

**INCIDENT COMMAND SYSTEM
NATIONAL TRAINING CURRICULUM**

**MODULE 4
INCIDENT FACILITIES**

October 1994

INSTRUCTOR GUIDE

PREFACE

This module is one of seventeen modules which comprise the Incident Command System (ICS) National Training Curriculum. The entire curriculum has been developed by an interagency steering group and a contract consultant. The curriculum was sponsored by the National Wildfire Coordinating Group, and development was directed and supported by the National Interagency Fire Center, Division of Training. The Steering Group was represented by several application areas (Search & Rescue, Law Enforcement, Structural Fire, Wildfire, etc.) which guided the work of the contractor in the development of this package.

The Steering Group was:

David P. Anderson - USDA, Forest Service
Mike Colgan - Orange County Fire Department
Dave Engle - USDI, Bureau of Land Management
Dan Francis - California Department of Forestry
Ken Mallette - New Jersey State Police
Mike Munkres - USDI, Bureau of Land Management
Gary Nelson - Los Angeles County Fire Department
Bill Vargas - State of New Mexico Department of Public Safety

The Contract Consultant was:

The Terence Haney Company
Woodland Hills, California

IT IS ESSENTIAL THAT INSTRUCTORS OF THIS MODULE READ THE INFORMATION CONTAINED IN THE **INSTRUCTOR CURRICULUM GUIDE AND MEET THE QUALIFICATIONS DESCRIBED THEREIN.**

Detailed Lesson Outline

- COURSE:** Module 4 - Incident Facilities
- SUGGESTED TIME:** 2 Hours
- TRAINING AIDS:** Overhead projector, reference text, map, easel, marking pens or Post-its.
- SUBJECTS:** Command Post
Staging Areas
Base
Camps
Helibase
Helispots
- OBJECTIVES:**
1. Name each of the principal facilities used in conjunction with ICS, and explain the purpose and use of each.
 2. Identify which facilities may be located together at an incident or event.
 3. Describe how the various incident facilities are used and managed to support an incident or event.
 4. Identify appropriate map symbols associated with incident facilities.

USE CARE IN PRESENTING MATERIAL ON FACILITIES. SOME FACILITIES, E.G., THE INCIDENT COMMAND POST, WILL ALWAYS BE USED ON INCIDENTS. OTHERS MAY HAVE MORE LIMITED USE.

I. Introduction

This module will describe different kinds of facilities that can be established at an incident:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

As we will see, each facility has a unique purpose on an incident. These six facilities should be able to fulfill almost all incident facility requirements.

NOTE: THAT SPECIFIC APPLICATIONS MAY MAKE USE OF OTHER FACILITIES, E.G., TRIAGE CENTER, TEMPORARY MORGUE, ETC.

SHOW VIEWGRAPH OF INSTRUCTIONAL OBJECTIVES AND REVIEW WITH STUDENTS.

EXERCISE MODE OF PRESENTATION

PRIOR TO CLASS, HAVE STUDENTS REVIEW STUDENT MATERIALS RELATED TO THIS INCIDENT.

REVIEW WITH STUDENTS THE TWO VISUALS DEALING WITH COLLOCATED FACILITIES AND MAP DESIGNATIONS FOR ICS FACILITIES. THIS IS INFORMATION THEY MUST KNOW PRIOR TO THE EXERCISE.

DIVIDE STUDENTS INTO GROUPS OF FOUR OR FIVE.

04-01-I200-VG

04-02-I200-VG

Reference
Text p. 4-15
and 4-17

ASSIGN EACH GROUP ONE FACILITY.

THE SCENARIO MAY BE ADAPTED TO STUDENT NEEDS. THE EXAMPLE SCENARIO RELATES TO A WILDERNESS SEARCH.

USING A BASE MAP AND THE SCENARIO, HAVE STUDENTS LOCATE THE FACILITY THEY HAVE BEEN ASSIGNED.

YOU MAY EITHER USE AN ACTUAL MAP OF YOUR CHOOSING OR DRAW A SKETCH MAP ON NEWSPRINT PAPER.

STUDENT GROUP PRESENTATIONS SHOULD:

1. CONSIDER THE NEEDS OF THE INCIDENT AND SELECT THE PREFERRED LOCATION FOR THE FACILITY.
2. STATE CHARACTERISTICS AND BENEFITS OF THE FACILITY. DISCUSS HOW IT WILL BE USED.
3. STATE WHETHER THE FACILITY CAN BE COLLOCATED WITH OTHER FACILITIES AND WHICH ONES.
4. PROVIDE THE APPROPRIATE MAP SYMBOL FOR THAT FACILITY.

AFTER THE EXERCISE, REVIEW AS NECESSARY INFORMATION ON THE VARIOUS FACILITIES FROM INSTRUCTOR GUIDE.

SCENARIO AND SAMPLE MAP ARE FOUND AT THE END OF THE INSTRUCTOR GUIDE.

CLASSROOM MODE OF PRESENTATION

IF USING CLASSROOM INSTRUCTION MODE, BEGIN AT THIS POINT.

II. Incident Command System Facilities

What are some of the factors to take into consideration when establishing incident facilities?

- First priority is the needs of the incident
- Length of time the facility will be used
- Cost to establish it
- Environmental considerations

04-03-I200-VG

PRESENT/DISCUSS PRINCIPAL FEATURES OF EACH FACILITY.

