

INSTRUCTOR NOTES – UNIT 2: COQUI FROG SCENARIO

Objective:

To review the key concepts of ICS.

Instructions:

Ask the participants to work in teams to complete the following activity:

1. Review the scenario, map, and resource list in your handouts.
2. Complete the following steps:
 - Identify who would assume the leadership of the ICS organization.
 - Develop initial incident priorities and SMART objectives.
 - Draw an organizational chart to support the objectives and manage resources. Your organization should maintain an effective span of control and include Command and General Staff, where appropriate.
 - Describe the responsibilities delegated to the Command Staff and Sections that are activated.
3. Record your results on chart paper that can be seen by the entire class.
4. Select a spokesperson and be prepared to present in 30 minutes.

Emphasize that the spokespersons should be able to explain the rationale for the team's decisions.

Debrief:

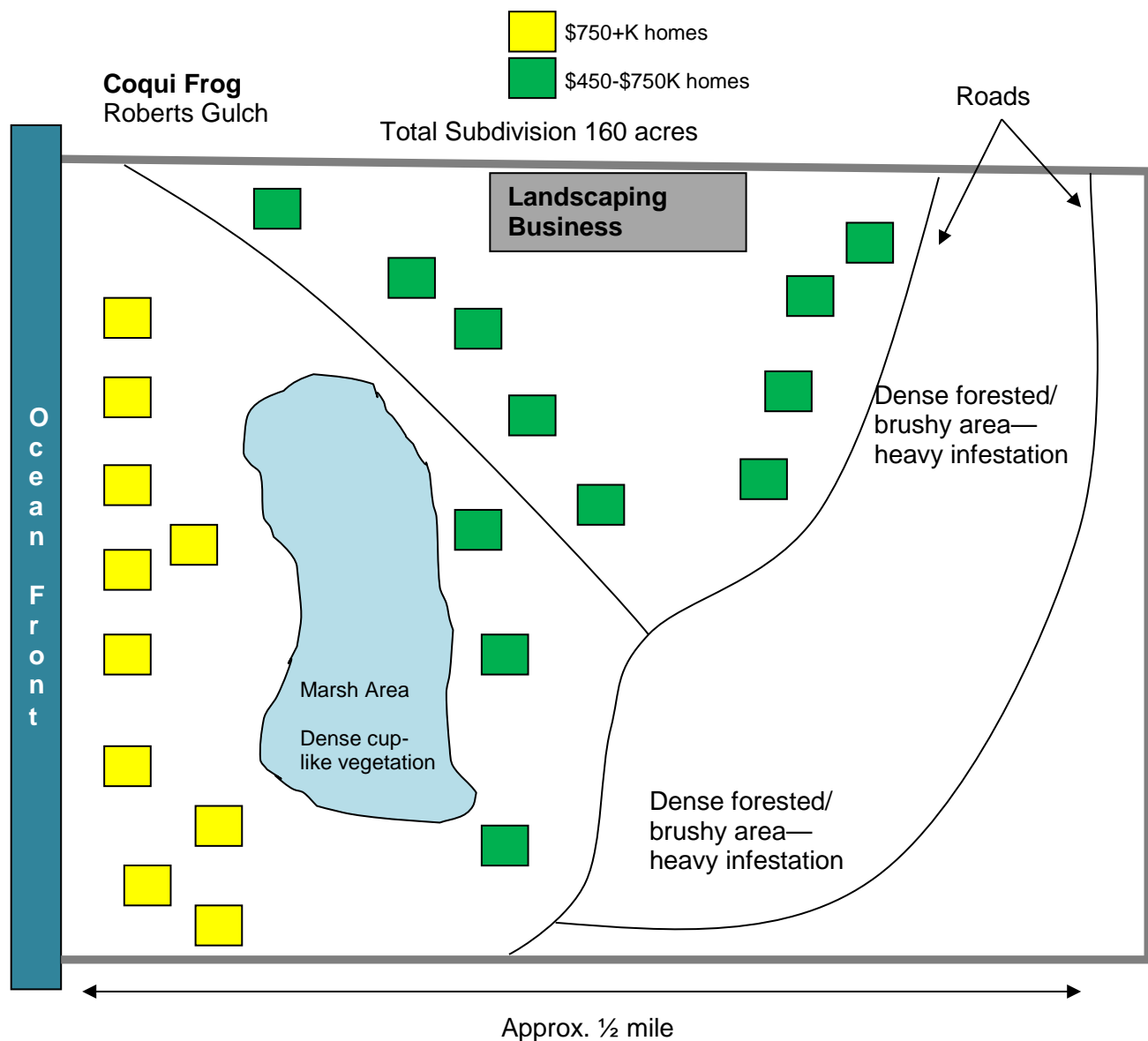
Monitor the time. After 30 minutes, conduct a debrief as follows:

