United States Coast Guard

Incident Command System

Chaplain
Job Aid

Technical Specialist (THSP)

Table of Contents:

1. Overview

1.1. User
This job aid is designed for Chaplains assigned within the National Incident Management System (NIMS) Incident Command System (ICS).

1.2. When to Use
This job aid can be used for any incident type and magnitude.

1.3. Scope
This Job Aid focuses on the role of the Chaplain in executing their role in the Incident Command System. It outlines how the Chaplain can most effectively integrate their expertise in religious support, pastoral care and community liaison with the vagaries of medium to large scale incident management.

U.S. Navy Chaplains are assigned to serve in the United States Coast Guard and in this capacity are trained in Incident Command System (ICS) procedures and Critical Incident Stress Management (CISM). Because religious convictions and spiritual concerns play a pivotal role in the self-understanding of

many; incidents that have a NIMS ICS category of Type 3 or above (see Appendix 5.1) may become highly stressful, emotionally charged, and even physically dangerous; especially when events encourage individuals to rely or refer to their spiritual understanding of life as the means for coping with traumatic events. Chaplains equipped with a pastoral skill set which includes CISM and Operational Stress Continuum model (OSC) can be immediately effective in providing ministry of presence, on scene counseling, and spiritual/ religious support. In addition to their pastoral ministry, these chaplains provide invaluable insight and advice to the Incident Commander (IC) because of their presence on the deck plate where they serve as an additional set of eyes and ears for the IC.

Therefore, it is important that the IC acknowledges, understands, and supports the religious and emotional needs of assigned personnel. This support is provided via the Chaplain of the Coast Guard through his Active Duty and Assigned Reserve Chaplains stationed across the United States.

1.4.   Primary Goals of the Chaplain
The primary goals of the Chaplain are:
- Provide ministry of presence
- On-scene counseling
- Spiritual / Religious support
- Advice to the Incident Commander

1.5.   References
Below is a list of references that may be required while using this job aid. This list is not all encompassing. Links for many of these can be found at http://homeport.uscg.mil/ics/:

- Incident Management Handbook (IMH) COMDTPUB P3120.17 (series).
- National Incident Management System (NIMS),FEMA P-501, December 2008
- National Response Framework (NRF), FEMA P-682, January 2008
- USCG Type 3 Unit Leader Part A (CORE) Performance Qualification Standard (PQS)
- USCG Type 3 Planning Unit Leader Positions Part B PQS

1.6.   Incident Management Handbook (IMH)

The Incident Management Handbook (IMH) is the key reference for the Chaplain for executing Incident Command System processes. The IMH is available as a handy pocket sized job aid and can be downloaded/printed from the Coast Guard ICS web pages at http://homeport.uscg.mil. The ICS Pages can be found under the Library section.

1.7.   ICS Forms

The key Incident Command System forms the Chaplain is most involved with are:
• Incident Briefing Form, ICS-201
• Incident Action Plan (IAP: several forms involved).
• Unit Log, ICS-214
• Incident Status Summary, ICS-209.
ICS Forms can be found on the Coast Guard ICS web pages at http://homeport.uscg.mil. The ICS Pages can be found under the Library section.

1.8.   Other

In the context of this job aid, the word incident means incident, event or exercise unless otherwise noted.

2. Checklists

(See chapter 3 for detail explanation on items on checklists)

2.1. Pre-Assignment Actions

	Ensure personal readiness for assignment
	Ensure SITL certification is current
	Assemble SITL Deployment Kit

2.2. Pre-Deployment Actions

	Receive assignment
	Verify reporting location, date and time
	Finalize personal readiness for assignment
	Receive travel orders and order number
	Make travel arrangements
	Verify/Update personal deployment kit
	Verify/Update SITL deployment kit

2.3.   Check in to the Incident

	Check-in on ICS-211
	Receive tasking
	Check in with Finance/Admin Section
	Check in with Logistics Section
	Review Site Safety Plan

2.4.   Obtain Situation Assessment

	Review ICS-201 or IAP and Situation Status Display
	What kind of incident?
	Who are key players?
	When incident occurred?
	Where is incident location/AOR?
	What is the incident organization?
	What are the religious considerations to be considered in this incident?
	Obtain a meeting and briefing schedule

2.5.   Receive Initial Brief

	Define your role
	Obtain PSC expectations
	Determine any limitations and constraints

3. Detailed Instructions for Checklist Items

3.1.   Pre-Assignment Actions

3.1.1.   Ensure personal readiness for assignment:
If you deploy without being personally ready, it will affect your ability to respond and cause a burden on the incident management team. Personal readiness includes:

- Medical/dental readiness
  - For military this means you are deployable
- Uniforms – You have enough uniforms and/or appropriate clothing for an expected deployment.
- Financial Readiness – You need to be financially ready to deploy. This means ensuring your financial situation is in order.
  - Government travel credit card (GTCC) – you should check your GTCC limit. If you expect to be deployed more than 30 days, your limit should be increased

(example from $2,500 to $10,000).
- o Ensuring bills will be paid while deployed.
- o Ensure you have a TPAX account.
- Family Readiness
    - o Ensure you have a Dependent Care/Pet Care plan for when deployed. Please check www.militaryonesource.com for assistance.

3.2.   Pre-Deployment Actions

3.2.1.   Receive assignment
- You will receive your assignment from the Chaplain of the Coast Guard via message, phone call, supervisor, or on orders.

3.2.2.   Verify reporting location, date and time
- You should verify reporting location, date and time, order number, as well as Incident Command Post (ICP) contact numbers for assistance with check-in.

3.2.3.   Finalize personal readiness for assignment

- Review the pre-assignment checklist to ensure readiness for assignment, which includes personal, dependent, and financial readiness.
- Notify your chain of command of any outstanding readiness issues. This may mean delaying deployment to resolve the issue.

3.2.4.   Receive Travel Orders and order number

- As per Joint Federal Travel Regulations (JFTR) U2115.A a written order issued by a competent authority is required for reimbursement of travel expenses; however U2115.B states that an urgent or unusual situation may require that travel begin before a written order can be given. Please refer to the JFTR to ensure all conditions are met when traveling under oral orders.
- The travel order number (TONO) and order number are different. The order number will be used at check-in to verify the position that you will be filling.

- Order Number is generally in the following format:
  - ○ Example: O374 (O is for Overhead, and the 3 digit number is assigned by Logistics)

3.2.5.   Make travel arrangements

- Obtain counseling on entitlements and responsibilities from a travel authorizing official and review the JFTR as necessary.
- Request cash advances as required.
- Make travel arrangements using approved CG travel method.