A. Incident Command Post

04-04-I200-VG

1. Background

The Incident Command Post (ICP) is the location at which the primary command functions are performed. The Incident Commander will be located at the ICP.

All incidents must have a designated location for the Incident Command Post (ICP). There will only be one ICP for each incident. This also applies on multi-agency or multijurisdictional incidents operating under a single or a unified command.

The ICP can be located with other incident facilities.

Initial location for the ICP should consider the nature of the incident, whether it is growing or moving, and whether the ICP

location will be suitable in size and safe for the expected duration of the incident.

04-05-I200-VG

The ICP may be located in a vehicle, trailer, tent, or within a building, to name just a few examples. On long-term incidents, it is desirable to provide an ICP facility which will provide adequate lighting and/or protection from the weather.

04-06-I200-VG

Larger and more complex incidents will often require larger ICP facilities. Examples of incidents that usually require an expanded ICP facility include:

- Multi-agency incidents run under a Unified Command
- Long-term incidents
- Incidents requiring an on-scene communications center
- Incidents requiring a separate planning function
- Incidents requiring the use of Command Staff and Agency Representative positions

ICPs will be designated by the name of the incident, e.g., Woodstock ICP.

Some incidents may be large enough to have an on-site communications center to dispatch assigned resources. The communications center is often associated with or adjacent to the ICP. Also, some incidents will require space at the ICP to allow for various Command Staff and Planning Section functions.

2. Characteristics of the ICP

04-07-I200-VG

The following are some general characteristics of the ICP that should be known and understood:

- There is only one ICP per incident, even if the incident is multijurisdictional.
- The incident communications center, if established at an incident, is often located with or adjacent to the ICP.
- The Incident Command function is carried out at the ICP.
- The ICP may be located with other incident facilities such as the Incident Base.
- The planning function is normally done at the ICP.
- The ICP should be large enough to provide adequate working room for assigned personnel.
- The ICP should contain situation and resource status displays necessary for the incident, and other information necessary for planning purposes.
- Agency Representatives are normally located at the ICP.

- Once established, the ICP will normally not be relocated.

NOTE: that on expanding incidents it would be appropriate to move the ICP if an improved location is required or would facilitate command operations.

3. Establishing the ICP

The following are general guidelines to be used in establishing the ICP:

- Position away from the general noise and confusion associated with the incident.
- Position outside of the present and potential hazard zone.
- Position within view of the incident (when appropriate).
- Have the ability to expand as the incident grows.
- Have the ability to provide security, and to control access to the ICP as necessary.
- Identify location with distinctive banner or sign.
- Announce ICP activation and location via radio or other communication so all appropriate personnel are notified.

04-08-I200-VG
Page 1 of 2

04-08-I200-VG
Page 2 of 2

B. Staging Areas

04-09-I200-VG

1. Background

A Staging Area is a temporary location at an incident where personnel and equipment are kept while awaiting tactical assignments.

Staging Areas should be located within five minutes travel time to the area of expected need.

An incident may have more than one Staging Area.

Staging Areas can be set up to meet specific functional needs. For example: for ambulances, fire equipment, police cars, etc.

In locations where major incidents are known to occur frequently, it is advisable to designate possible Staging Area locations, and to plan their layouts in advance.

Resources in a Staging Area are always in or on an available status, which means they are ready for assignment within three minutes. This is an important consideration for resource use planning and should be closely adhered to.

Staging Areas may include temporary fueling and sanitation facilities.

All Staging Areas will have a Staging Area Manager.

Staging Areas will be given a name which describes their general location, e.g., Webster Park Staging Area.

The Staging Area Manager reports to the Operations Section Chief, or to the Incident Commander if an Operations Section has not been established.

A Staging Area may be in the same general area or adjacent to other incident facilities; however, it should have its own separate location and name.

Some incidents may use the Staging Area(s) for only certain kinds of resources. For example, all police vehicles or all ambulances may be located in one Staging Area. A Staging Area could be established in a harbor location for boats used in a water incident.

2. General Characteristics of Staging Areas

Staging Areas should:

- Be close to the location of tactical assignments (within five minutes).
- Be located out of any possible line of direct hazard effects to minimize risk.
- Be relocated if necessary.
- Have different access routes for incoming and outgoing resources.

04-10-I200-VG

Page 1 of 2

- Be large enough to accommodate available resources and have room for growth.
- Be clearly marked.
- Be located to minimize environmental damage.
- Have necessary security controls.

04-10-I200-VG
Page 2 of 2

3. Benefits of Using Staging Areas

Listed below are several benefits from the use of Staging Areas at an incident. Students may be able to add additional benefits.

Staging Areas:

- Provide locations for immediately available resources to await active assignments.
- Provide locations to allow resources to be formed into operational units such as task forces and strike teams.
- Provide for greater accountability by having available personnel and resources together in one location.
- Provide safe locations for personnel and equipment to await assignments.
- Prevent resources from freelancing or "doing their own thing."

04-11-I200-VG
Page 1 of 2

04-11-I200-VG
Page 2 of 2

- Minimize excessive communications of resources calling for assignments.
- Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.
- Allow the Operations Section Chief or IC to properly plan for resource use, and to provide for contingencies.

