Introduction

- Instructors
  - Brief Background

- Students
  - Introduction
  - Experiences
  - Why be a Division/Group Supervisor
  - Expectations of this Course
Unit 0 - Introduction

Course Preview and Schedule

- **Day One**
  - Introduction
  - Concepts of the Division / Group Supervisor
  - Information Gathering
  - Briefing
  - Personnel Management

- **Day Two**
  - Risk Management
  - Coordination
  - Final Exam

Course Preview and Schedule

- Course length shortened
- Course objectives unchanged
- Course Completion Requirements
  - 100% Attendance
  - Exercise Participation
  - Unit Quiz Completion
  - >70% on Final Exam
Unit 0 - Introduction

Course Objectives

1. Describe the concepts of a Division and Group as it relates to the position of a Division/Group Supervisor

2. Evaluate students ability to apply Division/Group Fundamentals to All-Risk (including Environmental) Incidents

3. Enable the student to prepare for and participate in pre tactics meetings to develop and implement Division/Group objectives

4. Enable the student to participate in information gathering practices
5. Enable the student to participate in an Operational Period Briefing and a Division / Group Briefing

6. Enable the student to manage and adjust to the Operations organization

7. Provide the student with an understanding of why and when tactics may need to be adjusted

8. Describe the role of the Division / Group Supervisor in risk assessment and safety management
9. Demonstrate how to successfully coordinate internal relations.

10. Demonstrate how to successfully coordinate external relations.

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"All Risk" Curriculum

- This course is meant to satisfy specific “all risk” needs including environmental incidents.
- The ICS is not intended to tell you how to do your job, but to provide you a method by which to do your assigned portion of an incident.
Course Materials

- Student Registration Card
- Student Evaluation Form
- Course Agenda
- Student Manual
- Facility Information
- Student Handouts

Facility Information

- Parking
- Classroom
- Restrooms
- Water fountains, snacks, refreshments
- Lunch
- Emergency telephone numbers
- Alarms and emergency exits
Unit 1 - Concepts of Division/Group Supervisor

Objectives

- Identify the major organizational elements of Divisions and Groups within the Operations Section
- Describe the major responsibilities of a Division/Group Supervisor
- Be knowledgeable of the communications and interactions required within and outside of the Incident Management Team
Unit 1 - Concepts of Division/Group Supervisor

Objectives

- Describe the basic management functions applying to a Division/Group Supervisor
- Identify leadership traits and their application for a Division/Group Supervisor
- Identify some practical considerations for a Division/Group Supervisor

Major Organizational Elements of the Operations Section

- Expansions of this basic structure may vary according to numerous considerations and operational factors
- In some cases, may be a strictly functional approach
- In other cases, may be determined by functional/jurisdictional boundaries
- In still others, a mix of functional and geographic may be appropriate
Division Supervisor is responsible for implementing all activities within that Division

Unambiguous boundaries; separate an area according to natural terrain boundaries or other prominent geographical features such as rivers

No inherent restrictions on kind or type of tactical resources assigned to a Division

Functional Groups

• Group Supervisor is responsible for implementing all activities within that Group

• Functional groups can be used to describe areas of like activity (e.g., sampling, decontamination, transportation and disposal)

• Area of operations may be incident or branch-wide
Also possible to have both Divisions and Groups within the Operations Section

For example, Divisions A and B (based on geographical locations) may work in conjunction with functional groups assigned to specific areas in those locations

Alternatively, Groups may be assigned throughout the entire incident and may work independently or in conjunction with Divisions

Resource Organization

Single resources, Strike Teams, and Task Forces may operate within Divisions and/or Groups
Strike Team/Task Force team leader is responsible for the coordination of resources and implementation of planned tactics within a segment.

A segment may be a portion of a division or an area inside or outside the perimeter of an incident.