3.2.6.   Verify/update personal mobilization kit.

A personal mobilization kit contains your personal items needed for the deployment and includes items like:

- Medications
- Uniforms and/or appropriate clothing
- Special PPE or special weather clothing required.
- Verify if any special PPE will be provided by the incident.

3.2.7.   Verify/update SITL Deployment kit
- Ensure manuals, forms and guides are current versions (electronic and paper).
- Ensure supplies are restocked from last deployment.

3.3.   Check in to the Incident

3.3.1.   Check-in on ICS-211:
Upon arrival at the incident, check-in at the Incident Command Post on the ICS-211.
- Check In - Ensure you have your Order Number available. This enables the Check-in Recorder (CHKN) to validate your assignment to the incident quickly.

In some cases the incident may be using the 16 digit government TONO assigned to you as the Order Number.

- On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.
- The incident will want a number where you can be reached, your home base, how you got to the incident as well as any additional qualifications you may have.

3.3.2.   Receive Tasking

- The check-in recorders should be able to tell you how to get to the ICP or where you will be working within the incident.

3.3.3.   Check in with Finance/Admin Section

- Travel Orders: Leave copy of orders or other travel documents with FSC or Admin Officer. More often than you realize, travel to an incident may take place on a unit tono with the understanding that the incident will correct this when you arrive. Take care of this soon so it doesn't hold you up when you are ready to leave!

3.3.4.   Check in with Logistics Section

- Berthing assignment: The incident is responsible for ensuring you have adequate berthing, unless you are locally based. If the incident is small, Logistics may ask you to make your own arrangements, or they may have already contracted with a local hotel for incident personnel. Even if you have made your

own arrangements, Logistics should still be tracking where personnel are berthed

- Meal schedule: The size, complexity and location of an incident will impact the availability of meals.   On most Coast Guard responses, meals are the responsibility of the individual. If meals are provided; the incident generally tracks who got a meal and the individual is required to make the appropriate modification to their travel claim.
- Consumables: Determine where to obtain necessary materials for the unit (e.g. copy paper, pens, markers, etc.).
- Incident Credentials: On some incidents, credentials (badges) are created for all assigned personnel. If the incident is creating credentials, you should receive them when you check-in.

3.3.5.   Review the Site Safety Plan

- All overhead personnel and tactical resources (Operations personnel) must review the incident specific Site Safety Plan and sign the Worker Acknowledgement Form.
- A copy of the Site Safety Plan may be found at Check-In, Staging Areas, and in

the Command Post in the Operations Section Chief and Site Safety Officer's work area.

- On large incidents it may also be posted in areas near the meal area and any other place large groups of people will congregate.
- Periodically review the Site Safety Plan to learn about any additions and updates to the Plan.

3.4.   Obtain Situation Assessment

The following tasks should be accomplished after checking-in to the incident.

3.4.1.   Review the current ICS-201 and/or IAP
- The purpose of this task is to acquire additional background on the incident prior to starting your assignment.
- Regardless of when you arrive at an incident there is usually very little time for someone to brief you.
- You need to find out the Who, What, When, Where, Incident Organization, and Resources related to the incident:

3.4.2.   What is the incident (SAR, oil/hazmat, LE, natural disaster, etc.)?
- This gives you an idea of the resources that should be operating in theatre.
- Determine if the incident is Type 1, 2, 3, 4 or 5.

3.4.3.   Determine the size and complexity of the incident:
- Who are you working for (IC, UC, AC, NIC)?

- Is the incident expanding or contracting?
- What is the press interest?
- Are there any political considerations to the incident?

3.4.4.   Who are key players (Federal, State, local, industry)?

- This may give you some insight into why Command is setting particular objectives as well as the boundaries of the incident Area of Responsibility (AOR).
- One of the most important considerations to the Incident Management Team (IMT) is the local community they are serving. Do you know what their goals/expectations of you are as the IMT?

3.4.5.   When did the incident take place?

- An incident changes character over time including; survival rates, weathering of oil, potential contaminants, vessel stability, etc.

3.4.6.   Where did the incident take place?

- Do you know the unit Area of Responsibility (AOR)? If so, you have an

advantage in knowing relationships, geography, local plans, etc. If not, you must spend some time getting to know the area.
- What is the difference between the unit AOR and the incident AOR? Generally, there is a difference.
- Ensure you are aware of any community issues, sensitive areas, and endangered species within the incident AOR.

3.4.7.   What is the incident organization? You must know who is in your direct chain of command as well as other key players such as the Incident / Unifed Commander(s) (IC/UC), Operations Section Chief (OSC), Logistics Section Chief (LSC), Finance/Admin Section Chief (FSC), Liaison Officer (LNO), and Safety Officer (SOFR).

3.4.8.   What are the religious considerations to be considered in this incident?
- Predominate faith traditions of the AOR
- Significant holy days/ special observances
- Religious leaders engagement

3.4.9. Obtain a meeting and briefing schedule

- When is the next meeting or briefing that should be attended?
- Will you be required to present the next situation brief?
- If not already filled out, create the ICS-230.

3.5. Receive Initial Brief

The initial briefing is the opportunity for the SITL to receive additional details about their incident assignment. Depending on the phase and/or size of the incident, you may or may not get a chance to spend this time with the Planning Section Chief (PSC) and/or Deputy PSC before you start working. If you are NOT able to have this brief, you may be able to be briefed by the current SITL or other Planning Section personnel.

