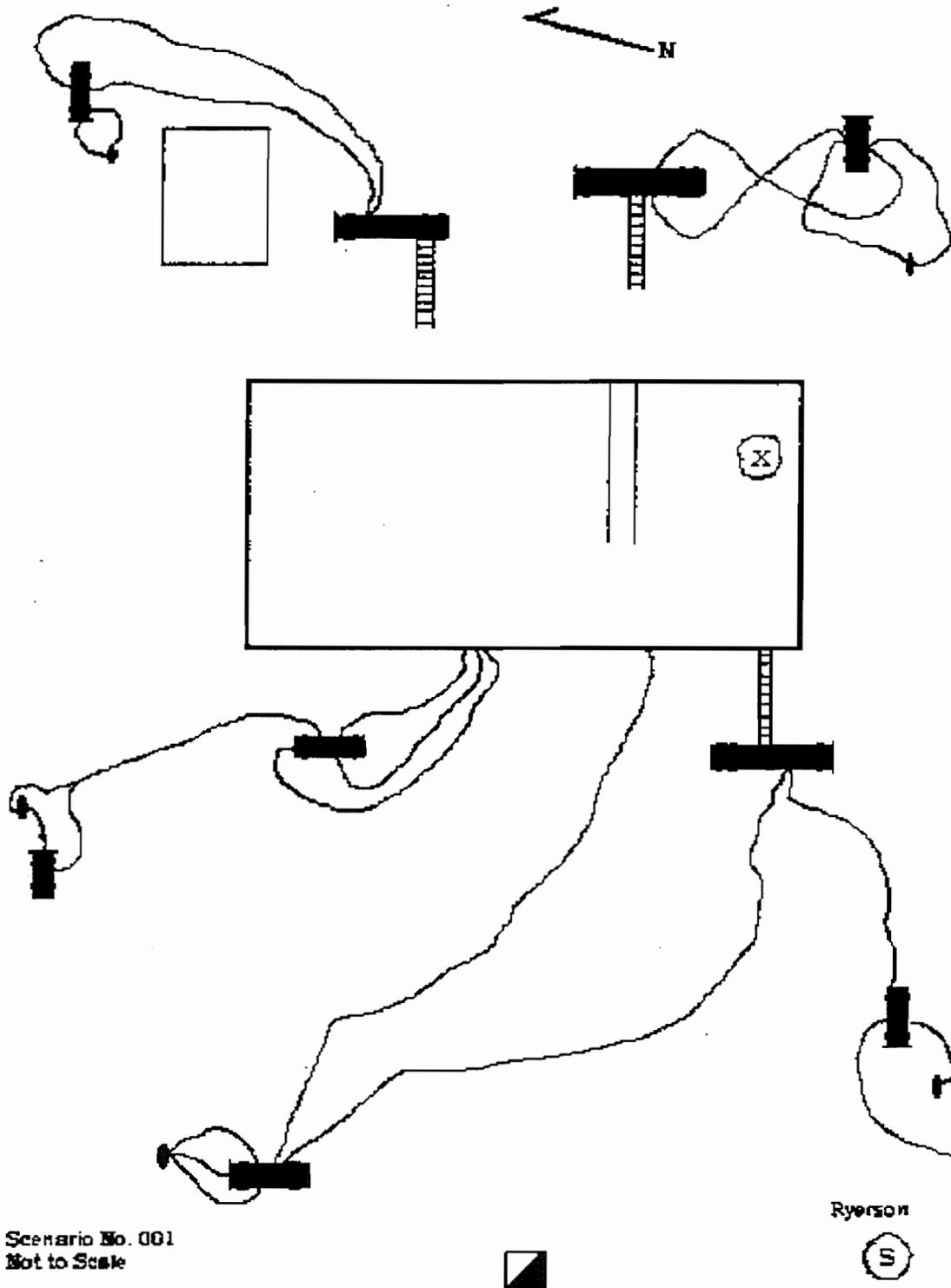
1. List the questions/ concerns you would have based upon the briefing.
2. Based upon your perception, identify and prioritize your objectives.
3. Are your assigned resources adequate to meet your objectives. (Please comment)
4. List additional resources you may require.
5. Outline your resource assignments and organizational structure commensurate with your communication and management needs.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-1-1  
INTRODUCTION



Scenario No. 001  
Not to Scale

Ryerson





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-1-1  
INTRODUCTION

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## RESPONSE SHEET

1. Questions generated at Briefing

2. Prioritized Objectives

3. Adequacy of Resources



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-1-1  
INTRODUCTION

---

## RESPONSE SHEET

4. Additional Resources Required

5. Resource Assignments/ Organizational Structure



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-2-1  
CONCEPTS OF DIVISION/GROUP

---

## DIVISION SUPERVISOR CONTRAST

TIME: :30 Minutes

MATERIALS NEEDED:

- Writing Board/Charts
- Pens

INTRODUCTION:

The objective of this exercise is to illustrate that the Division Supervisor must become a manager of multiple resources. They must make a transition from a doer to a manager

DIRECTIONS:

Your instructor will divide the class into four groups. Each group will be asked to identify specific differences between certain positions, list them on a flip chart, and present them to the entire class. You may wish to take notes in the space provided below:

Group 1 – is to identify the differences between Division Supervisor and Strike Team/Task Force Leader.

Group 2 – is to identify the differences between Division Supervisor and Ops/Branch Director.

Group 3 – is to identify the differences between Division Supervisor and ITC4 (Initial Attack I.C).

Group 4 – is to identify the differences between Division Supervisor and Group Supervisor.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-3-1  
PRE-COURSE WORK ASSIGNMENT

---

## ICS MAP SYMBOLOGY

TIME: :30 Minutes

### MATERIALS NEEDED:

- Williams Fire Incident Map Slide
- Pencils
- Map Symbology Guide
- F.O.G.
- Pointer

### INTRODUCTION:

The ability to use a map and recognize ICS map symbology is a critical skill to the Division/Group Supervisor. This exercise will help reinforce those skills.

### DIRECTIONS:

On a projected map of the Williams Fire Incident locate the appropriate ICS symbol per the instructor's request.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 1-3-1  
PRE-COURSE WORK ASSIGNMENT

---

## SYMBOLOLOGY EXERCISE

Point to:

1. The Division Break for Golf and Hotel.
2. Where is the point of origin?
3. What side of Lake Mildred is the spot fire on?
4. How much dozer line has been completed on Division Foxtrot?
5. Where is Willow Staging?
6. Where can the Water Tenders re-load that are assigned to Division Golf.
7. Where is the O.E.S. mobil repeater set up?
8. What is the closest drop point to the CDF station?
9. Where is the Branch 5 - Branch I Break?
10. How much open line is there on Divisions Delta and Echo?
11. Where is the secondary line - Why is it there?
12. What is the Wind Speed and Direction?
13. Where is the hot spot on Division J?
14. Where is Finley Helibase?
15. Where is Drop Point 3?





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 2-1-1  
INFORMATION GATHERING

---

## ICS 201 EXERCISE

TIME: 1:00 Hour

MATERIALS NEEDED:

- Attached Mall Scenario and ICS Form 201

INTRODUCTION:

The ICS 201 Form is an important incident organizational tool. It's original use was intended for initial attack organization, but it is efficiently utilized on extended attack and major campaign incidents as a way to capture information in a standard format that is usable in briefing, debriefing and tracking assigned resources.

DIRECTIONS:

This exercise is based on a mall collapse and fire caused from a major earthquake. The exercise is based on a limited verbal briefing (face to face or radio) and the incident is in an early transitional state; the first operational period



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 2-1-1  
INFORMATION GATHERING

---

## ICS 201 EXERCISE

### Mall Scenario

#### Section A

On September 6, you are dispatched as a Division/Group Supervisor to a nearby jurisdiction.

The order number is CA-0-RUU-068281, request #0-75. Your dispatcher advises you that preliminary news reports on the earthquake that shook the region a short while ago registered at 6.6 and that reports of injuries and fires are starting to filter in.

You are told to report to the ICP at Hemet High School, an EOC (Emergency Operations Center) is being set up but is not yet staffed or functioning.

At your arrival at the ICP the Operations Section Chief, B3115, a local battalion chief, assigns you to an outlying mall that has not been treated as a priority and scant information has been received on the status in that division. Some resources including fire, law enforcement, medical, and utility crews are presently believed to be taking action in your division and the OSC gives you a list of the known resources. The OSC advises you that he has a staging area with resources responding but nothing currently available.

Command Net White Fire 3 (FIREMARS) – RX 154.295, TX 153.830

Tactical Net White Fire 2 -154.265

Resource listings from OSC:

HEM TRK-611

HEM ENG-613

RVC ENG-26

RVC SQ-26

You are directed to determine: The situation in the division; Immediate resource needs; Recommendations for future operational periods.

Prior to your arrival at the mall an aftershock rattles the area.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 2-1-1  
INFORMATION GATHERING

---

## MALL

Occupancy: Discount Warehouse including tire shop  
Supermarket  
4 retail shops  
3 offices  
Bank (set away from other structures)

Date: September 6,                      Time: 1435 hours

Weather: Temp. 102 degrees, Wind West/ 13 MPH

Upon your arrival you find smoke showing from the tire shop at the Discount Warehouse, E-613, E-26, and TRK-611 are working the fire.

Captain 613 advises you that they have 1 fatality, an elderly woman that was trampled at the exit to the warehouse when the crowd ran out of the building when the quake hit. 8 additional casualties are present in front of the store. Other victims have been transported from the scene. The interior shelving in the warehouse has collapsed and the truck company has not been able to make access for an interior search. Store employees report that some employees and customers are still in the building. The initial attack was made on the fire to limit the spread prior to initiating search and rescue. The water supply is marginal and the sprinkler system in the building is damaged but operable. Captain 613 is cautiously optimistic about the initial attack progress.

The fire resources have been at scene for approximately 90 minutes and additional resources requested have not arrived. Several reports from citizens indicate additional injuries and damage throughout the mall but with the lack of resources a survey has not been complete. Squad 26 with two firefighters was present earlier but may be committed elsewhere.

A citizen reports a brushfire on the hillside behind the mall.

## CAPTURE CURRENT INFORMATION ON ICS201



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 2-1-1  
INFORMATION GATHERING

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## Section B

After you contact the OSC on command net and give a situation briefing the OSC advises that resources are arriving at staging and to place your request through him.

### **MAKE THE RESOURCE ORDER AND CAPTURE ON THE ICS201**

## Section C

The OSC advises he will give you limited resources and will order the additional resources. You are told that available in or responding to staging are:

1 Type 3 USAR Company; 2 Type 1 Engine Strike Teams; 1 Type 3 Engine Strike Team; 3 Type 2 Engines (single increment); 2 Paramedic Units; 1 Type 2 Breathing Apparatus Support; 1 Medical Team (Hospital Formed); 1 Type 1 HazMat Company; 1 35-ton crane; 1 Front loader on a transport; 2 Type 1 Water Tenders.

Some overhead have arrived and Branches are being established to provide span-of-control. Your division is identified as Div M under Branch II.