Resource Organization - Segments
Operations Section

Questions?
1. Successfully assume role of Division/Group Supervisor and initiate position activities

- Ensure availability, qualifications, and capabilities of resources to complete assignment
- Gather, update, and apply situational information relevant to assignment
- Establish effective relationships with relevant personnel

Major Responsibilities (continued)

1. Successfully assume role of Division/Group Supervisor and initiate position activities (continued)

- Establish organization structure, reporting requirements, and chain-of-command of assigned resources
2. Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes
   - Ensure the safety, welfare, and accountability of assigned personnel
   - Establish work assignments and performance expectations, monitor performance, and provide feedback
   - Coordinate interdependent activities

3. Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives
   - Ensure relevant information is exchanged during briefings and debriefings
   - Ensure documentation is complete and disposition is appropriate
   - Communicate and ensure understanding of work expectations within the chain-of-command and across functional areas
3. Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives (continued)
   - Develop and implement plans and gain concurrence of affected agencies and/or the public

4. Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives
   - Gather, analyze, and validate information pertinent to the incident and make recommendations for setting priorities
   - Make appropriate decisions based on analysis of gathered information
   - Modify approach based on evaluation of incident situation
4. Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives (continued)

- Transfer position duties while ensuring continuity of authority and knowledge taking into account incident complexity

- Provide logistical support

- Plan for demobilization and ensure demobilization procedures are followed
Unit 1 - Concepts of Division/Group Supervisor

Working with Other Entities within the Incident Management Team

- Incident Command
- Command Staff
- General Staff

Working with Entities Outside of the Incident Management Team

- Federal, State, Local, and Tribal Agencies
- Academic Organizations, Industry Groups, Interest Groups
- Public at Large
- Media
Basic Management Functions:

- Controlling
- Directing
- Organizing
- Planning
- Staffing

Traits of a Good Leader:

- Honest
- Competent
- Forward-looking
- Inspiring
- Fair- and broad-minded
- Straightforward
- Imaginative
Practical Considerations for a Division/Group Supervisor

- Know yourself and seek improvement
- Be technically and tactically proficient
- Ensure personnel are kept informed
- Be aware of stress and its impacts
- Inspire, encourage, and recognize people’s contributions

Practical Considerations for a Division/Group Supervisor (continued)

- Ensure the task is understood, supervised, and accomplished
- Employ your resources in accordance with their capabilities
- Make sound and timely decisions
- Develop a sense of responsibility among your subordinates
- Consider the needs of all interested parties
Questions?

Unit 1 - Review

- Identified the organization of Divisions and Groups within the Operations Section
- Described major responsibilities of a Division/Group Supervisor
- Discussed communications and interactions required within and outside of the Incident Management Team
Unit 1 - Review

- Reviewed five basic management functions
- Identified traits of a good leader
- Identified practical considerations for a Division/Group Supervisor

Questions?

United States Environmental Protection Agency
Unit 2 - Information Gathering

INFORMATION GATHERING

1. Know what information should be gathered from time of activation to arrival at incident
2. Know how to gather information from a formal and informal briefing

Unit 2 - Objectives
Unit 2 - Information Gathering

Unit 2 - Objectives (cont.)

- Know what information should be gathered from a formal Incident Action Plan
- Develop an understanding of information sharing within the ICS and other resources at the incident

- Understand what information is needed for debriefing at the end of an Operational Period
- Develop an understanding of what information the Operations Section Chief may want for preparation of next period Incident Action Plan
Unit 2 - Information Gathering

Information Gathering

When do you start gathering information?

When first Activated

Information to Gather before Arrival

- Site ID#, Mission Assignment, NRC Report
- Position assigned
- Reporting Times and Location
- Site Contact - Cell Phone Numbers
- Travel Information
- Start your Log Book or the ICS 214
- Resources on scene (contractors?)
Briefings with Operations
Section Chief or Branch Director

- Information obtained from briefings
  - Status of Incident and current operations
  - What division/group you are assigned
    - Mission assigned (204)
  - Resources assigned to you
    - Status
  - Review of IAP
  - Reporting directions to branch director/OPS
    - When
    - How

- Not all information may be readily available
  - Incident in Transition
    - Initial Response to Extended Response
    - Extended Response to Major Incident
  - Incident Escalating Faster than information can be Gathered
  - General Staff Functions may not be Operational
Gathering Information

- Take Initiative with Gathering Information
  - Survey Your Assignment
  - Develop Your Own Inventory of Assigned Resources vs. Needed Resources
  - Observe Safety Considerations and Mitigating Options