3.5.1. Define your role

- How big a role are you playing? Are you playing the role of SITL and another unit leader (multi-hatted)?
- Do you have the experience for the role you are playing?
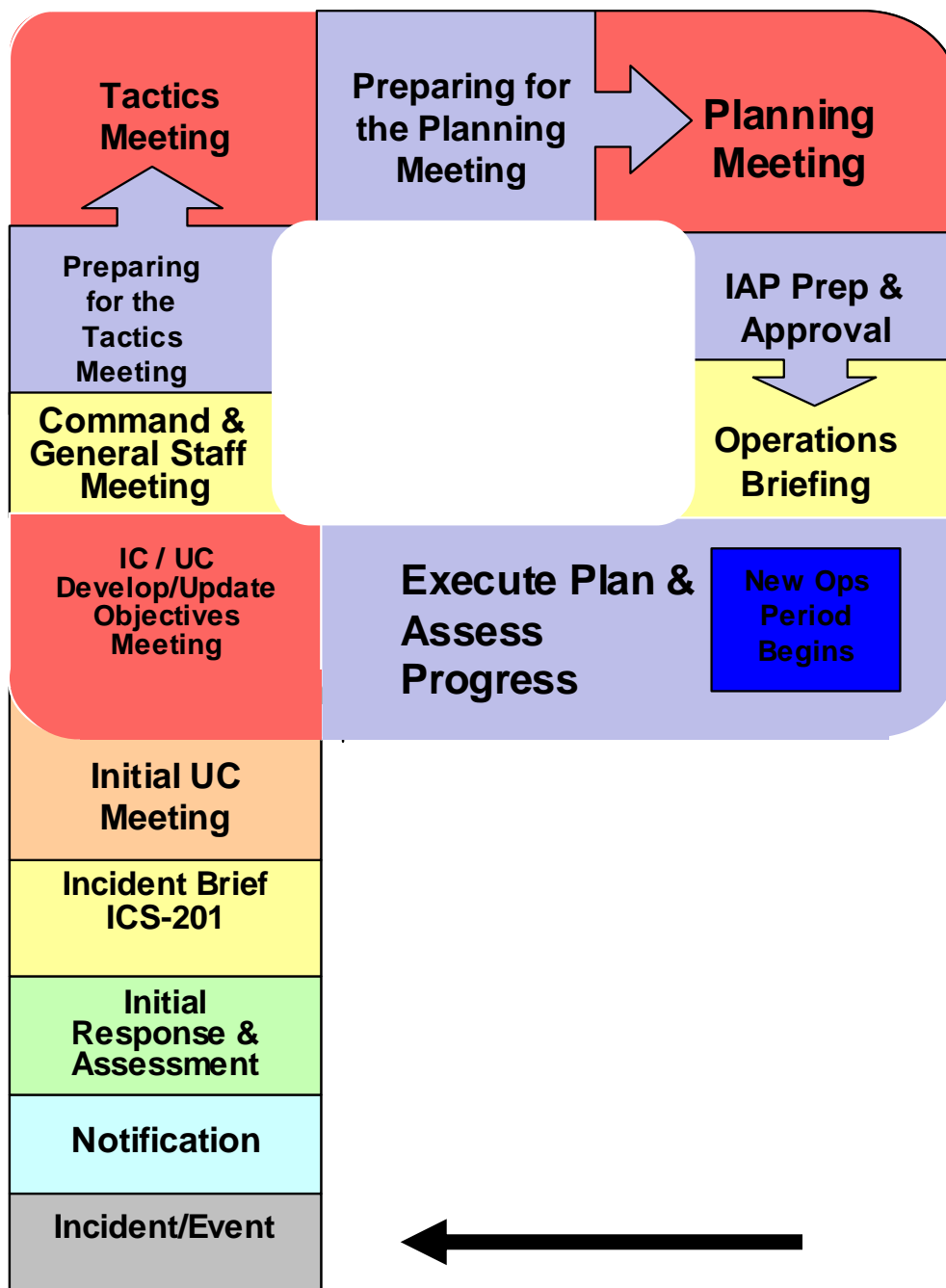
- Do you have authority from the PSC to request resources?

3.5.2. Obtain the expectations

IMT members come with many different levels of expertise and experience.

4. The Chaplain and the ICS Planning Process

4.1. Notification Phase

When the first Chaplain is initially notified of an incident. Pre-assessment information is collected prior to reporting on scene.

STEP	ACTION	✓
1.	Determine what happened. Acquire a copy of the current ICS 201 and/or Incident Action Plan (IAP) from incident Documentation Unit. With this information, make initial assessment of overall scope / potential of the incident and need for Chaplain corps.	❑
2.	Determine injuries, illnesses, fatalities and the threat to the uninjured.	❑
3.	Determine real and probable threats to responders.	❑
4.	Activate notification checklists to Senior Chaplain and other appropriate resources in accordance with approved contingency plans.	❑
5.	If incident is a Type 1 or 2 in size, contact Incident Commander or Deputy, otherwise proceed to step 6. IC contact can be obtained from the affected District Command Center. If the IC is not	❑

	available, contact IC upon arrival. - Request permission to activate additional Chaplains prior to deployment. - If granted, contact incident RESL and have ICS-213RR filled out and sent to IC for approval (this starts the resource request process and ensures order numbers are assigned prior to the resource arrival).	
6.	Conduct pre-deployment operational risk assessment.	❑
7.	Acquire Travel Orders (TONO) and order number from incident Supply Unit Leader (SPUL).	❑
8.	Deploy to field with current ICS-201 and/or Incident Action Plan and appropriate assessment tools and references. Note: deploy only with direction from the Chaplain of the CG or District Commander.	❑

4.2.   Initial Response and Assessment

The initial actions of an on-scene Chaplain are outlined below.

STEP A:	Check-in	✓
1.	Check-in at ICP on ICS-211	☐
2.	Validate order number	☐

3.	Determine assignment and reporting relationship.
	- depending on the incident, the Chaplain(s) can be assigned:
	   o as a separate Command entity
	   o to the Planning Section
	   o to the Logistics Section
	   o as a separate Section
	- If unclear at check-in, complete Steps B and C and then make a recommendation to the Incident Commander / Unified Command.
		☐

4.	Acquire meeting schedule (ICS-230) and determine meeting attendance requirements.	☐

STEP B:	**Conduct initial assessment.** The next three steps should be accomplished through resources at the ICP (e.g. SITL, RESL, OSC, IC, etc).	✔
1.	Determine additional threats, security, violence etc.	☐
2.	Identify primary factors that may require pastoral care or counseling.	☐
3.	Conduct needs analysis by reviewing priorities and identifying resource shortfalls.	☐

STEP C:	**Organize, request and deploy on-scene resources**	✔
1.	Organize existing on-scene chaplain resources to address mission requirements. (Use T-card rack if available)	☐
2.	Determine need for additional Chaplains.	☐
3.	Request additional resources to fill gaps identified in needs	☐

	analysis using ICS-213RR.	
4.	Meet with Safety Officer (SOFR) and determine appropriate Personal Protective Equipment (PPE) for Chaplains.	❑
5.	When additional Chaplains arrive, ensure they check-in on ICS-211. Deploy Chaplains after ensuring they have appropriate PPE.	❑