### **UPDATE THE RESOURCE ORDER AND ADJUST THE ASSIGNMENTS OF DIVISION RESOURCES**

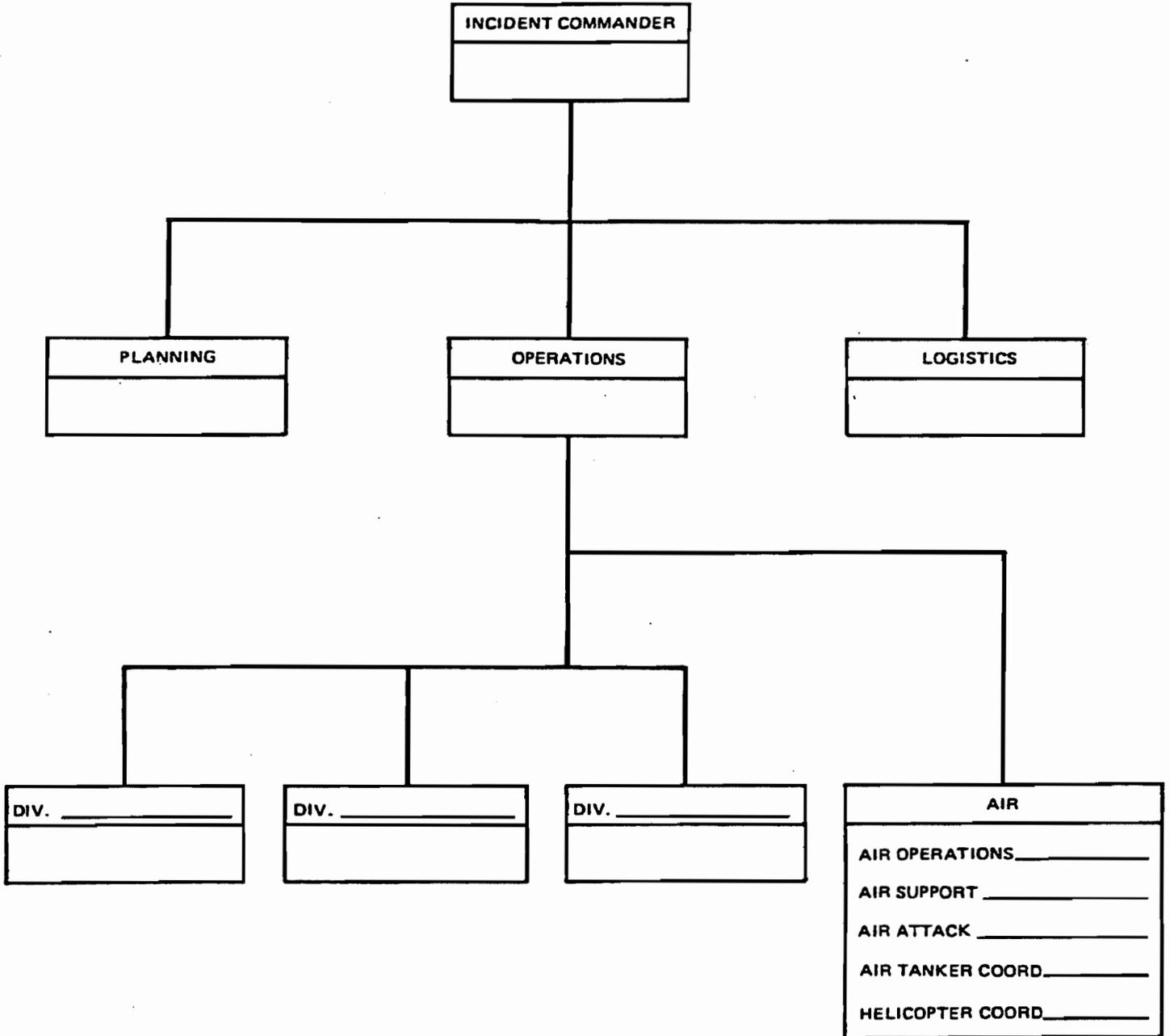
<b>INCIDENT BRIEFING</b>	<b>1. INCIDENT NAME</b>	<b>2. DATE PREPARED</b>	<b>3. TIME PREPARED</b>
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**4. MAP SKETCH**

<b>201</b>	<b>ICS 3-82</b>	<b>PAGE 1</b>	<b>8. PREPARED BY (NAME AND POSITION)</b>	7540-130-0282
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6. CURRENT ORGANIZATION







# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 2-2-1  
BRIEFING

---

## ICS 204 EXERCISE

TIME: 1 Hour

### MATERIALS NEEDED:

- As class size requires, 1 complete IAP per trainee group and 1 for the instructor
- Division Subordinate Briefing Form (handout #2)

### INTRODUCTION:

As a Division/Group Supervisor, you are responsible for the briefing of all division/group assigned personnel. Briefings must be viewed as a continual process of providing your personnel with information as it develops. Throughout the operational period, you may conduct several briefings. Your initial division/group briefing must immediately follow the operational briefing, away from other distractions at a site specified by you. Your second briefing should be conducted (at a location specified by you) after reaching the assignment location, debriefing the off-going Division/Group Supervisor and reviewing the actual situation as you find it.

### DIRECTIONS:

- A. Divide the class up into groups of 4 or 5 students
- B. Provide each group with an Incident Action Plan (IAP) and assign each group a different location
- C. Have each group review the IAP with the intent of conducting a briefing for their assigned personnel
- D. Reference the provided Division Subordinate Briefing Form and the information out of the IAP to ensure a complete briefing.
- E. Have each group appoint a spokesperson to conduct the briefing. Briefing may be given to the entire class.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 3-2-1  
RISK MANAGEMENT

---

## HAZARD ASSESSMENT/RISK CONTROLS/MITIGATION

TIME: 1:00 Hour

### MATERIALS NEEDED:

- Slides
- Projector, screen, white board
- Pens or flip chart

### INTRODUCTION:

As a Division or Group Supervisor, you have the responsibility for the safety of all personnel within your division or functional assignment. You must be able to assess hazards quickly and apply risk control measures to mitigate those hazards.

### DIRECTIONS:

You will be shown slides with corresponding scenario description (Appendix D). Working within your group, you are to do a hazard assessment that identifies the potential hazards and then to determine risk controls that would mitigate the hazards identified. One person from each group will then present your list to the rest of the class for discussion.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 3-2-1  
RISK MANAGEMENT

---

## ALL RISK Division/Group Supervisor Slide Narratives

### **SLIDE # 1: FLOOD RESCUE -**

You have been assigned to a flood incident as a Division Supervisor. Your division includes a mobile home park that has flooded, with people unable to get out on their own. Your objective is to safely evacuate those people still trapped by the rising waters. Upon your arrival at your assignment you see that the local fire department has already begun the evacuation. You identify yourself as the Division Supervisor and advise personnel that they are now under your command on this particular division.

HAZARD ASSESSMENT?

RISK CONTROL / MITIGATION?

### **SLIDE # 2: ROOF PICTURE OF A COMMERCIAL BUILDING**

You have been dispatched to a working structure fire in a commercial building. Upon your arrival, you see smoke showing from the front of the building and fire equipment arriving on scene. You report to the Incident Commander and you have been assigned the Ventilation Group Supervisor. One engine, and one truck company have been assigned to you. You make your way up to the roof and here is what you see.

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?

### **SLIDE # 3: WILDLAND FIRE WITH TWO OR THREE HOUSES IN FOREGROUND**

You have been assigned the Structure Protection Group Supervisor on a wildland fire. Two strike teams of type 3 engines, one local government task force, one strike team of dozers are assigned to you. There are 12 to 15 houses in the path of the fire, with 2 or 3 houses in immediate danger.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 3-2-1  
RISK MANAGEMENT

---

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?

## **SLIDE # 4: WILDLAND FIRE – FIRING OPERATIONS**

You have arrived at a wild land fire incident one hour after the start of the operational period. You are assigned as Div. D and are told that your assigned equipment are already on the division, and that one of the strike team leaders is the acting Div.Sup until your arrival. The tactical objective of your division is to fire out approximately two miles of line and hold it at the road. You have two strike teams of type 3 engines, one strike team of hand crews assigned to Div. D. As you arrive, you see that firing operations have already begun.

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?

## **SLIDE # 5: BUS OVER CLIFF**

A bus carrying 15 to 20 passengers failed to negotiate a curve and plunged down a 75 ft. cliff. You have been assigned the Rescue Group Supervisor. You are looking down on the bus. There is no vehicle access from the bottom.

HAZARD ASSESSMENT?

RISK CONTROLS / MITIGATION?



## **INTERACTION OF DIVISION/GROUP SUPERVISOR WITH COMMAND AND GENERAL STAFF**

TIME: :30 Minutes

### **MATERIALS NEEDED:**

- Command/General Staff position Description Reference

### **INTRODUCTION:**

The instructional design for this exercise provides for three presentation alternatives. The Course Coordinator and Lead Instructor should select the best method to present this unit, based on the availability of qualified personnel and funding.

The purpose of this exercise is to discuss the interaction between the Command/General Staff and the Division/Group Supervisor. This should be an interactive discussion that identifies topics and coordination needed by the Division/Group supervisor to accomplish the assignment.



COMMAND / GENERAL STAFF POSITION DESCRIPTION REFERENCE

COMMAND STAFF

Incident Commander:

Safety Officer and Assistants:

Other Command Staff:

Information Officer:

Human Resource Specialist:

OPERATIONS SECTION

Operations Section Chief/Branch Director

Other Operational Personnel (except Air):

Dependent upon resources assigned and other situations, you will manage and/or coordinate with other operations personnel.



## Air Operations

Tactical air operations:

Logistical air support:

## PLANNING

Most of the interactions will take place with the Planning Section Chief's subordinate staff rather than the Planning Section Chief.

Resource Unit Leader

Situation Unit Leader

Documentation Unit Leader

Demobilization Unit Leader

Technical Specialists



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-1  
INTERNAL/EXTERNAL  
COORDINATION

---

## LOGISTICS

Your interaction and coordination with the logistics section is critical for accomplishment of the job. Most of the interactions will take place with the logistics section chief's subordinate staff rather than the Logistic Section Chief.

Supply Unit Leader

Ground Support Unit Leader

Communication Unit Leader

Facilities Unit Leader

Food Unit Leader

Medical Unit Leader



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-1  
INTERNAL/EXTERNAL  
COORDINATION

---

## FINANCE / ADMINISTRATION

Most of the interactions will take place with the finance section chief's subordinate staff rather than the finance section chief.

Time Unit Leader

Procurement Unit Leader

Compensation / Claims unit Leader



## INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-2  
INTERNAL/EXTERNAL  
COORDINATION

---

# "All Risk" Incident Resources Utilized by the Division / Group Supervisor

TIME: :30 Minutes

### MATERIALS NEEDED:

- Flip Charts
- Pens

### INTRODUCTION:

The division / group supervisor may be utilized in any number of different types of emergency incidents. The resources assigned to a division / the type and size of the incident will certainly dictate group. Often times, the type of resources used are only limited by the imagination of the division / group supervisor.

### DIRECTIONS:

- A. Assign each group one incident type:
  - Flood
  - Earthquake
  - Fire
  - Hazardous Materials Release
  - Mass Casualty Accident
- B. Each group will identify different types of resources that could be assigned to a division / group for their type of incident
- C. Have each group appoint a spokesperson to present their findings
- D. Utilize reference: Resource needs for "All Risk" applications for possible incident resources.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-2  
INTERNAL/EXTERNAL  
COORDINATION

---

## RESOURCE NEEDS FOR "ALL RISK" APPLICATIONS

Potential solutions to resources that might be assigned to a division / group on various incident types.

Flood:

Earthquake:

Fire:



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-2  
INTERNAL/EXTERNAL  
COORDINATION

---

Haz Mat:

Mass Casualty:



## Problem Identification & Resolution

TIME: 30 Minutes

### MATERIALS NEEDED:

- Flip Charts
- Pens

### INTRODUCTION:

Problems come in all shapes and sizes. (Murphy's Law) A division / group supervisor is faced with numerous problems on all incidents. This exercise will help the student identify where in the incident management organization they can resolve a variety of problems.

