

NATIONAL INTERAGENCY  
INCIDENT MANAGEMENT SYSTEM

INCIDENT COMMAND SYSTEM

INCIDENT ADVISOR  
PROCEDURES GUIDE  
ICS 230-4

MARCH 26, 1996

This document contains information relative to the Incident Command System (ICS) component of the National Interagency Incident Management System (NIIMS). This is the same Incident Command System developed by FIRESCOPE.

Additional information and documentation can be obtained from the following sources:

1. AGENCIES WITHIN CALIFORNIA

State Board of Fire Services  
State Fire Marshal  
Training Division, Suite 410  
P.O. Box 944246  
Sacramento, CA 94244-2460  
(916) 262-1958

or

Document Control  
Operations Coordination Center  
P.O. Box 55157  
Riverside, CA 92517  
(909) 782-4174

2. AGENCIES OUTSIDE CALIFORNIA

FIRETIP Program  
U.S. Forest Service  
Boise Interagency Fire Center  
3905 Vista Ave  
Boise, ID 83705  
(208) 334-9455

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## **INCIDENT COMMAND SYSTEM ADVISOR PROCEDURES GUIDE**

The Incident Command System Advisors Guide describes the basic requirements for ICS Advisors and provides information on the qualifications individuals should have to be ICS advisors. The guide discusses team selection and notification procedures, and provides general instructions and guidance to ICS advisors to use while on incidents.

## ADVISOR PROCEDURES GUIDE

1.1 INTRODUCTION With the implementation of the Incident command System, there is a need to provide ICS advisors to assist in the orderly implementation of the ICS on major incidents. The advisor/team is an ICS expert or an assembly of ICS experts to assist and give recommendation to the Incident Commander and his staff in the organization, staffing and system utilization. An ICS advisor or advisory team should be used on all extended attack or potentially critical incidents. ICS advisors may be assigned as individuals or as teams, depending upon the size and needs of the incident. The ICS advisor/team is not the same as an ICS evaluation team (see ICS 230-3) for further information on evaluation teams). Also, an ICS advisor should not assume or act in the capacity of an ICS position.

1.2 QUALIFICATIONS OF THE ICS ADVISOR/TEAM Persons selected to be advisors should be of sufficient status in their organization to be effective when acting as ICS advisors on incidents. All ICS advisors should have an in-depth knowledge of the Incident Command System and its five (5) functional elements: Command, Operations, Planning, Logistics and Finance. Advisors assigned to the ICS advisory team may have expertise in a certain functional element or the knowledge and experience to act as an advisor in any or all of these functional elements.

ICS advisors will:

- a. Participate in a yearly seminar.
- b. Attend ICS positional training sessions they deem necessary.
- c. Attend and participate in at least one (1) ICS simulation exercise yearly or function as an advisor during the year.

The agency may substitute knowledge of ICS and time spent on work groups developing lesson plans for the requirements to attend the yearly seminar.

1.3 ICS ADVISOR/TEAM SELECTION AND NOTIFICATION Advisors will be selected by their agencies in accordance with previously suggested qualifications. Advisors names should be submitted to the Operations Coordination Center (OCC) support and service manager no later than January 10th of each year. The names and agency will be entered into a computer file program to assist an agency in requesting advisors.

The advisors/team will be activated when ICS advisors are requested by the responsible jurisdiction. (Note, this should be coordinated when an incident is multi-agency and/or multi-jurisdictional, so as not to duplicate ordering of teams.)

The advisory team leader should be from the agency with jurisdictional responsibility for the incident. Individual advisors assigned to the team should be selected from the

agency or agencies that are involved in the incident if at all possible. The computer file program setup at the OCC will provide names and agencies for ICS advisors.

Advisors should be within a 3-hour response time to the incident.

Advisory teams should be large enough to handle the anticipated ICS organizational structure for the incident. In most instances this may require two or three (2 or 3) fully qualified advisors. With more complex incidents where expanded organizational structures are required, a qualified advisor for each of the functional elements may be needed (Command, Operations, Air Operations, Planning Logistics, Finance).

The following information should be given to each requested advisor:

- a. Team composition and individual assignments.
- b. Team leader.
- c. Location to report.
- d. Type of incident.
- e. Jurisdictional agency.
- f. Incident Commander.
- g. Communications frequency.
- h. Order number, if appropriate.

1.4 GENERAL INSTRUCTIONS ON THE INCIDENT The ICS advisor/team will report directly to the Incident Commander.

Advisory team members selected for an incident will report to the advisory team leader who should be from the jurisdictional agency responsible for the incident activities.

The entire advisory team will report to the Incident Commander and receive a briefing about the incident and what direction the team should take.

The team leader will further brief the members of the advisory team and give assignments.

The team leader should introduce the advisors to the appropriate ICS staff and advise them as to what the advisors' responsibilities are. At the earliest planning or briefing meeting, the Incident Commander should identify the members of the advisory team, indicate why they are at the incident and encourage his staff to cooperate.

The team leader should ensure that the members are readily available at any time. This may require making assignments on an operational period basis.

The advisor/team will be assigned to the incident for its duration unless released or relieved by the Incident Commander. In the case of extremely long duration incidents, a relief or new team may be ordered to replace the existing advisor/team with approval by the Incident Commander. Ordering of the relief or new team will be coordinated with the advisory team leader and the jurisdictional agency dispatch responsible for the incident.

1.5 AGENCY PARTICIPATION ON ADVISORY TEAMS Agencies that elect to send their advisor(s) to an assignment out of their jurisdiction do so on a voluntary basis with no reimbursement unless prior agreements are established and agreed upon by the affected agencies.