1. Have each team present its organizational chart.
2. Compare the similarities and differences among the charts presented. There is no one correct answer. However, proposed organizational structures should be consistent with ICS principles and terminology.
3. Have each team present the activities delegated. Call on different teams to take the lead on presenting the tasks delegated to the following:
 - Command Staff
 - Operations Section Chief
 - Planning Section Chief
 - Additional General Staff Positions

Scenario: South Columbian Islands – Liberty Island

The coqui frog is a small, light brown to dark colored frog measuring up to 2 inches. Native to Puerto Rico, the coqui remain hidden during the day in leaf litter. Male coqui emerge into the trees at night calling “ko-kee” to attract females. Females lay their eggs in cup-like vegetation. Juvenile frogs hatch in 2 to 3 weeks. There are no natural enemies to control the coqui in the Islands of South Columbia. Populations may exceed 10,000 frogs per acre, which consume over 50,000 insects each night. As an invasive species, coqui endanger native insect populations and compete with native birds.

The shrieking courtship noise has been a major nuisance to many local residents and visitors, who are not able to sleep due to the noise level. At a distance of one foot, the loud piercing call of a group of coquis has been measured at 80-90 decibels. This is comparable to noise produced by a lawn mower. Property values are falling.



Unit 2. ICS Fundamentals Review

Since the coqui remains hidden during the day, the movement of household potted plants has been associated with its spread. There have also been a few reports that coqui frogs have been purposely released in certain areas.

Conditions:

- The State legislature has passed legislation and funding for eradication and control of the coqui. The funding is to the State Department of Agriculture.
- The Columbian Department of Agriculture (CDOA) has asked for an ICS organization to manage the incident.
- Nursery shipments to and from the island are a concern.
- Local law enforcement was dispatched to the scene at the request of HDOA.
- Home owners want to know what they can do and what role they can play in assisting with the control and eradication.
- There are no standards nationally for eradication of this invasive species, and approval has been granted to spray hydrated lime as an agricultural product, and/or use of citric acid (food additive) as a spray.
- Habitat modification with heavy machinery to clear all vegetation 14 inches in diameter and under is approved. Clearing and use of access roads will help facilitate use of spray application which is coinciding with the clearing work.

Resources:

County Employees/Equipment:

County Crew Labor	(2) 10 person crews with (1) 100 gal. Pumper/sprayer
Equipment	(1) Tractor-mounted brush cutter
Equipment	(1) Bulldozer for clearing brush P60U (clearing)
Equipment	(1) Track-hoe with hydro-axe attachment

Local Law Enforcement:

Local police officers/cruisers	1 unit with 2 officers
--------------------------------	------------------------

State Department of Ag. Employees:

Plant Quarantine Branch Director	1
Pest Survey Specialists	4
Plant Health/Safeguarding Spec.	2
Supervisory personnel	6 Local Dept. of Ag employees

Your Notes:

INSTRUCTOR NOTES – UNIT 3: COQUI FROG SCENARIO

Objective:

To apply key principles of Unified Command.

Instructions:

Ask the participants to work in teams to complete the following activity:

1. Review the scenario update resource list in your handouts.
2. Complete the following steps:
 - List who would be included in the Unified Command structure.
 - Describe the challenges facing the Unified Command.
 - Describe the strategies the Unified Command structure will use to address these challenges and facilitate information flow and coordination.
3. Select a spokesperson and be prepared to present your results in 30 minutes.