### DIRECTIONS:

- A. Give each group a problem which may be encountered by a division / group supervisor that would be mitigated by interaction with another incident management section.

Some potential problems could include:

- Contract equipment arrives on the division without having checked in
  - An injury occurs on the division
  - Fuel shortage or equipment breakdown
  - Property damage by equipment that renders the equipment out of service
  - Hand crew request air lift of drip torches and drip mix
- B. Have each group identify what section(s) they would have to deal with to remedy their problem.
- C. Have each group appoint a spokesperson to present their findings.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-3  
INTERNAL/EXTERNAL  
COORDINATION

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- D. Utilize PROBLEM IDENTIFICATION AND RESOLUTION REFERENCE for potential answers.





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor - ALL RISK

STUDENT EXERCISE SHEET 4-1-3  
INTERNAL/EXTERNAL  
COORDINATION

---

5. Crew requests air lift of drip torches and drip mix:





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## PRE-COURSE WORK ASSIGNMENT

### INTRODUCTION

You have been nominated to attend the Division/Group Supervisor, All Risk Course. This is a 24-hour course which will provide you with the skills and knowledge required to perform the tasks of a Division/Group Supervisor.

In order to attend Division/Group Supervisor, All Risk, you must be qualified as a Task Force/Strike Team Leader. You should also have attended Intermediate ICS, 1-300. These prerequisites provide skills and knowledge that will be needed to successfully perform the Division/Group Supervisor position. Successful completion of these courses is strongly recommended.

You must complete this pre-course work assignment and submit it as indicated by the course coordinator a minimum of one week before the class. Completion of the pre-course work assignment is required prior to the start of the course. Your pre-course work will be reviewed by the instructors and returned to you during the course. You will be called upon to present portions of your pre-course work to the class during Unit No. 1.

You will also need to obtain the following reference documents and bring them to the course with you:

The following student references may be obtained from the following sources:

California Department of Forestry and Fire Protection  
California State Fire Training  
1131 S. Street, PO Box 944246  
Sacramento, CA 94244-2460  
Phone: (916) 445-8200  
FAX: (916) 445 8162

- ❖ Field Operations Guide ICS 42 0-1
- ❖ Incident Command System for Fire Department Structure Fire Operations
- ❖ Incident command System – Urban Search and Rescue – Operational System Description (ICS-U S&R-120-1)
- ❖ Incident command System – Hazardous Materials – Operational System Description (ICS-HM-120-1)



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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National Interagency Fire Center  
Great Basin Cache Supply Office  
3833 South Development Avenue  
Boise, ID 83705  
Phone: (208) 387-5104  
FAX: (208) 387-5573/48

- ❖ NWCG Fireline Handbook, NFES 0065
- ❖ Wildland Fire Suppression Tactics Reference Guide, NFES NO. 1256
- ❖ Aids For Determining Fuel Models For Estimating Fire Behavior, NFES No. 1574
- ❖ Interagency Incident Response Pocket Guide, NFES No. 1077

Note: All California State Fire Marshal/California Department of Forestry and Fire Protection documents are available from California State Fire Training, 1131 S. Street, PO Box 944246, Sacramento, CA 94244-2460, or FIRESCOPE, Support Services Manager, Operations Coordination Center, PO BOX 55157, Riverside CA 92417. All NFES documents are available from National Interagency Fire Center, Great Basic Cache, Supply Office, Boise, Idaho 83705 – FAX 208-387-5573/5548



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## INFORMATION

### Division/ Group Supervisor Kit

As a prospective Division/Group Supervisor, it is essential that you prepare, maintain and consistently utilize a kit furnished with the components designed to facilitate the function of your responsibilities.

The following is a basic listing of recommended components:

Brief/Attaché Case

Belt Weather Kit

Field Operations Guide - ICS-420-1

Fireline Handbook - NFES 0065

Task Book - NFES 2310

North American Emergency Response Guide Book – 1996

Listing of Commonly Used Radio Frequencies and Repeaters

Current State Fire Service Directory

Current State Thomas Bros. Road Atlas

Current State Topographic Atlas

Assorted ICS Forms:

201, 204, 211, 214, 215-A, CDF-FC-33, OES-F-42, 371 T Cards: 219-5, 219-8, 219-3,  
Carbon Paper, Business Cards, Paper Pad, and 3x5 Cards

Assorted Pens, Pencils

Straight Edge/Ruler

Cassette Recorder with Extra Tapes, Batteries

Masking Tape

Flagging (2 rolls) Hi Visibility

Compact battery Powered Light

Metal Clip Board

Programmable Hand Held Radio with Spare Battery

NFES 2048 Retardant Coverage Card

Spare Reading and Sun Glasses

Binoculars



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## SEGMENT "A"

### PART I WORK ASSIGNMENT

The Instructor Cadre requests that you prepare in the space below, a comprehensive response to the question: "What do you expect to learn from this course"? (Your response must be limited to 25 words)

### PART 2 WORK ASSIGNMENT

The Instructor Cadre requests that you prepare three statements of "Performance Expectation" that reflect the responsibilities of a qualified Division/Group Supervisor; that you solicit from experienced Division/Group Supervisors. (Your response must be limited to 25 words for each of the three value statements.

EXAMPLE: Be on time and prepared for operational briefings.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## SEGMENT “B” QUIZ

**Instructions:** You are required to complete the following 50 question quiz. Fill-in questions should be completed using brief, concise working. Multiple choice questions should be answered by circling the correct response.

1. Identify the five major functions within the Incident Command System.
  - a. Command, Safety, Liaison, Information, Operations
  - b. Command, Planning, Safety, Logistics, and Finance
  - c. Command, Operations, Planning, Logistics, and Finance
  - d. Operations, Logistics, Planning, Support, and Services
2. A Fire Behavior Specialist would be assigned to the \_\_\_\_\_ Section of the ICS organization.
  - a. Operations
  - b. Planning
  - c. Logistics
  - d. Finance
3. Engines, Crews or Dozers are examples of:
  - a. Types of Equipment
  - b. Types of Strike Teams
  - c. Kinds of strike teams
  - d. Equipment Division
4. When Operations has not been established, Staging reports to:
  - a. Logistics Chief
  - b. Base Manager
  - c. Incident commander
  - d. Branch Director



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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5. Two Engine Companies and one Truck Company with common communications which are put together for an assignment of a temporary nature, under the supervision of an identified Leader, would be an example of a:
  - a. Strike Team
  - b. Task force
  - c. Single Resource
  - d. Crew
  
6. When the incident organization requires more than five Divisions or Groups, what organizational level may be staffed to maintain an acceptable span of control?
  - a. Section
  - b. Branch
  - c. Strike Team
  - d. Task Force
  
7. The point of contact for assisting or cooperating agencies is the:
  - a. Logistics Section Chief
  - b. Liaison officer
  - c. Information Officer
  - d. Staging Area Manager
  
8. "The reporting and marshaling area for resources not considered available for immediate assignment where primary support activities are performed," defines:
  - a. Staging
  - b. Base
  - c. Command Post
  - d. Logistics Section



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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9. The emergency medical needs of the incident victims (non-emergency responders) are provided by the:
  - a. Operations Section
  - b. Medical Unit
  - c. Planning Section
  - d. EMS Services Unit
10. Refueling of apparatus is provided by the:
  - a. Ground Support Unit
  - b. Supply Unit
  - c. Procurement Unit
  - d. Refueling Resource Unit assigned to the Operations Section
11. Which of the following does ICS recommend for communications nets?
  - a. Command, Logistics, Support
  - b. Tactical, Command, Support
  - c. Base, Operations, Command
  - d. Support, Air-to-Air, Base
12. The Information, Safety, and Liaison Officers comprise which of the following?
  - a. Command Staff
  - b. General Staff
  - c. Support Staff
  - d. Operations Staff



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

13. Which of the following may not have a Deputy?
  - a. Logistics Chief
  - b. Branch Director
  - c. Strike Team Leader
  - d. Incident Commander
  
14. Which of the following most accurately describes the duties of the Service Branch Director?
  - a. Supervises the Service, Ground Support and Facilities Unit
  - b. Supervises the Communications, Medical and Food Units
  - c. Supervises the Facilities, Ground Support and Helicopter Service Units
  - d. Supervises the Time, Procurement and Ground Support Units
  
15. Which of the following are designated ICS facilities?
  - a. Command Post, Fire Camp, Communications Center and Helispots
  - b. Command Post, Incident Base, Camps, Staging Areas, Helibase and Helispot
  - c. Command Post, Staging Areas, Incident Base, Message Center, Communications Center and Helispots
  - d. Command Post, Operations Center, Incident Base, Staging Areas, Ground Support Facility and Fire Camp
  
16. The Haz Mat Group Supervisor reports to the \_\_\_\_\_ and manages Tactical Operations by supervising the three following specific functions within the exclusion zone: \_\_\_\_\_  
\_\_\_\_\_
  
17. In relation to the Exclusion Zone, De-Con should be located \_\_\_\_\_.
  
18. Victims affected by a hazardous material substance should not be released to the Medical Group until they have been \_\_\_\_\_.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

19. List six of the twelve basic functions required of the Haz Mat Group Supervisor.

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20. Identify the three primary "Control Zones" utilized at the scene of a Haz Mat incident?

---

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21. A US&R Type A "Company" Strike Team consists of:

No. \_\_\_ Type \_\_\_ Units with \_\_\_ Total Personnel each and a \_\_\_\_\_  
Leader

Minimum Task Capabilities \_\_\_\_\_

---

22. A US&R Type "H" Crew Strike Team consists of No. \_\_\_ Type \_\_\_ Units, with \_\_\_\_\_ Total Personnel each and a \_\_\_\_\_ Leader.

23. California State/National US&R Task Force 5 would be assigned the Radio Designator, "CA.-TF5" and would have a personnel compliment of \_\_\_\_\_ personnel.

24. As a Division Supervisor assigned to rescue operations at an Interstate Highway over-pass collapse, what four Team Managers would you assign to a State/ National Task Force Leader under your supervision? \_\_\_\_\_

---

25. At the scene of a multiple vehicle fire, located at the lowest of a three level, below ground parking structure, what radio designator would be assigned to the Division Supervisor?

---

26. What would the Phonetic Radio Designator be for the Division Supervisor assigned to exposure protection to the right of the primary entrance of the fire building?

---



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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27. As a Division Supervisor in charge of search and suppression on the fourth floor of an office complex, what would your Radio Designator be?