C. Incident Base

BASES, CAMPS, AND HELIBASES ARE USED PRIMARILY ON LARGER INCIDENTS. USE CARE IN PRESENTING DETAILED EXPLANATIONS OF THESE FACILITIES. DEPENDING ON THE STUDENTS' BACKGROUNDS, COVERAGE (EITHER TOTAL OR PARTIAL) MAY NOT BE NECESSARY.

04-12-I200-VG

An Incident Base will be established on some incidents.

All primary services and support activity for the incident are usually located and performed at the Base.

The Logistics Section will be located at the Base.

Normally, the Incident Base is the location where all uncommitted (out-of-service) equipment and personnel support operations are located.

Tactical resources assigned to the Incident Base will normally be out-of-service.

There should be only one Base established for each incident, and normally the Base will not be relocated.

The Base will be designated by incident name, e.g., Midway Base.

In locations where major incidents are known to occur frequently, it is advisable to pre-designate possible Base locations, and to plan their layouts in advance.

The management of the Base comes under the Logistics Section. If an Incident Base is established, a Base Manager will be designated. The Base Manager in a fully activated ICS organization will be in the Facilities Unit of the Logistics Section.

D. Camps

04-13-I200-VG

Camps are temporary locations within the general incident area which are equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Camps are separate facilities, and are not located at the Incident Base.

Camps may be in place for several days, and they may be moved depending upon incident needs.

Very large incidents may have one or more Camps located in strategic areas. For example, in a civil disturbance incident there may be several camps designated where National Guard personnel and equipment are temporarily located.

All ICS functional unit activities performed at the Base may also be performed at Camps.

Each Camp will have a Camp Manager assigned.

Camp Managers are responsible for managing the camp, and for providing non-technical coordination of all organizational units operating within the Camp.

Camp Managers will report to the Facilities Unit Leader in the Logistics Section. If that position has not been activated, the Camp Manager would report to the Logistics Section Chief.

Initially, personnel requirements for Logistics Section units located at Camps will be determined by the Incident General Staff, based on the kind and size of the incident and expected duration of Camp operations.

After a camp is established, additional personnel and support needs would normally be determined and ordered by the Camp Manager.

If logistics units are established at Camps, they would be managed by assistants.

Camps are designated by a geographic name or by a number. For example the 44th St. Camp, Presidio Camp, or Camp #3.

E. Helibase

Helibases and Helispots serve somewhat different purposes at an incident.

We will first cover the Helibase.

04-14-I200-VG

A Helibase is the main location within the general incident area for parking, fueling, maintenance, and loading of helicopters.

The Helibase is often located at or near the incident base. However, an incident Helibase can also be located at a nearby airport, or at another off-incident location.

A Helibase will be used to load helicopters with personnel, equipment, and supplies necessary for incident operations.

The incident Helibase will be designated by the name of the incident, e.g., Presidio Helibase.

Large incidents could have more than one Helibase. For example, a second Helibase would be called Presidio Helibase #2.

Helibases will normally not be moved. The Helibase will be managed by a Helibase Manager.

The Helibase Manager will report to the Air Support Group Supervisor in the Air Operations organization if that position has been activated.

If not, the Helibase Manager reports to either the Air Operations Branch Director (if activated) or to the Operations Section Chief.

DUTIES OF THE HELIBASE MANAGER AND AIR SUPPORT GROUP SUPERVISOR ARE COVERED IN MODULE 10 - AIR OPERATIONS.

F. Helispots

04-15-I200-VG

Helispots are temporary locations in the incident area where helicopters can safely land and take off.

Helispots can be used to load or off-load personnel, equipment, supplies, water, etc.

Helispots will be managed by Helispot Managers who will function on the ground at the Helispot. The Helispot Manager will report to the Helibase Manager.

If an incident has no established air operations organization but does have one or more Helispots designated, the Helispot Managers will report to the Operations Section Chief.

Several ICS facilities may be collocated at an incident, as shown in the accompanying table.

Reference
Text p. 4-15
04-16-I200-VG

STUDENTS MAY ASK QUESTIONS ABOUT OTHER KINDS OF FACILITIES THAT MIGHT BE ESTABLISHED AT AN INCIDENT.

AS A GENERAL RULE, UNLESS IT IS ESSENTIAL, THE ABOVE FACILITIES SHOULD BE ABLE TO ACCOMMODATE ALL INCIDENT FACILITY NEEDS.

FOR EXAMPLE, AN ASSEMBLY AREA AT THE INCIDENT WHERE RESOURCES ARE ORIGINALLY LOCATED WHILE AWAITING ASSIGNMENTS TO AN ACTIVE STATUS, OR TO OTHER STAGING AREAS CAN BE DESIGNATED AS ANOTHER FORM OF A STAGING AREA.

IV. Map Designations for ICS Facilities

04-17-I200-VG

The following are map symbols designating incident facilities:

Reference
Text p. 4-17

REVIEW FROM VISUAL.

THIS COMPLETES PRESENTATION MATERIAL FOR THIS MODULE.

HAVE STUDENTS PREPARE FOR MODULE TEST WHICH FOLLOWS.