Debrief:

Monitor the time. After 30 minutes, conduct a debrief as follows:

1. Ask one team to present the issues facing the Unified Command structure.
2. Ask the other teams if they had different responses. Compare the similarities and differences among the teams.
3. Next, ask a different team to present the strategies. After the team presents, ask the other teams if they identified different strategies.
4. Summarize the key learning points.

Instructor Note: There is not enough tactical information provided to develop specific tactical assignments. Keep the participants focused on the issues associated with the establishment of Unified Command.

Scenario Update:

Each island is a county, and each county has a mayor that oversees activities on the island. The mayors established a “mini-grant” program for community groups that will organize to perform treatment action for the coqui frog. Each community awarded a mini-grant will be given \$3,000 and use of county sprayers through a loan program. Several new local homeowner groups have gotten organized due to the “mini-grants” program.

Additionally, while CDOA has authority through the legislation to enter private property, the South Columbia Department of Lands and Natural Resources (DLNR) has the jurisdictional authority to dispose of (or euthanize) wildlife and native species.

The U.S. Department of Agriculture Animal Plant and Health Inspection Service (APHIS) is very interested in the use of the Incident Command System for responses to all emergencies, especially plant/pest issues. They have expressed a desire to be part of the organization, and have made all their resources available for use.

Resources:

County Employees/Equipment:

County Crew Labor	(3) 10 person crews with (1) 100 gal. Pumper/sprayer
Equipment	(1) Tractor-mounted brush cutter
Equipment	(1) Bulldozer for clearing brush P60U (clearing)
Equipment	(1) Track-hoe with hydro-axe attachment

Local Law Enforcement:

Local police officers/cruisers	1 unit with 2 officers
--------------------------------	------------------------

State Department of Ag. Employees:

Plant Quarantine Branch Director	1
Pest Survey Specialists	4
Plant Health/Safeguarding Spec.	2
SITC personnel	4
Supervisory personnel	6 Local Dept. of Ag employees
Supervisory personnel	3 Local DLNR employees

APHIS Plant Protection and Quarantine (PPQ) Resources:

APHIS has made available their personnel to assist.

INSTRUCTOR NOTES – UNIT 4: COQUI FROG SCENARIO

Objective:

To organize groups into Incident Management Teams; review ICS Form 201, Incident Briefing; and identify issues related to the simulated incident.

Instructions:

Ask the participants to work in teams to complete the following activity:

1. Review the partially completed ICS 201, Incident Briefing in your handouts.
2. Develop incident objectives for the next operational period and revise the organization as needed. Document your objectives and organization on chart paper and the partially completed ICS Form 201. Make sure your objectives are SMART!
3. Write your incident objectives on the ICS Form 201. Also record the objectives on chart paper.
4. Select a spokesperson and be prepared to present your work in 30 minutes.

Debrief:

