2004 American Red Cross
Disaster Preparedness Academy

INCIDENT COMMAND SYSTEM 101

INCIDENT COMMAND SYSTEM (ICS)

DEFINITION

A nationally used standardized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure.

ICS IS A MAJOR COMPONENT OF SEMS

SEMS Includes:

- Operational Area Concept
- Master Mutual Aid Agreement
- Multi-Agency Coordination System

How Will You Operate?

- What should happen…
- When…
- At whose direction.

Objectives

- Identify who will be involved in the school's emergency response.
- Develop the considerations on which the response will be based.

Objectives

- Develop the emergency organization and assign responsibilities.
- Identify required resources and additional resources that will be needed.

Planning Steps

Step 1: Identify key players.

Step 2: Develop considerations.

Step 3: Identify resource requirements.

Step 4: Establish chain of command and lines of succession.

Step 5: Develop the response plan.

Who Should Be Involved?

- Local Emergency Manager
- Public Safety decision makers
- Local service agency personnel
- Senior Leadership
  [**School Superintendent, University President**]
- Campus Leadership
  [**School Principals, Deans and Directors**]
- Transportation Coordinator

Who Should Be Involved?

What internal expertise (employee skills) do you have to help develop your plan?

- Science Instructors
- Health Care Practitioners & Faculty
- Cafeteria Supervisor
- English Faculty or Newspaper Advisor
- Building and Grounds Supervisor

Preparing for the Situation

- Hazards and Probability of impact
- Campus buildings potentially affected
- Locations of special populations
- Critical resource needs
- Campus and area maps

How Will You Operate?

- An organization chart
- A statement about when and how the emergency plan will be implemented
- Definition of "action levels" and their implementation
- The general sequence of actions and established timelines [Operational Period] before, during, and after the emergency
- Who will coordinate directly with local and state responders and how the coordination will take place

How Will You Operate?

All schools should have an organizational system in place that includes:

- The person in charge and their line of succession.
- Administrative staff.
- Faculty.
- Maintenance personnel.

Incident Command System

- Method for managing emergencies
- Most commonly used by:
  - First-response agencies
  - Emergency medical services
  - Emergency management personnel

ICS Principles

- Emergencies require certain tasks or functions to be performed.
- Every incident needs a person in charge.
- No one should direct more than 7 others.
- No one should report to more than 1 person.

ICS Principles

Everyone should:

