
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

APPROVED COURSE OF INSTRUCTION

FIELD COURSE

2003

MODULES 1 - 17
COURSE TESTS

6. Deputies may be used at which of the following levels of the ICS organization? (check all that apply)

- Unit
- Section
- Command Staff
- Division/Group
- Branch

7. For each of the organizational elements listed below on the left, designate the number for the appropriate ICS title.

- | | | |
|---------------|--------------------------|---------------|
| Branch | <input type="checkbox"/> | 1. Leader |
| Section | <input type="checkbox"/> | 2. Officer |
| Division | <input type="checkbox"/> | 3. Supervisor |
| Command Staff | <input type="checkbox"/> | 4. Chief |
| Group | <input type="checkbox"/> | 5. Director |
| | | 6. Manager |

8. Groups and Divisions are at the same organizational level.

- True
- False

9. List the principal facilities located at an incident.

10. Groups have _____ responsibility.

Divisions have _____ responsibility.

11. The decision to have a written Incident Action Plan is made by the:

- Operations Section Chief
- Incident Commander
- Planning/Intelligence Section Chief
- Safety Officer

12. Select four essential elements of any written Incident Action Plan.

- List of total resources assigned to the incident
- Objectives
- List of agencies involved
- Assignments
- Supporting plans and material
- Organization
- Technical Specialist locations

13. Check-in at an incident takes place at: (check all that apply)

- Incident Command Post (at the Resources Unit)
- Facilities Unit
- Staging Areas
- Base or Camps
- Safety Officer
- Procurement Unit
- Helibases
- Division or Group Supervisors (for direct assignments)

14. Operational Periods are how long?

- One hour
- Two hours
- Not over twenty-four hours
- Twelve hours
- No fixed length

15. Air Operations if activated at an incident will be at what organizational level?

- Division
- Unit
- Section
- Branch
- Group

16. Span of control at an incident may vary within what range?

- One to five
- Three to seven
- One to three

17. Listed below are the names of various organizational elements found within the ICS organization. Place the letter of the element on the row adjacent to the appropriate ICS Section.

Operations Section = O
Planning/Intelligence Section = P
Logistics Section = L
Finance/Administration Section = F

- | | |
|--|---|
| a. <input type="checkbox"/> Cost Unit | k. <input type="checkbox"/> Air Operations |
| b. <input type="checkbox"/> Branch | l. <input type="checkbox"/> Ground Support Unit |
| c. <input type="checkbox"/> Food Unit | m. <input type="checkbox"/> Staging Areas |
| d. <input type="checkbox"/> Resources Unit | n. <input type="checkbox"/> Situation Unit |
| e. <input type="checkbox"/> Communications Unit | o. <input type="checkbox"/> Time Unit |
| f. <input type="checkbox"/> Technical Specialist | p. <input type="checkbox"/> Medical Unit |
| g. <input type="checkbox"/> Division | q. <input type="checkbox"/> Procurement Unit |
| h. <input type="checkbox"/> Documentation Unit | r. <input type="checkbox"/> Demobilization Unit |
| i. <input type="checkbox"/> Facilities Unit | s. <input type="checkbox"/> Group |
| j. <input type="checkbox"/> Compensation/Claims Unit | t. <input type="checkbox"/> Supply |

18. Incidents may have only one staging area.

- True
- False

19. Which of the following are general responsibilities associated with an assignment to an incident?
(check all that apply)

- Use clear text in all radio communications at an incident.
- Know the names of all Command and General Staff.
- Bring any specialized supplies or equipment required for your job.
- Organize and brief any subordinates assigned to you.
- Prepare an information release for your agency.
- Upon arrival, follow the Check-in procedure for the incident.
- Report directly to a Staging Area.
- Obtain a briefing from your immediate supervisor.
- Ensure that all personnel assigned to you are from the same agency/jurisdiction.
- Demobilize according to plan.
- Attend all planning meetings.
- Brief your relief at the end of each Operational Period.
- Hold a strategy meeting with personnel from your agency.
- Complete required forms and reports and give them to your supervisor or to the Documentation Unit before you leave.
- Acquire necessary work materials, locate, and set up your work station.

20. Name the appropriate ICS organizational element that if activated directs the activities listed below.

- _____ Responsible for Staging Areas.
- _____ Provides support and services to meet incident needs.
- _____ Sets objectives and priorities.
- _____ Collects and evaluates information, maintains status.
- _____ Prepares information releases.
- _____ Monitors costs, provides accounting, procurement, and time recording services.
- _____ Develops measures for assuring safety of all personnel.
- _____ Conducts tactical operations, develops tactical objectives, and directs all tactical resources.
- _____ Primary contact for Agency Representatives.