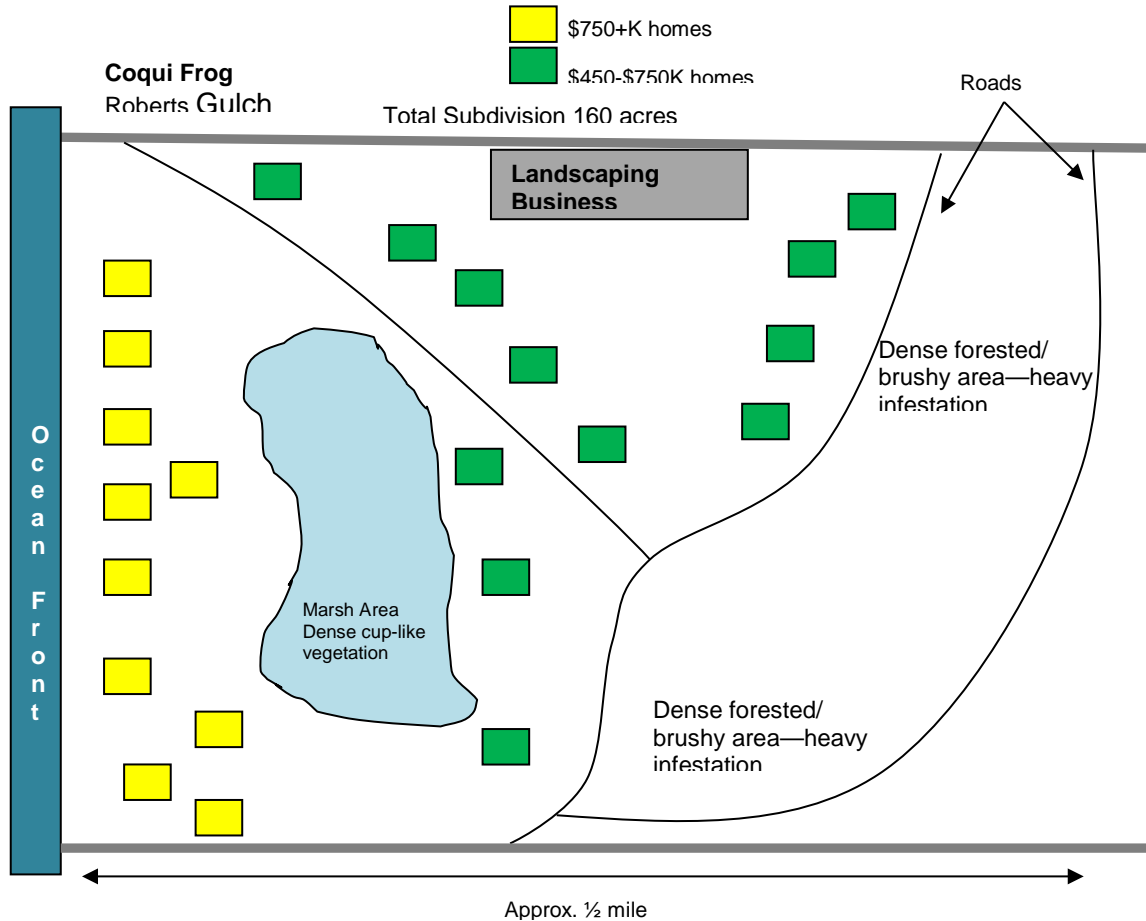
Monitor the time. After 30 minutes, conduct a debrief as follows:

1. Ask the teams to hang the chart paper with their incident objectives and organization (if different than on Form 201) in a location where the entire class can view them.
2. Select a team to present its incident objectives.
3. Compare the team's proposed incident objectives to those proposed by the other groups. Emphasize that there is NO one correct solution. Point out the similarities and differences. Where there are different solutions, ask the team spokesperson to present the reasons why the team chose a different objective or organizational structure. Continue this process until all of the potential objectives have been discussed.
4. Next ask the Public Information Officer from the first group to identify an issue related to public information on this incident.
5. Ask the Public Information Officer from the second group to identify another issue. Repeat until all groups have reported and no more issues are identified.
6. Repeat steps 4 and 5 for each member of the Command and General Staff. Have the Incident Commanders report last. Ask the Incident Commanders if they have confidence that the Command and General Staff have addressed all the issues related to the incident.

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Coqui Frog Response	2. Incident Number:	3. Date/Time Initiated: Date: 4-1-20XX Time: 0900
---	----------------------------	---

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):



5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: J. Roberts	Position/Title: Initial Response Incident Commander
Signature: _____	

