

Exercise 3—Unit 4

Purpose

The purpose of Exercise 3 is to give trainees the opportunity to evaluate an ICS Form 204 and identify span-of-control issues. Trainees will receive Forms 204 containing spans of control that are unmanageable. The trainees will identify the issues, prepare solutions, and report these solutions to their OSC (the instructor). Students will create two sets of solutions: 1) Solutions that can be implemented in the current operational period, and 2) Potential recommendations for fixing span of control over the future course of the incident.

Objectives

Students will:

- Review ICS Forms 204 and collect important information;
- Identify span-of-control issues in an ICS Form 204;
- Prepare solutions to specific span-of-control issues; and
- Report span-of-control issues and solutions to a supervisor.

Exercise Structure

This exercise is scheduled to last approximately 30 minutes, including small group discussions and presentations of group findings. Each group will be assigned an ICS Form 204 that contains some degree of span-of-control encroachment. Groups will identify the span-of-control issue and devise solutions to establish a more effective span of control on the particular incident. Groups will then report their solutions to the Operation Section Chief on the incident (the instructor).

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Instructors will assign groups to review one of the following five ICS Forms 204 (located behind this sheet):
 - a. Murray
 - b. Coastal Oil Spill
 - c. Riot
 - d. Big Fire
 - e. Halderon Building
2. Within your work group, select a group spokesperson.
3. Review the Form 204 and identify span-of-control issues. Write the issues on easel pad paper.
4. Devise a solution to the span-of-control issues that can be implemented in the current operational period. Record the solution on easel pad paper as well.
5. Devise recommendations for fixing or adjusting the span of control over the future course of the incident. Record the recommendations on easel pad paper as well.

6. Present your findings and solutions to the OSC (instructor).

Facilitators moderate discussions, answer questions, and provide additional information as required.

Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	30 minutes	Small Groups
Debrief/Review	15 minutes	Instructor/Classroom

ASSIGNMENT LIST (ICS 204)

1. Incident Name: _____		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: _____ Division: _____ Group: _____ Staging Area: _____	
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____					
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	
Resource Identifier	Leader				
6. Work Assignments:					
7. Special Instructions:					
8. Communications (radio and/or phone contact numbers needed for this assignment): <u>Name/Function</u> _____ <u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u> _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____					
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 204	IAP Page _____	Date/Time: _____			

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DIVISION/GROUP DOCUMENTATION REQUIREMENTS

- The DIVS has a number of documentation responsibilities which include:
 - Equipment Shift tickets
 - Document for verifying work done by hired equipment during the Operational Period
 - Verify and sign
 - Equipment turn these in; DIVS may keep a copy
 - Verification of Pay Documents
 - Document for verifying work done of hours worked during the Operational Period by contract or agency requirement
 - Retained by employee
 - Equipment inspection forms
 - Ensure that hired equipment is inspected prior to going to work
 - Damage assessment / inspection documentation
 - Windshield survey form; other forms as required
 - FEMA may have official forms
 - POD forms
 - Turned into appropriate unit
 - ICS Form 214
 - Used to document significant events continuously during ops period
 - Document where resources were used or performed work for cost apportionment purposes
 - Turned into Documentation Unit at end of Operational Period
 - Signing Position Task Book
 - If you are designated a trainer and have been assigned a trainee
 - Trainee retains
 - Evaluations
 - Filled out at conclusion of training assignment or upon the release of resources from the incident
 - Keep a copy and turn into Documentation Unit of the Training Specialist, whichever applies

- Debriefing forms
 - Filled out and turned into the OSC
 - Provides the OSC with current and forecasted situation and needs
 - If there is a map, it may be turned into the Situation Unit