

INCIDENT COMMAND IN SCHOOLS

A SIMPLE GUIDE FOR SCHOOL
PERSONNEL





Completion of this ADE sponsored webinar **is not intended to replace** the FEMA online Independent Study required courses as identified in the Minimum Requirements for Emergency Response Planning by the Arizona Department of Education.

Arizona School Emergency Response Plan (ERP) Minimum Requirements

One component of Minimum Requirements for school ERPs in Arizona stipulates:

- *The ICS shall be used to manage incidents that occur on school property.*
- *The school district Governing Board shall develop a declaration that ICS will be used to manage school emergencies.*
- *ICS and NIMS training are required for each individual who is assigned a function within the school or district ICS organizational structure.*

WHAT IS ICS?

ICS is an acronym for the **Incident Command System**. ICS is a standardized emergency management framework designed to provide an organizational structure for agencies responding to an incident or event.

A school district is considered a responding agency for an incident at the school.





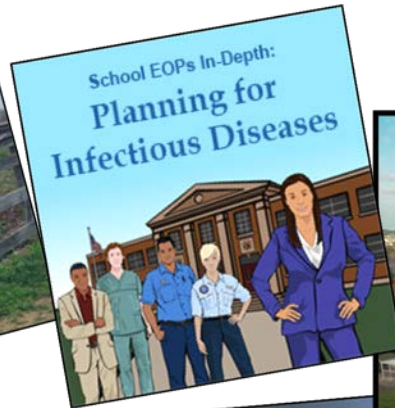
WHY DO I NEED TO KNOW THE INCIDENT COMMAND SYSTEM (ICS)?

ARS 15-341 (A) (32) stipulates that all schools meet emergency response planning minimum requirements set forth collaboratively by the Arizona Department of Education (ADE) and the Arizona Department of Emergency and Military Affairs (DEMA).

It's the law!

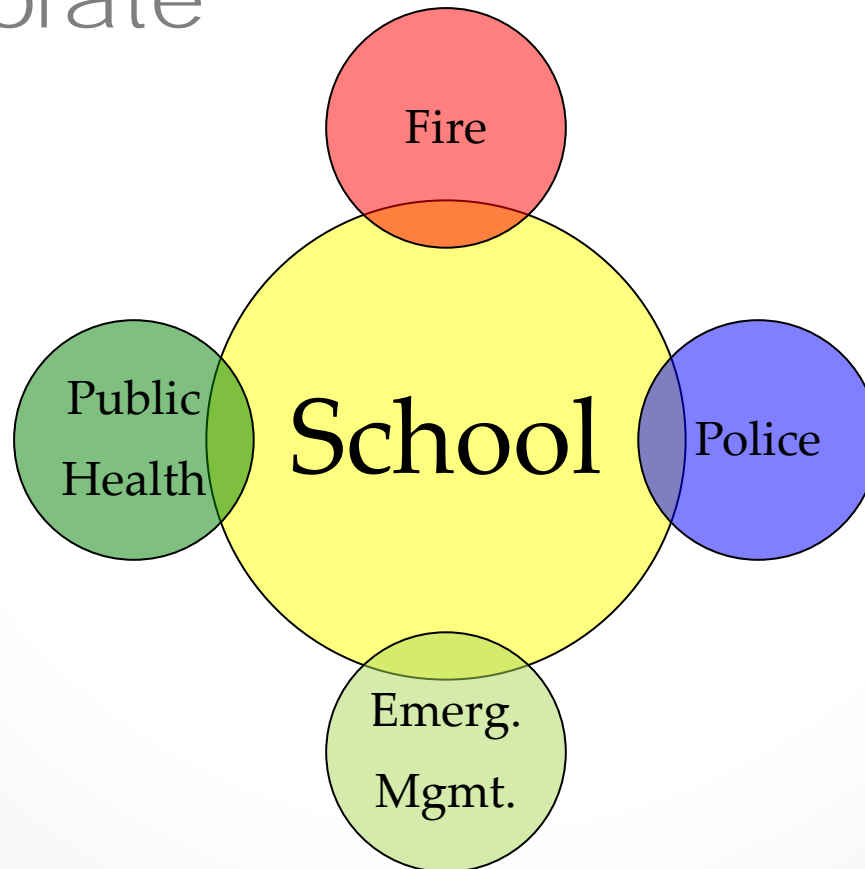


WHAT TYPES OF HAZARDS COULD AFFECT SCHOOLS



ICS IS DESIGNED TO...

