Facilitated Activity: Matching Position Titles

**Instructions**: Using the list of terms below, fill in the blanks within the table to align organizational levels with titles and support positions.

**Hint**: Each term is used once.

Public Information Officer  |  Deputy
---|---
General Staff Section  |  Incident Command
Command Staff  |  Chief
Agency Representatives  |  Unit Leader
Supervisor  |  Strike (Resource) Team/Task Force

<table>
<thead>
<tr>
<th>Organizational Element</th>
<th>Leadership Position Title</th>
<th>Support Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Section Chief</td>
<td>Deputy, Assistant</td>
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<tr>
<td>Branch</td>
<td>Director</td>
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<tr>
<td>Division/Group</td>
<td>n/a</td>
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<tr>
<td>Safety Officer</td>
<td>Assistant</td>
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<tr>
<td>Command Staff</td>
<td>Liaison Officer</td>
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<tr>
<td>General Staff Section</td>
<td>Deputy, Assistant</td>
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<tr>
<td>Unit</td>
<td>Manager, Coordinator</td>
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<tr>
<td>Leader</td>
<td>Single Resource Boss</td>
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<tr>
<td>Incident Commander</td>
<td>Deputy</td>
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<tr>
<td>Command Staff</td>
<td>Assistant</td>
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</table>
### INCIDENT BRIEFING (ICS 201)

<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Incident Number:</th>
<th>3. Date/Time Initiated:</th>
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<td>Date: Time:</td>
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</table>

4. **Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. **Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: Position/Title: Signature:。

ICS 201, Page 1 Date/Time: ___
## Incident Briefing (ICS 201)

<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Incident Number:</th>
<th>3. Date/Time Initiated:</th>
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<tbody>
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<td></td>
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<td>Date: Time:</td>
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</table>

### 7. Current and Planned Objectives:

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### 8. Current and Planned Actions, Strategies, and Tactics:

<table>
<thead>
<tr>
<th>Time:</th>
<th>Actions:</th>
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<tbody>
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### Prepared by:

Name: ____________________  Position/Title: ____________________  Signature: ____________________
<table>
<thead>
<tr>
<th>1. Incident Name:</th>
<th>2. Incident Number:</th>
<th>3. Date/Time Initiated:</th>
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9. **Current Organization** (fill in additional organization as appropriate):

- Incident Commander(s)
- Liaison Officer
- Safety Officer
- Public Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin Section Chief

6. **Prepared by:**
   - Name: ____________________
   - Position/Title: ______________
   - Signature: ___________________

ICS 201, Page 3
## INCIDENT BRIEFING (ICS 201)

1. Incident Name: 
2. Incident Number: 
3. Date/Time Initiated: 
   - Date: 
   - Time: 

### 10. Resource Summary:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Resource Identifier</th>
<th>Date/Time Ordered</th>
<th>ETA</th>
<th>Arrived</th>
<th>Notes (location/assignment/status)</th>
</tr>
</thead>
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</table>

