
Unit 8: Coordination

INSTRUCTOR GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe the interactions with the Command and General Staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job
- Describe what information needs to be exchanged, why the information is important, and with whom to exchange information
- Discuss how to successfully coordinate relations within the incident management organization
- Describe ways to obtain support for Division/Group resources from the Planning, Logistics, and Finance/Administration sections

Methodology

This unit uses lecture and discussion.

Content from Unit 8 will be tested during the Final Exam. Knowledge of this unit's content (as well as all content from prior units) will be evaluated through the administration of the Final Exam (to be administered upon completion of Unit 8 [completion of the course]).

At the end of this unit (the end of the course), you will be prompted to conduct a review of the student's expectations about the course that they generated on the first morning of class. Post and refer to easel chart sheets if they have been saved. Make sure that either students' expectations have been satisfied or they know where they can go for further information/training.

Following the expectations discussion, the Final Exam should be administered. The Final Exam is closed-book, and students should be given 30 minutes in which to complete it.

After all students have completed the final or an hour has passed (whichever comes first), review the final with the class by using the instructor copy of the Final (contains answers) found in the proper folder. Have students grade their own exams.

Time Plan

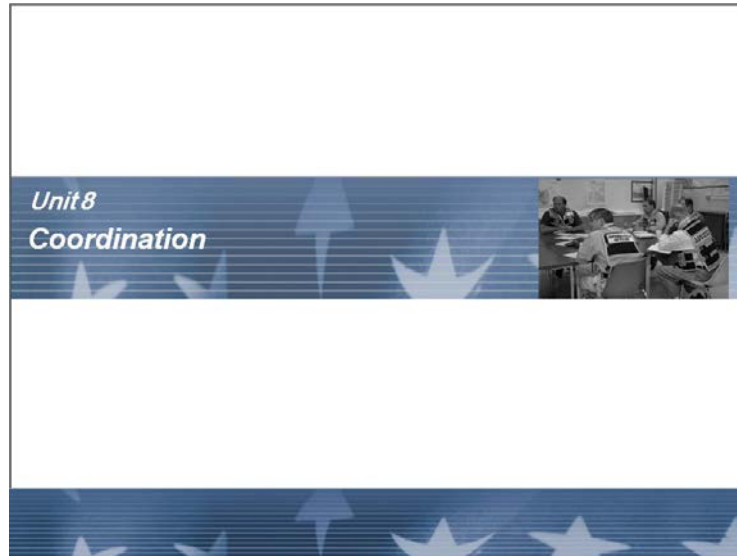
A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Lesson	1 hour, 30 minutes
Expectations Review	15 minutes
Final Exam	30 minutes
Final Exam Review	15 minutes
Total Time	2 hours, 30 minutes

Reference Materials

- Projector and other equipment necessary for PowerPoint presentation
- Easel pad
- Marking pens
- Blank ICS Forms 211
- Blank ICS Forms 214 for the entire class
- Division/Group Supervisor Position Task Book (PTB)
- ICS Form 420-1 Field Operations Guide (FOG)

Topic**Unit Title Slide**

**Explain the Following Key Points**

Announce unit.

Scope Statement

The purpose of this unit is to provide students with an opportunity to learn more about the interactions of the Division/Group Supervisor with specific members of the IMT. Students will learn that if Division/Group Supervisors are to be able to complete their job safely and successfully, they must be able to effectively coordinate actions with members of the Planning, Logistics, Finance/Administration Sections, the Safety Officer, and the Incident Commander.

Unit Terminal Objective

Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

**Explain the Following Key Points**

The purpose of this slide is to introduce the unit objectives.

Explain the Unit Terminal Objective to the class. Remind students that the Final Exam questions are based on the enabling objectives, which are in the Student Guide.

This unit concerns “anything not in my own Division/Group.”

Unit Terminal Objective

Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

Unit Enabling Objectives

- Describe what information needs to be exchanged, why the information is important, and with whom to exchange information
- Demonstrate how to successfully coordinate relations within the incident management organization
- Demonstrate how to obtain support for Division/Group resources from the Planning, Logistics, and Finance/Administration Sections

Topic

Information Communication

Information Communication

The early organization and establishment of lines of communication with resources assigned to the Division or Group is critical.



Unit 8:
Coordination

Visual 8-3

Explain the Following Key Points

The purpose of this slide is to re-emphasize the importance of early establishment of effective lines of communication.

The early organization and establishment of lines of communication with resources assigned to the Division or Group is critical.