MODULES 2 - 6 (I-200) COURSE TEST

1. (2) Check the key elements associated with Management by Objectives in ICS. (check four)

- Designate a deputy
- Understand agency policy and direction
- Establish length for the operational period
- Establish the overall Incident Objectives
- Determine a name for the incident
- Select the strategy that will be used
- Perform tactical direction.

2. (2) Select five primary organizational levels found in the ICS.

- Manager
- Section
- Command
- Branch
- Division/Group
- Base
- Unit
- Officer

3. (2) In ICS, common terminology is applied to four of the following:

- Organizational elements
- Position titles
- General and Command Staffs only
- Resources
- All personnel
- Facilities

4. (2) One person may be in charge of more than one ICS organizational element.

_____ True

_____ False

5. (2) Organizational elements in ICS are often merged for convenience.

_____ True

_____ False

6. (2) Resources at an incident must be in one of the following status states. (check all that apply)

_____ Out-of-Service

_____ Released

_____ Assigned

_____ Enroute

_____ Available

_____ Inactive

7. (3) Upon arrival at an incident which already has an Incident Commander, a higher ranking person may: (check three)

_____ Reassign command

_____ Create a Unified Command

_____ Assume command

_____ Designate a deputy

_____ Maintain command as is

_____ Fill all Command Staff positions

8. (3) A Deputy Incident Commander must always be:

_____ Available for the duration of the incident

_____ Fully rested

_____ Qualified for the position

_____ Lesser rank

_____ From the same agency

9. (3) Which levels of the ICS organization may have deputy positions? (check all that apply)

- Strike Team
- Branch
- Liaison Officer
- Division
- Incident Commander
- Unit
- Staging Area
- Group
- Section

10. (3) Which of the following will always apply to Command Staff positions? (check two)

- Must be from the same agency as that of the Incident Commander.
- Must be qualified.
- Must always be filled after General Staff positions.
- Must always have assistants.
- Must be only one primary person per position.

11. (3) Branches on an incident can be set up either geographically, functionally, or by jurisdiction.

- True
- False

12. (3) Both functional groups and geographical divisions can be used together on the same incident.

- True
- False

13. (3) Division, unit, and other lower level ICS positions may be filled prior to designation of the appropriate Section position.

- True
- False

14. (3) Anytime an ICS position is demobilized, the function it was performing:

- Is eliminated.
- Goes to the Incident Commander.
- Is absorbed by another unit in the same Section.
- Goes to the next higher level in the organization.

15. (4) When possible, the Incident Command Post should be located:

- Outside the present and potential hazard zone.
- In a vehicle.
- With the largest agency on multi-agency incidents.
- Located with the Incident Base.
- All of the above.

16. (4) The Incident Command Post can be collocated with other facilities.

- True
- False

17. (4) An Incident may have more than one Staging Area.

- True
- False
- Only if over five divisions

18. (4) All Incidents should have:

- One or more Staging Areas
- One or more Helispots
- An Incident Command Post
- A Base or Helibase
- None of the above.

19. (4) Resources in a Staging Area should meet the following criteria. (check all that apply)

- Of the same kind and type.
- Available for assignment.
- Have an Agency Representative.
- Grouped in strike teams, task forces, squads or mobile field forces.
- Fully equipped.

20. (5) A Type I resource is always the best resource to be obtained.

- True
- False

21. (5) Task Forces can be: (check all that apply)

- A mix of different kinds of resources.
- The same kind but different types.
- Several resources of one kind mixed with other resources.

22. (5) All Strike Team resources must be:

- Of different kind and type
- Of the same kind and type
- From the same agency
- From the same jurisdiction
- Always available.

23. (5) Resources at an incident will always be in one of the following status conditions.

- Resting
- Enroute
- Available
- At Staging Area
- Assigned
- Committed
- Out-of-Service

24. (5) Resources in what status condition can always be placed in an active assignment within three minutes?

- Resting
- Enroute
- Available
- At Staging Area
- Assigned
- Committed
- Out-of-Service

25. (5) The Resources Unit, if activated on an incident, may change the status of resources.

- True
- False

26. (6) Information you should received about your incident assignment before departing:
(check all that apply)

- Incident type and name or designation
- Name/rank of incident commander
- Incident check-in location
- Reporting time
- List of other agencies assigned
- Travel instructions
- Name of your incident supervisor
- Communications instructions
- Incident Action Plan
- Resource order number or request number (if applicable)
- Your unit's radio designation.