- Communicate
- Coordinate
- Collaborate

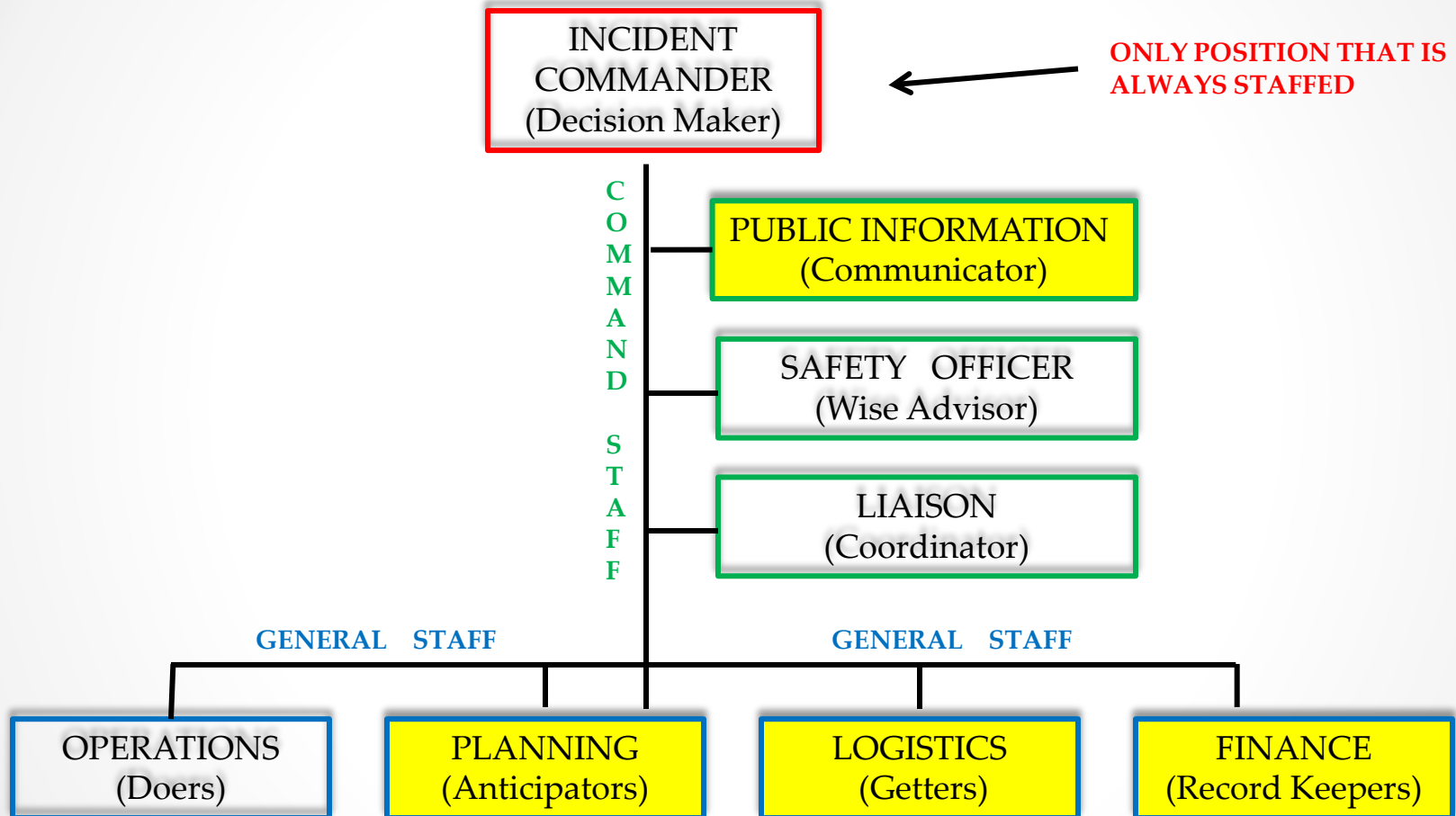




ICS “Command” Principles:

