CAPP 60-3(I)

24 April 2024

Incident Complexity
PCR Analysis of NIMS/CAP comparison/expectations
Best Practice Document

PACIFIC COAST REGION
AKWG-CAWG-HIWG-NVWG-ORWG-WAWG

PREFACE

This document is designed to help guide wing IC training within PCR and set PCR performance expectations for IC candidates. Pacific Region wings should use the included comparative chart to ensure their training and qualifications of Wing Approved IC3s and IC2s meet expectations and correspond to the appropriate NIMS level of incident typing. This pamphlet is intended to communicate best practices and will be used as a guide by Pacific Coast Region.

OVERVIEW

The term, "complexity type" is NIMS terminology used to quantify incident difficulty or complexity. Incidents, events, and exercises vary in complexity from managing a single UDF team on an ELT search, to a multi-state search for a missing aircraft with multiple customers to serve. Providing a common approach and method to determining complexity type will assist the PCR Wing Commanders, Directors of Operations, Emergency Services Officers and Incident Commanders to identify the complexity "type" for an incident or event, and therefore improve the effectiveness and implementation of the National Incident Management System (NIMS) for Civil Air Patrol.

Below are the Basic Standard Incident Type Definitions (as outlined in NIMS). These definitions will be used as a reference throughout this pamphlet.
- **Type 1 –** Most complex, requiring national resources for safe and effective management and operation. Type 1 response may continue for many weeks or months.
- **Type 2** – Incident/event extends beyond the capabilities for local control and is expected to go into multiple operational periods. Often requires the activation of response resources from outside the local area.
- **Type 3** – Incident/event needs exceed onsite capabilities and additional resources from the local area may be brought in to support the response. The response will last longer than one or two operational periods.
- **Type 4** – Minor incident/event that can usually be resolved within a day with onsite resources and support from other facility personnel.
- **Type 5** – Small incident/event that can usually be resolved within a few hours with onsite resources.

CHAPTER 1
PCR Incident/Event Complexity Analysis

Selecting & Determining Incident/Event Complexity

The incident/event complexity types (1 through 5) are determined by reviewing a standardized set of observable characteristics inherent to an incident or planned into an event or exercise. Incident Effect Indicators are characteristics used to help determine the potential complexity type.

Incident Management Indicators are a set of characteristics that exercise planners and Incident Management Teams (IMT) will likely observe as the Incident Command System (ICS) expands or contracts in relationship to the complexity of the incident/event. These indicators describe the types of incident management conditions; appropriate response structure; necessary supporting management and coordination structures; and offsite logistical support requirements that may be necessary to properly manage and support an incident/event.

The chart below will help simplify this process and should be used as a guide as you make your determination.

Type	*Incident Effect Indicators*	*Incident Management Indicators*
5	• Incident objectives typically met within a few hours once resources arrive on scene • Governing officials require little or no interaction and may not need notification • Conditions or actions that caused the original incident do not continue to exist. As a result, there is no probability of a cascading event or exacerbation of the current incident	• Incident Commander (IC) position filled but Command Staff or General Staff positions are not needed to reduce workload or span of control • Unified Command not usually needed • One or more resources are needed and are directly supervised by the IC • Resources may remain on scene for several hours but require no logistical support • Formal Incident Planning Process not needed • Written Incident Action Plan (IAP) not needed

Type	Incident Effect Indicators	Incident Management Indicators
4	• Incident objectives typically met within several hours once resources arrive on scene • Incident may extend from several hours to 24 hours • Governing officials require little or no interaction, but they may need to be notified	• Incident Commander/Unified Command position filled but Command Staff or General Staff positions usually not needed to reduce workload or span of control • Resources either directly supervised by the IC/UC or supervised through an ICS Leader position, like AOBD or GBD, to reduce span of control to an acceptable level • Division or Group Supervisor position may be filled for organizational or span of control purposes. • Written Incident Action Plan (IAP) not needed • Multiple resources may be needed • Resources may remain on scene for up to 24 hours requiring limited logistical support • Formal Incident Planning Process not needed • Written Incident Action Plan (IAP) not needed

