



Virtual Tabletop (VTTX) for HazMat Response

Module 2: Expanding Incident Position: Planning Section Chief (PSC)

This VTTX Playbook is your guidebook for progressing through the scenario. This gives you the required tasks that you need to complete based on your assigned ICS position. The Playbook will be different for each module and each role - please double check your playbook and intended training prior to starting work.

You will be asked to create any forms necessary in the performance of your position. Challenge questions are designed for you to demonstrate PQS or position knowledge where the creation of a form or product is not applicable. Please record your responses to the challenge questions on your ICS 214 Activity Log. Your exercise facilitator or ICS Coach will instruct you on how to submit your exercise materials, including any position specific deliverables, your ICS 214, Record of Training, and request for PQS signatures based on the proficiency you are able to demonstrate.

If you are short on time or are only needing specific PQS items, please discuss the appropriate tasks to complete with your ICS coach prior to starting the exercise. If you run out of time, stop wherever you are and jump to the final three tasks for DEMOB document submission.

Upon conclusion of the exercise, please take a moment to complete the Hot Wash/Exercise Evaluation (button located at the bottom of exercise website). Please identify at least two positives from your training experience and two things that can be improved. This honest feedback will enable the exercise support team to continue developing relevant training modules that provide valuable trainee experiences. Please remember, the feedback form is for evaluation of the exercise (design, materials, etc), not for an evaluation of your performance with the exercise tasks. Individual performance will be captured in your own ICS 225 and PQS completion with your designated ICS coach. *Your Verifying Officer may require completion of the Hot Wash/Exercise Evaluation as a condition of eligibility to receive PQS sign offs.

Please review the Scenario and the ICS 201 prior to starting your exercise play. Both documents are available under the Exercise Document Library of the exercise website.

STARTEX

Task	EXERCISE PROMPTS	PSC
1	You received notification that a hazardous materials incident has occurred about an hour away from your residence. It is an expanding incident in the process of transitioning to an Incident Command System structure, and you are being asked to respond as part of the Incident Management Team.	ICS-GEN-24
	You decide to pull out an ICS-214 to start documenting all activities beginning with the initial notification of deployment.	ICS-214
2	What information and materials will you pack (or double check that you have already packed) in your go-kit? <i>Reminder – please record your responses on your ICS 214</i>	ICS-GEN-01
3	You managed to arrive a half hour early so one of the oncoming IC's has asked for your help in developing the transition plan for official transfer of command from the on-site Fire Chief to the IMT Unified Command. For any information you don't yet have access to, they have asked for at least an outline of what they need to consider.	ICS-T3-PSC-48
4	You are handed an ICS 201 and told the initial brief for the IMT will be in 10 min, giving you plenty of time to read through the 201.	ICS-T3-SC-03
	Please list any questions you have or information needed in order to begin your position assignment. If this information is not provided at the initial brief – where might you find it?	
5	If you are taking over for an established position – what information do you expect to be passed in the transition brief?	ICS-T3-SC-04
	What is critical to know, and what is nice to know before you assume responsibilities for the section?	
	What deadlines will you need to be aware of?	
	Is there anything else you will need in order to support your position?	
6	At the initial brief, your section is assigned a general workspace in the ICP. The facility is large and does not have anything pre-set but has everything you need available on demand. Each section is allowed to lobby for "prime space" within the ICP.	ICS-T3-PSC-05 ICS-T3-PSC-11
	What is the ideal location and set-up for your section? What environmental conditions do you need (noise, light, traffic, etc) or who do you need easy access to? What level of privacy is required? Technology or supplies? What else is important to create a functioning workspace for your section? Will your entire section be located within the ICP or do you require additional facilities/locations to be identified and activated? What are the requirements for any additional locations?	
	Please identify on an ICS-213-RR what equipment and supplies you will need in order to set up the workspace for your entire section.	
7	In preparation for your first family huddle (section meeting), you make an outline of all the critical items to brief your new team on before they get to work setting up their work spaces.	ICS-T3-PSC-11 ICS-T3-SC-13