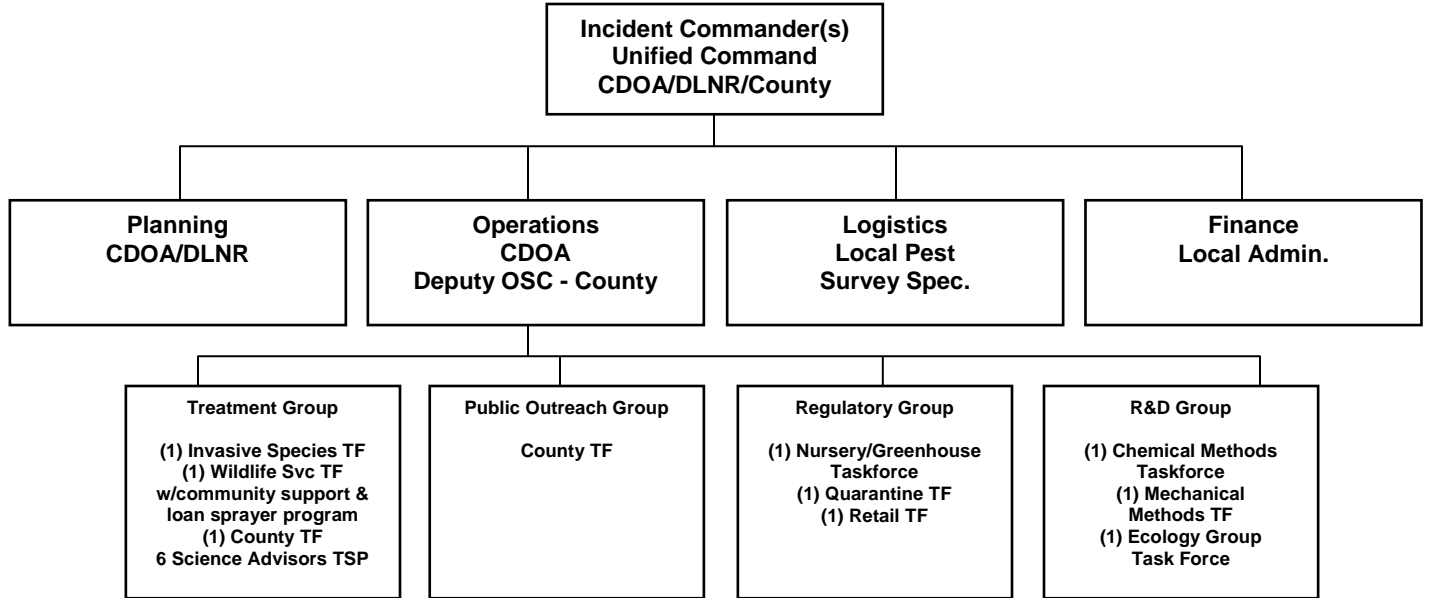
ICS 201, Page 1	Date/Time: _____
-----------------	------------------

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Coqui Frog Response	2. Incident Number:	3. Date/Time Initiated: Date: 4-1-20XX Time: 0900
---	----------------------------	---

9. Current Organization (fill in additional organization as appropriate):

Safety Officer:	CDOA
Liaison Officer or Agency Rep:	
Public Information Officer:	County PIO



6. Prepared by: Name: J. Roberts Position/Title: Initial Response Incident Commander Signature: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Coqui Frog Response		2. Incident Number:		3. Date/Time Initiated: Date: 4-1-20XX Time: 0900	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
6 Person Science Advisory Panel	El-Lissy; Sanderson, Stubbs, Huff, Burwell, Goeller		1000	<input type="checkbox"/>	Technical specialists: assigned to OSC
4 Regulatory Enforcement Investigators	Roberts, Herrin, Myers, Woodbridge			0900	Situation Unit & Ops Assignments
2 Investigative Enforcement Personnel	Embry, Stewart		1100	<input type="checkbox"/>	To be assigned: Operations, groups
4 Trainees from Riverdale assigned as needed	Smith, Jones, Springer, Wayne		1400		To be assigned: OSC/PSC
20 Survey Personnel	On order – no names		1200	<input type="checkbox"/>	To be assigned
5 (2 officer) police cars & 2 EMTs	Car #: 54, 75, 22, 65, 55 EMTs: Fortner, Maddux			0900	Medical Unit – Logistics can be assigned to OPS
4 fully outfitted pumper-spray w/ lime/citric acid & operators	Sprayer: #1, #2, #3, #4			0900	Assigned to Ops: Treatment Group
2 High capacity foam units	Foam Units: #77, #78 w/operators			0900	Assigned to E&D Group Supervisor
6 Group Supervisors	On order		1100	<input type="checkbox"/>	To be assigned: Ops & Plans
12 TFL (Task Force Leaders)	On order		1100	<input type="checkbox"/>	To be assigned: Ops & Plans
4 Pest Survey Specialists	On order		1100	<input type="checkbox"/>	To be assigned: Ops & Plans
6 SITC Personnel	Cooper, Broiles, Gale, Meredith			0900	Assigned to Ops & Situation Unit (Recon/Eval. Crews)
(4) 10 person work crews	Local/County personnel			0800	Assigned to Task Force personnel to Treatment, Outreach & Regulatory groups
(1) Tushhog (2) 200 gal. hydromulcher	Contact personnel			0800	Assigned to Operations
6. Prepared by: Name: J. Roberts Position/Title: Initial Response Incident Commander Signature: _____					
ICS 201, Page 4			Date/Time: _____		