6.	As appropriate, establish and maintain a Religious Ministry Team (RMT) with at least one dedicated phone line within the Incident Command Post.
	- Potential resources to staff RMT:
	  o YN
	  o Auxiliary support
	  o Volunteer FRC
	  o Other volunteers
		❑

7.	Ensure proper listing of all Chaplains and their necessary contact phone numbers with the SITL and RESL while they are stationed in the area.	❑

8.	Work with LOFR to explore services the community can and will provide responders in locations responders may never have been deployed before.	☐
9.	For Type 2 and above incidents, maintain at a minimum three Chaplains for visiting remote camps, bases, divisions, ships, units and performing other necessary functions during operations.	☐
10.	Ensure an adequate number of Chaplains are present to allow for rest, exercise, and proper turnover. Normal response rotation for Chaplains is 10-14 days on-site.	☐

4.3.   Command and General Staff Meeting

The UC presents decisions, priorities and objectives to the Command and General Staff. The Planning Section Chief facilitates this meeting. If a Chaplain has been requested for the incident, the Senior Chaplain may attend this meeting if invited.
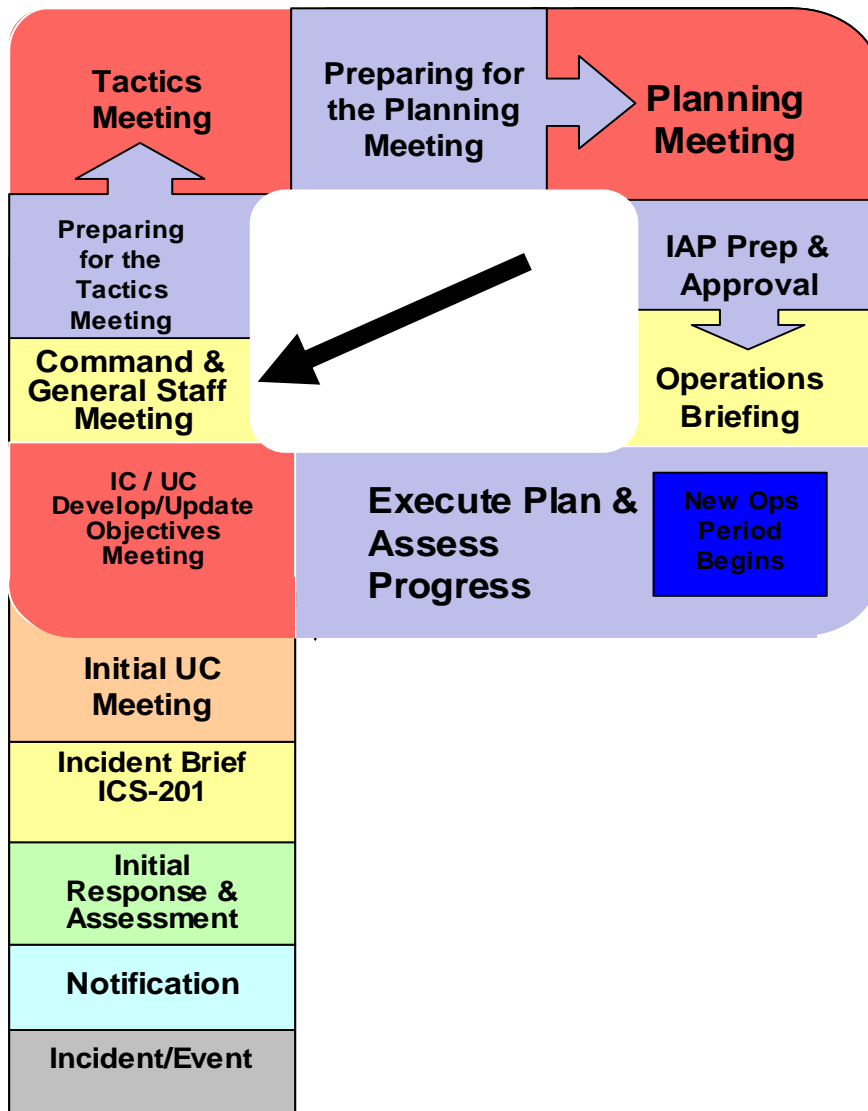
STEP	Actions	✓
1.	Planning Section Chief brings meeting to order, reviews the meeting agenda, and has the SITL conduct a situation brief.	❏
2.	Following the opening of the meeting by the Planning Section Chief, UC members not introduced earlier should introduce themselves.	❏
3.	Following the situation brief, the UC will provide opening remarks.	❏
4.	Review staffing of ICS positions if not communicated earlier.	❏
5.	UC reviews incident Priorities.	❏
6.	UC reviews Objectives. Determine which objectives, if any, apply directly to the Chaplain THSP.	❏
7.	UC reviews Decisions and Directives, and Limitations and Constraints	❏
8.	UC review Incident Management Team Operating Procedures	❏

9.	PSC reviews Open Action Items tasking (ICS-233).	❏
10.	This is Command's employment meeting. If you haven't been tasked, ask Command if they have specific requests.	❏