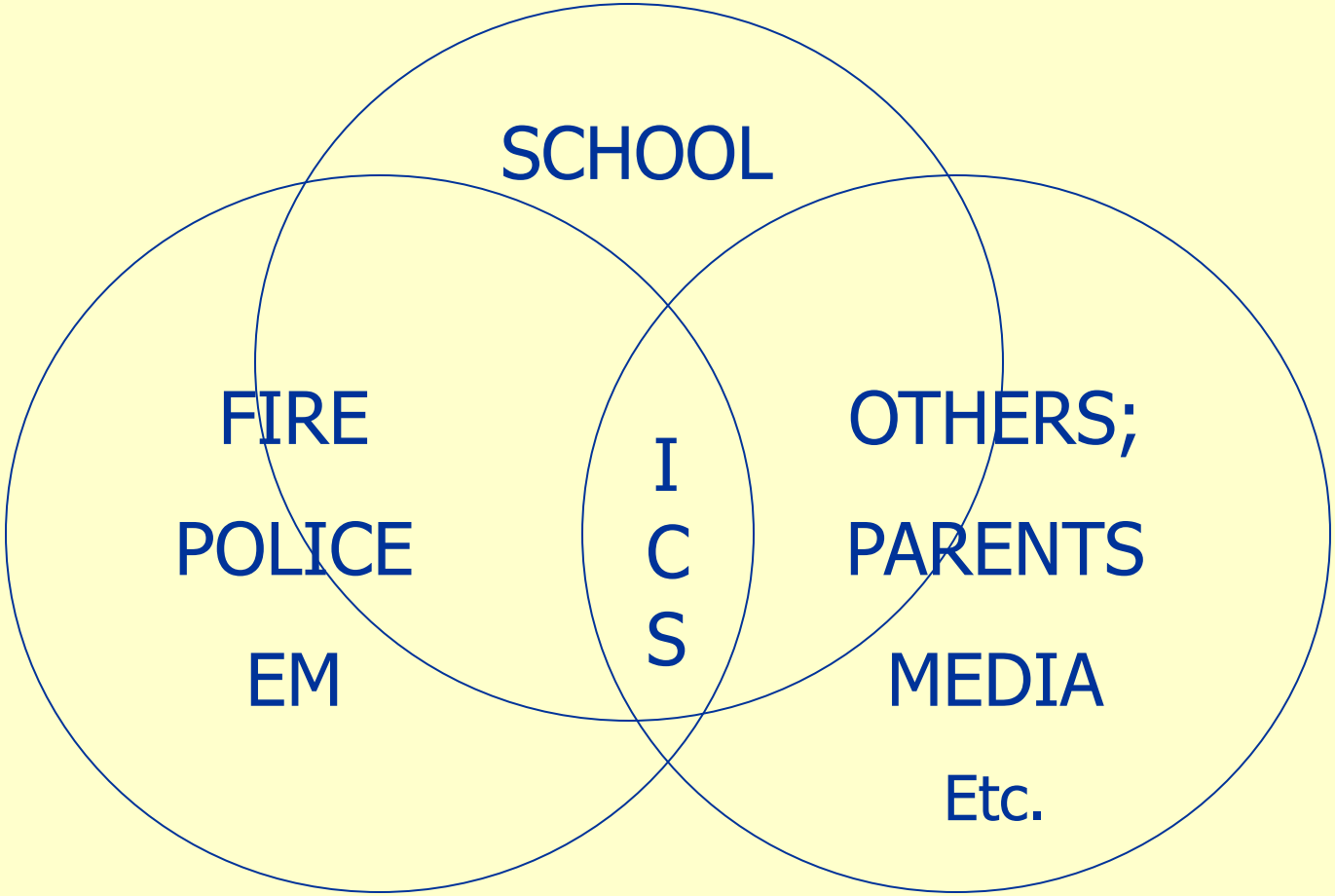
- Know common terminology before an emergency.
- Make use of common terminology to refer to the situation.
- Work from the same set of achievable objectives.

ICS Principles

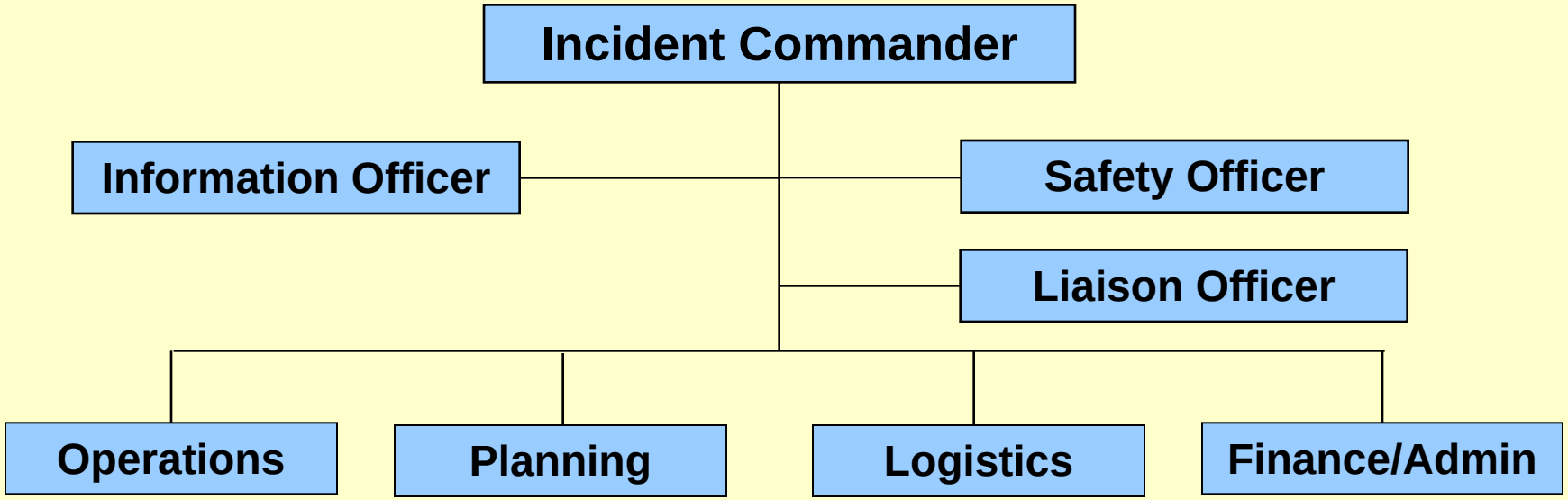
This will you ensure that school and response personnel are "speaking the same language?"