8	One of your task items is to decide on and publish the meeting schedule (ICS-230). Exercise clock time is now 1230 and the first IAP is due to the IC for approval by 2000.	ICS-T3-PSC-38
9	What notifications will need to be made once you have the meeting schedule published?	ICS-T3-PSC-39 (O4 code only)
10	While you recognize some of the names on the IMT roster, you are working with a relatively unknown team and you have not yet had a chance to see any of your colleagues in action. What is your approach to ensuring that all presenters at meetings and briefings are aware of and adhere to assigned responsibilities?	ICS-T3-PSC-44
11	The IC has indicated they are ready for your draft of the Incident Objectives and all data for the ICS-202 form.	ICS-T3-PSC-55
12	About 15 minutes in to your first family huddle (section meeting), you realize that the team on site is not sufficient to handle the rapidly expanding incident, nor do you have access to all the resources you need.	ICS-T3-PSC-03
13	On your 214, please indicate what the ideal make-up of your section would be, including justification for each position request.	ICS-T3-SC-01
14	Don't forget to request your replacement so you can demob or avoid working both night shift and day shift! Submit an ICS-213-RR for your position as well as one other position in your section.	ICS-T3-SC-02
15	What technical specialists should be requested for this incident? What parameters, requests, or instructions do you have for them? Where will they be located and what do they need to perform their role?	ICS-T3-PSC-12
16	You have been assigned a team of relatively inexperienced personnel, who are needing a refresher on their job roles. Please list and describe the ICS forms your position is responsible for, either as a primary owner/creator or as a contributor. What about the rest of your section? Where does your section fall within the organization structure, and what is your immediate chain of command? Please briefly describe the Operational Planning Process, highlighting where your position and section play a major role. Please describe the difference between groups and divisions, task force and strike team, deputies and assistants.	ICS-T3-SC-09
17	What additional plans, forms, logs, or communications may fall under the responsibility of your section (either as primary or contributor)? What is your role in preparing those?	ICS-T3-PSC-49

18	Please describe the major roles and responsibilities for each of the following positions. Include what forms or processes are primary, when in the operational cycle they are busy and may need assistance, and when they are expected to have a lull and may be available to assist.	
	Situation Unit Leader	ICS-T3-PSC-21
	Resource Unit Leader	ICS-T3-PSC-22
	Demobilization Unit Leader	ICS-T3-PSC-23
	Documentation Unit Leader	ICS-T3-PSC-24
	Environmental Unit Leader	ICS-T3-PSC-25
	Marine Transportation System Recovery Unit Leader	ICS-T3-PSC-26
19	In addition to a roles and responsibilities overview, it is critical for all personnel to be keenly familiar with the safety precautions in place for the incident.	ICS-T3-SC-11
	What tools or resources are used to identify, evaluate, and communicate safety hazards? What are the primary purposes/uses for each of the tools or resources?	
	How will you ensure your team follows all safety related guidelines for incident-specific hazards appropriately?	
20	It is critical to foster positive and productive interpersonal and interagency working relationships when responding to an incident.	ICS-T3-SC-06
	Explain your positions relationship and interactions with the rest of your section, the rest of the IMT, and with external stakeholders?	
	What are some of the essential keys to successful relationship building and in your position?	
21	Please elaborate on the relationships between your section and any direct contact with unit leaders from other sections.	ICS-T3-PSC-28
22	Please elaborate on your relationships with Command Staff and your interactions with other section leaders.	ICS-T3-PSC-28
23	Please describe your methods for establishing cohesiveness among your team.	ICS-GEN-17
24	What does success look like in your position/section? How will you communicate this expectation?	ICS-T3-SC-14
	If you supervise others, how will you evaluate your subordinate's success or performance deficiencies?	
	If you do not supervise others, how will you communicate your accomplishments or your needs to your supervisor?	
25	What does a respectful work environment look like? How will you go about creating a mutually respectful and equally opportunistic environment for response personnel?	ICS-T3-SC-07
26	How will you go about ensuring the safety, welfare, and accountability of assigned personnel throughout the incident?	ICS-T3-PSC-54
	If you do not supervise anyone, please describe what steps can you take to look out for your shipmates and fellow responders?	
	What risk management practices and tools will help ensure safety throughout your section?	