\_\_\_\_\_

28. Radio designation of the supervision of Roof Operations, involving HVAC equipment, ventilation and a possible rescue would be

\_\_\_\_\_

29. As the designated Medical Group Supervisor at the scene of a multi-casualty Incident, your three primary responsibilities are:

\_\_\_\_\_

30. Responsibility for the Incident Traffic Plan Is assigned to?

\_\_\_\_\_

31. How are Divisions established on a Wildland Incident?

32. How are Structure Protection Groups designated? - Provide an Example.

33. Does a Division /Group Supervisor retain responsibility for Out-of-Service Resources?

Yes

No

34. In an extended attack operation, list your three preferred sources:

35. How many repeater tones are available for use In conjunction with the State travel net?



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

36. Match the following titles with the listed positions by assigning the correct corresponding number.

TITLE	NUMBER	POSITION
Staging	_____	1. Unit Leader
Logistics Section	_____	2. Manager
Information	_____	3. Section Chief
Safety	_____	4. Leader
Incident	_____	5. Officer
Deputy Operations	_____	6. Commander
Air Tactical	_____	7. Director
Resource Unit	_____	8. Supervisor
Task Force	_____	9. Chief
Communications Unit	_____	10. Specialist
Branch	_____	11. Observer
Liaison	_____	12. Representative
Base	_____	13. Operator
Ground Support	_____	14. Analyst
Planning	_____	
Technical	_____	
Field	_____	
Air Operations	_____	
Helibase	_____	
Division Group	_____	
Assistant Strike Team	_____	
De-Mob Unit	_____	
Single Resource Unit	_____	
Supply Unit	_____	
Agency	_____	
Dozer	_____	
Fire Behavior	_____	

37. Should an I.C.P. be mobile or stationary?
38. In terms of availability, where should staging areas be located?
39. Define the term "Planned Need".



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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40. Assign suffix identifiers to the following strike team resources:

\_\_\_ Type III Engine S /T

\_\_\_ Type I Engine S/T

\_\_\_ Type II Dozer S /T

\_\_\_ Type II Crew S/T

\_\_\_ Type I Crew S/T

\_\_\_ Type I Dozer S /T



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## SEGMENT "C"

### PRE-COURSE ASSIGNMENT

The following exercises will present you with situational dynamics which once studied will provide information necessary in resolving assignment specifics outlined.

Instructions:

Read each Scenario and utilizing appropriate aids and previous experience, prepare a brief response to each element of the "Assignment", at the conclusion of a Scenario.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## SCENARIO No. 1

As the Fire Suppression Group Supervisor; reporting to the Operations Section Chief, you have been requested to recon. and assess the situation and return to a Planning meeting to identify current and predicted risks and to recommend tactical objectives necessary to fulfill your objectives, prior to relieving an Engine company Officer currently functioning in your capacity.

### THE INCIDENT:

At the off ramp from the 5th Street bridge, a 6000 gallon tractor trailer tank truck carrying Acrolein (Placard: 1092) (See cameo print out) has overturned. From it's dome covers product is discharging (Approx: 40 G.P.M., for 27 minutes) down the street and into the river. (See diagram)

### CURRENT CONDITIONS:

Time: 0630 Hrs. Temp: 62° R.H: 30% Wind: N @ 10 M.P.H.

A police Officer tells you that the driver is deceased, and he has been advised by his dispatcher that the Manager of the nursing home (700 feet to the East of the Incident) reports that several residents are experiencing difficulty breathing.

### ASSIGNMENT:

Refer to and complete categories indicated on Scenario No. 3 work sheets.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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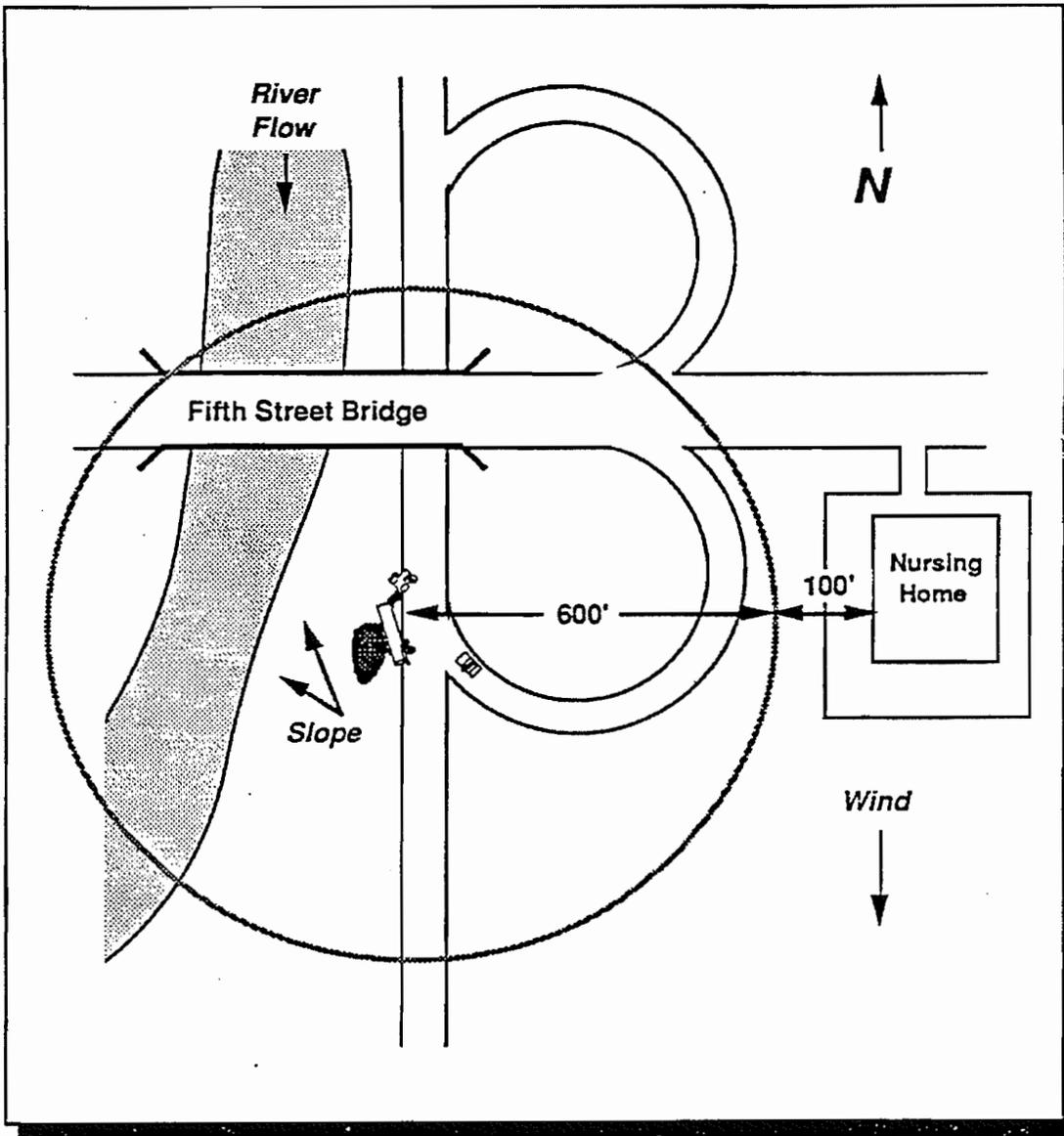
## ASSIGNMENT:

1. List questions/concerns you would have based upon the I.C.'s briefing.
2. Based upon your perception, identify and prioritize your objectives.
3. Are the resources assigned to you adequate to meet your objectives. (Please Comment)
4. List additional resources YOU may require.
5. Outline your resource assignments and organizational structure.



ICS STAFF FUNCTIONS: EXERCISES

# Hazardous Materials Incident- Acrolein Spill





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

## CAMEO<sup>™</sup> Chemical Identification Data Sheet

CHEMTREC (800) 424-9300 or (202) 483-7616

Chemical Name: **ACROLEIN, [INHIBITED]**

UN Number: 1092

RTECS: AS105000

STCC: 4906410

Formula: C<sub>3</sub>H<sub>4</sub>O

CAS number: 107028

Label: POISON, FLAMMABLE LIQUID

Synonyms:

2-PROPEN-1-ONE

2-PROPENAL

ACQUINITE

ACRALDEHYDE

ACRALDEHYDEACROLEINA (ITALIAN)

ACROLEIN

ACROLEIN (ACGIH, OSHA)

ACROLEIN, [INHIBITED]

ACROLEIN, INHIBITED

ACROLEIN, INHIBITED (DOT)

ACROLEINA (ITALIAN)

ACROLEINE (DUTCH, FRENCH)

ACRYLALDEHYD (GERMAN)

ACRYLALDEHYDE



# INCIDENT COMMAND SYSTEM

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INTRODUCTION

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ACRYLIC ALDEHYDE

AKROLEIN (CZECH)

AKROLEINA (POLISH)

ALDEHYDE ACRYLIQUE (FRENCH)

ALDEIDE ACRILICA (ITALIAN)

ALLYL ALDEHYDE

AQUALIN

AQUALINE

BIOCIDE

CROLEAN

ETHYLENE ALDEHYDE

MAGNACIDE

MAGNACIDE B

MAGNACIDE H

NSC 8819

PROP-2-EN-1-AL

PROPENAL

PROPYLENE ALDEHYDE



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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RCRA WASTE NUMBER P003

SLIMICIDE

TRANS-ACROLEIN

CERCLA: YES

EHS: YES

SEC 313: YES

RQ: 1

EHSTPQ: 500

RCRA: P003

State Chemical:

Regulatory Names:

ACROLEIN

ACROLEIN, INHIBITED

Portions @ CAS, 1991



## SAFETY MESSAGE

<b>Incident:</b> RIVER	<b>Date:</b> 0816	<b>Time:</b> 0647
---------------------------	----------------------	----------------------

**Major Hazards and Risks:**

Flammable/Poisonous B-L-E-V-E Hazard: Exclusion Zone Radius = 2,000'  
Chemical Hazard: Exclusion Zone initially = 1,000'  
Down Wind = 1.2 Miles

**Narrative:**

1. Any entry into Exclusion Zone will be Level A ensemble w/splash protection. Entry team must have charged foam line\
2. No entry until back-up line and decon ready
3. Down wind evac crews w/SCBA available
4. Decon w/soap + water – Symptoms: Irritations: sinus, respiratory, eyes
5. Watch for signs of Heat Exhaustion

\_\_\_\_\_  
Safety Officer



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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SCENARIO NO.1 WORK SHEET

RECOMMENDED TACTICAL CONSIDERATIONS:

IDENTIFY AND PRIORITIZE OBJECTIVES:



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

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## SCENARIO NO.1 WORKSHEET

LIST RESOURCES REQUIRED FOR YOUR SUPERVISION:

LIST CURRENT AND PREDICTED RISKS:



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

INTRODUCTION

## SCENARIO NO 002

You have been ordered as a single resource "Overhead", to the Pinyon Flat Fire, on Order No. MMU-9745, Request No. 0-9.

You have received a directive on Travel Net from the Unit E.C.C., to report to Operations on Hungry Horse Highway, at the Pinyon Flat State Park.

The O.S.C. designates you as "Division Bravo". Resources assigned to your Division are staged on Star Route 95 at T Bar M Road and designated as "Pinyon Task Force 3". These Units have been instructed to await your arrival:

Stovepipe Engine	No. 1175 (Type II)	Staffing: 4
Furnace Flat Engine	No. 1953 (Type IV)	Staffing: 2
Hank's Water Tender	(Type I)	Staffing: 1
Lost Timber Engine	No.2160 (Type III)	Staffing: 3
Hightower Engine	No.5465 (Type III)	Staffing: 3
C.D.F. – Engine	No.4675 (Type III)	Staffing: 3

As you reach T-M Road, the O.S.C. advises you on C.D.F. 2 to expedite deployment at T Bar M Ranch and states that she has copied Air TAC's report of spotting on the Eagle Buttes. (See diagram) She also advises that the only resources available on this division is Task Force 3 and that she will face to face with you at the Ranch in ten to twenty minutes. Upon arrival at T-M Road you are met by the Officer of Engine 1175; who advises the Engines are at Hoot's, Re-Fueling and buying drinks.