It is a key element necessary to the safe and effective completion of the assigned portion of the IAP.

Topic Information Communication (cont.)

Information Communication (cont.)

Sharing:

- From you to your assigned resources
- From your assigned resources to you
- From you to adjoining Divisions, Groups, and resources

Unit 8:
Coordination

Visual 8-4

Explain the Following Key Points

The purpose of this slide is to explain the flow of information sharing.

Suggested Question

What is the value of sharing with each of these?

TopicInteractions with Command and General Staff

Interactions with Command and General Staff

- Inherent to the tasks of the Division/Group Supervisor
- The ability to do this effectively will determine your success as a Division/Group Supervisor



Unit 8:
Coordination

Visual 8-5

Explain the Following Key Points

The purpose of this slide is to explain the importance of the Division/Group Supervisor interactions with the Command and General Staff.

Interaction (communication and coordination) with other positions:

- In the Operations Section (including other Divisions, Groups, Air Operations, and Branch Directors)
- Other General Staff sections
- The Command Staff

These interactions are inherent to the tasks of the Division/Group Supervisor. The ability to do this effectively will determine your success as a Division/Group Supervisor.

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Incident Commander:****The Incident Commander provides:**

- Broad direction
- Policy interpretation



Unit 8:
Coordination

Visual 8-6

Explain the Following Key Points

The purpose of this slide is to explain the nature of the interactions the Division/Group Supervisor has with the Incident Commander.

The Division/Group Supervisor may/or may not have direct contact with the Incident Commander

The Incident Commander would provide:

- Broad direction
- Policy interpretation

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)**

Division/Group Supervisor, Safety Officer, and assistants:

- Risk assessment and mitigation
- Accident or incident investigations
- May act as a second set of eyes and ears for the Division/Group Supervisor



Unit 8:
Coordination

Visual 8-7

Explain the Following Key Points

The purpose of this slide is to explain the nature of the interactions the Division/Group Supervisor has with the Safety Officer and assistants.

The Division/Group Supervisor, Safety Officer, and assistants have the following interactions:

- Risk assessment and mitigation (such as trees and snags, hazardous materials, and transportation)
- May exercise authority to stop and prevent unsafe acts
- Participate in accident or incident investigations
- May act as a second set of eyes and ears for the Division/Group Supervisor

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Planning:**

Most of the interactions will be with subordinate staff rather than the Planning Section Chief.



Unit 8:
Coordination

Visual 8-8

Explain the Following Key Points

The purpose of this slide is to explain the nature of the interactions the Division/Group Supervisor has with the Planning Section.

Topic

Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Planning (cont.):****Resources Unit Leader (RESL):**

- Maintains current incident resource status
- Assembles Task Forces and Strike Teams
- Prepares the ICS Form 204 - Assignment List

The image shows a sample of ICS Form 204, titled 'Assignment List'. It is a structured table with columns for 'Resource Name', 'Status', 'Location', 'Assignment', and 'Remarks'. The form is partially filled with example data, including resource names like 'Engine 1', 'Engine 2', and 'Engine 3', and their corresponding assignments and locations.

Unit 8:
Coordination

Visual 8-9

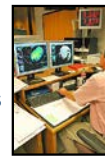
Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Planning Section, specifically the Resources Unit Leader (RESL).

- Resources Unit Leader (RESL):
 - Maintains current incident resource status
 - Handles check-in function
 - Assembles Task Forces and Strike Teams
 - Prepares the ICS Form 204–Assignment List
- When doing role call for resources, the RESL may be able to help you out

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Planning (cont.):****Situation Unit Leader (SITL):**

- Incident prediction and probabilities
- Maps and photo services
- Incident perimeter
- Situation status
- Weather
- Summary and status of accomplishments



Unit 8:
Coordination

Visual 8-10

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Planning Section, specifically the Situation Unit Leader (SITL).

Suggested Question

What might the SITL provide the Division/Group Supervisor?

Potential Answers

- Hazards
- Pictures
- Map updates and corrections
- Completed action
- Weather observations

Situation Unit Leader (SITL):

- Incident prediction and probabilities (behavior, perimeter, size, weather)
- Maps and photo services and GIS
 - Incident perimeter
 - Traffic routes and drop point locations
 - Helispots
 - Transportation system information
 - Situation status
 - Weather
 - Perimeter
 - Infrared imagery services
 - Incident observations
 - Summary and status of accomplishments

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Planning (cont.):****Documentation Unit Leader (DOCL):**

- Copying and duplication services
- Files narratives, ICS Form 214, and others



Unit 8:
Coordination

Visual 8-11

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Planning Section, specifically the Documentation Unit Leader (DOCL).

