

**Unit 4:**  
**Incident/Event  
Assessment &  
Agency Guidance  
in Establishing  
Incident Objectives**



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# Unit Objectives

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- **Describe methods and tools used to assess incident/event complexity.**
- **Describe types of agency(s) policies and guidelines that influence management of incident or event activities.**
- **Describe the process for developing incident objectives, strategies, and tactics.**
- **Describe the steps in transferring and assuming incident command.**
- **As part of an activity, develop incident objectives for a simulated incident.**



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# Activity: Incidents vs. Events

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## Instructions:

1. Review the definitions below.
  - **Incident**: An unexpected occurrence that requires immediate response actions through an ICS organization.
  - **Event**: A scheduled nonemergency activity (sporting events, concerts, parades).
2. Working as a team, identify the differences and similarities between planning for incidents versus events. Record your answers on chart paper.
3. Choose a spokesperson and be ready to present your answers to the large group in 10 minutes.



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# Planning for Incidents

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The incident planners must take into account the following factors:

- Time criticality
- Unstable, changing situation
- Potential rapid expansion of incident and response
- Incomplete communications and information
- Lack of experience managing expanding incidents



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# Planning for Events

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## The planners of an event should know

- Type of event
- Location, size, expected duration, history, and potential in order to project incident objectives
- Number of agencies involved
- Single or multijurisdiction
- Command Staff needs
- Kind, type, and number of resources required
- Projected aviation operations
- Staging Areas required
- Other facilities required
- Kind and type of logistical support needs
- Financial considerations
- Known limitations or restrictions
- Available communications

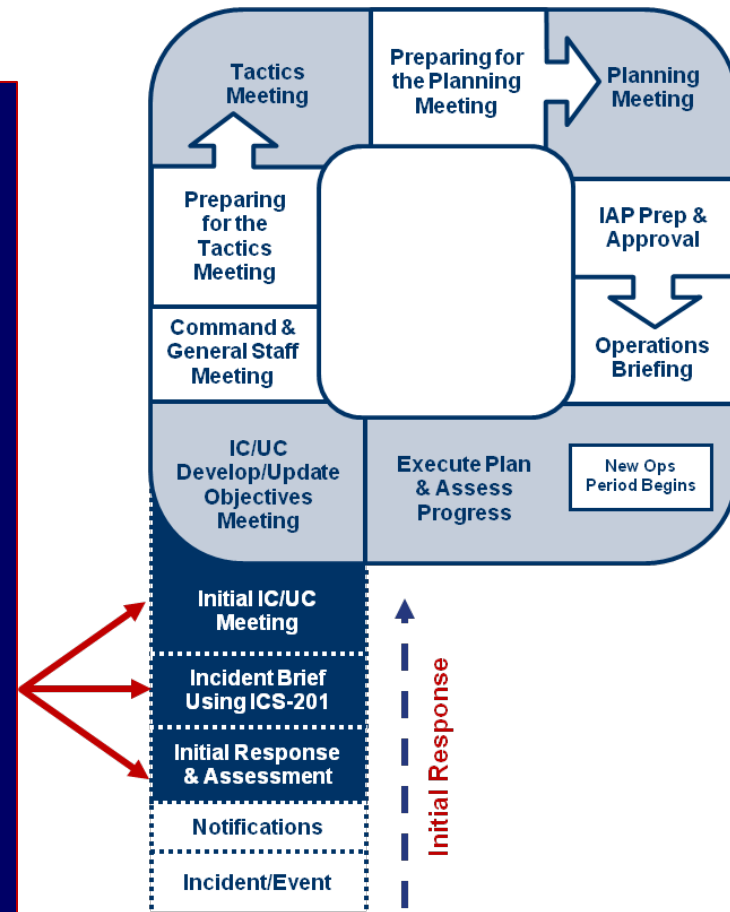


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# Planning “P” and Unified Command

## This unit covers:

- Initial response and assessment.
- Incident briefing.
- Setting initial objectives and strategies (during Initial UC Meeting).



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# Initial Actions

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**What actions must the first responding units take to organize an incident?**



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# Overall Priorities

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Initial decisions and objectives are established based on the following priorities:

- #1: Life Safety**
- #2: Incident Stabilization**
- #3: Property Conservation**



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# Initial Response Actions

## Assessment and Safety

- Size up the situation.
- Determine if life is at risk.
- Ensure personnel safety.
- Identify environmental issues to address.

