

All Hazard Preparedness Incident Command System Guidance

Purpose

This document describes the Incident Command System (ICS) management approach to meet the demands of any type of incident.

Guidance

ICS

The Federal Emergency Management Agency (FEMA) describes an ICS as a standardized, on-scene, all-hazards incident management approach that:

- coordinates equipment, personnel, procedures, and communications within an organization
- enables coordinated action between various public and private jurisdictions and organizations
- establishes a common process for planning and managing resources
- is flexible and can be used for incidents of any type, scope, and complexity
- allows users to create a structure that matches the demands of any type of incident

ICS in schools

- Find out if there is some type of ICS within your organization, and if there is, determine how your classroom and program fits into this system.
- If there is not a system, work with your local emergency management officials to create a formal, written system that meets the needs of your program.
- When creating a plan, consider all types of incidents such as intruders, fire, earthquake, flood, etc.

ICS and children

- Caring for children is the most important part of your ICS.
- No matter how big or small your program, half of your staff must be directly assigned to caring for children.

ICS jobs and tasks

- It is critical that each of the jobs and tasks below are addressed in your ICS.
- Combine jobs and assign them to fewer people if you do not have enough people for each job.
- The most important thing is that all tasks are addressed, and the plan is written out so everyone knows who is responsible for what.

All Hazard Preparedness Incident Command System Guidance

ICS jobs and tasks	
Incident Commander <ul style="list-style-type: none"> is in charge of all functions of the ICS needs to be assigned to someone who is in the building is reported to by first Response Teams 	
Logistics Chief <ul style="list-style-type: none"> reports to the Incident Commander is responsible to organize the supplies and equipment distribution coordinates the assignment of personnel 	Communication <ul style="list-style-type: none"> reports to the Planning/Administration Chief is in charge of all internal and external communications interacts with the media call outs of state contact person makes sure accurate messages spread to everyone
Operations Chief <ul style="list-style-type: none"> reports to the Incident Commander is responsible for the following teams: <ul style="list-style-type: none"> Site/Facility Checks & Security Search & Rescue First Aid Child Care & Child Release 	First Aid <ul style="list-style-type: none"> reports to the Operations Chief in charge must have taken a First Aid class Provides emergency medical response, First Aid and counseling Note: 911 may not be available in a wide-scale hazard – 911 can only respond to 10% of the population at one time
Planning/Administration Chief <ul style="list-style-type: none"> reports to the Incident Commander responsible for all documentation of the incident responsible for accurate internal and external communications 	Search & Rescue <ul style="list-style-type: none"> report to the Operations Chief knows the layout of the building has a map of the building and a clear plan for searching the building places large X with tape or marker at the entrance and exit of all rooms that have been searched
Child Care <ul style="list-style-type: none"> reports to Operations Chief follows the 50% rule – ½ the staff will always stay with the children ensures that the children are well cared for while the other teams are working always stays with children to keep them safe 	Site Facility Security <ul style="list-style-type: none"> reports to the Operations Chief knows the layout of the building checks or shuts off utilities checks the building structure checks the evacuation route (trees/wires down) puts up ropes or tape around dangerous areas
Child Release <ul style="list-style-type: none"> reports to the Operations Chief assures that children and families are reunited in a safe and organized manner 	Staffing Team <ul style="list-style-type: none"> reports to the Logistics Chief coordinates the assignment of personnel thinks or ask: <ul style="list-style-type: none"> “Who needs help?” “Who is tired and needs a break?” “Who are my volunteers?” (others who show up to help)

ICS jobs and tasks

Documentation

- reports to the Planning/Administration Chief
- is responsible to document details of the event
- records staff time and insurance claim information

Supplies & Facilities

- reports to the Logistics Chief
- coordinates distribution of supplies to assure supplies are best utilized and last a long time
- brings supplies to people in need

Related Documents

All Hazard Preparedness Procedure
All Hazard Preparedness and Fire Drill Record
Disaster Supply Kit Procedure
Earthquake Procedure
Fire Drill Procedure
Lockdown Procedure

Resources

For current information on how to plan for most types of disasters and emergencies, including how to work with children and families:

www.FEMA.gov

www.RedCross.org