### CONDITIONS: (1147 HOURS - OCTOBER 5TH)

Temp: 94 <sup>0</sup>	R.H: 17%	Winds: 20 Ft. Lower Level, North @ 5-8 Upper Level, Northeast @ 15, Gusting to 20+
B.I: 75	I.C: 89	
R.O.S: Moderate	Fuel Model: 2	Terrain: Rolling/Broken
F.F.M: 4%	Characterization:	Occasional Plume Domination
Predicted Wx.- Temp: Up 8-10	R.H: Down 4-6	Winds: N-N.E-Gusting LAL: I
Resources at Stovepipe Staging:	S/T 9244-C	T/F 9476-G
	STF E- 22	S/T 9247-L
	Repair 5730	S/TXSO-2351-C

### ASSIGNMENT:

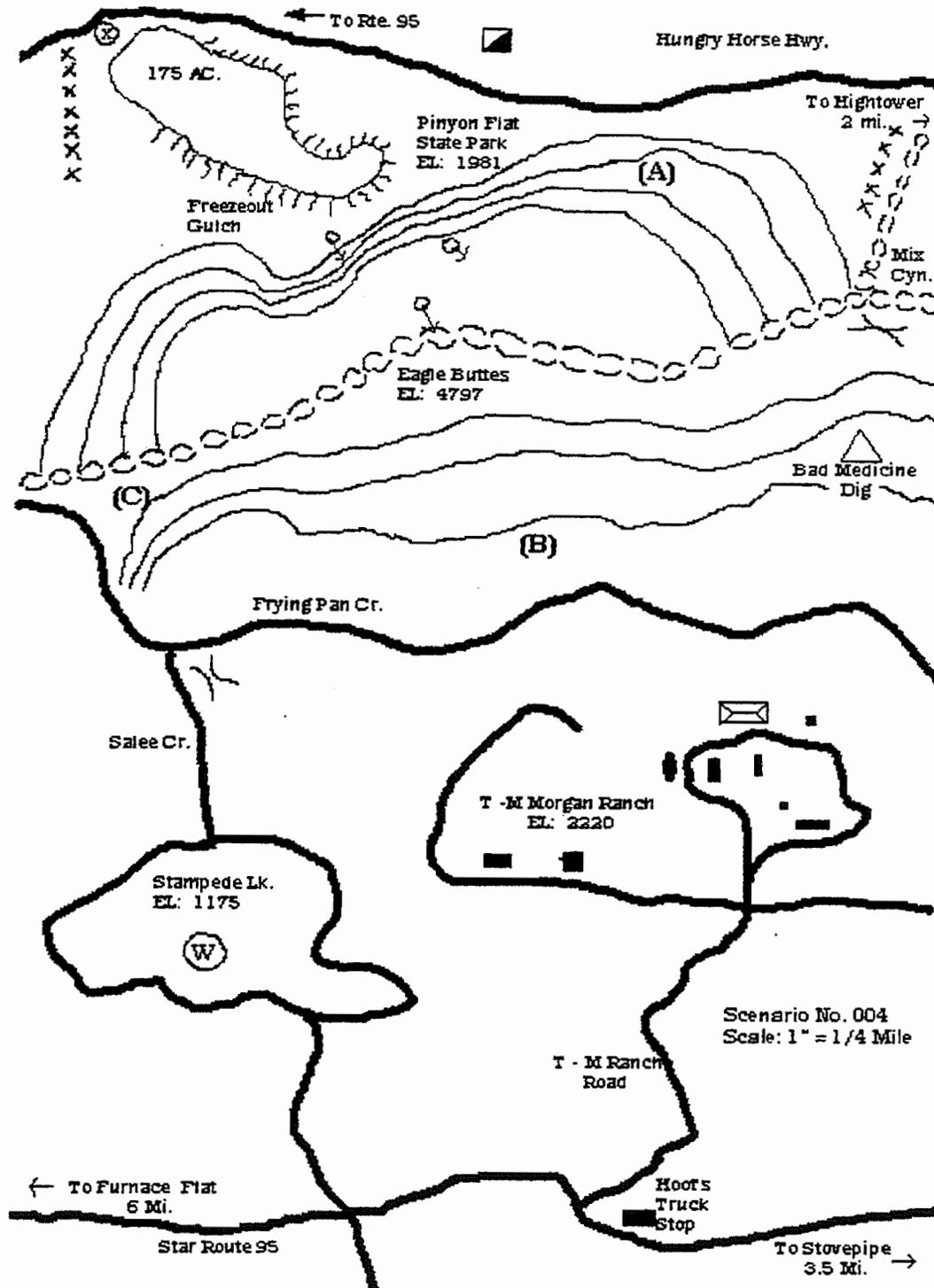
1. List the questions you may have of the O.S.C.
- 2 List three critical concerns upon arrival at your assignment
3. Formulate a fire behavior prediction
4. Identify and prioritize your tactical objectives
5. List additional resources you may need.
6. Outline your resource assignments and an organizational structure.



# INCIDENT COMMAND SYSTEM

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INTRODUCTION





# INCIDENT COMMAND SYSTEM

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PRIORITIZE TACTICAL OBJECTIVES:

LIST ADDITIONAL RESOURCES:



# INCIDENT COMMAND SYSTEM

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LIST QUESTIONS FOR THE O.S.C.:

LIST 3 CRITICAL CONCERNS:

FORMULATE FIRE BEHAVIOR FORECAST:



# INCIDENT COMMAND SYSTEM

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## OUTLINE ASSIGNMENTS /ORGANIZATIONAL STRUCTURE



# INCIDENT COMMAND SYSTEM

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INTRODUCTION

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## BURNEY FIRE IAP QUIZ

### SEGMENT "D"

#### INCIDENT ACTION PLAN:

**Instructions:** You are required to complete the following 25 question quiz. Fill-in questions should be completed using brief, concise answers.

Study the Burney Fire I.A.P. and answer the following questions:

1. What is the Incident number?
2. What is the tactical frequency for contact with Division C?
3. What is the forecasted relative humidity for this afternoon?
4. What are the directions for ambulance response?
5. What are the release priorities for De-Mob?
6. Where is the remaining open fire line and the closest drop point?
7. What is the name of the individual who can advise the name of the Fire Behavior Analyst?



# INCIDENT COMMAND SYSTEM

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8. At what time and at which drop point can a Type III Engine Task Force be located on Division A?
9. What is the designator of the engine assigned to Helibase?
10. What repeater tone has been identified for the command frequency?
11. Who is the Division Supervisor of Division Echo?
12. What operation are resources assigned to Division Bravo, committed to?
13. Where is Drop Point No. 5?
14. What Type Fire Crew Strike Teams are assigned on Division Delta?
15. What could the Staging Area be named to facilitate its location for out of unit resources?
16. What is the name of the Helibase?
17. How many and what type Copters are available for Division assignment?
18. What is the latitude and longitude for the Helibase?
19. What tactical frequency has been designated as a "Reserve"?
20. What are the predicted wind conditions for mid to late afternoon?
21. What are the re-hab issues with the NEBLETT'S property?



# INCIDENT COMMAND SYSTEM

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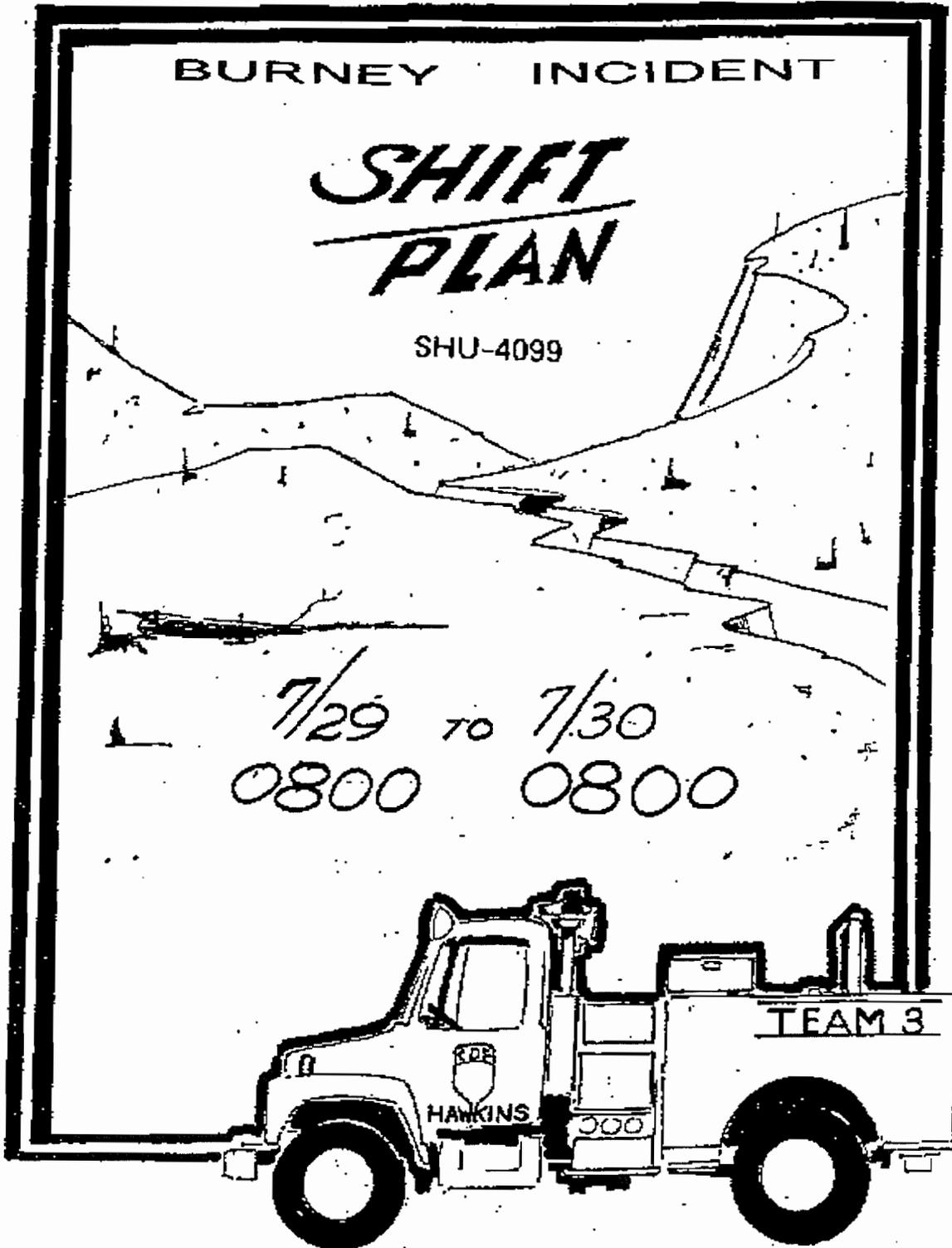
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22. In which of the school rooms is the Planning Section located?
  