Type	*Incident Effect Indicators*	*Incident Management Indicators*
3	• Incident objectives typically not met within the first twenty-four hours • Incident may extend from several days to one week or more • Elected and appointed governing officials and stakeholder groups require some level of interaction	• Incident Commander/Unified Command role filled • Command Staff positions filled to reduce workload or span of control • General Staff position(s) filled to reduce workload or span of control • Numerous resources supervised indirectly through the establishment and expansion of the Operations Section and its subordinate positions • Branch Director position(s) may be filled for organizational purposes and occasionally for span of control • Division Supervisors, Group Supervisors, Task Forces, and Strike Teams/Resource Teams used to reduce span of control to an acceptable level • ICS functional units may need to be filled to reduce workload • Incident typically extends into multiple Operational periods • Resources may need to remain at scene for several days to over a week, and will require logistical support • Incident may require an Incident Base to provide support to resources • Numerous kinds and types of resources may be required • Formal Incident Planning Process initiated and followed • Written Incident Action Plan (IAP) is needed for each Operational Period • The number of responders is dependent on the kind of incident but could range up to or over several hundred personnel

Type	*Incident Effect Indicators*	*Incident Management Indicators*
2	- Incident objectives typically not met within the first several days - Incident may extend from several days to two weeks or more - Elected and appointed governing officials, political organizations, and stakeholder groups require a moderate level of interaction - Incident is resulting in external influences including political and media sensitivities that must be comprehensively managed	- Incident Commander/Unified Command role filled - All Command Staff positions filled - All General Staff positions filled - Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions - Branch Director position(s) may be filled for organizational or span of control purposes - Division Supervisors, Group Supervisors, Task Forces, and Strike Teams/Resource Teams used to reduce span of control - Most ICS functional units filled to reduce workload - Incident requires an Incident Base and several other ICS facilities to provide support - Incident will extend into numerous Operational Periods - Resources may need to remain at scene for up to two to three weeks and require complete logistical support, as well as possible personnel replacement - Numerous kinds and types of resources may be required - Number and scope of resource mobilization necessitates a formalized demobilization process - Formal Incident Planning Process initiated and followed - Written Incident Action Plan (IAP) needed for each Operational Period - Length of resource commitment may necessitate a transfer of command from one incident management team to a subsequent incident management team - The number of responders is dependent on the kind of incident but could range from several hundred to over one-thousand personnel

Type	*Incident Effect Indicators*	*Incident Management Indicators*
1	- Incident objectives will not be met within numerous Operational Periods - Incident may extend from one or two weeks to over a month or longer - Elected and appointed governing officials, political organizations, and stakeholder groups require a high level of interaction - Incident has nation-wide interest - Incident is resulting in external influences including political and media sensitivities that must be comprehensively managed	- Incident Commander/Unified Command role filled - All Command Staff positions filled and many include assistants - All General Staff positions filled and many include deputy positions - Most or all ICS functional units filled to reduce workload - Large numbers of resources supervised indirectly through the expansion of the Operations Section and its subordinate positions - Branch Director Position(s) may be filled for organizational or span of control purposes - Division Supervisors, Group Supervisors, Task Forces, and Strike Teams/Resource Teams used to reduce span of control - Resources may need to remain at scene for up to two to three weeks and require complete logistical support, as well as possible personnel replacement - Numerous kinds and types of resources may be required, including many that will trigger a formal demobilization process - Number and scope of resource mobilization necessitates a formalized demobilization process - Formal Incident Planning Process initiated and followed - Written Incident Action Plan (IAP) needed for each Operational Period - Incident requires an Incident Base and numerous other ICS facilities to provide support - Length of resource commitment may necessitate a transfer of command from one incident management team to a subsequent incident management team - The number of responders is dependent on the kind of incident but could range from several hundred to thousands of personnel

Please note: In Civil Air Patrol, it would be highly unlikely that CAP would ever be in a position be placed as an Incident Commander of a type 1 incident. CAP would most likely be assigned as a branch, within the ICS structure of a type 1 incident. CAP would assign an IC to oversee all CAP resources within that branch, reporting back through the appropriate incident command structure.