- No codes should be used unless absolutely necessary.
- When codes are necessary, ensure that both school and response personnel know them in advance.

ICS Interaction



ICS Organization



COMMAND-MANAGEMENT

COMMAND

(Field-School Site)

OVERALL RESPONSIBILITY FOR ALL INCIDENT ACTIVITY ON SITE

MANAGEMENT

(AGENCY EOC)

ESTABLISHES AND IMPLEMENTS AGENCY POLICY; MANAGES ALL JURISDICTIONAL ACTIVITIES

OPERATIONS

FIELD OPERATIONS (Field-School Site-)

DIRECTS THE TACTICAL RESPONSE OF ALL INCIDENT OPERATIONS ON SITE

EOC OPERATIONS (AGENCY EOC)

COORDINATES ALL AGENCY OPERATIONS IN SUPPORT OF THE RESPONSE

PLANNING-INTELLIGENCE

PLANNING/ INTELLIGENCE (Field-School Site)

COLLECTS, PROCESSES AND DOCUMENTS INFORMATION AT THAT SITE FOR USE ON THE INCIDENT

PLANNING / INTELLIGENCE (AGENCY EOC)

COLLECTS, ANALYZES, PROCESSES, AND DOCUMENTS INFORMATION FOR USE IN JURISDICTION - WIDE PLANNING.

ACTION PLANNING

- Conducted at the Incident (School Site).
- Conducted in the EOC (Agency).

Used To:

- Identify Objectives and Actions for functions and branches.
- Estimate completion time or Operational Periods.

Primary Responsibility of the Planning & Intelligence Branch

LOGISTICS

LOGISTICS
(Field-School Site)

PROVIDES SERVICES, PERSONNEL AND EQUIPMENT IN SUPPORT OF THE INCIDENTS ON SITE

LOGISTICS
(AGENCY EOC)

PROVIDES SERVICES, PERSONNEL, EQUIPMENT, AND FACILITIES IN SUPPORT OF ALL AGENCY OPERATIONS

FINANCE-ADMINISTRATION

FINANCE-ADMIN.
(Field-School Site)

PROVIDES FINANCIAL ACCOUNTING AND COST CONTROL AT <u>INCIDENT SITE</u>

FINANCE-ADMIN.
(District EOC)