Your Notes:

INSTRUCTOR NOTES – UNIT 5: COQUI FROG SCENARIO

Objective:

To allow participants to identify the importance of planning for incidents and events and to complete the Incident Action Plan (IAP).

Instructions:

Ask the participants to work in teams to complete the following activity:

1. Review the scenario update, maps, and resource list in your handouts.
2. Discuss the strategy recommendations and select a course of action.
3. Based on the selected tactics, determine resource requirements. Complete the Operational Planning Worksheet (ICS 215) and Safety Analysis (215A).
4. Identify the ICS forms to be included in the IAP.
5. Outline the agenda for the operational briefing.
6. Select a spokesperson to present your IAP as a concise 5-minute to 10-minute operational briefing. Be prepared to present in 60 minutes.

Debrief:

Monitor the time. After 1 hour, call time. The report out may be structured in two ways.

Option 1: Have each IMT conduct its briefing to the class as a whole. In this option, the entire class roleplays the oncoming operations function. Each team takes a turn as the team presenting the operations briefing.

Option 2: Pair up two teams together. Have the teams take turns presenting the briefings to each other as follows:

Round 1

- Team 1: Present the operational period briefing.
- Team 2: Participate as resources being briefed. Ask questions as appropriate.

Round 1 Feedback

- Team 1 Self-Assessment: Strengths of Plan and Presentation and Areas for Improvement
- Team 2 Peer Feedback
- Instructor Feedback

Round 2

- Reverse roles and have Team 2 present and Team 1 play the role of the resources being briefed.

Scenario Update:

The legislature is anxious for results. Extensive resources have been made available and are standing by. Placing orders for additional resources is not an issue.

It is suspected that a landscaping business dumped some plant materials that were infested with coqui into the nearby forested area. The population in the forested area is well established now. Rumors abound that they did it on purpose because they embrace the calling sound and feel it is not proper to kill the frog. They sell plants to the local residents as well as ship them to all the other islands and the mainland.