23. What is the approximate elevation at drop point 4?
  
24. On which I.C.S. form should the events of your Division's operational period be noted?
  
25. Which Interagency Incident Management Team is assigned to this fire?



INCIDENT COMMAND SYSTEM  
S339 Division/Group Supervisor

BURNEY INCIDENT





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

ICS-202 INCIDENT OBJECTIVES	(1) INCIDENT NAME SHU 4099 BURNEY	(2) DATE PREPARED 7-28-92	(3) TIME PREPARED 2000
(4) OPERATIONAL PERIOD (DATE/TIME) WEDS., 7-29-92 0800 - THURS 7-30-92 0800			
(5) GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
O	1. PROTECT STRUCTURES, LIFE AND PROPERTY		
B	2. KEEP THE FIRE SOUTH OF BURNEY, JOHNSON PARK, AND STATE RTE 299E		
J	3. KEEP THE FIRE WEST OF STATE ROUTE 89		
C	4. HOLD THE SOUTH SIDE OF FIRE NEAR PRESENT LINE LOCATION, NORTH OF ROCKY LEDGE BUTTE		
E	5. MINIMIZE LOSS AND DAMAGE TO NATURAL RESOURCES, INCLUDING FOREST LAND.		
C			
T			
I			
V			
E			
S			
(6) WEATHER FORECAST FOR OPERATION PERIOD			
SEE ATTACHED "FIRE WEATHER FORECAST"			
(7) GENERAL / SAFETY MESSAGE			
FIRE HISTORY AND WEATHER PREDICTIONS INDICATE A POTENTIAL FOR SPOTTING WELL OUTSIDE THE BURN - KEEP ALERT - PLAN AHEAD AND KNOW YOUR ESCAPE ROUTES. DRINK PLENTY OF WATER!!!			
(8) ATTACHMENTS: ( X IF ATTACHED)			
[X] ORGANIZATION LIST (ICS-203)		[X] WEATHER FORECAST	
[X] DIVISION ASSIGNMENT LIST (ICS-204)		[ ] FIRE BEHAVIOR	
[X] COMMUNICATIONS PLAN (ICS-205)		[ ] RELEASE STANDARDS	
[X] MEDICAL PLAN (ICS-206)		[X] SAFETY MESSAGE	
[X] INCIDENT MAP		[X] CAMP MAP	
[X] TRAFFIC PLAN		[X] UNIT LOG	
ICS-202 (9) PREPARED BY: (PLANNING SECTION CHIEF) <i>Dave McNamee</i>		(8) APPROVED BY: (INCIDENT COMMANDER)	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

ICS-203 ORGANIZATION ASSIGNMENT LIST		(1) INCIDENT NAME Burney SHU 4099	(2) DATE PREPARED 7/28/92	(3) TIME PREPARED 1000
(5) INCIDENT COMMANDER AND STAFF POSITION		(4) OPERATIONAL PERIOD (DATE/TIME) 7/29/92 0800-0800		
INCIDENT COMMANDER DEPUTY SAFETY OFFICER INFORMATION OFFICER LIAISON OFFICER		(9) OPERATIONS SECTION CHIEF Day B. Holmes Night M. Terwilliger  a. BRANCH I-DIVISIONS/GROUPS  BRANCH DIRECTOR DEPUTY DIVISION/GROUP A C. Dowling DIVISION/GROUP B Jeff Sons DIVISION/GROUP C M. Marshall DIVISION/GROUP D J. Karwick DIVISION/GROUP E R. Armstrong  b.  STAGING DIRECTOR DEPUTY DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP  c. BRANCH III-DIVISIONS/GROUPS  BRANCH DIRECTOR DEPUTY DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP DIVISION/GROUP  d. AIR OPERATIONS BRANCH  AIR OPERATIONS BR.DIR. D. Tiller AIR ATTACK SUPERVISOR AIR SUPPORT SUPERVISOR P. Whitcomb HELICOPTER COORDINATOR AIR TANKER COORDINATOR		
(6) AGENCY REPRESENTATIVES				
AGENCY	NAME			
CDC	M. Reynolds			
OES	W. Brock			
(7) PLANNING SECTION				
CHIEF DEPUTY RESOURCES UNIT SITUATION UNIT DOCUMENTATION UNIT DEMobilIZATION UNIT TECHNICAL SPECIALISTS		D. McNamara  B. Ward M. Holden R. Brillhart N. Sloan  Training Spec. T. Tsudama Weather M. Smith Fire Behavior C. Carter		
(8) LOGISTICS SECTION				
CHIEF DEPUTY TRAINEE		B. Williams S. Emery  a. SUPPORT BRANCH  DIRECTOR SUPPLY UNIT FACILITIES UNIT GROUND SUPPORT UNIT  b. SERVICE BRANCH  DIRECTOR  COMMUNICATIONS UNIT MEDICAL UNIT FOOD UNIT		
		G. Morris C. Drury Ramos/Dexter  R. Minnich J. Bruno J. Bodie		
203 ICS		PREPARED BY (RESOURCES UNIT) <i>Bernard Johnson</i>		
		(10) FINNANCE SECTION  CHIEF D. Fry DEPUTY TRAINEES Johnson/Upton TIME UNIT K. Bond PROCUREMENT UNIT M. Eayrs COMPENSATION/CLAIMS UNIT COST UNIT K. Cooper		



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

(1) BRANCH	(2) DIVISION/GROUP A	DIVISION ASSIGNMENT LIST 204					
(3) INCIDENT NAME Burney Incident SHU 4099		(4) OPERATIONAL PERIOD DATE 7/29/92 TIME 0800 - 0800					
(5) OPERATIONS PERSONNEL							
OPERATIONS CHIEF Holmes/Terwilliger		DIVISION/GROUP SUPERVISOR C. Dowling					
BRANCH DIRECTOR		AIR ATTACK SUPERVISOR D. Tiller					
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME		
TF XSH 3151C	Bat 46			Drop Point 1	0800		
ST CDF 3700 C	J. Brown						
ST CDF 9274 G	H. Love						
WT E-2	Brazz						
WT E-19	Warner						
(7) CONTROL OPERATIONS:							
100% mop up division. Use one water tender to water road westside of pipeline.							
(8) SPECIAL INSTRUCTIONS:							
XSH 3151C: E-13, E-21, E70, E-220. E-30 to Helibase. 3700C: 2275, 2277, 2267, 2279, SUD 3234 ISHI-2, ISHI-3, ISHI-4 All divisions take weather observations every hour, day and night, give to communication.							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	TONE	FUNCTION	FREQ.	SYSTEM	CHAN
Command Local	151.355			Support Local	153.950	SCFD F-3	
Repeat	159.300	CDF1	5	Repeat	151.220	Red Net	
Div/Group Tactic.	154.280	WF-1					
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANS CHIEF)		DATE/TIME	
<i>Richard [Signature]</i>				<i>Dave McNamara</i>			



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

(1) BRANCH	(2) DIVISION/GROUP B	DIVISION ASSIGNMENT LIST 204					
(3) INCIDENT NAME Burney Incident SHU 4099		(4) OPERATIONAL PERIOD DATE July 29, 1992 TIME 0800 - 0800					
(5) OPERATIONS PERSONNEL OPERATIONS CHIEF Holmes/Terwilliger DIVISION/GROUP SUPERVISOR Jeff Jones BRANCH DIRECTOR AIR ATTACK SUPERVISOR D. Tiller							
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME		
E-2486				Drop Point 2	0800		
E-1486	J. Smith	4					
E-2466							
Sugar Pine #4	Newman						
Intermountain #3							
WT E-88	Tin Man						
WT E-83	J & J Logging						
CDF Dozer 2441							
CDF Dozer 2442							
7. Control Operations: Mop up inside line 300 feet.							
(8) SPECIAL INSTRUCTIONS:  All divisions take weather observations every hour, day and night, and give to communications.							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	TONE	FUNCTION	FREQ.	SYSTEM	CHAN
Commd Local	151.355			Report Local	153.950	SCFD F-3	
Repeat	159.300	CDF 1	5'	Repeat			
Div/Gr.Tactical	151.445	Tac 11		Ground to Air	151.220	Red Net	
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANS CHIEF)		DATE/TIME	
<i>Bernard [Signature]</i>				<i>Case [Signature]</i>			



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

(1) BRANCH		(2) DIVISION/GROUP C		DIVISION ASSIGNMENT LIST 204			
(3) INCIDENT NAME Burney Incident SHU 4099			(4) OPERATIONAL PERIOD DATE July 29, 1992 TIME 0800 - 0800				
(5) OPERATIONS PERSONNEL OPERATIONS CHIEF Holmes/Terwilliger DIVISION/GROUP SUPERVISOR M. Marshall BRANCH DIRECTOR AIR ATTACK SUPERVISOR D. Tiller							
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR		LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME	
ST LNF 3615C		Waterman			Drop Point 5	0800	
ST SHF 3676C		Bliss					
ST CDF 9180G		Freerichs					
ST CDF 9280G		Dunford					
WT E-85		One Horse					
WT E-80		Warner					
WT E-78		Sierra Pacific					
Fallers		Seaborn/Seaborn					
Falling Boss		J. Herring					
(7) Crews are to use 20 back pumps w/crews, cold trail (ring) and wet mop all spots between fireline and secondary. Drop Point 5 is at B & C Break.							
(8) SPECIAL INSTRUCTIONS: All Divisions take weather observations every hour, day & night, and give to communications. 9280G: Deadwood 1, 2, & 3 3615C: E871, 2280, 2262, E-373, E-872 3676C: 1473, 1479, 1463, 1470, WNPS #2 9180G: Alder 2, Alder 5, High Rock 3							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	tone	FUNCTION	FREQ.	SYSTEM	CHAN
Command Local Repeat	151.355 159.300	CDF 1	5	SUPPORT LOCAL REPEAT	153.950	SCFD F-3	
Div/Group Tactical	151.460	Tac 12		GROUND TO AIR	151.220	RED NET	
PREPARED BY (RESOURCE UNIT LEADER) <i>Bernard [Signature]</i>				APPROVED BY (PLANS CHIEF) <i>Lawrence [Signature]</i>		DATE/TIME	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

(1) BRANCH	(2) DIVISION/GROUP D	DIVISION ASSIGNMENT LIST 204					
(3) INCIDENT NAME Burney Incident SHU 4099		(4) OPERATIONAL PERIOD DATE July 29, 1992 TIME 0800 - 0800					
(5) OPERATIONS PERSONNEL OPERATIONS CHIEF Holmes/Terwilliger DIVISION/GR.SUPERV.Jay Karwick BRANCH DIRECTOR AIR ATTACK SUPERVISOR D. Tiller							
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME		
ST SHF 3675C	1925			Drop Point 4	0800		
ST CDF 9290G	Chuchel						
ST CDF 9288G	Auk						
CDF Dozer 2242							
WT E-87	Warner						
WT E-82	Stephens						
WT E-81	McClung						
WT E-18	Clark						
(7) Control Operations  Finish hoselay - mop-up in 300 feet.							
(8) SPECIAL INSTRUCTIONS:  3675C: 1464, 1467, 1466, 1468, 1489 9290G: Valley View 1, 2, & 3 9288G: Trinity River 1, 2, & 3 All Divisions take weather observations every hour, day & Night, and give to communications.							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	TONE	FUNCTION	FREQ.	SYSTEM	CHAN
Command Local Repeat	151.355 159.300	CDF 1	5	Support Local Repeat	153.950	SCFD F-3	
Div/Group Tactical	151.460			Tac 12	Ground to Air		
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANS CHIEF)		DATE/TIME	
<i>Bernard [Signature]</i>				<i>Dave McNamara</i>			