- **Chain of Command**
 - **Unity of Command**
 - **Unified Command**
 - **Span of Control**
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-

ICS POSITIONS



TYPICALLY STAFFED AT THE DISTRICT/CHARTER HOLDER LEVEL

SCHOOL - INCIDENT COMMANDER

**INCIDENT COMMANDER
(Decision Maker)**



The Incident Commander is always the first position staffed, and depending on the size and complexity of the incident may be the only position staffed. Some of the responsibilities include:

- Decision maker responsible for emergency operations
- Shall remain in the Command Post to direct all operations
- Communicate with Policy Group to determine appropriate plans of action
- Will remain in charge until command is transferred or the emergency is over



PUBLIC INFORMATION



**PUBLIC
INFORMATION
(Communicator)**

The Public Information Officer acts as the official spokesperson for the school/district in an emergency situation. Some of the responsibilities include:

- Relaying information from the district office and incident command post to the community and the media
- Assisting incident command with preparing the message that will be released to the community and the media

LIAISON



**LIAISON
(Coordinator)**

The Liaison serves as the point of contact for agency representatives from responding agencies.

She will assist in coordinating the efforts of these responding agencies by ensuring the proper flow of information, both from the command post and to the command post



SAFETY OFFICER

The Safety Officer ensures that emergency operations are carried out safely. Some of the responsibilities include:

- Review incident plan to ensure all operations can be carried out in a safe manner
- Focus on the safety of employees while they complete their assigned duties

Safety First





DISTRICT LEVEL POSITIONS

These positions will be filled as needed and most likely by District Office personnel:

Planning - Oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the IAP for each operational period.

Logistics - Provides for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.

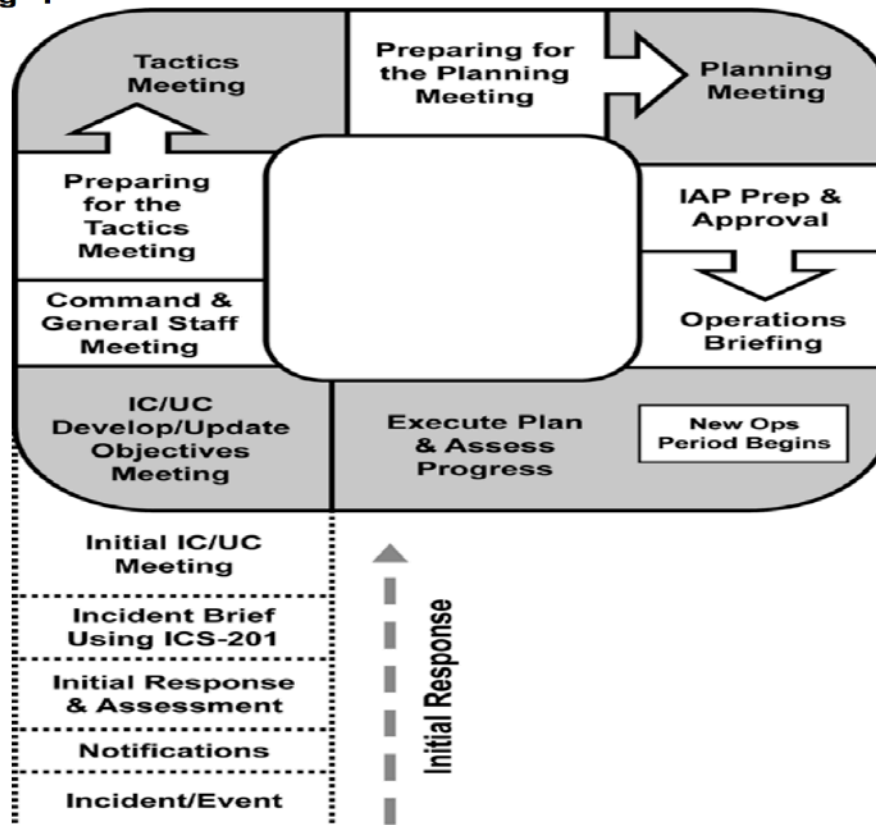
Finance - Established when there is a specific need for financial and/or administrative services to support incident management activities.



Planning Section

The **Planning Section Chief** is the anticipator. This position helps others understand the big picture and think ahead about what will need to be done, when it will started, and what will be required.