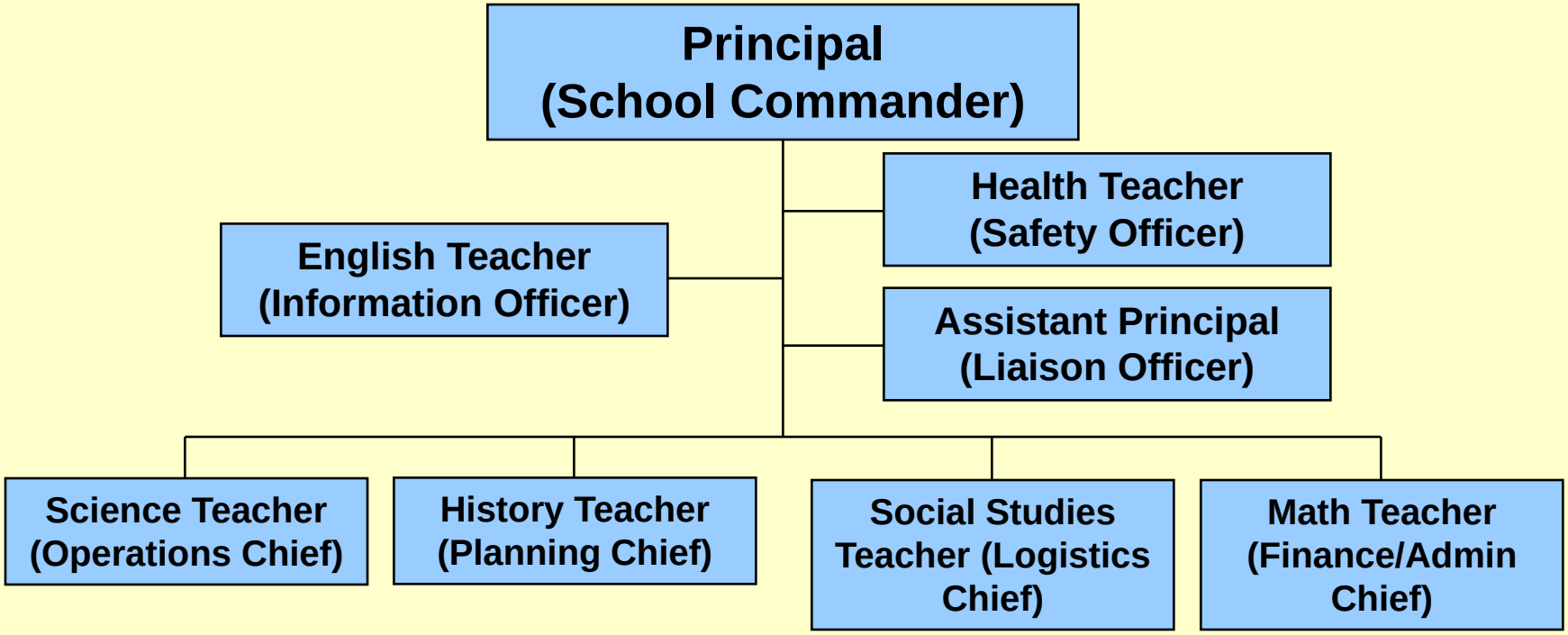
<u>OVERALL RESPONSIBILITY FOR FISCAL ACCOUNTING</u>, COMPENSATION & CLAIMS, AND FOR AGENCY'S DISASTER SURVEY REPORT

Incident Command System

Incident Commander responsibilities:

- Assess the situation.
- Establish objectives.
- Track resource availability.
- Develop and monitor the action plan.
- Ensure proper documentation.
- Appoint additional staff as necessary.

School Site ICS Organization



How Will You Operate?