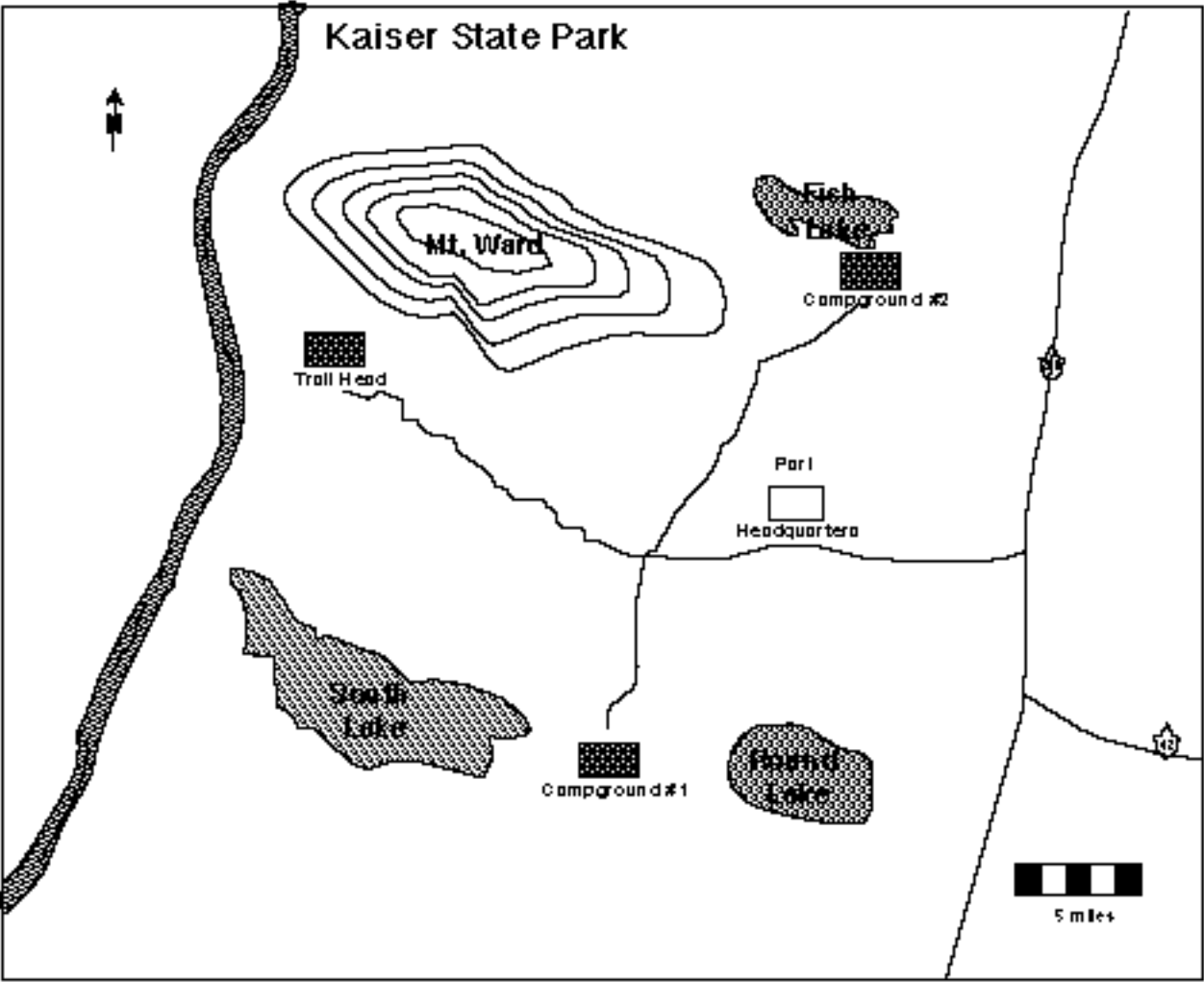
EXERCISE SCENARIO

Reference
Text p. 4-19

An eight-year-old boy was last seen at Camp #2 at Fish Lake four hours ago. It is now 5 p.m. The park is approximately 30 miles long and 25 miles wide. There is one two-lane paved road into the park headquarters, and unpaved roads to camps and lakes. Park officials have begun a search, and are gearing up for a full scale search to begin at daybreak.

Refer to map for additional information.

INSTRUCTOR MAY WISH TO ELABORATE ON THIS SCENARIO.



**INCIDENT COMMAND SYSTEM
NATIONAL TRAINING CURRICULUM**

**MODULE 4
INCIDENT FACILITIES**

October 1994

REFERENCE TEXT

PREFACE

This module is one of seventeen modules which comprise the Incident Command System (ICS) National Training Curriculum. The entire curriculum has been developed by an interagency steering group and a contract consultant. The curriculum was sponsored by the National Wildfire Coordinating Group, and development was directed and supported by the National Interagency Fire Center, Division of Training. The Steering Group was represented by several application areas (Search & Rescue, Law Enforcement, Structural Fire, Wildfire, etc.) which guided the work of the contractor in the development of this package.

The Steering Group was:

David P. Anderson - USDA, Forest Service
Mike Colgan - Orange County Fire Department
Dave Engle - USDI, Bureau of Land Management
Dan Francis - California Department of Forestry
Ken Mallette - New Jersey State Police
Mike Munkres - USDI, Bureau of Land Management
Gary Nelson - Los Angeles County Fire Department
Bill Vargas - State of New Mexico Department of Public Safety

The Contract Consultant was:

The Terence Haney Company
Woodland Hills, California

Subjects covered in this module include:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

Objectives:

1. Name each of the principal facilities used in conjunction with ICS, and explain the purpose and use of each.
2. Identify which facilities may be located together at an incident or event.
3. Describe how the various incident facilities are used and managed to support an incident or event.
4. Identify appropriate map symbols associated with incident facilities.