## Planning and Resource Management

- Assume command and establish Incident Command Post.
- Establish immediate incident objectives, strategies, and tactics.
- Determine resource needs.
- Establish initial organization that maintains span of control.



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# Initial Response: Conduct a Sizeup

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The first responder to arrive must assume command and size up the situation by determining:

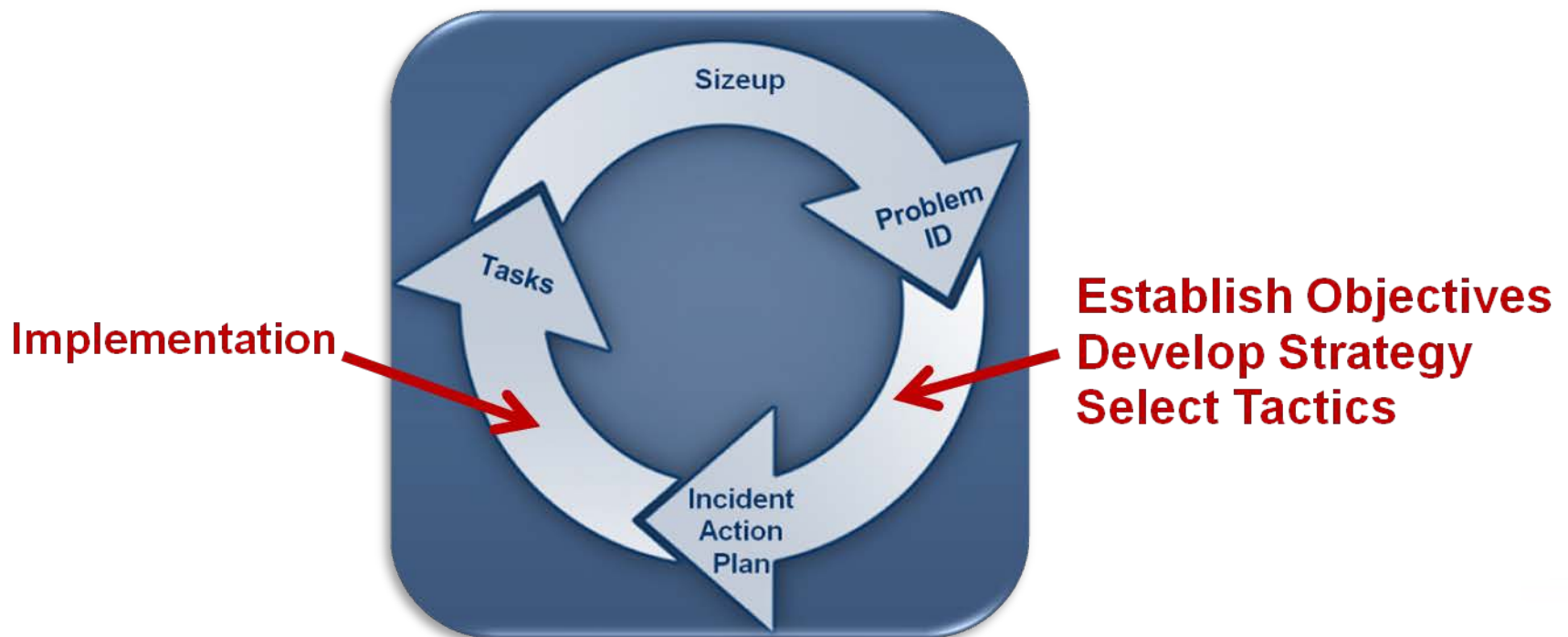
- Nature and magnitude of the incident
- Hazards and safety concerns
  - Hazards facing response personnel and the public
  - Evacuation and warnings
  - Injuries and casualties
  - Need to secure and isolate the area
- Initial priorities and immediate resource requirements
- Location of Incident Command Post and Staging Area(s)
- Entrance and exit routes for responders



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# Initial Management Decisions

A thorough sizeup provides information needed to make initial management decisions.