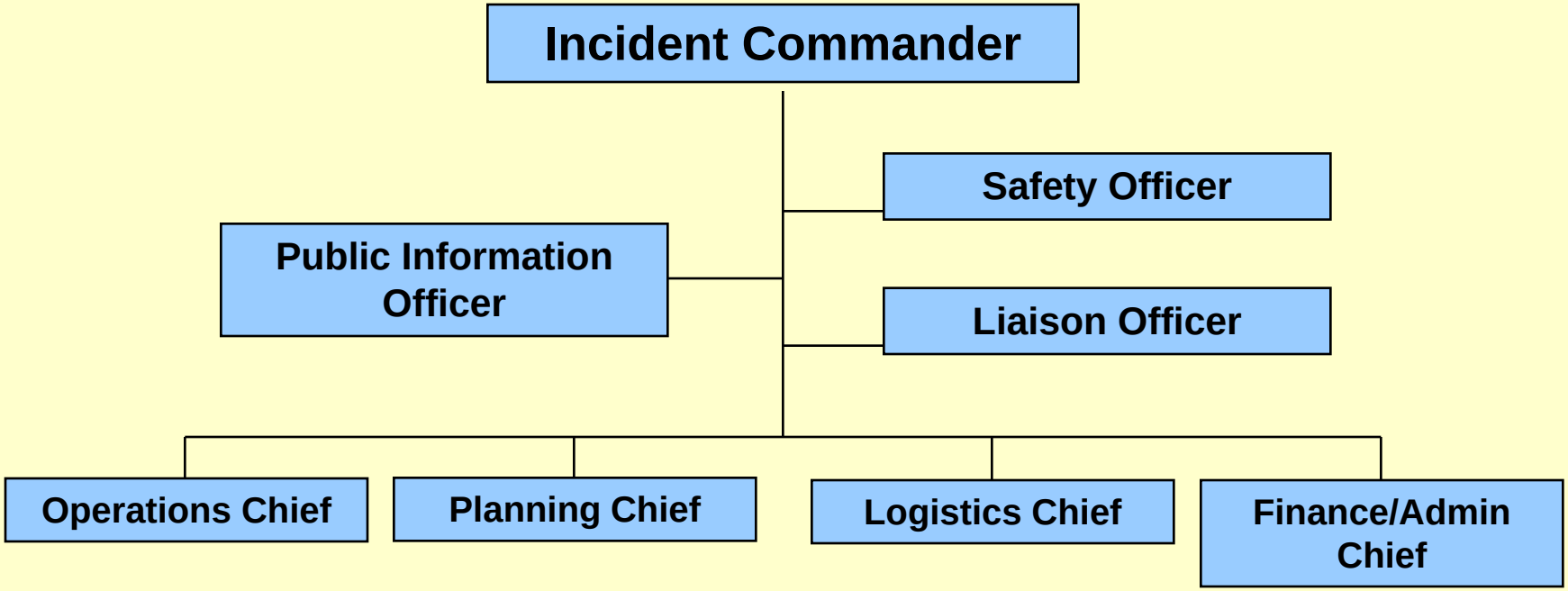
What other assignments might you need in a severe emergency or disaster?