27. (6) Check-in information is used at an incident for: (check all that apply)

- Personnel accountability
- Resources Unit status keeping
- Establishing Division boundaries
- Preparing assignments and reassignments
- Establishing operational periods
- Locating personnel for emergency notifications
- Establishing personnel time records
- Release planning.

28. (6) Tactical assignment check-in will normally be done with the:

- Task Force Leader
- Resources Unit
- Division/Group Supervisor
- Communications Unit Leader
- Staging Area Manager

29. (6) After you have reported to the incident on an active tactical assignment, you must also check-in later at either the Incident Command Post or Base.

- True
- False

30. (6) The following are essential when communicating at any incident: (check two)

- Passing all status changes through the Communications Unit
- Using clear text
- Using 10-Codes
- Making frequent radio checks
- Passing essential information only.

MODULES 7 - 11 (I-300) COURSE TEST

1. (7) In a fully activated incident organization, the responsibilities of the Incident Commander are:
(check all that apply)

Order all supplies
 Approve requests to release resources
 Coordinate Technical Specialists
 Approve the Incident Action Plan
 Determine radio frequencies to be used
 Maintain cost records
 Direct tactical air operations.

2. (7) Which of the following are major responsibilities of the Information Officer? (check three)

Determine which media representatives will be allowed access
 Approve press releases
 Determine if there are limits on information releases
 Conduct information briefings
 Arrange for tours and interviews.

3. (7) Which of the following are primary responsibilities for the Liaison Officer?

Coordinate duties of Technical Specialists
 Point of contact for Agency Representatives
 Visit agency headquarters
 Conduct planning meetings
 Establish safety requirements for outside resources
 Demobilize outside resources
 Coordinate interagency contacts.

4. (7) The Safety Officer may directly stop unsafe, life-threatening acts, that are beyond the scope of the Incident Action Plan.

_____ Anytime

_____ Never

_____ Only with the approval of the Incident Commander

5. (7) Which of the following are primary responsibilities for the Planning/Intelligence Section Chief? (check two)

_____ Determine Incident Objectives.

_____ Manage all operational information relative to the incident.

_____ Develop the Incident Traffic Plan.

_____ Supervise preparation of the Incident Action Plan.

_____ Prepare and give media briefings.

6. (7) Technical Specialists may function as a separate unit within the Planning/Intelligence Section, or be assigned to other parts of the organization.

_____ True

_____ False

7. (7) The Medical Unit has the following responsibilities at an incident. (check all that apply)

_____ Provide Medical Aid to Incident victims.

_____ Assist in processing injury related claims.

_____ Prepare major medical emergency procedures.

_____ Check food supplies for bacterial contamination.

_____ Issue daily medical bulletins.

_____ Prepare Medical Emergency Plan.

8. (8) Which of the following are essential actions to immediately accomplish on unplanned incidents?
(check all that apply)

- Size up the situation.
- Determine if there are lives at immediate risk.
- Establish the immediate objectives.
- Immediately establish length of the Operational Period.
- Determine if there are enough and the right kind of resources on-scene and/or ordered.
- Consider if span of control is or soon will approach practical limits.
- Prepare the written incident action plan.
- Ensure that personnel safety factors are taken into account.
- Establish if there are any immediate environmental issues to be considered.
- Prepare for press tours, photo opportunities, and media briefings.

9. (8) The incoming Incident Commander can change the Incident Action Plan for the incident:

- Only at shift change
- Only at a new Operation Period
- With approval of Agency head
- When deemed essential
- With the consensus of the General Staff.

10. (8) Branches in the ICS organization may be:

- Functional
- Geographical
- Jurisdictional
- None of the above

11. (8) Which one of the following is correct ICS terminology?

- Branch Leaders
- Division Managers
- Group Supervisors
- Command Staff Directors
- General Staff Officers

12. (8) The Deputy position may be used at General Staff, Branch, and Division levels in the ICS.

_____ True

_____ False

13. (8) Unified Command may be utilized on small initial response incidents as well as large complex incidents.

_____ True

_____ False

14. (9) The incident resources management process described in this module consists of the following steps: (check all that apply)

_____ Establishing resource needs

_____ Resource ordering

_____ Resource use

_____ Resource demobilization

15. (9) At the incident, the approval to order additional resources belongs to the:

_____ Planning/Intelligence Section Chief

_____ Incident Commander

_____ Procurement Unit Leader

_____ Operations Section Chief

_____ Logistics Section Chief

16. (9) On very large or prolonged incidents, the resource ordering authority to place orders can be delegated to the: (check all that apply)

_____ Logistics Section Chief

_____ Resources Unit Leader

_____ Supply Unit Leader

_____ Food Unit Leader

_____ Planning/Intelligence Section Chief

_____ Procurement Unit Leader

_____ Must always remain with the Incident Commander.

17. (9) The responsibility to fill orders placed from incidents belongs to the:

- Incident Procurement Unit
- Jurisdictional dispatch center
- Agency administrator
- Incident Supply Unit

18. (9) Single resources must be formed into Task Forces, Strike Teams, Squads or Mobile Field Forces prior to assignment into a Staging Area.