I. Introduction

This module will describe different kinds of facilities that can be established at an incident:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

As we will see, each facility has a unique purpose on an incident. These six facilities should be able to fulfill almost all incident facility requirements. Not all incidents, however, will use all facilities. Base, Camps, Helibase, and Helispots are primarily used on larger incidents. Moreover, specific applications may make use of other facilities, e.g., triage center, temporary morgue, etc.

II. Incident Command System Facilities

What are some of the factors to take into consideration when establishing incident facilities?

- First priority is the needs of the incident
- Length of time the facility will be used
- Cost to establish it
- Environmental considerations

A. Incident Command Post

1. Background

The Incident Command Post (ICP) is the location at which the primary command functions are performed. The Incident Commander will be located at the ICP.

All incidents must have a designated location for the Incident Command Post (ICP). There will only be one ICP for each

incident. This also applies on multi-agency or multijurisdictional incidents operating under a single or a unified command.

The ICP can be located with other incident facilities.

Initial location for the ICP should consider the nature of the incident, whether it is growing or moving, and whether the ICP location will be suitable in size and safe for the expected duration of the incident.

The ICP may be located in a vehicle, trailer, tent, or within a building, to name just a few examples. On long-term incidents, it is desirable to provide an ICP facility which will provide adequate lighting and/or protection from the weather.

Larger and more complex incidents will often require larger ICP facilities. Examples of incidents that usually require an expanded ICP facility include:

- Multi-agency incidents run under a Unified Command
- Long-term incidents
- Incidents requiring an on-scene communications center
- Incidents requiring a separate planning function
- Incidents requiring the use of Command Staff and Agency Representative positions

ICPs will be designated by the name of the incident, e.g., Woodstock ICP.

Some incidents may be large enough to have an on-site communications center to dispatch assigned resources. The communications center is often associated with or adjacent to the ICP. Also, some incidents will require space at the ICP to allow for various Command Staff and Planning Section functions.

2. Characteristics of the ICP

The following are some general characteristics of the ICP that should be known and understood:

- There is only one ICP per incident, even if the incident is multijurisdictional.
- The incident communications center, if established at an incident, is often located with or adjacent to the ICP.
- The Incident Command function is carried out at the ICP.
- The ICP may be located with other incident facilities such as the Incident Base.
- The planning function is normally done at the ICP.
- The ICP should be large enough to provide adequate working room for assigned personnel.

- The ICP should contain situation and resource status displays necessary for the incident, and other information necessary for planning purposes.
- Agency Representatives are normally located at the ICP.
- Once established, the ICP will normally not be relocated.

NOTE: that on expanding incidents it would be appropriate to move the ICP if an improved location is required or would facilitate command operations.

3. Establishing the ICP

The following are general guidelines to be used in establishing the ICP:

- Position away from the general noise and confusion associated with the incident.
- Position outside of the present and potential hazard zone.
- Position within view of the incident (when appropriate).
- Have the ability to expand as the incident grows.
- Have the ability to provide security, and to control access to the ICP as necessary.
- Identify location with distinctive banner or sign.

- Announce ICP activation and location via radio or other communication so all appropriate personnel are notified.

B. Staging Areas

1. Background

A Staging Area is a temporary location at an incident where personnel and equipment are kept while awaiting tactical assignments.

Staging Areas should be located within five minutes travel time to the area of expected need.

An incident may have more than one Staging Area.

Staging Areas can be set up to meet specific functional needs. For example: for ambulances, fire equipment, police cars, etc.

In locations where major incidents are known to occur frequently, it is advisable to designate possible Staging Area locations, and to plan their layouts in advance.

Resources in a Staging Area are always in or on an available status, which means they are ready for assignment within three minutes. This is an important consideration for resource use planning and should be closely adhered to.

Staging Areas may include temporary fueling and sanitation facilities.

All Staging Areas will have a Staging Area Manager.

Staging Areas will be given a name which describes their general location, e.g., Webster Park Staging Area.

The Staging Area Manager reports to the Operations Section Chief, or to the Incident Commander if an Operations Section has not been established.

A Staging Area may be in the same general area or adjacent to other incident facilities; however, it should have its own separate location and name.

Some incidents may use the Staging Area(s) for only certain kinds of resources. For example, all police vehicles or all ambulances may be located in one Staging Area. A Staging Area could be established in a harbor location for boats used in a water incident.

2. General Characteristics of Staging Areas

Staging Areas should:

- Be close to the location of tactical assignments (within five minutes).
- Be located out of any possible line of direct hazard effects to minimize risk.
- Be relocated if necessary.
- Have different access routes for incoming and outgoing resources.
- Be large enough to accommodate available resources and have room for growth.

- Be clearly marked.
- Be located to minimize environmental damage.
- Have necessary security controls.

3. Benefits of Using Staging Areas

Listed below are several benefits from the use of Staging Areas at an incident. Students may be able to add additional benefits.

Staging Areas:

- Provide locations for immediately available resources to await active assignments.
- Provide locations to allow resources to be formed into operational units such as task forces and strike teams.
- Provide for greater accountability by having available personnel and resources together in one location.
- Provide safe locations for personnel and equipment to await assignments.
- Prevent resources from freelancing or "doing their own thing."
- Minimize excessive communications of resources calling for assignments.
- Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.