ICS Form 201

- Incident Organizational Tool
- Developed by Initial Response Incident Commander
- Captures Information in an Organized Manner
- Usable for Briefing, Debriefing, and Tracking Assigned Resources
Exercise

ICS 201

Collapsed Warehouse Music Store
Fire in Tire Shop

ICS 201 Exercise

- Gardening Store
- Home Depot
- Wherehouse Store
- Tire Shop
- Carl’s Jr.
- Parking Lot
- First Bank
Unit 2 - Information Gathering

FORMAL BRIEFING (IAP)

- Obtain briefing from your supervisor or attend the Operational Briefing and obtain copies of the IAP
- Read and understand all the pages of the IAP.
  - Known Safety Hazards
  - Radio Frequencies
  - Division Boundaries

FORMAL BRIEFING (IAP) (CONT.)

- Insure that you understand the current objectives and priorities and what time frames you will be required to work under.

- What, if any, contingency plan has been developed?
Lines of Communication with resources assigned to the Division / Group are **CRITICAL**

- It is the **KEY** element necessary to the safe and effective completion of the assigned portion of the IAP.

Sharing Information
- From You to Your Assigned Resources
- From Your Assigned Resources to You
- From You to Adjoining:
  - Divisions
  - Groups
  - Resources
Informing

- Branch / Operations
- What information can the DIVS provide to Operations to help develop the tactics for the next Operational Period?

Plans

- Resource Unit
- Situation Unit

Logistics

Finance

- Equipment
- Time
Unit 2 - Information Gathering

Know what information should be gathered from time of activation to arrival at incident
Know how to gather information from a formal and informal briefing
Know what information should be gathered from a formal Incident Action Plan
Develop an understanding of information sharing within the ICS and other resources at the incident
Understand what information is needed for debriefing at the end of an Operational Period
Develop an understanding of what information the Operations Section Chief may want for preparation of next period Incident Action Plan

END Unit 2

Question / Comments?
Unit 3 - Briefing

BRIEFING
Unit 3

IC

OPERATIONS  PLANS  LOGISTICS  FINANCE

DIVISION J

Unit 3 - Objectives

- Develop an understanding of division / group resource briefings
- Develop an understanding of an assignment line briefing
Unit 3 - Objectives

- Develop an understanding of what information is needed for debriefing at the end of an Operational Period and who to debrief
- Develop an understanding of what information the Operations Section Chief may want for preparation of the next period’s Incident Action Plan

Divisional Briefing

- Meeting with Your Division Assigned Resources:
  - Held after the Operational Briefing
  - Location that You Designate
  - Away from the Main Group
It is your responsibility to brief div/group members prior to going out to the incident.

- What are the Incident Objectives?
  - Where are they found?
    - ICS Form 202 (Incident Action Plan)

- What are the Division / Group Assignments?
  - Where are they found?
    - ICS Form 204 (Incident Action Plan)

- Insures that Operational Objectives are Understood
  - Establishes 2-way Communication between Division / Group Supervisor and Assigned Resources
  - Information Gathered from Resources Provides for more Timely, Accurate Reports back to Your Supervisors
  - All resources must be fully line ready when they leave for the incident (fully equipped and line ready)
Information Flow Provides for a Safe and Effective Work Environment

- 215a
- Safety message
- Health & Safety Plan

At Your Assignment

- Re-brief Resources to Specific Assignments as needed
- Safety Considerations
- Time Frames for Completion
- Comms

- EPA tailgate Safety Briefing – Documented and signed by all participants
Exercise

ICS - 204

Survey Your Assignment

- Check out HAZARDS First
- Implement tasks as assigned on 204
- Check & Monitor PRIORITIES and Progress
- Receive Feedback from your Resources
- Address issues and problems as they occur
- Note any changes from the Incident Action Plan and report these to OPS
Providing Input to OPS

- About 2/3 of way through operational period at time assigned
- Work Accomplished
- Situational update
- Remaining, Unfinished Tasks
- What worked, what didn’t
- Projection of Resource needs for Next Operational Period

EPA resources are mostly self-sufficient, however, there may be other resources assigned to the Division or Group.