4.4.   During "Preparing for the Tactics Meeting" and the "Tactics Meeting"

The Unified Command now allows the Incident Management Team to begin formulating the Incident Action Plan. The Chaplain does not attend the Tactics meeting.
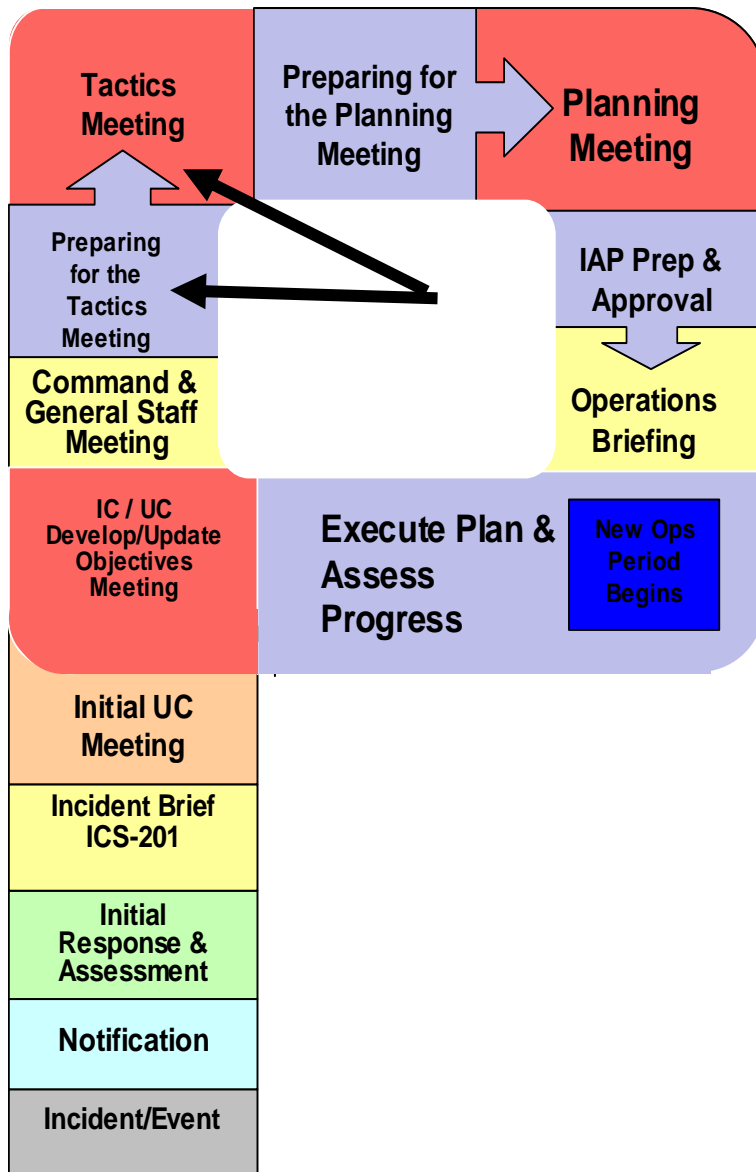
STEP	Actions	✓
1.	The Senior Chaplain should consider having a "family" meeting with all chaplains and staff to pass on information acquired at the Command and General Staff meeting.	❏
2.	Complete any unfinished actions from previous meetings.	❏
3.	Maintain the RMT. - Adequate staff assigned - Hours posted - Duty chaplain info posted - Chaplain T-card rack and contact numbers up-to-date	❏
4.	The Senior Chaplain should consider touring the incident scene, if safe, via boat, aircraft or automobile. If unable to do so, schedule a trip in the near future.	❏
5.	Walk around the ICP spaces to gauge intensity of the work effort and potential need for additional chaplains.	❏
6.	Schedule periodic briefings from	❏

	other Chaplains and at least a daily all-hands Chaplain meeting.	
7.	Discuss potential emergencies within the incident and contingency plans that may be required.	☐
8.	Continue to update the ICS-214 as appropriate	☐
9.	Determine reporting schedule to update the Incident Commander, Chaplain of the Coast Guard or other appropriate personnel.	☐

4.5.   Preparing for the Planning Meeting

The Chaplain prepares for the planning meeting, where the Planning Section Chief will seek verbal approval to complete the Incident Action Plan. The Senior Chaplain should meet with other Chaplain personnel between 30 minutes and 1 hour before the Planning Meeting to ensure they have the most up-to-date information.

STEP	Actions	✓
1.	Meet with/contact other Chaplains at least 30 to 60 minutes prior to the Planning meeting to ensure understanding of issues that may impact the NEXT operational period or future operational periods.	❑
2.	Determine the pastoral care and/or counseling requirements based upon on-scene assessment.	❑
3.	Review incident objectives (ICS-202)	❑
4.	Determine potential impacts to effective operations during the next operational period from current assessment. - Unique religious requirements - Holy days - Cultural and ethnic concerns - Ability of the community to hold religious services - Fatigue - Stress	❑

	- Other unusual operating conditions	
5.	If assessment indicates potential to significantly impact objectives, recommend the Senior Chaplain meet with the Planning Section Chief or even the IC/UC prior to the Planning Meeting.	❑
6.	Be prepared to brief potential impacts if invited to the Planning meeting.	❑

4.6.   The Planning Meeting

This meeting provides an overview of the tactical plan to achieve the Unified Command's direction, priorities and objectives. The Chaplain may attend this meeting, if invited. This meeting provides valuable insight as to how the incident is going and what is planned for the next operational period.

STEP	Actions	✓
1.	Planning Section Chief brings meeting to order, reviews the meeting agenda, and has the SITL conduct a situation brief.	❑
2.	Listen carefully during the situation brief to validate your sense of the situation.	❑
3.	The UC makes opening remarks. Then the PSC reviews UC objectives, priorities and decisions. Then the OSC discusses the tactical plan to meet the IC/UC objectives for the next operational period.	❑
4.	During the OSC's discussion of tactics, ensure the proposed plan is not compromised by your concerns. - If you believe a Chaplain should be assigned to a particular Division or Group for a specific activity, this is the time to make that recommendation.	❑
5.	When asked to provide tacit	❑

	approval of the plan by the PSC, each member of the Command staff should agree or provide any relevant input. The Senior Chaplain would provide input if they are serving as a member of the Command Staff or are asked by Command for their input.	

4.7.   Operations Briefing

This 30-minute or less briefing presents the Incident Action Plan to the Operations Section Division and/or Group Supervisors. The Chaplain may attend this meeting if invited. This meeting provides valuable insight as to how the incident is going and what is planned for the next operational period.
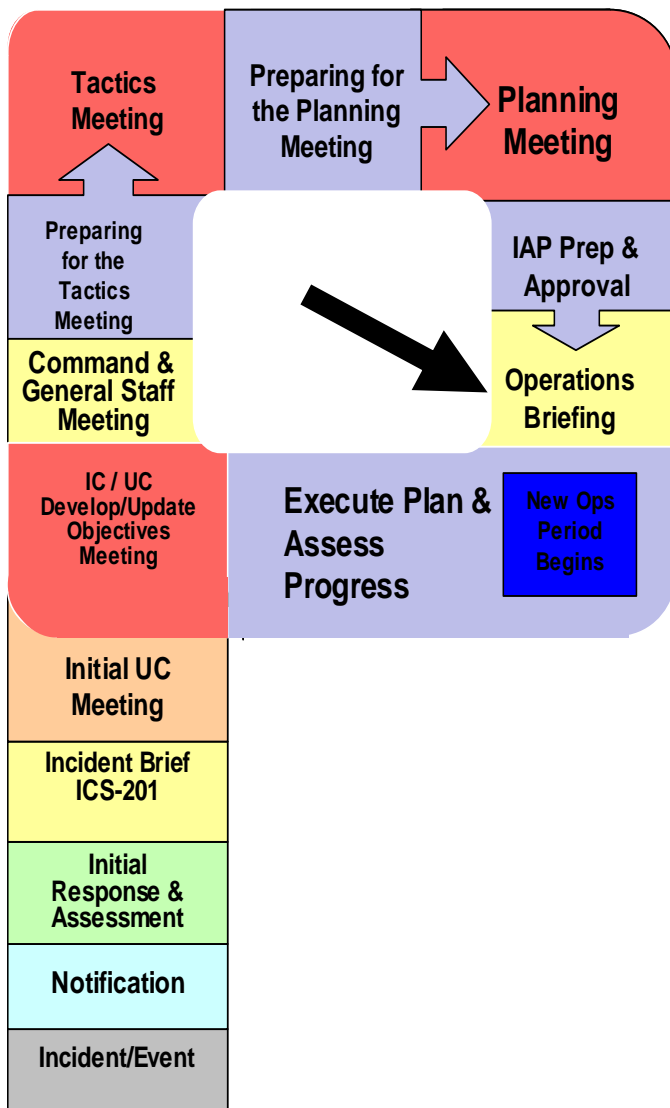
STEP	Actions	✓
1.	After the PSC cues the Command and General Staff for remarks, the Chaplain may comment on issues of relevance to field personnel (e.g. church services, pastoral care POC, etc). Continue to emphasize that the Chaplain THSP is available to all responders.	❑