- Search and rescue
- Medical
- Student care and reunification
- Crisis Response

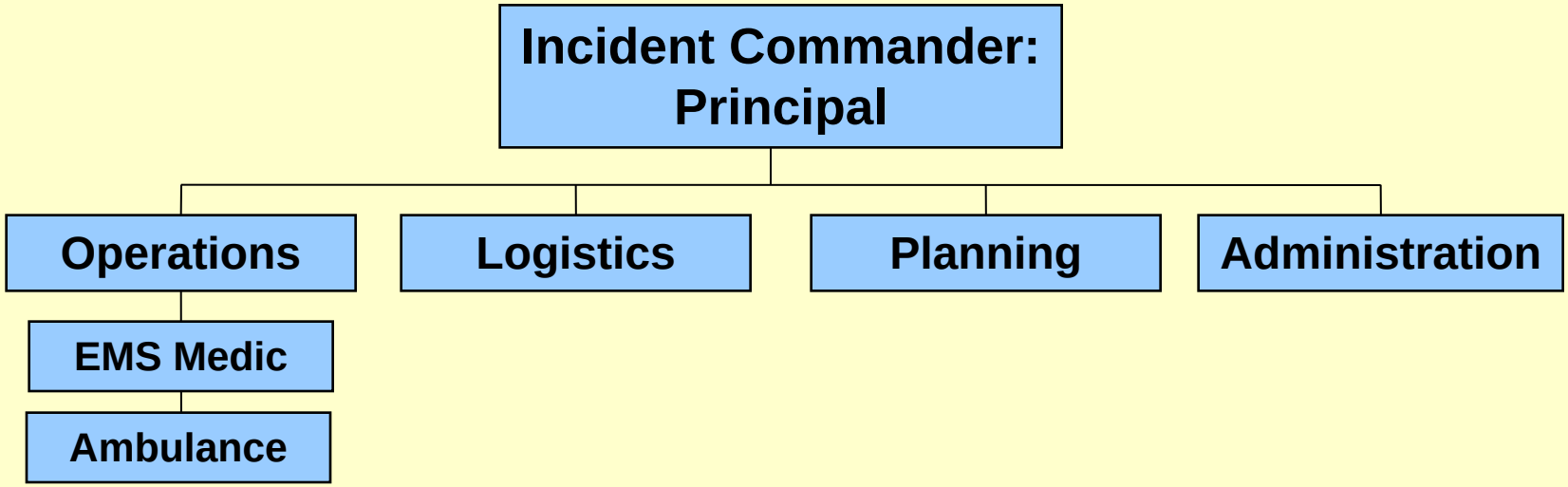
School Site ICS Structure

- **Incident Commander**
  - **Information Officer**
  - **Safety Officer**
  - **Liaison Officer**
  - **Operations**
    - **Security**
    - **S&R**
    - **Medical**
    - **Student Care**
    - **Student Release**
    - **Crisis Response**
  - **Planning**
    - **Documentation**
    - **Situation Analysis**
  - **Logistics**
  - **Admin**