- True
- False

19. (9) Task Forces, Strike Teams, Squads or Mobile Field Forces assembled at an incident staging area should always be disassembled: (check two)

- At the end of each Operational Period
- At the completion of the incident
- When placed out-of-service at the Base
- When no longer required.

20. (9) The ICS position responsible for deciding what resources will be kept in the staging area is the:

- Staging Area Manager
- Operations Section Chief (except the Incident Commander)
- Planning/Intelligence Section Chief
- Supply Unit Leader

21. (9) The number of resources in a staging area can change dramatically during an operational period.

- True
- False

22. (10) All incidents using aircraft require that an Air Operations Branch be established.

- True
- False

23. (11) Only incidents expected to last over twelve hours require an Incident Action Plan.

_____ True

_____ False

24. (11) The Incident Action Plan for some incidents can be passed to subordinates in the form of a briefing.

_____ True

_____ False

25. (11) Written incident action plans should generally be used when: (check all that apply)

_____ The Planning/Intelligence Section Chief wants it.

_____ The incident goes into a new Operational Period.

_____ Aircraft are being used on the incident.

_____ Two or more jurisdictions are involved.

_____ Staging Areas or Camps are being used.

_____ There is a large ICS organization in place.

26. (11) The decision to prepare a written incident action plan is made by:

_____ General Staff consensus

_____ Incident Commander

_____ Operations Section Chief

_____ Planning/Intelligence Section Chief

27. (11) Criteria which is used to determine whether a strategy is appropriate: (check all that apply)

_____ Makes good sense (feasible, practical, suitable).

_____ Is within acceptable safety norms.

_____ Agreed to by all the General Staff.

_____ Is cost effective.

_____ Established by an Agency Administrator.

_____ Meets environmental constraints.

_____ Meets political constraints.

28. (11) Major elements that should always be included in any written incident action plan are:
(check all that apply)

- Area map
- Incident and tactical objectives
- On Incident Traffic Plan
- Organization
- Agency policy statement
- Assignments

29. (11) Responsibility for the documenting, assembling, printing, and distribution of the written incident action plan is that of the:

- Logistics Section Chief
- Incident Commander
- Information Officer
- Planning/Intelligence Section (except the Documentation Unit)
- Supply Unit

30. (11) The planning meeting is conducted by the:

- Situation Unit Leader
- Incident Commander
- Agency Administrator
- Planning/Intelligence Section Chief

MODULES 12 - 17 (I-400) COURSE TEST

1. (12) In a “classic” organizational set-up, designate which of the following ICS activities would be part of a **line organization**, and which would be part of a **support staff**: (use L or S)

Operations
 Liaison
 Planning/Intelligence
 Information
 Finance/Administration
 Logistics
 Safety

2. (12) All General Staff positions are activated for all incidents.

True
 False

3. (12) What determines the order in which General Staff positions are activated on an incident?

Operations Section is always first
 Complexity of the incident
 Cost considerations

4. (12) Which of the following statements are appropriate guidelines related to the General Staff positions. (check all that apply)

General Staff positions will always be designated by the Agency.
 Only one person will be designated to lead each of the General Staff positions.
 Deputies must be assigned to each General Staff position from other agencies when the incident is multi-agency.
 General Staff positions may be filled by qualified persons from other agencies and/or jurisdictions.
 Each member of the General Staff reports directly to the Incident Commander.
 General Staff positions (sections) can be combined when necessary.

5. (12) Which of the following statements are appropriate guidelines related to the Command Staff positions. (check all that apply)

_____ Command Staff positions can be combined if necessary.

_____ Command Staff positions may be filled by persons from other agencies and/or jurisdictions.

_____ Deputy positions can be established at the Command Staff level.

_____ Assistants can be designated from other jurisdictions or agencies as appropriate.

_____ The Command Staff reports directly to the Incident Commander.

_____ Command Staff members may interact with any position within the ICS for purposes of information exchange.

6. (12) The Safety Officer has the emergency authority to stop unsafe acts if personnel are in imminent life-threatening danger, and are operating beyond the scope of the Incident Action Plan. (check all that apply)