4.8.   Execute Plan and Assess Program

During this phase the Incident Management Team (IMT) is monitoring operations closely to ensure the Incident Action Plan is being carried out and also making changes based on the dynamic nature of the incident.
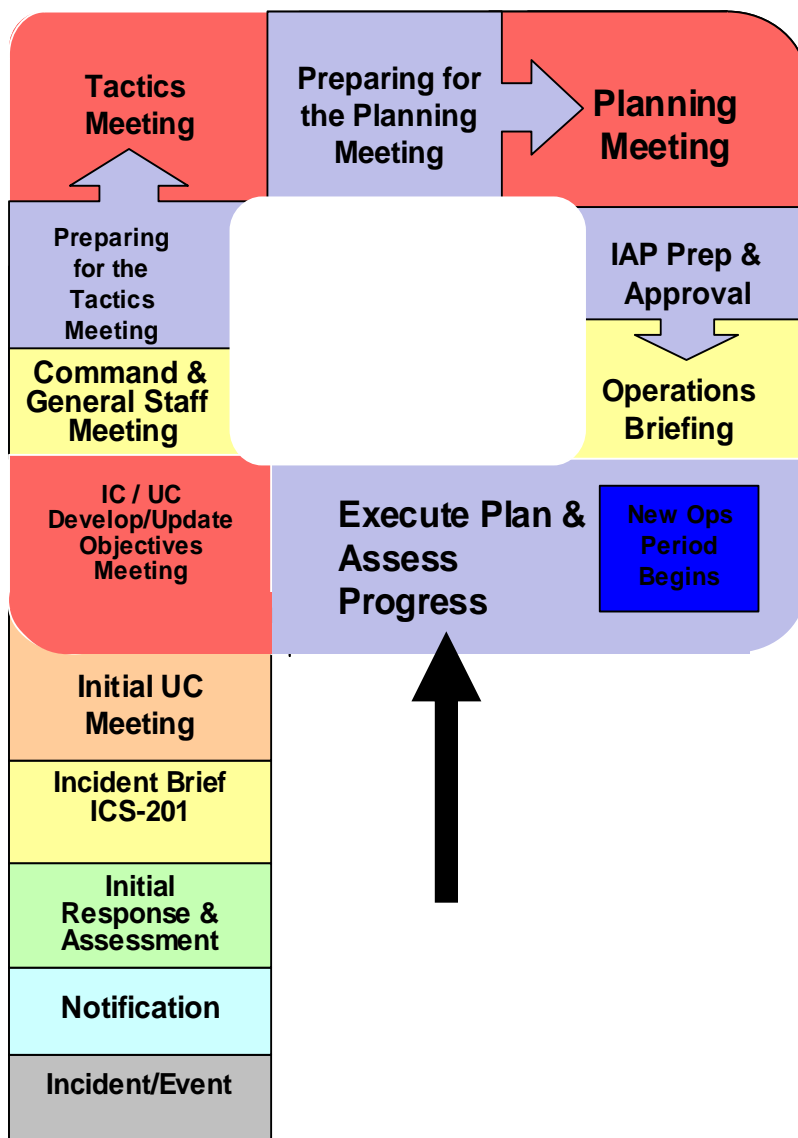
STEP	Actions	✓
1.	Senior Chaplain continues to receive periodic updates from deployed field chaplains.	❑
2.	If at any time an issue arises that may affect the organizational objectives, the Senior Chaplain should meet with the Planning Section Chief or the IC/UC to discuss and recommend appropriate actions to be taken.	❑
3.	The Senior Chaplain should consider an over flight, boat ride or vehicle recon of the incident to assess spiritual health of IMT organization on a daily basis.	❑
4.	Tour the ICP and gauge progress by talking with players on the Incident Management Team. Provide words of encouragement and thanks.	❑
5.	Review outstanding actions required on the ICS-233.	❑
6.	If necessary, schedule a meeting with the IC/UC.	❑

7.	Be prepared for the Command and General Staff meeting (schedule on the ICS-230).	☐

5. Appendices

5.1. Personal Mobilization Kit

	Uniforms appropriate for the response including appropriate footwear
	Update your family emergency plan (see www.ready.gov for details)
	Emergency contact information
	Dependent care plan (i.e. wills, powers of attorney, etc.)
	Sufficient medications and/or medical supplies for 60 days
	Pet care plan if applicable
	Power supply and/or chargers for personal communication equipment (i.e. computers, cell phones, etc.)

## 5.2.	Always Ready- Preparing for Disaster Ministry Checklist

## 1.	Have a Family Emergency Plan

☐	Get a kit of emergency supplies (water and food; face masks, a first aid kit, battery or hand cranked powered radio, flashlight and batteries, whistle, garbage bags and ties. It is wise to look at the checklist of items available from www.ready.gov.)

☐	A family emergency preparedness plan is essential in responding to a crisis. Make a plan that includes what you will do in case of emergency. Will you stay or go? Who can you have a s a contact out of the area? What will you do if the emergency occurs while you are at work or school? Where will you go out of the area for a safe haven?

☐	Be informed (about what might happen in the case of storm, terrorism, biological, chemical or nuclear threat).