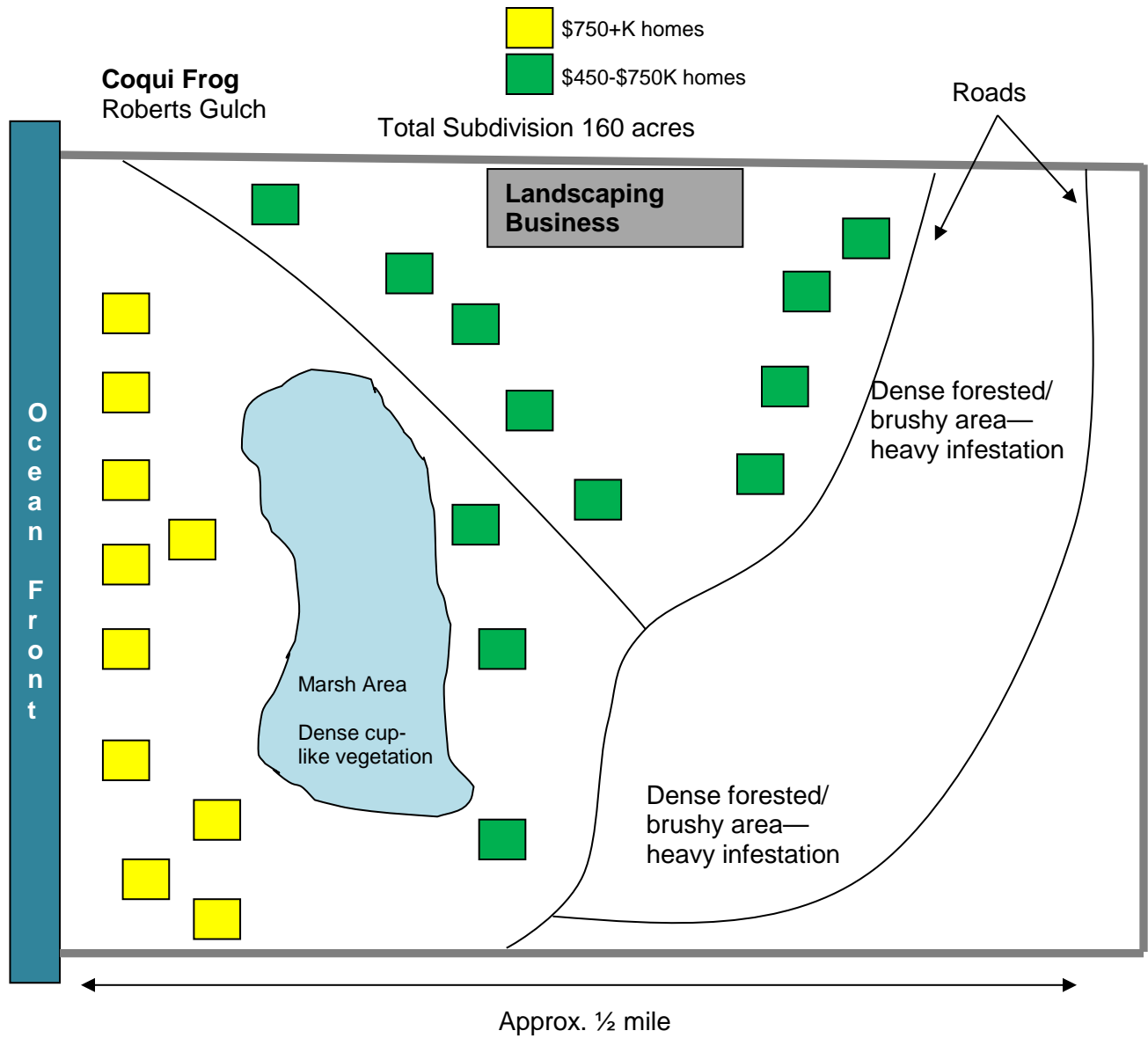
Vegetative clearing is approved on the forested lands as they are owned by the United States Government. They have granted access and have designated a liaison to work with the Incident Management Team. Local homeowners are aggressively pursuing the mini-grant program and working in the residential areas on a daily basis.

Clearing with equipment occurs during daylight and treatment is most effective at night, as this is when you can pinpoint the location of the male frogs. Four to six spray trucks with a three-person crew each for operations and mixing could cover the forested area from the existing roads. As additional roads are cleared, more trucks may be needed.

The State Plant Health Director and State Plant Regulatory Official have given you the following incident objectives as a minimum:

- Provide for the safety of incident personnel and the public.
 - Ensure an appropriate level of PPE.
 - Aggressive education and outreach will be part of the ICS organization.
- Respond to all new infestation reports within 48 hours. If verified as positive, ensure treatment begins within 7 days.
- Contain the Roberts Gulch population, and eradicate within 3 years (includes monitoring). Monitor nearby landscaping business.