27	What is the best way to establish critical reporting with the IC for any sensitive information, emerging issues, or stakeholder needs?	ICS-T3-PSC-46
	What Agency or stakeholder issues would need to be escalated to the IC/UC?	
	What are some ways to establish collaborative relationship with the IC/UC in order to facilitate open and proactive conversations regarding stakeholder concerns and recommendations for resolution?	
	What should be briefed directly to the IC/UC, and what should be shared widely with the IMT and other response partners?	
	What is your role in procuring, preparing, communicating, distributing, or displaying incident information?	
	How will you ensure your section is working with the most current situation status?	
28	What is your position's (or section) role in the Command and General Staff Meeting?	ICS-T3-SC-05 ICS-T3-PSC-30 (O4 code only)
	Who are the rest of the participants, and what are their roles?	
	What is the purpose of this meeting? What information do you expect shared/received at this meeting?	
29	Please describe span of control and what are the effective limits for your position.	ICS-T3-SC-08
	What are the indicators that you are no longer operating under an effective span of control situation?	
30	What methods and tools will you use to ensure priorities, objectives, strategies, and tactics are communicated and understood throughout your entire section? Throughout the incident?	ICS-T3-PSC-45
	How will you communicate changes to the above, especially as the incident continues to expand?	
31	You have now been on-scene for a few hours and have a better sense of where the incident stands. The IC has asked for a brief update on where you are with accomplishments and challenges, along with visibility on your ICS 233 Open Action Tracker. What information will be included in this briefing, and what questions remain on your open action tracker? (hint - what do you need to know in order for your section to be successful that didn't get answered in the ICS 201 brief)	ICS-T3-PSC-43
32	What is your position's (or section) role in the Planning Meeting?	ICS-T3-PSC-32 (O4 code only)
	Who are the rest of the participants, and what are their roles?	
	What is the purpose of this meeting? What information do you expect shared/received at this meeting?	
33	The DEMOB Unit Leader comes to you asking for help with the Plan. They have never done one before so they are looking for guidance on where to even begin. You have some time real quick to walk them through the plan - what are the major components, who provides what input?	ICS-T3-PSC-60

34	Seeing that the Demob Plan that is being prepared for inclusion of the IAP currently only covers the IMT and agency resources, you schedule a time to work through the Incident Demobilization Plan to incorporate representatives from all the contract operators and agency response partners. Who are the stakeholders that need to be involved and what are their roles/responsibilities? What are the considerations for demobilization of operational or contracted resources from a haz mat incident?	ICS-T3-PSC-59
35	One of your team members notices you reviewing the demob plan and asks when you think they might be released. What are your considerations for the demobilization of your team? What are the conditions or parameters that would trigger demob? What about equipment or external resources under your section? How would you determine release priorities/demob schedule for the resources under your section?	ICS-T3-SC-22
36	Oh no! The SITL just told you they forgot to hit save and they lost all the work on the ICS-209, which is due by the end of the day. You will need to help them re-create it in order to submit it on time to the IC for approval. (hint - since no other documentation has been created yet, the 201 will be your most likely source of information.)	ICS-T3-PSC-36
37	It's time for a family meeting, and review of where the IAP is in development. What elements are you looking for to create a full IAP package? Who is the primary responsible person to speak with if you have any quality issues with any of the pieces?	IC-T3-PSC-47 (O4 code only)
38	What are your recommendations for ensuring adequate distribution of the IAP ahead of the Operations Briefing for the next Op Period? What technology, physical access, or communication barriers could influence the distribution? What technology could assist in the distribution?	ICS-T3-PSC-41
39	<p>What is your position's (or section) role in the Operations Briefing?</p> <p>Who are the rest of the participants, and what are their roles?</p> <p>What is the purpose of this meeting? What information do you expect shared/received at this meeting?</p>	ICS-T3-PSC-33 O4 code credit only
40	<p>Please describe, in your own words, what the Coast Guard Core Values of Honor, Respect, and Devotion to Duty mean. How are these applicable to incident response?</p> <p>How will you go about exhibiting and modeling these principles as a leader, as a subordinate, as a teammate, as a public servant?</p>	ICS-GEN-11 ICS-GEN-12 ICS-GEN-13

41	It's nearing the end of your shift and you need to start preparing to transfer your duties to your replacement. Since you don't know if you will have time to complete a lengthy verbal hand-off, you decide to write down all critical information that they will need to be successful in taking over your position.	ICS-T3-SC-24
	Please record your hand-off conversation outline or full briefing report for your incoming replacement, as well as list of notifications that need to be made concerning a change in assigned personnel (internal or external stakeholders). Also, what will your subordinates and supervisor need to know before you hand off to your replacement?	
42	Please review the demob plan to ensure you meet all the requirements to be released from the incident.	ICS-T3-PSC-37
	What documentation is required to be submitted to the Documentation Unit Leader upon completion of your work assignment/deployment?	
	Please submit all documentation created to your assigned PQS signer / ICS Coach for evaluation and exercise credit.	
43	Please return to the exercise website to submit your Hot-Wash / Exercise Evaluation.	ISC-T3-SC-18
	Lessons Learned and AAR/RAI will be discussed with all exercise participants at the next drill weekend (or other time as appropriate if the exercise is being conducted outside of a scheduled drill)	

Congratulations – you have completed the exercise!