Any information that will aid in developing tactics and planning for next operational period
Assignment
Financial Accountability

- Accountable Property
  - Monitoring Equipment
  - Sampling Equipment
  - Generators
- Financial Responsibility
  - Sign In and Out (Record Time)
  - Contractor Hours, 1900-55s
  - Document any changes in 214

Debriefing Duties

- At the end of the Operational Period:
  - Brief the On-Coming Division / Group Supervisor
    - What was completed
    - Current Situations
    - What remains
    - Problems
    - Safety
    - Important issues or information
Last Person Off Assignment:

You are responsible for insuring ALL personnel and equipment are accounted for and safely off the assignment.

Debriefing

With the Operations Section Chief or Branch Director

- Progress of Division Objectives
- Metrics measurements
- What was effective – What wasn’t (lessons learned)
- Reconfirm Resource needs for Next Operational Period
- Problems/Barriers encountered & how handled
- Safety Issues
- Any deviations from IAP and SOPs
- Document with 214
### Alternate Methods of Tracking Progress and Requests for Resources

#### DIVISION/GROUP OPERATIONAL PERIOD DEBRIEFING FORM

<table>
<thead>
<tr>
<th>INCIDENT NAME:</th>
<th>BRANCH:</th>
<th>DIVISION/GROUP:</th>
<th>INCIDENT NUMBER:</th>
<th>DIVISION/GROUP SUPERVISOR NAME:</th>
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</table>

**GENERAL REMARKS – ACCOMPLISHMENTS – PROBLEM AREAS:**

#### AGENCY RESOURCES COMMITTED TO DIVISION/GROUP

<table>
<thead>
<tr>
<th>OVERHEAD</th>
<th>ENGINES – ENGINE ST/TF</th>
<th>CREWs – CREW ST/TF</th>
<th>DOZER – DOZER ST/TF</th>
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#### PRIVATE HIRED EQUIPMENT & PERSONNEL COMMITTED TO DIVISION/GROUP

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<thead>
<tr>
<th>TYPE/KIND</th>
<th>OWNER</th>
<th>SIZE OR SERIAL #</th>
<th>OPERATOR</th>
<th>REQ #</th>
<th>DOWN TIME REMARKS</th>
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214 Example

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EPA-339 Division/Group Supervisor

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### Alternate Methods of Tracking Progress and Requests for Resources

<table>
<thead>
<tr>
<th>NEXT OPERATIONAL PERIOD SITUATION &amp; RESOURCE STATUS INFORMATION</th>
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<td>BRANCH</td>
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<thead>
<tr>
<th>DIVISION/GROUP RESOURCES NEEDED FOR NEXT OPERATIONAL PERIOD</th>
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<tr>
<td>ENGINES</td>
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<tr>
<th>DIVISION/GROUP ASSIGNMENTS, SPECIAL NEEDS FOR NEXT OPERATIONAL PERIOD</th>
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<tr>
<td>CONTROL ACTIVITIES – WORK ASSIGNMENTS</td>
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**MAP OF CURRENT & PROJECTED SITUATION:**

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### Debriefing (cont.)

With the Operations Section Chief or Branch Director

- Is the principle method by which incident situation and progress updates are transferred
- The chief means for determining what resources are required for the next Operational Period.
- Complete your ICS 214 or Log Book
Unit 3 - Briefing

Requesting Resources

- Report need for additional/new resources to Branch Director or Operations Section Chief
- Needs most likely will be compiled and one request generated by the Branch Director or OPS
- You may be instructed to fill out a resource request 213 RR

ICS 213 RR

EPA-339 Division/Group Supervisor
Where Do they go from here?

- The Operations Section Chief or Branch Director, then makes tactical decisions and determines resource commitments based on incident priorities and resource availability.
- The format with which these decisions and resource commitments are displayed and communicated to other incident management personnel is the ICS 215.
### Completed ICS 215

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Work Assignments</th>
<th>Operational Period</th>
<th>Resource / Equipment</th>
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<tr>
<td></td>
<td>Rem</td>
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<td>Team</td>
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#### Operational Planning Worksheet

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<tr>
<th>ICS 216</th>
<th>EPA</th>
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#### Notes / Remarks

- Completed ICS 215

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### EXERCISE

ICS 213 RR & ICS 215

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EPA-339 Division/Group Supervisor
**Debriefing**