_____ Except in the Operations Section

_____ Must have the approval of the Incident Commander

_____ Not true

_____ At any time

7. (13) In Unified Command, the responsibility for setting policy related to the incident belongs to the:

_____ Jurisdictional and agency administrators

_____ Operations Section Chief

_____ Agency Representatives

_____ Incident Commander from the largest organization.

8. (13) In Unified Command, incident objectives, priorities, and strategies are made:

_____ By the agency with the greatest jurisdictional involvement.

_____ By the agency which contributes the largest number of resources.

_____ By the agency designated officials working as a team at the scene of the incident.

9. (13) In Unified Command, tactical resources are managed by:

- Each agency's Incident Commander
- The Operations Section Chief
- Command Staff of the Unified Command

10. (13) In Unified Command there is:

- A separate Incident Action Plan for each agency
- One overall Incident Action Plan
- A Unified Command Policy and Procedures Plan

11. (13) Unified Command staff may be spread among several Incident Command Posts at an incident.

- True
- False

12. (13) Check those activities that take place in the Incident Commanders' initial Command Meeting:

- Develop a collective set of incident objectives
- Agree on the basic organizational structure
- Make resource assignments
- Agree on cost-sharing procedures
- Establish the fully expanded Operations organization

13. (13) The Operations Section Chief on an incident run under a Unified Command will normally be from the jurisdiction or agency with the greatest involvement.

- True
- False

14. (14) Major incidents require which of the following: (true or false)

- An Agency Executive at the incident
- An Air Organization
- Written Incident Action Plans
- Camps
- Multi-agency deputy positions

15. (14) The primary factors in determining the size of the organization will be:

- Qualifications of the Incident Commander
- Span of Control
- Whether aircraft are involved
- Logistical, planning and support needs
- Number of Agency Representatives
- Potential for growth

16. (14) An Incident Complex must have at least three incidents.

- True
- False

17. (14) It is recommended that separate incidents within a complex be established as:

- Sections
- Separate incidents
- Segments
- Branches

18. (14) An Incident Complex must be run using Unified Command.

- True
- False

19. (14) An incident should be divided into two incidents when:

- The Incident Commander can no longer visually see both incidents.
- When multiple agencies are involved.
- When it is impossible to continue to provide operational, logistical or planning support.
- When the incident crosses jurisdictional lines.

20. (14) Once an incident has divided into two separate incidents, each still shares the original incident management team.

- True
- False

21. (15) Area Command is established by:

- Incident Commanders
- The Unified Command
- Agency Executives
- Any jurisdictional police or fire official.

22. (15) The responsibilities of Area Command are to: (check three)

- Control air operations.
- Set overall strategy and priorities.
- Process all resource orders.
- Allocate critical resources to Area Command Incidents.
- Make sure incidents are properly managed.
- Prepare Incident Action and Demobilization Plans.

23. (15) Unified Area Command may be used when incidents under the Area Command are multi-jurisdictional.

- True
- False

24. (15) Some of the criteria for using Area Command are: (check five)

- Joint decision of Incident Commanders.
- Several similar kinds of incidents are active in close proximity to one another.
- Whenever aircraft are required on multiple incidents.
- Critical life or property values are at risk due to incidents.
- Incidents are over five divisions.
- Incidents will continue into the next Operational Period.
- Incidents are using similar and potentially scarce resources.
- Problems are occurring in inter-incident resource allocation and coordination.

25. (15) Area Command organizational positions are always identical in name and responsibility to those in the Incident Command System.

- True
- False

26. (16) California has how many Mutual Aid Regions.

- Four
- Five
- Six
- Eight
- Ten

27. (16) Place the number 1, 2, 3, 4 corresponding to the levels in the order in which resources are requested.

- Operational Area
- State level
- DOCs or local government EOCs
- Region level

28. (16) Check the facilities responsible for receiving and processing incoming mutual aid resources.

- Marshaling Areas
- EOCs
- Mobilization Centers
- DOCs
- Staging Areas

29. (16) Check the independently networked systems coordinated at the state level through OES:

- Fire and Rescue
- Disaster Medical
- Law Enforcement
- Emergency Services
- Public Service Broadcasters

30. (16) The implementation and use of SEMS alters the makeup and functioning of existing mutual aid systems.

- True
- False

31. (17) A school district is considered a local government under SEMS.

- True
- False

32. (17) A single person may perform all five SEMS functions in a DOC.

- True
- False

33. (17) Command authority over incidents is the responsibility of:

- Local government EOCs
- Unified and Area Commands

34. (17) Inter-agency coordination is part of the normal function of an EOC.

_____ True

_____ False

35. (17) Area Commands may be established between the Incident Command teams and the EOC.

_____ True

_____ False