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# Situational Awareness

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**Situational awareness is the perception of:**

- **What the incident is doing, and**
- **What you are doing in relation to the incident and your objectives.**

**Situational awareness involves the ability to predict:**

- **Changes in the incident, and**
- **Your future actions.**



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# Situational Awareness Skills (1 of 2)

- Identify problems/potential problems.
- Recognize the need for action (atypical situations).
- Do NOT ignore information discrepancies; rather, analyze discrepancies before proceeding.
- Seek and provide information before acting.



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# Situational Awareness Skills (2 of 2)



- Continue collecting information about the incident and assignments made.
- Assess your own task performance.
- Identify deviations from the expected.
- **Communicate your situational awareness to all team members!**



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# Loss of Situational Awareness

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**Tunnel vision is an indicator of losing situational awareness.**

**How might you know if you are experiencing tunnel vision?**

**What causes tunnel vision?  
How can it be avoided?**



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# Complexity Analysis Factors (1 of 2)

- Impacts to life, property, and the economy
- Community and responder safety
- Expected duration
- Number of resources involved
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events or incidents



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# Complexity Analysis Factors (2 of 2)

- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources



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# Authorities, Policies, and External Stakeholders

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In addition to the information collected during the sizeup, the Incident Commander must take into account:



Authorities

Policies & Guidelines

External Stakeholders



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# Agency Policies and Guidelines

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**What are some examples of agency policies and guidelines that can affect your management of an incident?**



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# Policies and Guidelines: Examples

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- Pre-incident plans
- Standard operating procedures
- Emergency operations plans
- Continuity of operations plans
- Community preparedness plans
- Mutual aid and assistance agreements
- Wildland Fire Situation Analysis (WFSA)
- Wildland Fire Implementation Plan (WFIP)
- Corrective action plans
- Mitigation plans
- Recovery plans
- Tribal, State, regional, and national mobilization guides
- Field operations guides
- Delegations of authority



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# Responsibility for Developing Objectives



- On small incidents, the Incident Commander is solely responsible for developing incident objectives.
- On larger incidents, Command and General Staff contribute to the development of incident objectives.



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# Objectives, Strategies, and Tactics

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**Incident Objectives**

**State what will be accomplished.**

**Strategies**

**Establish the general plan or direction for accomplishing the incident objectives.**

**Tactics**

**Specify how the strategies will be executed.**



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# Writing “SMART” Objectives

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- **S**pecific – Is the wording precise and unambiguous?
- **M**easurable – How will achievements be measured?
- **A**ction Oriented – Is an action verb used to describe expected accomplishments?
- **R**ealistic – Is the outcome achievable with given available resources?
- **T**ime Sensitive – What is the timeframe (if applicable)?



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# Sample Objectives

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- **Residents in Division A will be evacuated to the Walnford High School reception center by 1700 hours.**
- **Complete Preliminary Damage Assessments of all damaged residential structures in Anytown by 0800 hours on 3/21.**
- **Restore water to the business district by 0900 hours on 3/21.**
- **Contain fire within existing structures (during the current operational period).**



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# Activity: SMART Objectives? (1 of 2)

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

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

Is this objective  
**SMART?**



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# Activity: SMART Objectives? (2 of 2)

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

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

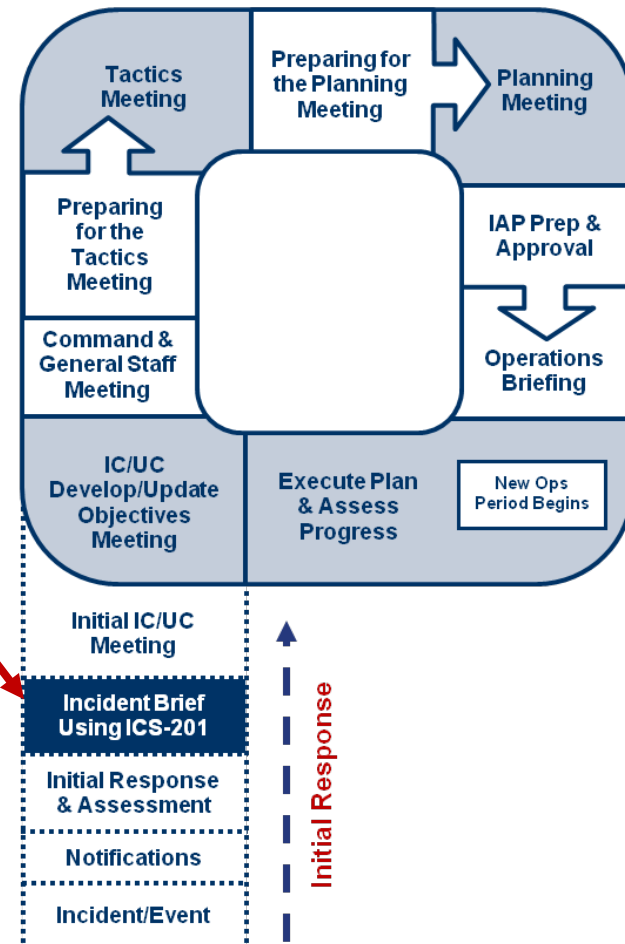
How would you improve this objective?