- Allow the Operations Section Chief or IC to properly plan for resource use, and to provide for contingencies.

C. Incident Base

An Incident Base will be established on some incidents.

All primary services and support activity for the incident are usually located and performed at the Base.

The Logistics Section will be located at the Base.

Normally, the Incident Base is the location where all uncommitted (out-of-service) equipment and personnel support operations are located.

Tactical resources assigned to the Incident Base will normally be out-of-service.

There should be only one Base established for each incident, and normally the Base will not be relocated.

The Base will be designated by incident name, e.g., Midway Base.

In locations where major incidents are known to occur frequently, it is advisable to pre-designate possible Base locations, and to plan their layouts in advance.

The management of the Base comes under the Logistics Section. If an Incident Base is established, a Base Manager will be designated. The Base Manager in a fully activated ICS organization will be in the Facilities Unit of the Logistics Section.

D. Camps

Camps are temporary locations within the general incident area which are equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Camps are separate facilities, and are not located at the Incident Base.

Camps may be in place for several days, and they may be moved depending upon incident needs.

Very large incidents may have one or more Camps located in strategic areas. For example, in a civil disturbance incident there may be several camps designated where National Guard personnel and equipment are temporarily located.

All ICS functional unit activities performed at the Base may also be performed at Camps.

Each Camp will have a Camp Manager assigned.

Camp Managers are responsible for managing the camp, and for providing non-technical coordination of all organizational units operating within the Camp.

Camp Managers will report to the Facilities Unit Leader in the Logistics Section. If that position has not been activated, the Camp Manager would report to the Logistics Section Chief.

Initially, personnel requirements for Logistics Section units located at Camps will be determined by the Incident General Staff, based on the kind and size of the incident and expected duration of Camp operations.

After a camp is established, additional personnel and support needs would normally be determined and ordered by the Camp Manager.

If logistics units are established at Camps, they would be managed by assistants.

Camps are designated by a geographic name or by a number. For example the 44th St. Camp, Presidio Camp, or Camp #3.

E. Helibase

Helibases and Helispots serve somewhat different purposes at an incident.

We will first cover the Helibase.

A Helibase is the main location within the general incident area for parking, fueling, maintenance, and loading of helicopters.

The Helibase is often located at or near the incident base. However, an incident Helibase can also be located at a nearby airport, or at another off-incident location.

A Helibase will be used to load helicopters with personnel, equipment, and supplies necessary for incident operations.

The incident Helibase will be designated by the name of the incident, e.g., Presidio Helibase.

Large incidents could have more than one Helibase. For example, a second Helibase would be called Presidio Helibase #2.

Helibases will normally not be moved. The Helibase will be managed by a Helibase Manager.

The Helibase Manager will report to the Air Support Group Supervisor in the Air Operations organization if that position has been activated.

If not, the Helibase Manager reports to either the Air Operations Branch Director (if activated) or to the Operations Section Chief.

F. Helispots

Helispots are temporary locations in the incident area where helicopters can safely land and take off.

Helispots can be used to load or off-load personnel, equipment, supplies, water, etc.

Helispots will be managed by Helispot Managers who will function on the ground at the Helispot. The Helispot Manager will report to the Helibase Manager.

If an incident has no established air operations organization but does have one or more Helispots designated, the Helispot Managers will report to the Operations Section Chief.

Several ICS facilities may be collocated at an incident, as shown on page 4-17.

IV. Map Designations for ICS Facilities

Review the map symbols designating incident facilities on page 4-17 of the Reference Text.

MODULE 4
INCIDENT FACILITIES

Collocating Facilities
Map Designations for ICS Facilities
Exercise Scenario

Collocating Facilities

INCIDENT FACILITIES	ICP	STAGING AREA	BASE	CAMPS	HELIBASE	HELISPOT
ICP		YES	YES	NO	YES	YES
STAGING AREA	YES		YES	YES	YES	YES
BASE	YES	YES		NO	YES	YES
CAMPS	NO	YES	NO		NO	YES
HELIBASE	YES	YES	YES	NO		NO
HELISPOT	YES	YES	YES	YES	NO	