CHAPTER 2
Pacific Region Staffing Expectation Summary for Incident Complexity

Staffing is always based on the needs of the mission. One mission factor to consider is the resources utilized for an incident. For example, you may have multiple aircraft tasked but zero ground teams. In this case, you would not need to staff for a GBD, but you may need multiple AOBDs to support the taskings appropriately. This chapter provides staffing expectations based on incident typing.

If your wing is unable to maintain appropriate staffing during each operational period, the region IMT and staff may be available to supplement your wing IMT. The Region IMT is not there to take over, but to assist and fill base staff positions as needed. The PCR/DOS is the point of contact to request assistance from either an IMT or Region Staff.

INCIDENT TYPE	MINIMAL STAFFING	OPTIONAL STAFFING
TYPE 5	IC3	MRO, AOBD, GBD
TYPE 4	IC3, AOBD, GBD, MRO	IC2, OSC, PSC, MSO
TYPE 3	IC2, OSC, PSC, MRO, AOBD, GBD, MSO	IC1, CUL, LSC, LO, PIO, MC, RUL, DUL, MULITPLE AOBDs, STAGING AREA
TYPE 2	IC1, OSC, PSC, CUL, LO, AOBDs, GBD, MSO, LSC, RUL	PIO, MC, DUL, STAGING AREA IC, MULTIPLE BASES AND STAFFING, AREA COMMAND
TYPE 1	IC1 – ALL STAFFING POSITIONS SHOULD BE FILLED	AREA COMMAND, MULTIPLE BASES AND STAFFING

Note: IMTs should project staffing needs several operational periods into the future, determine when local staffing resources will be exhausted, and request staff assistance ASAP.

CHAPTER 3
PCR Incident/Event Typing

The PCR Incident/event Typing Guidance Matrix was developed using the NIMS guidance, CAPR 60-3, (and PCR supplement), as well as the guidance provided in Chapter 1. The matrix provides a more explicit guide to determine incident/event type and the required IC qualifications.

The following should remain in consideration when using this matrix:

- Differentiating between a type 4 and type 5 incident/event is not particularly material to the assignment of an IC as any IC3 is expected to be able to manage type 4 or type 5 incidents.
- In the few incidents in the matrix that could be either a type 3 or type 4 incident/event, the guidance found in this pamphlet should be used to make the determination.
- It is always better to go larger than smaller.
- If you have questions about a specific incident/event, consult your wing DOS/DO or region DOS/DO for guidance.
- In some cases, if the incident starts out as a type 4 and then continues to multiple operational periods, escalation of the incident to a type 3 may be warranted.

Generally, if your wing is not responsible for overall incident/event planning. The incident/event will most likely not be greater than a type 4, however this needs to be determined as a case-by-case situation.

CHAPTER 4
CORRELATION BETWEEN NIMS TYPING AND
CAP INCIDENT TYPING GUIDE MATRIX

The chart guide below helps clarify how the NIMs event typing correlates to the CAP IC qualification system. It is not meant to be all inclusive or restrictive, but rather a tool that summarizes guidance and describes best practices. Each wing should be able to use this guide while assessing specific incidents, but it should not be used in isolation. It is only a part of the wing determination of incident type and staff requirements.

This chart is relevant to incidents for IC3s and IC2s.