6. Prepared by: 
   - Name: 
   - Position/Title: 
   - Signature: 

ICS 201, Page 4 

Date/Time: _________________________________
ICS 201
Incident Briefing

**Purpose.** The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

**Preparation.** The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

**Distribution.** Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

**Notes:**
- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

<table>
<thead>
<tr>
<th>Block Number</th>
<th>Block Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incident Name</td>
<td>Enter the name assigned to the incident.</td>
</tr>
<tr>
<td>2</td>
<td>Incident Number</td>
<td>Enter the number assigned to the incident.</td>
</tr>
<tr>
<td>3</td>
<td>Date/Time Initiated</td>
<td>Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).</td>
</tr>
<tr>
<td>4</td>
<td>Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)</td>
<td>Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident’s location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.</td>
</tr>
<tr>
<td>5</td>
<td>Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.</td>
<td>Self-explanatory.</td>
</tr>
<tr>
<td>6</td>
<td>Prepared by</td>
<td>Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</td>
</tr>
<tr>
<td>7</td>
<td>Current and Planned Objectives</td>
<td>Enter the objectives used on the incident and note any specific problem areas.</td>
</tr>
<tr>
<td>Block Number</td>
<td>Block Title</td>
<td>Instructions</td>
</tr>
<tr>
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<td>-------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td><strong>Current and Planned Actions, Strategies, and Tactics</strong></td>
<td>Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.</td>
</tr>
<tr>
<td></td>
<td><strong>Time</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Actions</strong></td>
<td></td>
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</tbody>
</table>
| 9            | **Current Organization** (fill in additional organization as appropriate) | • Enter on the organization chart the names of the individuals assigned to each position.  
  • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.  
  • If Unified Command is being used, split the Incident Commander box.  
  • Indicate agency for each of the Incident Commanders listed if Unified Command is being used. |
|              | **Incident Commander(s)**                        |                                                                                                                                                    |
|              | **Liaison Officer**                              |                                                                                                                                                    |
|              | **Safety Officer**                               |                                                                                                                                                    |
|              | **Public Information Officer**                   |                                                                                                                                                    |
|              | **Planning Section Chief**                       |                                                                                                                                                    |
|              | **Operations Section Chief**                     |                                                                                                                                                    |
|              | **Finance/Administration Section Chief**         |                                                                                                                                                    |
|              | **Logistics Section Chief**                      |                                                                                                                                                    |
| 10           | **Resource Summary**                             | Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly. |
|              | **Resource**                                     | Enter the number and appropriate category, kind, or type of resource ordered.                                                                      |
|              | **Resource Identifier**                          | Enter the relevant agency designator and/or resource designator (if any).                                                                            |
|              | **Date/Time Ordered**                            | Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.                                                                  |
|              | **ETA**                                          | Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).                                                                     |
|              | **Arrived**                                      | Enter an “X” or a checkmark upon arrival to the incident.                                                                                            |
|              | **Notes (location/assignment/status)**           | Enter notes such as the assigned location of the resource and/or the actual assignment and status.                                                |
ACTIVITY 3.1: ICS FORM 201

Introduce Activity 3.1 as practice in filling out an ICS Form 201.

Refer students to the below scenario provided in their Student Manual.

Ask students to complete a ICS Form 201 given the scenario below.

Allow 10 minutes for completion.

Scenario: A building exploded; its cause is unknown. There is significant damage to the building and several injuries have been reported. It is unknown if people are trapped in the building. The fire department and police department have been notified. Two chiefs (Thomas and Jones), two fire aerial ladders with pump (Q15 and Q17), three fire engines (E15, E25, and E14), one heavy rescue (R1), two medical units (M601 and M630), one police Lieutenant (Patrick) with two police squad cars (1-12 and 1-13) have responded and are on-scene.
ACTIVITY 3.2: SMART OBJECTIVES

Introduce Activity 3.2 as practice in recognizing SMART objectives.

Refer students to Situations 1 and 2 and associated objectives provided in their Student Manual.

Read the situations and objectives aloud.

Ask students to determine whether the objectives are SMART and facilitate a group discussion.

This activity should take 10 minutes to complete.

Optional Approach:

Instructions: Work as a team to:
1. Rewrite the objective for Situation 1 and Situation 2 so that it is SMART!
2. Assume any needed missing information.
3. Record the SMART version on chart paper.
4. Select a spokesperson to present the revised objective.

Situation 1: It's midnight and heavy rains have caused localized flooding. In one neighborhood, residents are becoming trapped in their homes.

Incident Objective 1: As needed, provide assistance to those who might have localized flooding problems.

Ask: Is this objective SMART?

Situation 2: Blocked storm drains are causing standing water on major roadways.

Incident Objective 2: Notify public works of storm drain blockages causing standing water, or clear the drains to prevent traffic accidents.

Ask: How would you improve this objective?
ACTIVITY 3.3 - APPLIED ACTIVITY

**Introduce** Activity 3.3 and **explain** the purpose.

The purpose of Activity 3.3 is to organize groups into Incident Management Teams; review and complete ICS Form 201, Incident Briefing; and identify issues related to the simulated incident.

**Instructor Notes:**

1. Print and review the instructor notes provided in Unit 3 of the Applied Activity Materials document (and provided below for convenience). The Applied Activity Materials provides different scenario options. Because this course uses threaded activity scenarios as activities, **choose the same scenario you chose in Unit 2.**

2. Make copies of the student handout materials prior to conducting the training. Make one copy for each student.

**Activity 3.3 Instructions:**

**Allow** 30 minutes to complete the activity and 30 minutes for instructor-facilitated debrief (1 hour total).

**Divide** the class into groups and **ask** students to:

1. Review the scenario in their handouts.
2. Given a partially completed ICS Form 201 and the scenario information, complete the missing elements on the ICS Form 201.
3. Determine what Command and General positions will be staffed and depict on an organizational chart and be prepared to describe and explain.
   a. Assign an Incident Commander to the Unified Command, Safety Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. If there are enough people in your group, you may also assign a Liaison Officer.
4. Using the initial objectives from the ICS Form 201, develop incident objectives for the next operational period and revise organization as needed.
5. Document your objectives and organization on chart paper and the partially completed ICS Form 201. Make sure your objectives are SMART!
6. Select a spokesperson and be prepared to describe and explain the rationale for your objectives and organization in 30 minutes.