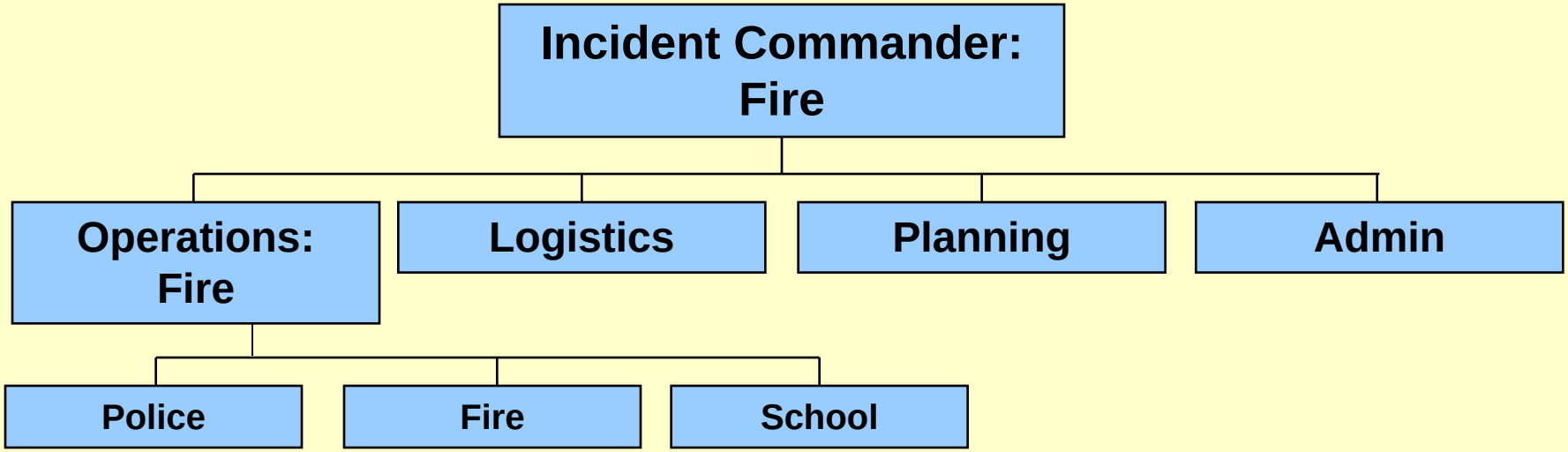
College ICS Organization



Medical Incident



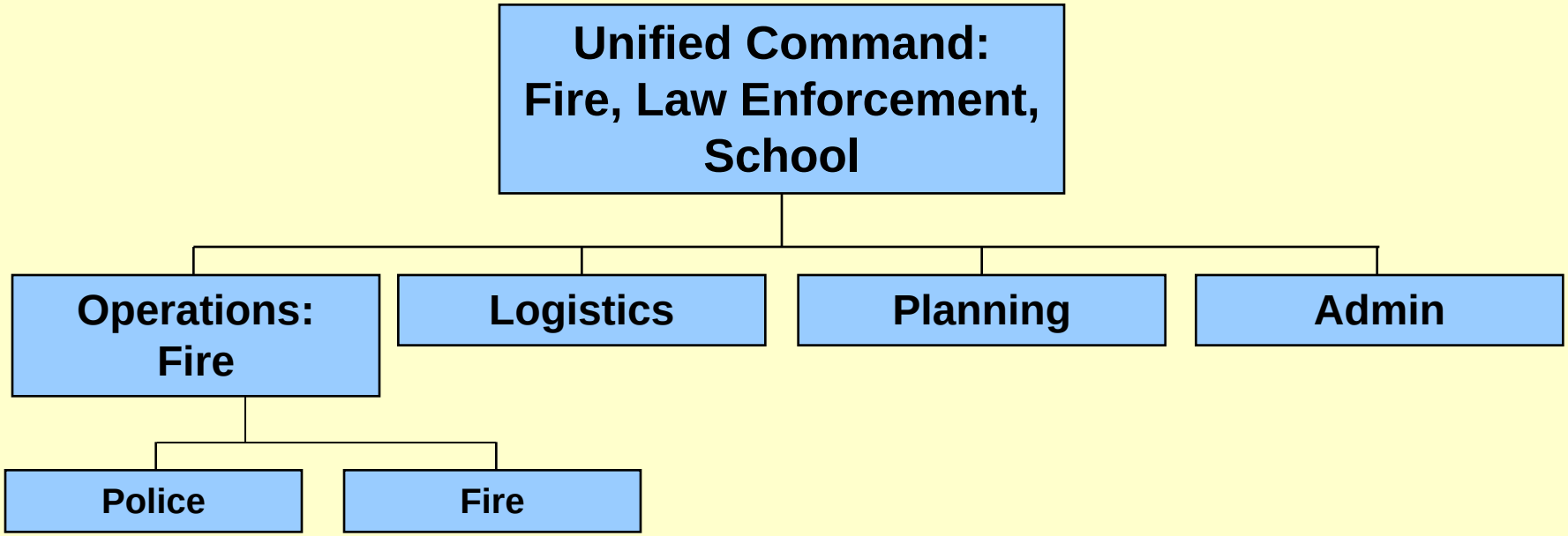
Fire Incident



Major Incident

- Incident Commander
  - Information Officer
  - Safety Officer
  - Liaison Officer
  - Operations
    - Staging
    - Police
    - Fire
    - School
  - Planning
    - All Agencies
  - Logistics
    - Red Cross
  - Admin
    - District

ICS Unified Command



Expanded Organization

- Incident Commander
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
  - Operations
    - Security
    - Search & Rescue
    - Student Care
    - Medical
  - Planning
    - Documentation
    - Situation Analysis
  - Logistics
    - Supplies
    - Staffing
    - Communications
  - Finance/Admin
    - Timekeeping
    - Purchasing

What Do You Have?

What resources would you need to be self-sufficient for 72 hours?

- Tools
- Medical supplies
- Food and blankets

What Do You Need?

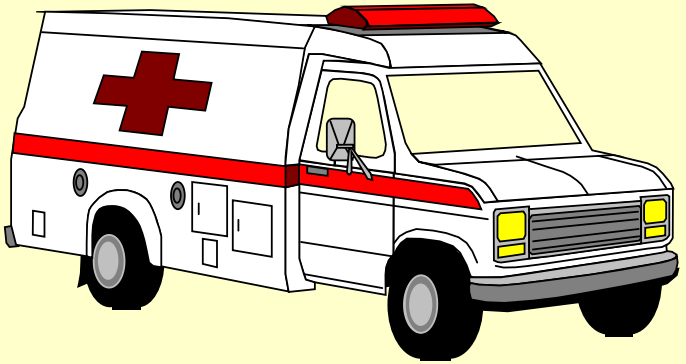
Where might you get additional resources?