**With the Situation Unit**

- Update Map to Progress Made
- Provide Weather Observations
Debriefing

With the Resource Unit
- Confirm Assigned Resources
- Confirm Status of Resources
- Find out about Next Operational Period Assignment

Debriefing

- With Finance/Administration
  - Follow up on any hired equipment
  - Report on any contractor problems or issues
  - Turn in any shift tickets
Unit 3 - Review

- Develop an understanding of division / group resource briefings
- Develop an understanding of an assignment line briefing
- Develop an understanding of what information is needed for debriefing at the end of an Operational Period
- Develop an understanding of what information the Operations Section Chief may want for preparation of the next period’s Incident Action Plan

END Unit 3

Question / Comments?
Unit 4 - Personnel Management

Personnel Management

Unit 4 - Objectives

- Develop an understanding of supervision and personnel management concepts as related to the Division/Group Supervisor
- Develop an understanding of performance and accountability required to and from a Division/Group Supervisor
- Describe how a Division/Group Supervisor recognizes and responds to stress in their division/group
Unit 4 - Personnel Management

Characteristics of an Effective Team

- Leadership
- Common commitment to a purpose
- Clear roles, responsibilities, and accountability

Characteristics of an Effective Team (continued)

- Positive atmosphere
- Open communication
- Systems and procedures
- Continued evaluation of performance
Questions?

Performance Accountability

- Individual
- Team
**Performance Accountability**

- Plan
- Manage
- Evaluate
- Revise

**Performance Problems**

- **Document actions taken:**
  - Review Expectations
  - Additional training
  - Better communication
  - Reassignment
  - Dismissal
Performance Problems

- Performance issues will need to be dealt with while still acknowledging the different policies and procedures of the agency or contractor
  - Agency policy and procedures
  - Other Federal, state, and local agencies
  - Contract resources

Questions?
Factors determine the stressfulness of an incident:
- Features of the incident
- Community or societal factors
- Characteristics of the individual involved

Types of stress:
- Day-today
- Cumulative stress and strain
- Critical incident Stress
  - Pre-deployment
  - In the field
  - End of assignment
Developed an understanding of supervision and personnel management concepts as related to the Division/Group Supervisor

Developed an understanding of performance and accountability required to and from a Division/Group Supervisor

Demonstrated how to successfully recognize and respond to stress in emergency settings
Questions?
The Student Will develop an understanding of

- Risk management and the risk management process
- Operational risk assessment and how to apply it
- The concepts of risk controls
Responsibility and the Authority to implement a Risk Management Process

You will:

- Implement a Risk Management Process
- Coordinate the activities of a diverse set of resources
- Ensure tactical assignments are performed safely

A process of evaluating and mitigating hazards in the work environment
What Is Risk Management?

- Situation Awareness
- Hazard Assessment
- Operational Risk Assessment
- Risk Controls
- Decision Point

Definitions

**HAZARD:**
Something within the environment that can cause harm to people and/or equipment

**HAZARD ASSESSMENT:**
Identification and evaluation of hazards

**RISK:**
The chances that persons take in relationship to a hazard
Situational Awareness:

“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”

Step One

Situation Awareness

A combination of long held attitudes and knowledge based on experience and assumptions with accurate and timely information gathered from current situation

Perception ➔ Reality = Situation Awareness
Unit 5 – Risk Management

Gather Accurate Information

- From where?
- From whom?
- Verify?

Barriers To Situation Awareness

- Fatigue
- Time pressure
- Inexperience
- Overconfidence
- Distraction
- Supervisory pressure
- Peer pressure
- Selective perception
**Considerations**

- Unknown Hazards
- Resources familiarity with strategy & tactics of situation
- Do assigned resources match assigned tasks
- Communication Restraints
- Law Enforcement – Evidence Collection Preservation
- Public Interest

**Step Two**

**Hazard Assessment**

- Identify the hazards
- Evaluate the severity
- Exercise judgment
Ask questions
What are the hazards?