	Type 3	Type 4	Type 5
Incident Commander Qualification	IC2	IC3	IC3
Aircraft	<8	3-4	1-3
Ground/UDF Teams	5-6	3-4	1-3
Total Resources	<100	30	10
IMT Size[8, 10]	<20	2-5	2-5
Operational Area	State	Local/ Regional	Local/ Regional
Operational Periods	>1	1	1
Incident Command Post	Yes	Optional	Optional
Written IAP Required	Yes	Optional	Optional
ICS-201 for final documentation	No	Yes	Yes
Incidents/Event Samples[6]			
Routine Transport Mission of goods (within the wing)			●
Critical Item Transport (outside the Wing)	●	●	
Communications Relay			●
UDF		●	●
Missing Person Assist	●	●	
Local government/agency Photo Recon		●	●
Missing Aircraft – Intra-State	●		
Missing Aircraft – Interstate - assist	●		
Missing Aircraft – Interstate- Lead			
Missing Aircraft – Interstate – Area Command (region lead)			
DR – single county		●	
DR – multiple counties	●	●	
DR – State-wide	●		
DR – Multi-state – assist	●		
DR – State-wide with Area Command Support	●		
DR – Multi-state – Lead			
DR- Multi-state/region Area Command (region lead)			
HLS – FELIX KEYNOTE/CD		●	
HLS – single agency or department /CD		●	●
HLS – multiple agencies/departments	●	●	
Lg Scale Orientation flight events (>8 AC)	●		

This chart is relevant to IC1 level incidents.

	Type 1	Type 2
Incident Commander Qualification	IC1	IC1
Aircraft	>20	>10
Ground/UDF Teams	>12	>6
Total Resources	>200	>100
IMT Size[8, 10]	>50	20-50
Operational Area	Multi-State	Multi-State
Operational Periods	>1	>1
Incident Command Post	Yes	Yes
Written IAP Required	Yes	Yes
ICS-201 for final documentation	No	No
Incidents/Event Samples[6]		
Routine Transport Mission of goods (within the wing)		
Critical Item Transport (outside the Wing)		
Communications Relay		
UDF		
Missing Person Assist		
Local government/agency Photo Recon		
Missing Aircraft – Intra-State		
Missing Aircraft – Interstate - assist		
Missing Aircraft – Interstate- Lead		●
Missing Aircraft – Interstate – Area Command (region lead)		●
DR – single county		
DR – multiple counties		
DR – State-wide		
DR – Multi-state – assist		
DR – State-wide with Area Command Support		●
DR – Multi-state – Lead		●
DR- Multi-state/region Area Command (region lead)		●
HLS – FELIX KEYNOTE/CD		
HLS – single agency or department /CD		
HLS – multiple agencies/departments		●
Lg Scale Orientation flight events (>8 AC)		●

CHAPTER 5
COMMANDERS APPROVAL

The PCR Supplement to CAPR 60-3(I), 2-2 d (1) a states, "All IC1 appointments and approvals shall be accomplished by region in eServices, with the exception of the Prerequisites approval, which shall be accomplished by the member's Wing Commander and serve as a recommendation for training." This chapter provides guidance to the Wing Commander when making the decision to approve prerequisites on the Level One Incident Commander SQTR in the Operations Qualifications section within eServices. This will also provide insight as to what the Pacific Region will be looking for when approving a members' request to begin training at the IC1 level.

The PCR supplement to CAPR60-3(I), 2-2 d (1) b states, "…approvals are not automatic nor are they guaranteed." Wing commanders should do their best to ensure that applicants are in good standing with their squadron group and wing, have the qualities to make a good IC1, and would have the time and commitment to perform the duties of an IC1. By approving, wing commanders are indicating they have a "special trust" in the applicant. Do you trust this member to be able to represent you in front of, not only various agencies, but to your Governor, Senator, or other elected officials in the event of an emergency? This trust, though subjective, is a key indicator that the Region will be looking at, and asking of itself, when a candidate comes up for approval as an IC1.

The IC1 review committee of PCR may request additional recommendation details from the wing commander as they see fit.