The Planning "P"



Logistics Section

The **Logistics Section Chief** is the getter. She gets **Operations** equipment, supplies, and people with the right skills.

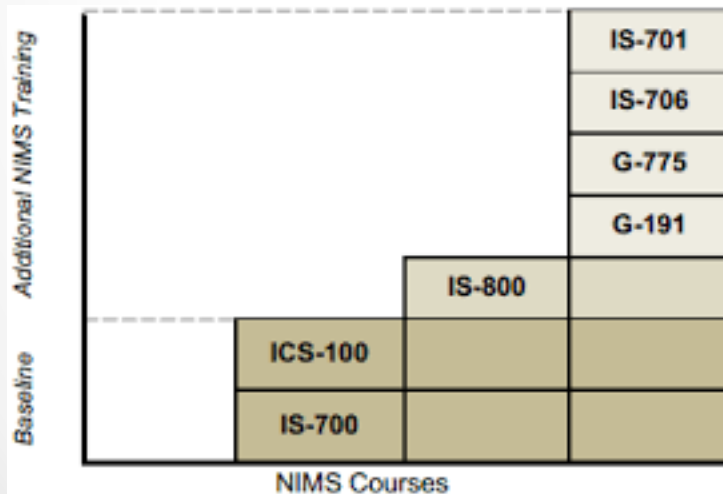


Logistics Capability Assessment Tool

FEMA's Self-Assessment Tool to Determine State Logistics Readiness

Finance Section Chief (Record Keeper)

The Finance Section Chief records the activities, expenditures, and resources expended by the team for reimbursement after the emergency



OPERATIONS

The Operations Chief will ensure completion of tasks identified by the Incident Commander. Some of the responsibilities include:

- Assisting the Incident Commander
- Implementing the assignments to meet the incident objectives
- Assigning roles as necessary
- Supervise individuals assigned roles



OPERATIONS
(Doers)





Operations (Doers) Might Look Like the Following for Parent-Student Reunification

- Student Care
 - Student Accountability
 - Securing the reunification site
 - Student Request
 - Student Release
 - Medical Team Leader (First Aid)
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-

Operations – Reunification Task Force

**OPERATIONS
(Doers)**

**Reunification Task Force
(Lead Coordinator)**

Student Request

Student Release

Medical Team



STUDENT REQUEST



The student request area will need to be staffed with enough personnel to keep the lines flowing. Responsibilities may include:

- Setting up area with tables, pens/pencils, student request forms.
- Checking parent/guardian ID's to ensure they are approved to remove students from school.
- Signing request forms and calling for a runner to take student to release area.

STUDENT RELEASE

The student release area will need to be staffed with enough personnel to keep the lines flowing while maintaining the integrity of safety and security. Responsibilities may include:

- Receiving student request forms from parents and verifying proper signatures.
- Verifying the matching request form when runner arrives with student.
- Reuniting student with parent.



MEDICAL TEAM LEADER



The Medical Team Leader will be responsible for setting up a temporary medical unit/triage area. Responsibilities may include:

- Ensuring all medically fragile students receive their necessary/scheduled medication.
- Assessing initial injuries and preparing victims for medical transport.
- Ensuring proper available medical supplies are brought to triage area.

ICS TRAINING



IS – 100SCa

Introduction to the Incident Command System
for Schools



IS – 200.b

ICS for Single Resources

IS – 700.a

National Incident Management System (NIMS)
An Introduction

The above courses are required for all staff who are assigned a function in the planning of, or response using the Emergency Response Plan. All courses can be completed by visiting <https://training.fema.gov/is/crslist.aspx>

Questions?

Thank you!

Arizona Department of Education
School Safety & Prevention Unit



Sources:

- National Incident Management System – December 2008, U.S. Department of Homeland Security
- Federal Emergency Management Courses:
- Arizona Department of Emergency and Military Affairs (DEMA)
 - MAG 300 – Intermediate Incident Command Systems
 - MAG 364 – Multi-hazard Planning for Schools
- FEMA online Independent Study Classes (IS)
 - 100.Sca - Incident Command for Schools
 - 200.b – ICS for Single Resources and Initial Actions Incidences
 - 700 – National Incident Management System (NIMS)
- Texas School Safety Center Incident Command Structure