2. **Medical Readiness**

    ☐   Regular Physical Fitness Assessment

    ☐   Immunizations

    ☐   Thirty day supply of medications

    ☐   Psychological and spiritual readiness

3. **Training**

    ☐   USCG Chaplains First Steps Orientation (http://www.uscg.mil/chaplain/welcomeaboard)

    ☐   CISM (at least Basic and Peer)

    ☐   ICS-100, ICS-200, ICS-300, IS-700 and IS-800

4. **Deployment Kit or Go Bag**

    ☐   Communication equipment (cell phone, computer w/RAS)

    ☐   CG Operational Dress Uniform (ODUs)

☐   Seasonal outerwear

☐   Raingear (GORE-TEX)

☐   Helmet/hard hat

☐   Safety goggles

☐   Flashlight and batteries

☐   Small Bibles/consumable reading materials for handouts

☐   Ecclesiastical equipment necessary for providing services

☐   CISM Cards

☐   Instructions (CACO/Funerals)

5.   **Build relationships with local churches and helping organizations for networking.**

☐   Get to know local resources before a disaster

☐   After a disaster happens, survey available resources

☐   Engage those resources that will help meet needs that arise

6. Good Communication

☐   Situational Awareness and Communication

    i. Communicate with chaplain chain of command and clear calendar for assigned period

    ii. Attend meetings and briefings

    iii. Follow the news

☐   Arrange for District/Region coverage as directed by the Chaplain of the Coast Guard

    i. Assigned Reserve chaplain

    ii. Assigned VTU chaplain

- ☐ Orders
    - i. USCG Tono orders
    - ii. Additional orders for Reservists (AT, ADT, ADSW)

- ☐ Travel
    - i. Work with the Office of the Chaplain of the Coast Guard
    - ii. Know the best travel route to ICP
    - iii. Prepare for type of berthing, messing, laundry, etc. (self-sustaining for five days)

7. **Disaster Ministry**

- ☐ If first in, follow the ICS model

- ☐ Check in at ICP and with the Senior Chaplain on scene

- ☐ ICP/Chaplain chain of command

- ☐ Assignment

- ☐ Communications/Reports (Usually daily as requested by chain of command)

- ☐ Check out at ICP/Senior Chaplain

8. After Care

☐ Debrief at ICP

☐ Debrief with Area or Chaplain of the Coast Guard

☐ Check with EAP, other chaplains, ministers, therapists if issues emerge

5.3.   Sample ICS-213RR CG for Chaplain support

Resource Request Message — ICS-213 RR CG (2/07)

1. Incident Name: **You fill in**
2. Date/Time: **You fill in**
3. Resource Request Number: **Pre-filled**

Purpose: The 213RR CG is used by all incident personnel to request tactical and non-tactical resources.

4. ORDER — Note: Use additional forms when requesting different resource sources of supply

a. Qty	b. Kind	c. Type	d. Priority U or R	e. Detailed item description (vital characteristics, brand, specs, experience, etc.) and, if applicable, purpose/use, diagrams, and other info.	f. Requested Reporting Location:	Date/Time:	g. Order # (LSC)	h. ETA (LSC)	i. Cost
2	O	-	-	Chaplains (1 Protestant, 1 Jewish)	ICP	xx/xx/xxxx			
1	O	-	-	Clerical staff with drivers license	ICP	xx/xx/xxxx			
2	-	-	-	Phone	ICP	ASAP			

5. Suggested source(s) of supply - POC phone number if known and suitable subtitutes: **Contact Chaplain of the Coast Guard at 202-372-4434, Secondary 202-372-4545. Chaplain of the Coast Guard has primary authority for dispatching Chaplains outside of their assigned AORs.**

6. Requestor Position and Signature: **Sign Here**

7. Section Chief/Command Staff Approval: Date/Time:

8. RESL - check box (a) if request is for tactical or personnel resources. Then note availability in box 8.b or 8.c.
   a. ☐
   b. ☐ Resources available as noted in block 12
   c. ☐ Resources not available

9. RESL Review/Signature: Date/Time:

10. Requisition/Purchase Order #:

11. Supplier Name/Phone/Fax/Email:

12. Notes:

13. Logistics Section Signature: Date/Time:

14. Order placed by (check box):   ☐ PUL   ☐ PROC   ☐ OTHER _____

15. Reply/Comments from Finance:

16. Finance Section Signature: Date/Time:

Full instructions on back page. Requestor fills in blocks 1-5, except # 3 & # 4.g-i (shaded area), signs block 6 (do not forget position), gets appropriate Section Chief or Command Staff approval in block 7, and keeps yellow copy (bottom). If applicable, RESL reviews if resource available, signs block 9 and keeps blue copy. Logistics fills in block 4.g and h, and blocks 10-13, and keeps orange copy. Orderer (LSC or FSC) fills in block 4.i. Finance fills in blocks 15 - 16 and keeps green copy. Pink copy is returned to RESL for tactical/personnel or requestor for non-tactical. White copy goes to DOCL.

(Left margin labels: Requestor / Plans / Logistics / Finance)

5.4. Faith Group Worship (IMT) Operating Procedures

Due to the complexity, duration and isolation of the _____ incident, the Senior Chaplain will coordinate faith group worship services so that all IMT personnel have adequate opportunities to attend.

All Command and General Staff leadership will ensure their personnel are afforded an opportunity to participate in worship services.

Notices of worship times and locations will be posted at various locations around the incident including, but not limited to, the ICP, Base, Camp, Staging Areas, and Check-in.

FAITH GROUP SUPPORT

Coast Guard Chaplain
FAITH GROUP WORSHIP
Operating Procedure

WEEK:

Faith Group	Day / Date	Times	Location	Logistics

Holy Day (IMT) Operating Procedures

In observance of the holy days that will occur during the _____ incident, the senior Chaplain will coordinate worship services so that all IMT personnel have adequate opportunities to attend.

All Command and General Staff leadership will query their personnel to determine the number of personnel desiring an opportunity to participate and forward this information to the Senior Chaplain. The Senior Chaplain will present a recommendation to Command that reflects the religious desires of the IMT staff coupled with the operating tempo and mission of this incident.

Notices of holy day worship times and locations will be included in the general faith group worship schedule and posted at various locations around the incident including, but not limited to, the ICP, Base, Camp, Staging Areas, and Check-in.