Exercise

Name 5 safety hazards that could be encountered with:

- Oil Spill
- Dirty Bomb
- Flood Incident
- Hazardous Materials Incident
Hazardous Attitudes

- Anti-authority
- Impulsive
- Invulnerable
- Macho
- Resignation

Step Three

Operational Risk Assessment

Evaluate the actions that need to be taken to follow out the tactics in the IAP with the Hazards to determine the real risks
Unit 5 – Risk Management

Step Four

Risk Control

- Specific measures established to reduce or eliminate hazards

Risk Controls

- Engineering Controls
- Operational Controls (Time/Distance/Shielding)
- PPE
- Decontamination
- Site Security
- Changing Tactics
The minimum mandatory risk controls on every assignment should be establishing the LCES system.

Step Five

Decision Point:

Go/No Go decision based on whether risk controls established can adequately reduce or eliminate the hazard identified.
Making the decision

- Know the mission
- Know your authority
- Understand the hazards/risks and controls
- Know which information is essential (priorities)
- Understand the implications of a No Go decision
- Preplan contingencies
- Communicate clearly

3 Methods of Determining Hazard and Risk Prioritization

- The Priority Cross
- Risk Assessment Code (RAC)
- Severity, Probability, Exposure (SPE)

Usually a Safety Officer function/experience is key
The Priority Cross

The Priority Cross

1. Great Loss Potential?
   - YES
   - NO

2. Preventable?
   - YES
   - NO

1 = highest priority
4 = lowest priority

Risk Assessment Code

Risk Assessment Code (RAC)

<table>
<thead>
<tr>
<th>Hazard Severity</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>I Catastrophic</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
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<tr>
<td>II Critical</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>III Marginal</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>IV Negligible</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

A = likely to occur immediately or within a short period of time
B = probably will occur in time
C = may occur in time
D = unlikely to occur

1=Critical 2=Serious 3=Moderate 4=Minor 5=Negligible
ORM is a formalized thought process

Enables incident management to justify risk-based decisions, especially in the face of legal, political, and public scrutiny

Incorporates SPE Model

Risk = Severity x Probability x Exposure

Risk Estimate

Risk = Severity \times Probability \times Exposure

Severity:

1 = None or Slight
2 = Minimal
3 = Significant
4 = Major
5 = Catastrophic

*Must have agreement between Ops and Safety*
Operational Risk Management

Risk Estimate

Risk = Severity x Probability x Exposure

Probability (likelihood):
1 = Impossible or remote
2 = Unlikely under normal conditions
3 = About 50-50
4 = Greater than 50%
5 = Very likely to happen

Operational Risk Management

Risk Estimate

Risk = Severity x Probability x Exposure

Exposure (amount of time, number of occurrences, people, equipment etc.):
1 = None or below average
2 = Average
3 = Above Average
4 = Great
GAR Scale

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<tr>
<th>#</th>
<th>1-19</th>
<th>20-39</th>
<th>40-59</th>
<th>60-79</th>
<th>80-100</th>
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<tr>
<td>Risk</td>
<td>Slight</td>
<td>Possible</td>
<td>Substantial</td>
<td>High</td>
<td>Very High</td>
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<tr>
<td>Color</td>
<td>Green</td>
<td>Amber</td>
<td>Red</td>
<td>Red</td>
<td>Red</td>
</tr>
<tr>
<td>Action</td>
<td>Possibly Acceptable</td>
<td>Attention Needed</td>
<td>Correction Required</td>
<td>Immediate Correction</td>
<td>Discontinue / Stop</td>
</tr>
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</table>

INCIDENT ACTION PLAN SAFETY ANALYSIS

<table>
<thead>
<tr>
<th>Work Assignments</th>
<th>Date/Time Prepared</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS Form 215ACG</td>
<td>Operational Risk Management Plan</td>
</tr>
</tbody>
</table>
Unit 5 – Risk Management

Key Questions – Yes / No

- CAN PERSONNEL WORK SAFELY?
- DO YOU UNDERSTAND THE STRATEGY AND TACTICS?
- HAS A BRIEFING BEEN HELD WITH FEEDBACK?