Unit 5. Planning Process



Unit 5. Planning Process

Resources:

County Employees/Equipment:

County Crew Labor	(4) 10 person crews with (1) 100 gal. Pumper/sprayer
Equipment	(1) Tractor-mounted brush cutter
Equipment	(1) Bulldozer for clearing brush P60U (clearing)
Equipment	(1) Track-hoe with hydro-axe attachment
Equipment	(2) 200 gal. Hydro-mulcher
Equipment	(1) 1100 gal. Hydro-mulcher
Equipment	(4) Truck mounted 200 gal. sprayers

Local Law Enforcement:

Local police officers/cruisers	1 unit with 2 officers
--------------------------------	------------------------

State & APHIS Employees:

Plant Quarantine Branch Director	1
Pest Survey Specialists	4
Plant Health/Safeguarding Spec.	2
SITC personnel	4
Supervisory personnel	6 Local Dept. of Ag employees
Supervisory personnel	3 Local DLNR employees
Group Supervisors	4
Task Force Leaders	6
Survey personnel	20
Investigative Enforcement Personnel	2
Wildlife Services Personnel	2
Regulatory Enforcement Investigators	4
Science Advisory Panel Members	6

PPE/Equipment:

All necessary PPE has been provided from the State cache for the workers listed here. Additional orders for personnel will require additional ordering of PPE.

INSTRUCTOR NOTES – UNIT 6: COQUI FROG SCENARIO

Objective:

To allow participants to gain an understanding of how resources are ordered and to understand the challenges and strategies for managing resources during an incident.

Instructions:

Ask the participants to work in teams to complete the following activity:

1. Review the Operational Planning Worksheet (ICS Form 215) and Safety Analysis (ICS Form 215A) completed in the previous unit.
2. Describe how resources will be ordered (single point or multipoint) for this incident, from what sources resources will be acquired, and how long they will need to be deployed.
3. Identify the top challenges and strategies for managing resources during this incident.
4. Describe the method for evaluating resource effectiveness.
5. Select a spokesperson and be prepared to present your work in 30 minutes.

Debrief:

Monitor the time. After 30 minutes, call time. Then conduct a debrief as follows:

1. **Emphasize that there is NO one correct solution.**
2. Ask the team spokesperson to present its team solutions.
3. Discuss the similarities and differences among the team responses and rationales for their answers.

Your Notes:

INSTRUCTOR NOTES – UNIT 7: COQUI FROG SCENARIO

Objective:

To develop a Demobilization Plan for a simulated incident.

Instructions:

Ask the participants to work in teams to complete the following activity:

1. Review the information you developed in all the previous activities and the scenario update.
2. Write a demobilization plan using the five elements described in Unit 7.
3. Develop an agenda for a closeout briefing to be presented to the appropriate government officials of the affected area.
4. Develop a transfer of command briefing to be delivered to the Incident Commander who will be assuming the responsibility for the incident.
5. Select a spokesperson and be prepared to present your results in 45 minutes.

Debrief:

1. Ask one group to present their demobilization plan using the briefing format.
2. Ask the remainder of the class to provide feedback on the plan.
3. Provide any additional feedback based on the criteria below.

Demobilization Plan Criteria:

- No personnel or equipment are to be released without specific instructions.
 - Logistics will manage transport of personnel/equipment.
 - Criteria for safe release of personnel, including medical issues, must be included.
 - Reporting criteria to Demobilization Unit Leader must be included.
 - Travel parameters, notification upon arrival, and timeframes must be included.
 - Release priorities must be determined.
 - Release procedures must be determined.
 - Agency policy is that the Command and General Staff will demobilize as a group after the final transfer of command to the cleanup company and agency closeout.
4. Continue with this process until all groups have presented.

Scenario Update:

It has been 9 months now and monitoring indicates that the coqui populations have been eradicated in the forested areas. There are still some single calling males in the residential areas, but things are winding down rapidly. Command has determined that the incident priorities will now be restructured to focus on monitoring the forested areas and landscaping business and concentrate on treatment in the residential areas.

Incident Objectives:

- Implement required safety measures to protect responding personnel and the public.
- Respond to any new infestation reports within 48 hours and if verified begin treatment immediately.
- Assist residential mini-grant program efforts with supervisory personnel by filling requests with 24 hours.
- Develop a plan to continue monitoring the forested areas and business and residential sites. The target date for the completion of the plan is 5 business days.