**Coast Guard Chaplain
HOLY DAY
Operating Procedure**

HOLY DAY SUPPORT

WEEK:

Faith Group	Day / Date	Times	Location	Logistics

5.5. Cultural Awareness (IMT) Operating Procedures

In recognition of the importance of cultural issues of the Muslim faith during the _____ incident, the senior Chaplain will ensure that **ALL** IMT personnel are aware of, and sensitive to, the specific requirements of this faith.

All Command and General Staff leadership will ensure their personnel understand the importance of cultural awareness to the successful outcome of this response operation.

The Senior Chaplain will ensure the following issues are addressed:

☐ Availability needed clergy (i.e. Imam, Priest, Rabbi)

☐ Diet requirements

☐ Prayer times / locations

☐ Worship times/ locations

☐ Counseling spaces

☐ Funeral requirements / practices

☐ Gender issues
- Availability of female chaperone
- Male / female relationships
- Clothing requirements

☐ Religious supplies

☐ Specific issues for Operations and Planning for the next Operational period.

5.6.   Morale Issues (IMT) Operating Procedures

Due to the heightened stress of the _____ incident the senior Chaplain will insure that his/her RMT practice Ministry of Presence on all incident venues where safely possible.

All Command and General Staff leadership will be aware that the RMTs can be expected around the ICP as well as in the field. The RMTs will not interfere with operations or violate safety.

The Senior Chaplain will ensure that Chaplains are:

  --Conducting Deck Plate Ministry where safely possible
  --Regularly present at break areas
  --Be available 24/7 for listening, encouraging and Pastoral Care.

Morale, safety and ethical issues will be shared via Senior Chaplain back to the IC or appropriate leader

5.7.   Example Unit Log (ICS-214)

1. Incident Name	2. Operational Period (Date/Time)		UNIT LOG
HIATUSPORT INCIDENT	From: *0600* To: *0600* xx-xxx-09		ICS 214-CG

3. Unit Name/Designators	4. Unit Leader (Name and ICS Position)	
LOGISTICS SECTION	*FRANK BUY (LSC)*	

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE
JEFF SMITH	*SPUL*	*STATEN ISLAND, NY*
RANDY BITNER	*COML*	*WILLIAMSBURG, VA*
KATIE WAGNER	*VSUL*	*SAN FRANCISCO, CA*
GEORGE TAKAGI	*GSUL*	*CHICAGO, IL*
MELISSA REED	*FACL*	*LA/LB, CA*

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS
0600	*ATTENDED OPERATIONS BRIEFING - NO ISSUES OF NOTE*
0730-0745	*CONDUCTED BUSINESS MANAGEMENT MTG W/FSC. BURN RATE & CEILINGS BELOW 70%. REQUEST & ORDER PROCESSES FINALIZED & POSTED.*
0800	*ATTENDED CMD & GEN'L STAFF MTG*
0900	*CONDUCTED LOGS FAMILY MTG. PASSED UC KEY ISSUES INCLUDING UC REQUEST TO WORK W/ PSC STAFF TO FORECAST RESOURCE RQMNTS OUT 72 HOURS & ORDER WHERE POSSIBLE.*
1130	*DURING ROUTINE SAFETY INSPECTION, SOFR IDENTIFIED POTENTIAL WATER CONTAMINATION. OTHER WATER SOURCES CHECKED AND FSC CONSULTED RE PURCHASING WATER UNTIL PROBLEM RESOLVED.*
1400	*ATTENDED TACTICS MTG - ID'D POTENTIAL PROBLEM NEXT OP PERIOD DUE TO NON-AVAILABILITY OF LOW-COST CRANE BARGES.*
1454	*BRIEFED COMMAND W/ OSC, PSC & FSC AND GOT APPROVAL TO HIRE HIGH COST CRANE BARGE FOR 72 HRS MAX.*
1700	*ATTENDED PLANNING MTG - NO RESOURCE ISSUES ATT. SUPPORTED PLAN.*

7. Prepared by: *F. Buy*	Date/Time *2130* XX-XXX-09

5.8.   Chaplain Situational Awareness Dashboard

Chaplain of the Coast Guard Situational Awareness Dashboard

Current Manpower STATUS

- USCG CHAPLAINS

CHC Support Rotation Plan

Outgoing	Orders	Incoming	Orders	RFF

Chaplain Issue

Plans & Operations

Administrative Tasker's

Future Events

Last Updated: 6/14/2012

UNITED STATES COAST GUARD   General Activities

The Operational Planning "P"

OPS Section Chief develop strategy & tactics (plan of action for next OPS period to meet IC/UC direction, priorities, & objectives

Block of time set aside for the Command & General Staff to prepare for the Planning meeting, updating charts, maps, & OPS Section Chief's plan of action, i.e., Safety Plan, etc.

Meeting for the IC/UC, Command & General Staff, to review planned actions and finalize information that will be incorporated into the Incident Action Plan (IAP) Get tacit approval from IC/UC on planned actions

Block of time set aside for OPS & Planning to discuss & document strategies, tactics & contingencies; time to draft ICS-215 & identify OPS organizational requirements.

Time block set aside for completing all documentation associated with the IAP
IC/UC approves IAP
Duplicate plan for distribution

Meet and brief Command & General Staff on IC/UC direction, objectives & priorities
Assign work tasks
Resolve problems & clarify staff roles and responsibilities

Provide operations briefing to Ops Sec Personnel
Ensure support to operations in place
Deploy next operating period resources

Establish priorities
Develop response objectives
Identify response emphasis
Agree on operating policy, procedures and guidelines

Determine UC representatives
Agree on organization structure
Identify command post & support facilities
Order appropriate staffing

Monitor on-going operations & make tactical adjustments
Measure/ensure progress against stated objectives
Debrief resources coming off shift
Prepare to brief UC/Planning on accomplishments

Brief command on initial response activities
Clarify issues & concerns
Discuss planned operations & direction
Identify incident escalation potential

Management initial response activities
Conduct Initial Assessment
Develop plan of action
Complete ICS-201
Prepare for command briefing

Diagram labels (the "P")

- Tactics Meeting
- Preparing for the Planning Meeting
- Planning Meeting
- Preparing for the Tactics Meeting
- IAP Prep & Approval
- Command & General Staff Meeting / Briefing
- Operations Briefing
- IC / UC Develop/ Update Objectives Meeting
- Execute Plan & Assess Progress
- New Ops Period
- Initial UC Meeting
- Incident Brief ICS-201
- Initial Response
- Notification
- Incident/Event
- Initial Response