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

(1) BRANCH	(2) DIVISION/GROUP E	DIVISION ASSIGNMENT LIST ICS-204					
(3) INCIDENT NAME BURNEY INCIDENT		(4) OPERATIONAL PERIOD DATE 07/29/92 - 07-30-92 TIME 0800 - 0800					
(5) OPERATIONS PERSONNEL OPERATIONS CHIEF HOLMES/TERWILLIG. DIVISION/GROUP SUPERVISOR ARMSTRONG BRANCH DIRECTOR AIR ATTACK SUPERVISOR D. TILLER							
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME		
ST CDF 9231 C	CLARABUT			DROP PT 2	0800		
ANTELOPE 2							
ANTELOPE 3							
WT E-84	KNOWLES						
(7) CONTROL OPERATIONS:  MOP UP PROBLEM AREA EAST OF PIPELINE  MOP UP ALONG MT. VIEW LANE 300 FEET							
(8) SPECIAL INSTRUCTIONS:  9231C: 2377, 2363, 2374, 6271, 5876  ALL DIVISIONS TAKE WEATHER OBSERVATIONS EVERY HOUR, DAY AND NIGHT, AND GIVE TO COMMUNICATIONS.							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	CHAN	FUNCTION	FREQ.	SYSTEM	CHAN
COMMAND LOCAL REPEAT	151.355 159.300	CDF 1	5	SUPPORT LOCAL	153.950	SCFD	F-3
DIV/TACTICAL	151.460	TAC 12		GROUND - AIR	151.220	RED NET	
PREPARED BY (RESOURCE UNIT LEADER) <i>Bernard ...</i>				APPROVED BY (PLANS CHIEF) <i>Don McNamee</i>		DATE/TIME 7/30/92	



# INCIDENT COMMAND SYSTEM

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BURNEY INCIDENT

(1) BRANCH	(2) DIVISION/GROUP STAGING	DIVISION ASSIGNMENT LIST ICS-204					
(3) INCIDENT NAME BURNEY SHU #4099		(4) OPERATIONAL PERIOD DATE 07/29/92 - 07/30/92 TIME 0800 - 0800					
(5) OPERATIONS PERSONNEL OPERATIONS CHIEFHOLMES/TERWILLIG. DIVISION/GROUP SUPERVISOR MARK MACK BRANCH DIRECTOR AIR ATTACK SUPERVISOR D. TILLER							
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME		
E-2483							
E-2465							
E-2461							
E-2662							
E-2676							
ST CDF 9276 G	WITHERALL						
(7) CONTROL OPERATIONS:  STAGING IS AT CAL-TRANS YARD							
(8) SPECIAL INSTRUCTIONS:  9276 G: INTERMOUNTAIN #1, #2, AND #4							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	TONE	FUNCTION	FREQ.	SYSTEM	CHAN
COMMAND LOCAL REPEAT	151.355 159.300	CDF 1	5	SUPPORT LOCAL	153.950	SCFD	F-3
				GROUND TO AIR	151.220	RED NET	
PREPARED BY (RESOURCE UNIT LEADER) <i>Bernard [Signature]</i>				APPROVED BY (PLANS CHIEF) <i>Dave McNamara</i>		DATE/TIME 07/29/92	



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

(1) BRANCH	(2) DIVISION/GROUP Helibase	DIVISION ASSIGNMENT LIST 204					
(3) INCIDENT NAME Burney Incident SHU 4099		(4) OPERATIONAL PERIOD DATE July 29, 1992 TIME 0800 - 0800					
(5) OPERATIONS PERSONNEL							
OPERATIONS CHIEF Holmes/Terwilliger		DIVISION/GROUP SUPER. Paul Whitcomb					
BRANCH DIRECTOR		AIR ATTACK SUPERVISOR D. Tiller					
(6) RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	# OF PERS.	TRANS NEED	DROP OFF PT/TIME	PICK UP PT/TIME		
E-30							
WT E-6	Hat Creek Const.						
(7) CONTROL OPERATIONS:							
E-30 is Oak Run VFG from Strike Team XSH 3151C							
(8) SPECIAL INSTRUCTIONS:							
Air to Air : Blue Air 151.280							
Aircraft/ECC only : 168.625 Air Guard							
Air Ops : Alternate : 122.925							
(9) DIVISION/GROUP COMMUNICATION SUMMARY							
FUNCTION	FREQ.	SYSTEM	TONE	FUNCTION	FREQ.	SYSTEM	CHAN
Command Local	151.355	CDF 1	5	Support Local	153.950	SCFD F-3	
Repeat	159.300			Repeat			
Div/Group Tactical				GROUND TO AIR	151.220	Red Net	
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANS CHIEF)		DATE/TIME	
<i>Bernard M. [Signature]</i>				<i>Dave McNamee</i>			



**INCIDENT COMMAND SYSTEM**  
S339 Division/Group Supervisor

BURNNEY INCIDENT

AIR OPERATI 3 SUMMARY									
1. INCIDENT NAME		2. OPERATIONAL PERIOD			3. DISTRIBUTION				
Burney Incident SHU 4099		DATE 7/29/92	TIME 0900 Hours		HELIBASES Black Ranch			FIXED WING BASE Redding	
PERSONNEL & COMMUNICATIONS		NAME	AIR/AIR FREQUENCY	AIR/GROUND FREQUENCY	5. REMARKS (Specific Instr., Safety Notes, Hazards, Priorities)				
AIR OPERATIONS DIR.		Dick Tiller	Blue 151.280	CDF1 151.355	* Backup air to air 122.925 * Helibase location Black Ranch Rd. off 299E 42 deg 52.50' x 121 deg 39.00 * News Media - Contact Burney Air Attack if flying on 122.925 * Life threatening emergencies no incident helicopter available. * Ops Chief contact Black Ranch Helibase on command for helicopter				
DEPUTY AIR OPS		Reid Steinbach							
CWN HELICOPTER MGR		Gregg Myer							
CWN HELICOPTER MGR		Ralph Crippen							
HELIBASE MGR		Paul Whitcome							
AIR SUPPORT SUPERVISOR		Jim Allen							
6. Location/Function	7. Assignment	8. Fixed Wing		HELICOPTERS		10. TIME		AIRCRAFT ASSIGNED	OPERATING BASE
		NO	TYPE	NO	TYPE	AVAILABLE	COMMENCE		
Operations Recon	Observe fire activities and crew progress, check fire status. Ops Chf Ship Only			1	3	0900	As Needed	COP38Y	Black Ranch Helibase
Entire Incident	Bucket Work			2	2	0900	As Needed	COP204PJ COP70	Black Ranch Helibase
TOTALS				3					
14. AIR OPERATIONS SUPPORT EQUIPMENT: Heli Tenders, H204PJ, H 70, 1 engine helibase, 1 water tender					15. PREPARED BY Dick Tiller <i>Dick Tiller</i>			DATE 7/29/92	TIME 2100



**INCIDENT COMMAND SYSTEM**  
S339 Division/Group Supervisor

BURNEY INCIDENT

INCIDENT RADIO COMMUNICATION PLAN	(1) INCIDENT NAME BURNEY SHU 4099	(2) DATE/TIME PREPARED 7-28-92 0300	(3) OPERATIONAL PERIOD DATE/TIME 7-29-92 0800 - 0800 7-		
<b>(4) BASIC RADIO UTILIZATION</b>					
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS
CDF 1	06		RX 151.355 TX 159.300	COMMAND	TONE 5 MONITORED BY COMMUNICATIONS
WHITE FIRE 1	10		RX/TX 154.280	DIV A TACTICAL	DIRECT ONLY
CDF TAC 11	11		RX/TX 151.445	DIV B & E TACTICAL	DIRECT ONLY
CDF TAC 12	12		RX/TX 151.460	DIV C & D TACTICAL	DIRECT ONLY
BIFC TAC 2	08		RX/TX 168.200	RESERVE TACTICAL	USE AS ASSIGNED BY OPERATIONS
SCFD F-3	03		RX/TX 153.950	SUPPORT NET	RADIO COMM FOR INCIDENT BASE
AIR GUARD	---		RX/TX 168.625	AIRCRAFT - ECC ONLY	NO MOBILE OR HT USE
CDF RED NET	04		RX/TX 151.220	AIR TO GROUND	COMM BETWEEN GRND & AIR RESOURCES WHEN COORDINATED ASSIGNED TACTICAL CHANNELS MAY BE US FOR TEMP. A/G
BLUE AIR AIR OPS ALTERNATE	---		RX/TX 151.280 RX/TX 122.925	AIR TO AIR AIRCRAFT TO AIRCRAFT & AIR TO BASE	AIRCRAFT ONLY RESTRICTED TO EXISTING USERS
ICS 205 8-78	(5) PREPARED BY (COMMUNICATIONS UNIT) RALPH MINNICH				



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

## SAFETY MESSAGE

INCIDENT NAME: BURNEY  
OPERATIONAL PERIOD: 7/29/92 0800 TO 7/30/92 0800

### NARRATIVE

TELEPHONE CABLE REPAIR CREWS WILL BE WORKING ALONG MOUNTAIN VIEW ROAD - WATCH FOR THEIR EQUIPMENT AND PERSONNEL.

DIVISION SUPERVISORS CHECK HIRED WATER TENDER DRIVERS AND FALLERS FOR SAFETY GEAR - SUPPLY HAS NOMEX AVAILABLE.

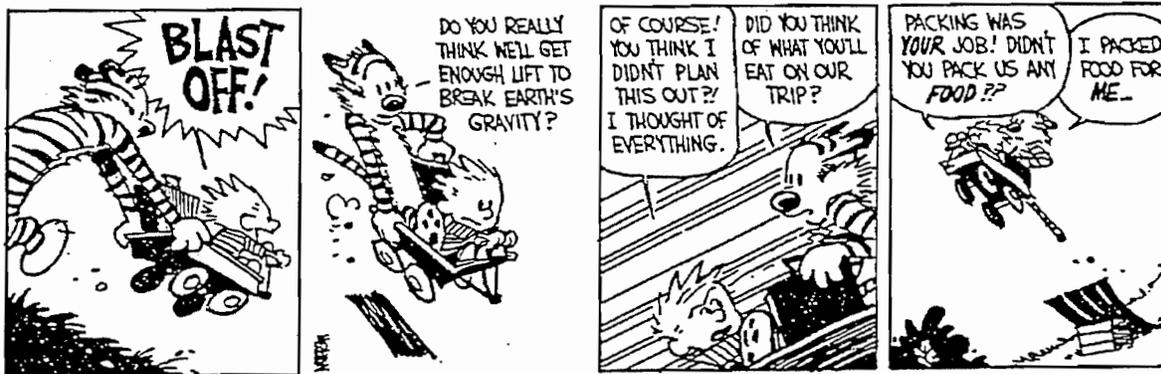
MOST SNAGS AND DAMAGED TREES HAVE BEEN FALLEN, BUT CONTINUE "HEADS UP SIZE UP".

REVIEW THE MEDICAL PLAN AND COMMUNICATIONS PLAN - KNOW WHAT TO DO PRIOR TO A MEDICAL EMERGENCY.

DIVISION A USE EXTRA CARE IN DRIVING AROUND THE HOMES AND TRAFFIC.



CALVIN SAYS "DON'T RUN OVER MY TIGER".



ALONG WITH LUNCHES TAKE OUT PLENTY OF WATER AND WATER UP ALL DAY.