Map Designations for ICS Facilities



Incident Command Post



Staging Areas



Incident Base



Camps



Helibase



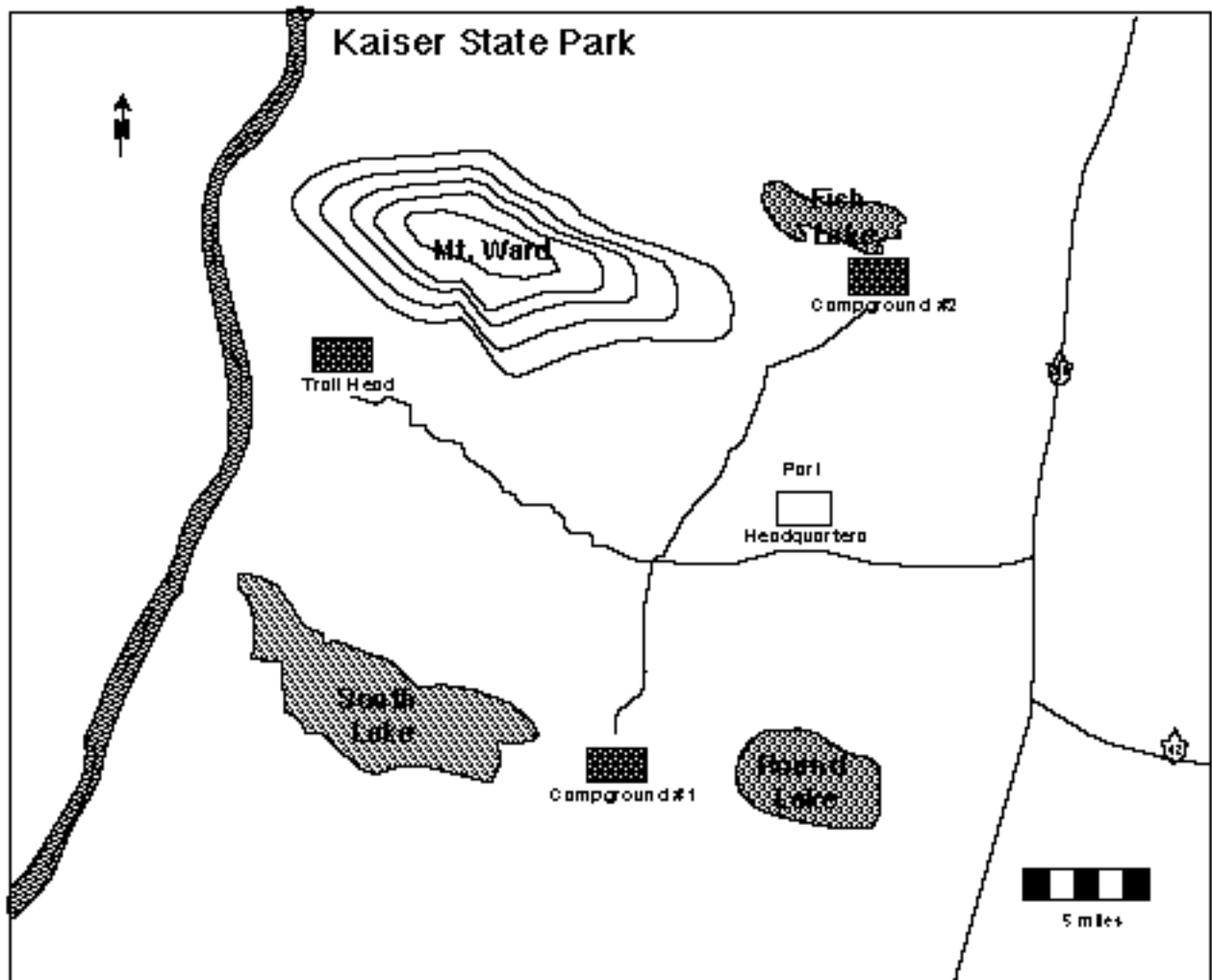
Helispot (Number or Name)

H-3

EXERCISE SCENARIO

An eight-year-old boy was last seen at Camp #2 at Fish Lake four hours ago. It is now 5 p.m. The park is approximately 30 miles long and 25 miles wide. There is one two-lane paved road into the park headquarters, and unpaved roads to camps and lakes. Park officials have begun a search, and are gearing up for a full scale search to begin at daybreak.

Refer to map for additional information.



Module 4 Incident Facilities

Subjects covered in this module include:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

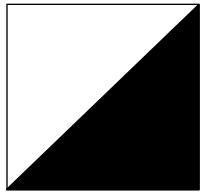
Module 4 Objectives:

1. Name each of the principal facilities used in conjunction with ICS, and explain the purposes and uses of each.
2. Identify which facilities may be located together at an incident or event.
3. Describe how the various incident facilities are used and managed to support an incident or event.
4. Identify appropriate map symbols associated with incident facilities.

Considerations in Establishing Incident Facilities

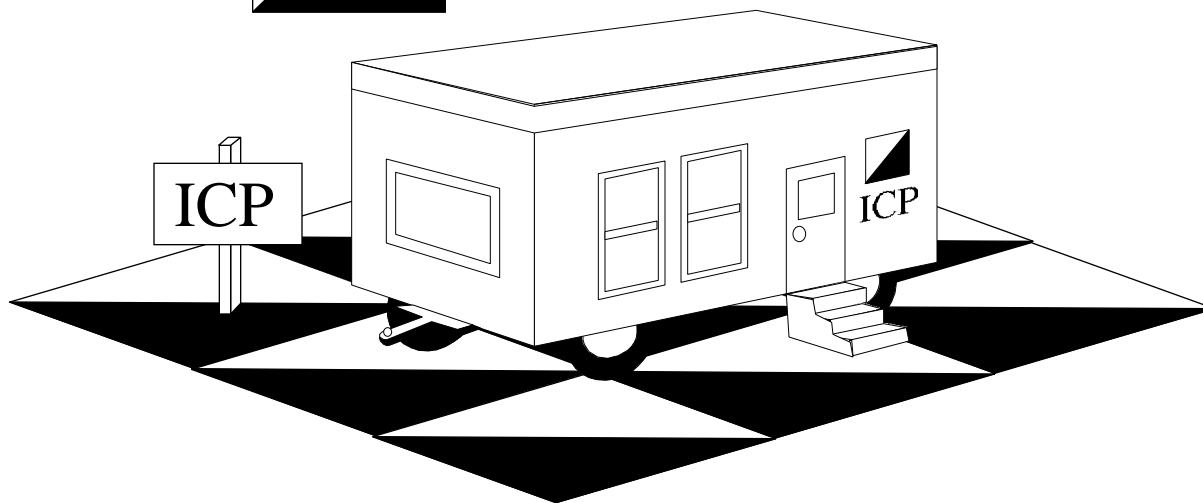
- First priority is the needs of the incident
- Length of time the facility will be used
- Cost to establish the facility
- Environmental considerations