**Debrief Suggestions:**

1. Ask the teams to hang the chart paper with their incident objectives and organization (if different than on Form 201) in a location where the entire class can view them.
2. Select a team to present its incident objectives, Command and General staff organization, and the additional elements added to their ICS Form 201.

3. Compare the team's proposed incident objectives to those proposed by the other groups. Emphasize that there is NO one correct solution. Point out the similarities and differences. Where there are different solutions, ask the team spokesperson to present the reasons why the team chose a different objective or organizational structure. Continue this process until all of the potential objectives have been discussed.

4. Optional (may significantly prolong the time required for the activity). Next ask the Public Information Officer from the first group to identify an issue related to public information on this incident.

5. Ask the Public Information Officer from the second group to identify another issue. Repeat until all groups have reported and no more issues are identified.

6. Repeat steps 4 and 5 for each member of the Command and General Staff. Have the representative of the Unified Command report last. Ask the members of the UC if they have confidence that the Command and General Staff have addressed all the issues related to the incident.

7. Optional - Identify individuals from the class with significant experience in an ICS position and ask them to comment on additional considerations based on their experience.
ACTIVITY 4.1: APPLIED ACTIVITY

Introduce Activity 4.1 and explain the purpose.

The purpose of Activity 4.1 is to select tactics and conduct safety analysis for the next Operational Period resulting in the completion of ICS Forms 215 and 215A. Students may use the tactics meeting agenda as a template when conducting their group discussions.

Instructor Notes:
1. Print and review the instructor notes provided in Unit 4 of the Applied Activity Materials document (and provided below for convenience). The Applied Activity Materials provides different scenario options. Because this course uses threaded activity scenarios as activities, choose the same scenario you chose in Units 2 and 3.
2. Make copies of the student handout materials prior to conducting the training. Make one copy for each student.

Activity 4.1 Instructions:

Allow 90 minutes to complete the activity and to provide real-time, individual feedback/debrief.

Divide the class into groups and ask students to:
1. Review the materials and handouts of the chosen scenario:
2. Complete the ICS Form 215 using the available information.
   - Point out that the Operational Planning Worksheet (ICS Form 215) has the information needed to complete tactical direction for the incident. Four Divisions have been established and additional law enforcement resources identified.
3. Based on the tactics selected on the ICS Form 215, complete the Safety Analysis (ICS Form 215A).
4. Be prepared to present in 60 minutes.

Debrief Suggestions:
1. Monitor the time. After 60 minutes, or when each group completes the ICS Form 215 and ICS Form 215A, review the work and provide individual feedback to the group members.
   - Allow the groups to work at their own pace. However, if one group is slower, provide assistance to keep the activity moving within the overall timeframes allocated.
Debrief should take 30 minutes in total.
ACTIVITY 5.1: APPLIED ACTIVITY – PART 1

Introduce Activity 5.1 Part 1 and explain the purpose.

The purpose of Activity 5.1 Part 1 is to prepare an IAP.

Instructor Notes:

1. Print and review the instructor notes provided in Unit 5 of the Applied Activity Materials document (and provided below for convenience). The Applied Activity Materials provides different scenario options. Because this course uses threaded activity scenarios as activities, choose the same scenario you chose in Unit 4.

2. Make copies of the student handout materials prior to conducting the training. Make one copy for each student.

Applied Activity 5.1 Part 1 Instructions:

Allow 1 hour 15 minutes to complete the activity and to provide real-time, individual feedback/debrief.

Distribute blank copies of the ICS Forms found in the Appendix.

Divide the class into groups and ask students to:

1. Prepare an Incident Action Plan, using (at a minimum) ICS Forms 202, 203, 204(s), 205, 206, 207, and 208.

2. Be prepared to finish in 1 hour 15 minutes.

Debrief:

Monitor the time. After 1 hour 15 minutes, call time.