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Planning (cont.):****Demobilization Unit Leader (DMOB):**

- Preparation of Demobilization Plan
- Check-out procedures



Unit 8:
Coordination

Visual 8-12

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Planning Section, specifically the Demobilization Unit Leader (DMOB).

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Planning (cont.):****Technical Specialists:**

- Meteorologist
- Training Specialist
- Rehabilitation Specialist
- Urban Search and Rescue
- Hazardous materials specialist
- Seismologist

Unit 8:
Coordination

Visual 8-13

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Planning Section, specifically 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
- Urban Search and Rescue
- Hazardous Materials Specialist
- Seismologist
- Other specialists as needed

Discussion

Ask the students about the types of Technical Specialists they have worked with in the past.

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Logistics:**

- Interaction is critical for accomplishment of the job
- Most interactions will take place with subordinate staff rather than the Logistics Section Chief



Unit 8:
Coordination

Visual 8-14

Explain the Following Key Points

The purpose of this slide is to explain the nature of the interactions the Division/Group Supervisor has with the Logistics Section.

When dealing with Logistics, be sure to give them advance notice and explain what is must-have and what is need-to-have.

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.):****Supply Unit Leader (SPUL):**

- Establishes times, methods by, and locations where supplies are to be delivered and returned
- Tactical items
- Logistical items (including rations)



Unit 8:
Coordination

Visual 8-15

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Logistics Section, specifically the Supply Unit Leader (SPUL).

- Establishes times, methods by, and locations where supplies are to be delivered and returned
- Identifies need for and arranges availability of specialized tools and equipment
- Issues, inventories, account for and returns equipment and supplies
- Identifies needs in advance, if possible:
 - Tactical items
 - Logistical items (including rations)

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Ground Support Unit Leader (GSUL):**

- Support and transportation vehicles
- Crew transports
- Tactical vehicles and support
- Fueling, maintenance, and repairs
- Transportation Plan

Unit 8:
Coordination

Visual 8-16

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Logistics Section, specifically the Ground Support Leader (GSUL).

- Support and transportation vehicles
- Crew transports
- Overhead vehicles
- Service rigs
- Tactical vehicles and support (such as engines, dozers, tenders, excavators, and cranes)
- Fueling, maintenance, and repairs
- Transportation Plan
- Signage
- Drop points
- Road systems
- Water sources
- Safety
- Road conditions
- Speeds
- Dust
- Alternate routes and drop points

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Communications Unit Leader (COML):**

- Resolves communications problems
- Maintains, repairs, and replaces radios
- Coordinates message center operations



Unit 8:
Coordination

Visual 8-17

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Logistics Section, specifically the Communications Unit Leader (COML).

Suggested Question

What will you give to the COML?

Potential Answer

Channels—The more detailed information you can give them, the better they will be able to solve the problem.

COML:

- Obtains radios, cellular phones, batteries, antennas, and other communications equipment
- Assigns and approves frequencies
- Tactical and logistical
 - Resolves communications problems
 - Maintains, repairs, and replaces radios
 - Coordinates message center operations

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Facilities Unit Leader (FACL):**

- Base and Camp establishment, maintenance, and organization
- Site location and layout
- Security



Unit 8:
Coordination

Visual 8-18

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Logistics Section, specifically the Facilities Unit Leader (FACL).

- Base and Camp establishment, maintenance, and organization
- Site location and layout
- Sanitation
- Lighting
- Sleeping areas
- Showers
- Security

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Logistics (cont.)****Food Unit Leader (FDUL):**

- Meals
- Caterer (contract administration)
- Kitchen
- Potable water



Unit 8:
Coordination

Visual 8-19

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Logistics Section, specifically the Food Unit Leader (FDUL).

Suggested Question

What will you need to provide to them?

Potential Answers

- Headcount
- Special meal needs (diabetics, kosher)
- Whether you need double lunches

FDUL:

- | | |
|-------------------------------------|---------------------|
| • Meals | • Sack lunches |
| • Caterer (contract administration) | • Fruit |
| • Kitchen | • Juices and drinks |
| • Hot food containers | • Potable water |

Topic Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)

Division/Group Supervisor and Logistics (cont.)

Medical Unit Leader (MEDL):

- Paramedics, EMTs, and other medical staff
- Preventative care
- First aid treatment
- Evacuations
- Comp-for-injury documentation

Unit 8:
Coordination

Visual 8-20

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Logistics Section, specifically the Medical Unit Leader (MEDL).