Incident Command Post



- Location where primary command functions are performed
- Only one per incident
- May be located with other facilities
- Normally not relocated

Incident Command Post



Expanded ICP may be required for:

- Multi-agency incidents run under a Unified Command.
- Long-term incidents.
- Incidents requiring an on-scene communications center.
- Incidents requiring a separate planning function.
- Incidents requiring Command Staff and Agency Representative positions.

Incident Command Post Characteristics:

- There is only one ICP per incident, even if the incident is multijurisdictional.
- The communications center is often located with or adjacent to the ICP.
- The Incident Command function is carried out at the ICP.
- The ICP may be located with other incident facilities such as the Incident Base.

Incident Command Post Characteristics (cont.):

- The planning function is normally done at the ICP.
- The ICP should be large enough to provide adequate working room for assigned personnel.
- The ICP should contain situation and resource status displays necessary for the incident.
- Agency Representatives are normally located at the ICP.
- The ICP will normally not be relocated.

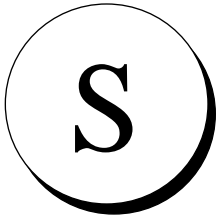
Guidelines for Establishing an Incident Command Post

- Position away from the general noise and confusion associated with the incident.
- Position outside of the present and potential hazard zone.
- Position within view of the incident (when appropriate).
- Have the ability to expand as the incident grows.

Guidelines for Establishing an Incident Command Post (cont.)

- Have the ability to provide security, and to control access to the ICP as necessary.
- Identify location with distinctive banner or sign.
- Announce ICP activation and location via radio or other communication so all appropriate personnel are notified.

Staging Area Description



- Temporary locations for resources awaiting assignments.
- Incidents may have several Staging Areas.
- Resources on a three-minute available status.
- May include fueling and sanitation.
- Staging Area Manager is required.
- May be designated for certain kinds of resources.

Characteristics of a Staging Area

- Be close to the location of tactical assignments (within five minutes).
- Be located out of any possible line of direct hazard effects to minimize risk.
- Be relocated if necessary.
- Have different access routes for incoming and outgoing resources.

Characteristics of a Staging Area (cont.)

- Be large enough to accommodate available resources and have room for growth.
- Be clearly marked.
- Be located to minimize environmental damage.
- Have necessary security controls.

Staging Area Benefits

- Provide locations for immediately available resources to await active assignments.
- Provide locations for resources to be formed into operational units such as task forces and strike teams.
- Provide for greater accountability by having available personnel and resources together in one location.
- Provide safe locations for personnel and equipment to await assignments.

Staging Area Benefits (cont.)

- Prevent resources from freelancing or "doing their own thing."
- Minimize excessive communications of resources calling for assignments.
- Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.
- Allow the Operations Section Chief or IC to properly plan for resource use, and to provide for contingencies.

Primary Characteristics of Incident Base



- Location for primary support activity.
- Logistics Sections located at Base.
- Out-of-service equipment and personnel normally located here.
- Only one Base per incident.
- Pre-designate Base locations if feasible.
- Base Manager will always be designated.

Primary Characteristics of Camps

- Temporary locations to provide services to incident personnel.
- May be moved - several may be required.
- All Base activities may be performed at Camps.
- Camp Manager will always be assigned.
- Designated by geographic name or number.



Primary Characteristics of Incident Helibase



- Location where helicopters may be parked, maintained, fueled, and loaded.
- Helibase will be designated by name of incident.
- Large incidents may have more than one Helibase.
- Helibase can be located at airport or other off-incident location.
- Helibases will normally not be moved.
- Helibase will be managed by Helibase Manager.

Primary Characteristics of Incident Helispots



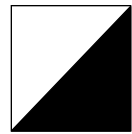
H - 3

- Temporary locations where helicopters can safely land and take off.
- Can be used to load or off-load personnel, equipment, and supplies.
- Helispot Managers will be on the ground.
- Helispot Manager may be assigned. Reports to Helibase Manager.

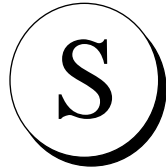
Collocating Facilities

Incident Facilities	ICP	Staging Area	Base	Camps	Helibase	Helispot
ICP		YES	YES	NO	YES	YES
Staging Area	YES		YES	YES	YES	YES
Base	YES	YES		NO	YES	YES
Camps	NO	YES	NO		NO	YES
Helibase	YES	YES	YES	NO		NO
Helispot	YES	YES	YES	YES	NO	

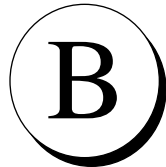
Map Designations for ICS Facilities



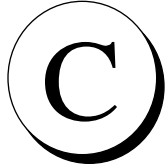
Incident Command Post (Name)



Staging Areas (Name)



Base (Name)



Camp (Name)



Helibase (Name)



Helispot (Number or name)

H-2