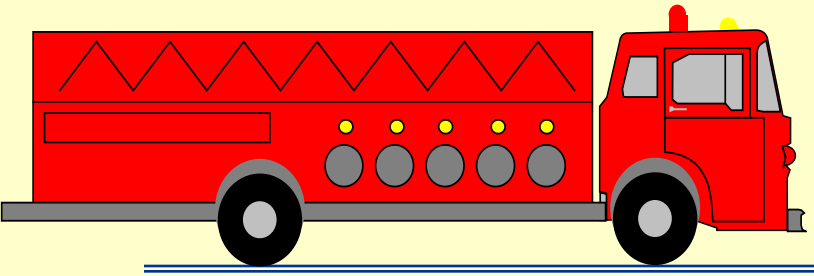
- Local Resources:
  - Parks & Recreation Department
  - Transportation Department
- Medical Resources:
  - EMS
  - Walk-in clinics
- Care and Shelter
  - American Red Cross
  - Local hotel or motel
  - Local restaurants
  - Grocery stores

Review

COMMON TERMINOLOGY

- Organizational Structure and Functions
- Position Titles
- Facilities
- Resources

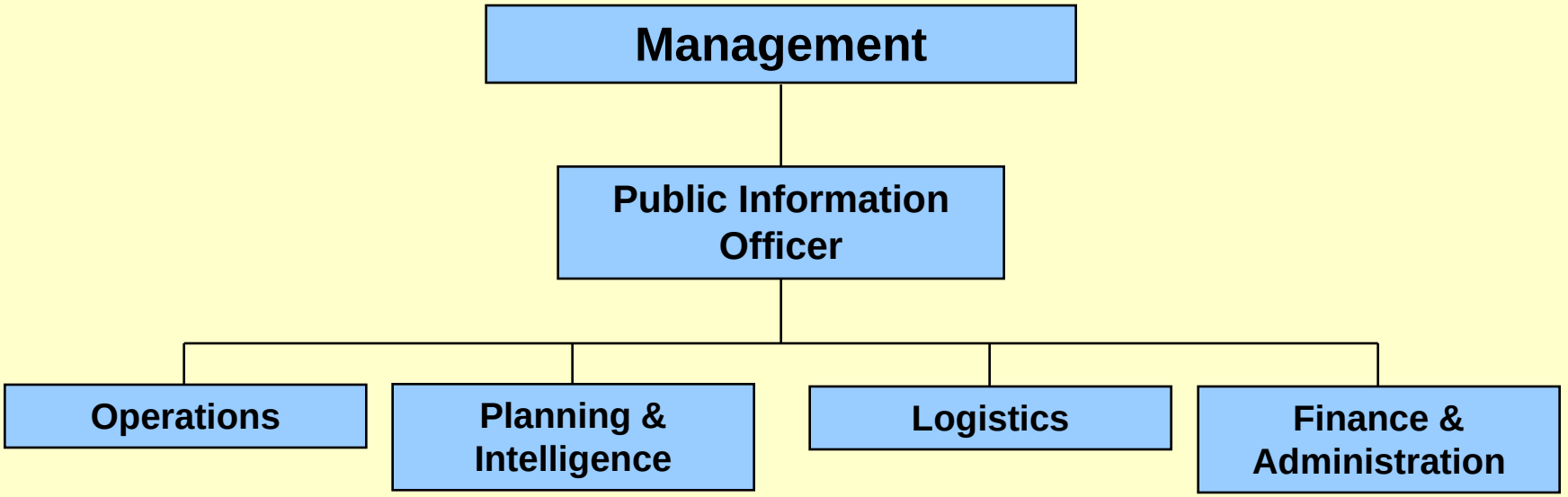




Review

ORGANIZATIONAL FLEXIBILITY

- Only activate the branches that you need.



Review

CONSISTENT HEIRARCHY

- Appropriate supervision ratio (Span of Control)
  3 to 7 personnel per supervisor

- Clear organizational lines of authority
  (Chain of Command)

Review

MANAGEMENT BY OBJECTIVES

- Measurable & Attainable Objectives
- Identified Time-Frames
  (Operational Period)

Activity: ICS Wedding Planning

1. Brainstorm about all the activities that occur around a wedding.
2. Use ICS to make personnel assignments for the activities.

Thank You for Attending