Exercise

Hazard Assessment
Unit 5 – Risk Management

RESPONSIBILITIES:

DIVISION / GROUP SUPERVISOR’S:

- Accomplish assignment while preserving the safety of the Division / Group
- Safety of personnel takes precedent over mission
- Pay attention to established safety guidelines
  - NIOSH/OSHA/USCG/EPA Occupational Safety and Health Guidance Manual

USE OTHERS TO ASSESS RISK AND SAFETY

- Work with Safety Officer, Health & Safety Plan, 215a
- Branch Directors, Other Division / Group Supervisors
- Technical Specialists
- Law enforcement
- Logistics
- Liaison
<table>
<thead>
<tr>
<th>Incident Action Plan Safety Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incident Name</strong>: Katrina</td>
</tr>
<tr>
<td><strong>Date</strong>: 26 Sep 2005</td>
</tr>
<tr>
<td><strong>Operational Period</strong>: 0700 – 1900 27 Sep 2005</td>
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</tbody>
</table>

### Hazards Analysis
- **Other Risk Analysis**

### Hazard Mitigations

#### Haz Debris
- Ensure all personnel have emergency numbers, appropriate evacuation procedures and training on communication equipment.

#### Drinking Water
- Hydrate. Minimum Level D (safety glasses with side shields, watertight boots with steel soles, hardhats if overhead dangers, gloves, N-95 for dusty conditions).
- Ensure all personnel have emergency numbers, appropriate evacuation procedures and training on communication equipment.

#### Emergency Response
- Hydrate. Select proper PPE per contaminant. Complete 208 for entries. Minimum Level D (safety glasses with side shields, watertight boots with steel soles, hardhats if overhead dangers, gloves, N-95 for dusty conditions).
- Ensure all personnel have emergency numbers, appropriate evacuation procedures and training on communication equipment.

#### Environmental Assessment
- Minimum Level D (safety glasses with side shields, watertight boots with steel soles, hardhats if overhead dangers, gloves, N-95 for dusty conditions. Hip waders, life jackets for water ops. Air monitoring, multi-rane, radiation, etc., if needed)
- Ensure all personnel have emergency numbers, appropriate evacuation procedures and training on communication equipment.

#### Reconnaissance Branch
- Minimum Level D (safety glasses with side shields, watertight boots with steel soles, hardhats if overhead dangers, gloves, N-95 for dusty conditions)

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### UNIT 5 - Review

- **Risk management and the risk management process**
- **Operational risk assessment and how to apply it**
- **The concepts of risk controls**
Question / Comments?
Unit 6 - Coordination

COORDINATION

- Understand how to Successfully Coordinate Relations within the Incident Management Organization
- Understand how to Successfully Coordinate Relations within the division/group
Unit 6 - Coordination

Unit 6 - Objectives

- Understand how to obtain support from the:
  Division/Group Resources
  Planning, Logistics and
  Finance/Administration sections

External Coordination

- Interaction with other Positions
  - Other Operations Personnel outside your DIVS/GRP
  - Other Command and General Staff positions
- Inherent to the tasks of the Division/Group Supervisor
- The ability to do this effectively will determine your success as a Division/Group Supervisor
EXERCISE

- In groups, describe two activities that a Division/Group Supervisor would need to coordinate with the other Command and General Staff areas:
  - Logistics
  - Finance
  - Planning
  - Safety
  - Liaison
  - Public Information

Internal Coordination

- Identify the interactions of the Division/Group Supervisor with resources specifically assigned to the Division or Group
Unit 6 - Coordination

Assigned Resources

- Strike Teams
- Task Forces
- USAR Teams
- Sampling Teams
- Collection Teams
- Decon Teams

Division Relationships

- What might affect the way the Division / Group Supervisor does Business?
  - Adjacent Divisions
  - Groups operating in the same general area
  - Critical issues or operations **MUST** be coordinated between Divisions and Groups
What issues or operations might occur that require coordination?

- Hazardous Materials Operation or Release
- Lifting Operations
- Situation that Precludes You from Completing Your Mission

You can request Additional Resources:

- From Staging through the Operations Section Chief
- Share Resources with Adjoining Divisions

Division Boundaries are not Walls, Cooperation goes a long way toward Completing the Mission
Tactical Resources must have Tools and Equipment Necessary to do Their Job. How do you insure this happens?

The Division/Group Supervisor must Coordinate with other Incident Management Sections:
- Plans
- Logistics
- Finance/Administration

- Demonstrate how to Successfully Coordinate Relations within the Incident Management Organization
- Demonstrate how to Successfully Coordinate Relations within the Division
- Demonstrate how to obtain support
END Unit 6

Question / Comments?