*Buck Weckman*

BUCK WECKMAN  
SAFETY OFFICER



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

MEDICAL PLAN	(1) INCIDENT NAME BURNEY	(2) DATE PREPARED 7/28/92	(3) TIME PREPARED 2100	(4) OPERATIONAL PERIOD 7/29 0800-0800				
(5) INCIDENT MEDICAL AID STATIONS								
MEDICAL AID STATIONS	LOCATION			PARAMEDICS				
BURNEY INCIDENT BASE  "ON THE LINE" USE AVAILABLE EMS ON EQUIPMENT ON CCV'S AND ENGINES	BURNEY HIGH SCHOOL NORTH END OF BASE CAMP			NO				
(6) TRANSPORTATION								
A. AMBULANCE SERVICES								
NAME	ADDRESS	PHONE	PARAMEDICS					
			YES	NO				
BURNEY AMBULANCE	BURNEY FIRE DEPT.	"911"	EMT I, II's					
* REDDING MEDICAL CENTER	LSU + HELO (24 HR HELO)	"911"	X					
MERCY MEDICAL CENTER	CLAIRMONT HTS, RDG. (LSU+HELO)	"911"	X					
* Night landing capability	- available after 2400 hrs. 7/29 -							
B. INCIDENT AMBULANCES								
NAME	LOCATION	PHONE	PARAMEDICS					
			YES	NO				
SPECIAL NOTE - LAND AMBULANCE OR EMS HELO. WILL DETERMINE WHICH HOSPITAL TO TRANSPORT PATIENT. AIR TO GROUND FOR EMS HELO USE RED NET 151.220.								
(7) HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CTR	
		AIR	GRND		YES	NO	YES	NO
MAYERS MEMORIAL	FALL RIVER, CA	5m	20m	335-4775	x			x
REDDING MED CTR	REDDING, CA	20m	60m	244-5400	x			x
MERCY MED CENTER	REDDING, CA	20m	65m	225-6000	x			x
UC DAVIS	SACRAMENTO, CA	60m	4hr	734-2011	x		x	
(8) MEDICAL EMERGENCY PROCEDURES								
MAJOR INJURY - REQUEST EMS HELICOPTERS TO THE INJURY SITE FROM BURNEY BASE LIFE THREAT. NOTIFY OPS SECTION CHIEF. LAND AMBULANCE WILL ALSO RESPOND W/EMS. HELO. LAND AMBULANCE WILL REPORT TO BASE FOR ESCORT TO SITE.								
NON-MAJOR INJURY - LAND AMBULANCE ONLY - REQUEST FROM BASE								
206 ICS	(9) PREPARED BY: <i>J. Bruno</i> (MEDICAL UNIT LEADER) J. Bruno				(10) REVIEWED BY: SAFETY OFFICER B. Weckman			



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

## DEMobilIZATION PLAN

### I. GENERAL INFORMATION

The following information outlines the demobilization process to be undertaken to release resources from the incident. All resources will follow the procedures outlined to insure equipment is inspected, accountable supplies are returned and finance documents are completed. No equipment or manpower will leave the incident until authorized to do so.

#### General Guidelines

- A. All U.S.F.S. resources must be able to arrive at their home base prior to 2200 hours.
- B. All rest requirements will be met prior to release, i.e., 17-hour rule.

### II. RESPONSIBILITIES

1. Section Chiefs will identify surplus resources and submit list to the Demobilization Unit.
2. Demob Unit Leader will prepare tentative Release Sheets and present to the Plans Chief and I.C. for approval.
3. After I.C. approval, the local E.C.C. will be informed of surplus resources.
4. Demob will prepare notice of Tentative Release for positions at "Check-Out" and hand out Demobilization Checkout (ICS 221) to resources identified for tentative release.
5. Logistics, Plans, and Finance Chiefs are to insure their units are staffed to check out resources.
6. Local E.C.C. will notify RO/Zone dispatch of surplus resources, determine disposition and notify Demob of release or reassignment.
7. Upon completion of check-out procedures, and release is confirmed, resources are released and local E.C.C. is notified of E.T.A.

### III. RELEASE PRIORITIES

1. Private Equipment
2. OES
3. Local Government
4. U.S.F.S.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

## REHAB PLAN BURNEY FIRE - 1992

### SHU 4099

#### Fruitgrowers

1. Develop written agreement with FGS.
  - A. Water and grade roads - restore rolling dips
  - B. Division D largest concentration of dozer piles. Pull back into fireline spread and remove sawlogs.
  - C. Keep firelines open for access.

#### Division A Small Landowners

1. Compile list and map of small landowners
2. Organize a neighborhood meeting to explain and coordinate timber harvesting under an Emergency Notice. Tentative meeting on August 1, 1992.
3. Backhoe drainage easment north of Burney Terrace Subdivision damaged by dozer work. Coordinate with Shasta County Public Works.
4. Remove four fence posts with backhoe on Stuart Neblett's property. (Bartle Road)

#### Resource Order

1. Backhoe - Coordinate with Shasta County Public Works for order date.
2. Skidder - Delay due to narrow fire line.
3. Grader - Order for 7/29/92.
4. Faller w/ PU - Start bucking when contained.

Brad Dorken  
Rehab Officer  
7/28/92



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

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ONLY B.U. #8 EMPLOYEES ARE PAID PORTAL TO PORTAL

NOTE: ALL NON UNIT 8 EMPLOYEES AND SUPERVISORS ARE PAID FOR ACTUAL HOURS WORKED. IF 16 HOURS ARE EXCEEDED IN ANY 24 HOUR PERIOD, A WRITTEN SIGNED AUTHORIZATION WITH JUSTIFICATION WILL BE REQUIRED BY THE TIME UNIT.

## DIVISION GROUP SUPERVISORS

SHIFT TICKETS ARE REQUIRED FOR ALL PRIVATE HIRED EQUIPMENT FOR EACH OPERATIONAL PERIOD. TURN THEM IN TO FINANCE.  
(EQUIPMENT TIME RECORDERS)

## DIVISION GROUP SUPERVISORS

ALL PRIVATE DOZERS NEED TO BE SENT IN OFF THE LINE TO BE PROCESSED THROUGH GROUND SUPPORT AND FINANCE FOR RELEASE.



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

BURNEY FIRE UPDATE  
TUESDAY, JULY 28, 1992  
NEW NEWS AS OF 9:00 A.M.



Here's what's new since the last bulletin. There were a number of voluntary evacuations near where the fire started. Did you know that the sheriff's office evacuated about fifty homes near the Oak View/ Mapleleaf St. intersection? Often in these situations, the decisions are slow in coming, and the emergency services are criticized for not taking decisive action. In this case the decision and the action came in a timely manner. The inconvenience to the residents was offset by the need to insure public safety.

Many houses and vehicles were hit by retardant from the firefighting aircraft. If some of them were yours, this may answer your questions.

1. What is this stuff? It's basically a fertilizer, that is slippery, slimy, and best of all it slows down the spread of fire.
2. Is it hazardous? Only in that when it is wet it is extremely slippery.
3. Is it corrosive? Retardant is moderately corrosive if left on surfaces for extended periods, but if removed in a timely manner it is only messy.
4. How do I get this mess off my house (car) (bicycle) (fence) (dog) (cat) (etc.)? Soap and water works best. Remember!!!! this stuff is slippery!!!!!!!!!! BE CAREFUL!! Your driveway, roof, etc. will be slippery until it is clean.

Danger!!!!!!!!!!!!!!!!!!!!Falling Trees!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!  
Stay out of the fire area until we have a chance to fall all of the dangerous trees!!! As dry as the woods are this year the burnt trees are especially dangerous. Please stay away from any trees in the fire area until firefighting forces have finished their work. For that matter, it would be best if you stayed out of the fire area until firefighting forces have gone home. We will try to fall all of the dangerous trees today.

Mountain View Road is closed to public use from Carberry to Highway 89 until further notice due to falling trees and firefighting traffic.

What is happening with the fire? Well it's about 800 acres and we hope to have it contained at about 7 P. M. today. What caused the fire? We are still investigating the cause.

We have about 52 fire engines from several agencies, 9 or so bulldozers, around twenty hand crews, and a total personnel commitment of about 540 people. We are hoping to have the fire under complete control by 7 P.M. tomorrow. The weather cooperated last night and things look pretty good this morning.

We'll keep you posted as things develop. Thanks for your patience during these trying times.

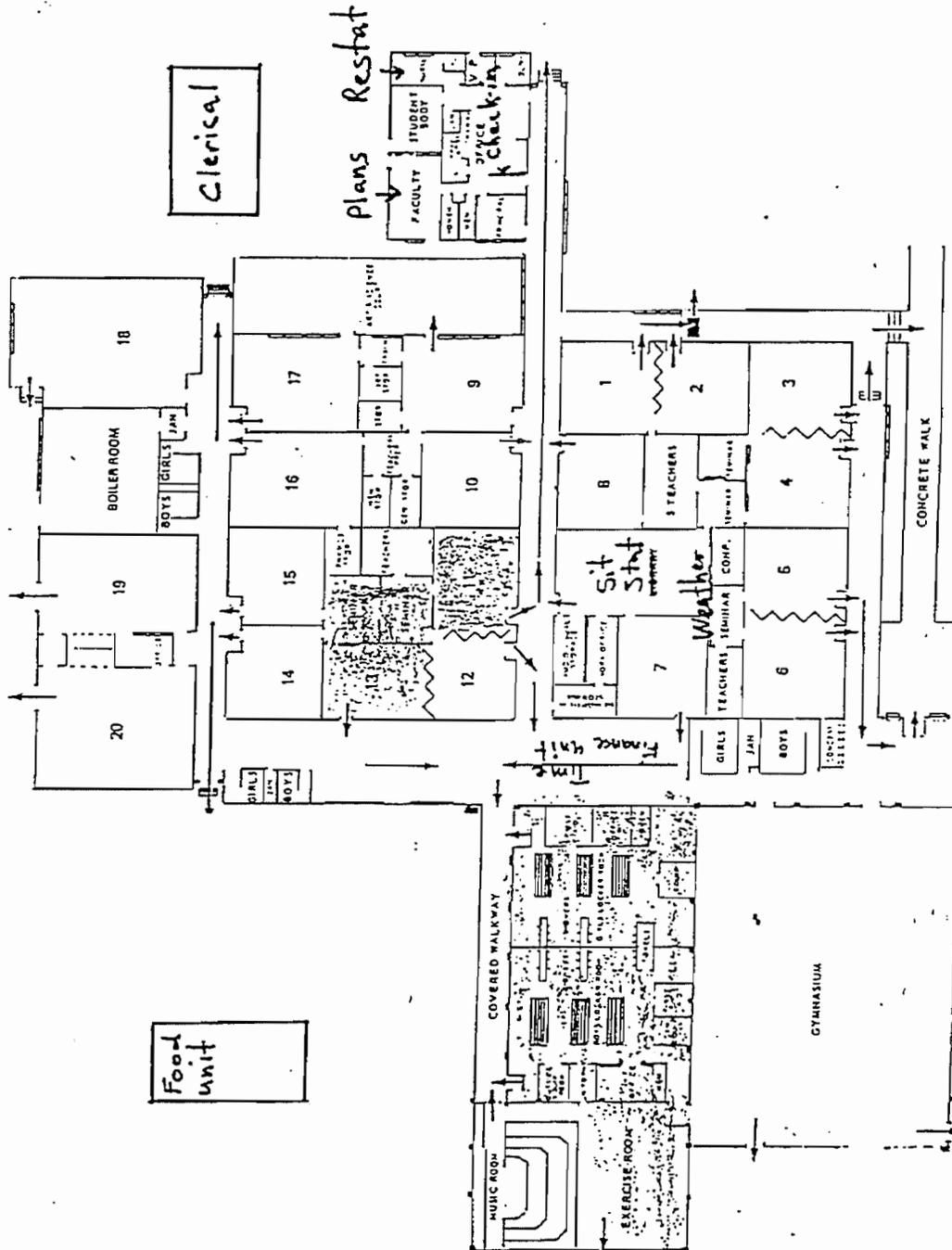
/s/ Gary Lyon  
Lead Information Officer



# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT





# INCIDENT COMMAND SYSTEM

S339 Division/Group Supervisor

BURNEY INCIDENT