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# Planning “P” and Incident Briefing

Following the Initial Assessment, an Incident Briefing is conducted.



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# Incident Briefing (ICS Form 201)

- Provides staff with information about the incident situation and the resources allocated to the incident.
- Serves as a permanent record of the initial response to the incident.
- Can be used for transfer of command.

INCIDENT BRIEFING (ICS 201)		
	2. Incident Number:	3. Date/Time Init Date:
sketch, showing the total area of operations, the incident site/area, trajectories, impacted shorelines, or other graphics depicting situa		
<ul style="list-style-type: none"><li>▪ Incident situation (maps, significant events)</li><li>▪ Incident objectives</li><li>▪ Summary of current actions</li><li>▪ Status of resources assigned or ordered</li></ul>		



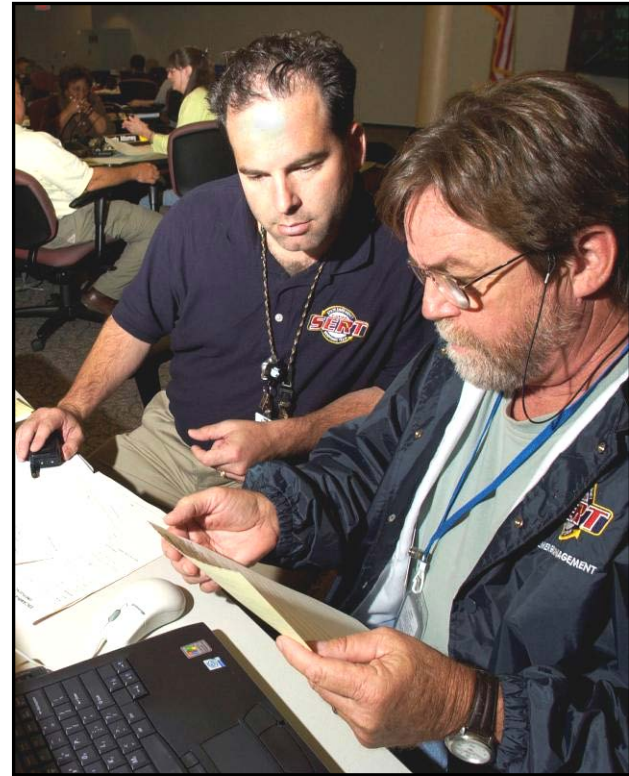
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# Transfer of Command

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**You have been serving as the initial Incident Commander.**

**A more qualified staff member has just arrived at the scene and will assume command of the incident.**



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# Steps in Assuming Command

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- **Assess the situation with the current Incident Commander.**
- **Receive a briefing from the current Incident Commander.**
- **Determine an appropriate time for the transfer of command and document the transfer (ICS Form 201).**
- **Notify others of the change in incident command.**
- **Assign the current Incident Commander to another position in the incident organization.**

**Refer to the next page in your Student Manual for more information about transfer of command briefings.**



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# Applied Activity

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**Follow instructions . . .**

- **Presented by instructors.**
- **Outlined on handouts.**



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# Summary

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**Are you now able to:**

- **Describe methods and tools used to assess incident/event complexity?**
- **Describe types of agency(s) policies and guidelines that influence management of incident or event activities?**
- **Describe the process for developing incident objectives, strategies, and tactics?**
- **Describe the steps in transferring and assuming incident command?**
- **As part of an activity, develop incident objectives for a simulated incident?**



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