Suggested Question

What might you need to provide to them?

Potential Answers

- Special needs
- Types of injuries that are occurring
- Types of vehicles needed for extrication (ambulance, copter, and so on)

MEDL:

- | | |
|---|---------------------------------|
| • Paramedics, EMTs, and other medical staff | • Evacuations |
| • Preventative care | • Ambulance |
| • First aid treatment | • Air |
| • Medications and medical supplies | • Comp-for-injury documentation |

TopicInteractions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Finance/Administration**

Most interactions will take place with subordinate staff rather than the Finance/Administration Section Chief.



Unit 8:
Coordination

Visual 8-21

Explain the Following Key Points

The purpose of this slide is to explain the nature of the interactions the Division/Group Supervisor has with the Finance/Administration Section.

Topic

Interactions with Command and General Staff (cont.)

Interactions with Command and General Staff (cont.)**Division/Group Supervisor and Finance/Administration****Time Unit Leader (TIME):**

- Personnel time recording
- Commissary



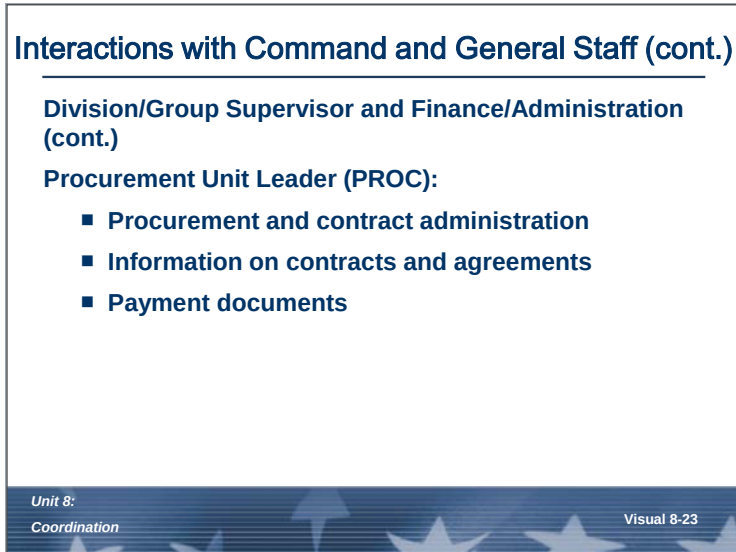
Unit 8:
Coordination

Visual 8-22

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Finance/Administration Section, specifically the Time Unit Leader (TIME).

Topic Interactions with Command and General Staff (cont.)

A presentation slide with a blue header and footer. The header text is 'Interactions with Command and General Staff (cont.)'. The main content area has a blue background with white text. It lists 'Division/Group Supervisor and Finance/Administration (cont.)' and 'Procurement Unit Leader (PROC):' followed by a bulleted list of three items: 'Procurement and contract administration', 'Information on contracts and agreements', and 'Payment documents'. The footer contains 'Unit 8: Coordination' on the left and 'Visual 8-23' on the right.

Interactions with Command and General Staff (cont.)

Division/Group Supervisor and Finance/Administration (cont.)

Procurement Unit Leader (PROC):

- Procurement and contract administration
- Information on contracts and agreements
- Payment documents

Unit 8:
Coordination

Visual 8-23

Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Finance/Administration Section, specifically the Procurement Unit Leader (PROC).

- Procurement and contract administration
- Information on contracts and agreements
- Equipment time recording
- Payment documents
- Local vendors

Topic Interactions with Command and General Staff (cont.)**Interactions with Command and General Staff (cont.)****Division/Group Supervisor and Finance/Administration (cont.)****Compensation/Claims Unit Leader (COMP):**

- Comp-for-injury documentation processing
- Written authority for persons requiring medical treatment