Take 15 minutes and debrief. The debrief may be done in a variety of ways to meet learning objectives within this limited time. A suggested answer key is provided in the Applied Activity Materials document.
ACTIVITY 5.1: APPLIED ACTIVITY – PART 2

Introduce Activity 5.1 Part 2 and explain the purpose.

The purpose of Activity 5.1 Part 2 is to develop the Operations Briefing agenda and then outbrief the IAP (developed in Part 1) in an Operations Briefing.

Instructor Notes:

1. Print and review the instructor notes provided in Unit 5 of the Applied Activity Materials document (and provided below for convenience). The Applied Activity Materials provides different scenario options. Because this course uses threaded activity scenarios as activities, choose the same scenario you chose in Unit 4.

2. Make copies of the student handout materials prior to conducting the training. Make one copy for each student.

Applied Activity 5.1 – Part 2 Instructions:

Allow 45 minutes to complete the activity and to provide real-time, individual feedback/debrief.

Distribute blank copies of the ICS Forms found in the Appendix.

Divide the class into groups and ask students to:

1. Outline the agenda for the Operations Briefing.

2. Select a spokesperson to present a concise 5- to 10-minute Operations Briefing.

3. Be prepared to present in 45 minutes.

Debrief:

Monitor the time. After 45 minutes, call time. Take 15 minutes and debrief. A suggested answer key is provided in the Applied Activity Materials document.
ACTIVITY 6.1: IMPROVING PERFORMANCE EFFECTIVENESS

Introduce Activity 6.1 and refer to the Activity 6.1 handouts in the Supplemental Materials section.

Allow 30 minutes for activity completion (15 minutes for group work and 15 minutes for collaborated discussion).

Instructor Notes:

- Divide the class into groups and ask each group to select a spokesperson.
- Distribute a Performance Issue to each group.

Read the instructions to the students:

1. Working as a group, review your assigned problem statement.
2. Answer the following questions:
   - What is the cause of the performance problem?
   - Who in the Command and General Staff need to address the problem?
   - What are some strategies for preventing or solving this problem?
3. Select a spokesperson and be prepared to present your work in 15 minutes.

Monitor the time. After 15 minutes, call time.

Conduct the activity discussion as follows:

1. Ask the spokesperson from the first group to present the performance issue and answers to the questions.
2. Using the sample strategies on the next pages, present any points not covered by the students.
3. Next, ask the spokesperson from the second group to present.
4. Continue this process until all teams have presented.
Applied Activity 6.2 Instructions:

Allow 1 hour to complete the activity (30 minutes for group work; 30 minutes for debrief.).

Divide the class into groups and ask students to:

1. Review the Operational Planning Worksheet (ICS Form 215) and Incident Action Plan Safety Analysis (ICS Form 215A) completed in the previous unit.
2. Describe how resources will be ordered (single point or multipoint) for this incident, from what sources resources will be acquired, and how long they will need to be deployed.
3. Identify the top challenges and strategies for managing resources during this incident.
4. Describe the method for evaluating resource effectiveness.
5. Select a spokesperson and be prepared to present your work in 30 minutes.
**ACTIVITY 7.1: APPLIED ACTIVITY**

**Introduce** Applied Activity 7.1 and **explain** the purpose.

The purpose of Applied Activity 7.1 is to give students an opportunity to review the threaded scenario and determine demobilization considerations.

**Instructor Notes:**

1. Print and review the instructor notes provided in Unit 7 of the Applied Activity Materials document (and provided below for convenience). The Applied Activity Materials provides different scenario options. Because this course uses threaded activity scenarios as activities, choose the same scenario you chose in Units 2 - 6.

2. Make copies of the student handout materials prior to conducting the training. Make one copy for each student.

**Applied Activity 7.1 Instructions:**

**Allow** 30 minutes to complete the activity (15 minutes for group work; 15 minutes for debrief.).

**Divide** the class into groups and **ask** students to:

1. Review the information you developed in the previous activities, the scenario update, and the 5 elements of a Demobilization Plan.

2. Write 5 considerations for demobilization for your scenario on an easel chart.

3. Based on your scenario, are there any unique demobilization release priorities?

4. Select a spokesperson and be prepared to present your work in 15 minutes.

**Debrief Suggestions:**

1. Ask one group to present their list.

2. Ask the remainder of the class to provide feedback.

3. Provide any additional feedback based on the demobilization considerations list below.