Unit 8:
Coordination

Visual 8-24

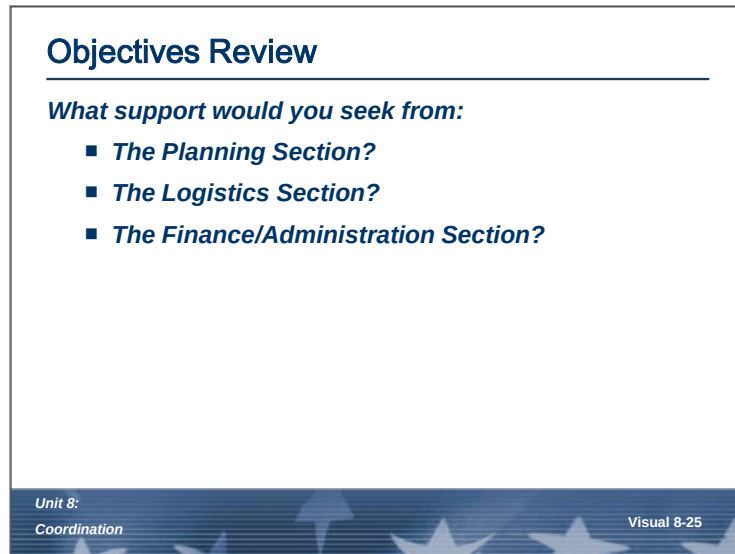
Explain the Following Key Points

The purpose of this slide is to continue explaining the nature of the interactions the Division/Group Supervisor has with the Finance/Administration Section, specifically the Compensation/Claims Unit Leader (COMP).

- Comp-for-injury documentation processing
- Written authority for persons requiring medical treatment
- Claims investigation and documentation
- Potential areas where claims could arise

Topic

Objectives Review



Explain the Following Key Points

The purpose of this slide is to review the Unit Enabling Objectives for this unit to ensure that the class has obtained the knowledge necessary to successfully meet the Unit Terminal Objective.

Pose the Unit Enabling Objectives as questions. Ask the group to give a brief example or short explanation to answer each question. Try to call on a different student for each objective.

This is not intended to be an inclusive discussion of all material covered in Unit 8, but rather a quick and engaging way to wrap up the unit and reconnect the students to the material.

Ask the students to write down the top three to five things they learned in this unit on their ICS Form 214.

Leave the objective slide up so that students can think about what they learned in relation to the objectives.

At the end of the day, collect their ICS Forms 214. This will help identify what the students have learned and what areas may be especially important to highlight throughout the rest of the course.

This activity should be done at the end of each unit.

Unit Terminal Objective

Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

Unit Enabling Objectives

- Describe what information needs to be exchanged, why the information is important, and with whom to exchange information
- Demonstrate how to successfully coordinate relations within the incident management organization
- Demonstrate how to obtain support for division/group resources from the Planning, Logistics, and Finance/Administration Sections

Topic

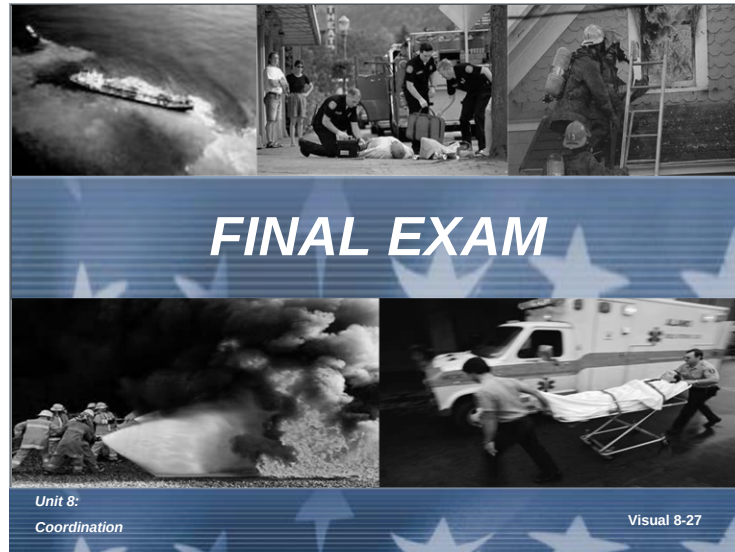
Review Course Expectations



Explain the Following Key Points

Conduct a review of the student's expectations about the course that they generated on the first morning of class. Post and refer to easel charts sheets if they have been saved. Make sure that either students' expectations have been satisfied or they know where they can go for further information and training.

The Final Exam slide follows this slide.



Explain the Following Key Points

At this time, administer the Final Exam.

The Final Exam is closed-book, and students should be given 30 minutes in which to complete it.

After all students have completed the final or 30 minutes has passed (which ever come first), review the final with the class by using the instructor copy of the Final (contains answers) found in the proper folder. Have students grade their own exams.

Students need to score at least a 70% or better to pass the Final Exam. Given that the Division/Group Supervisor Final Exam is 20 points total, students must score at least 14 out of 20 to pass with a 70% mark.

Once all Final Exams have been corrected, collect them.

END OF COURSE