

School Incident Command System Training



Objectives

By the end of this module, participants will be able to:

1. Define an Incident Command System
2. Identify the purpose of an ICS on their campus
3. Identify what ICS roles their school needs to best manage a crisis



Framing

- When an emergency strikes, there is the potential for mass chaos
- Schools can alleviate this when there is an Incident Command System in place
- Each staff member knows their role, responsibility, and who to look to for guidance



Incident Command System

- Incident Command System Overview
- ICS Roles & Responsibilities
 - Command Staff
 - School Strike Teams
- Next Steps After ICS

Incident Command System (ICS) Overview



What Is The Incident Command System (ICS)?

→ A management system

- ◆ Facilitates effective response
- ◆ Establishes common organizational structure



→ A set of terminology

- ◆ Defines how teams are organized, function, and communicate
- ◆ Used and understood by Fire, Police, EMS and other agencies nationally

→ A flexible tool

- ◆ Adaptable to the details of your community, whether big or small
- ◆ Depending on the crisis, we may use part or all of the ICS structure

Why does this matter for us?

Purpose:

- Set priorities for an incident. Clearly *designate roles and responsibilities* that can be deployed in any sized incident.

Planning:

- *Pre-assign specific individuals, based on experience, role, and skills.*

Practice:

- Use drills and tabletops to *identify strengths and gaps* before an incident occurs and build confidence among team members.

Incident Command System Features - Top 3

Unity and Chain of Command

- Each person reports to one supervisor; clear line of authority and clarity of leadership
- Note: This may not be your day-to-day supervisor

Span of Control

- Key for effective management
- Supervise 3-7 people; ideally no more than 5

Common Terminology

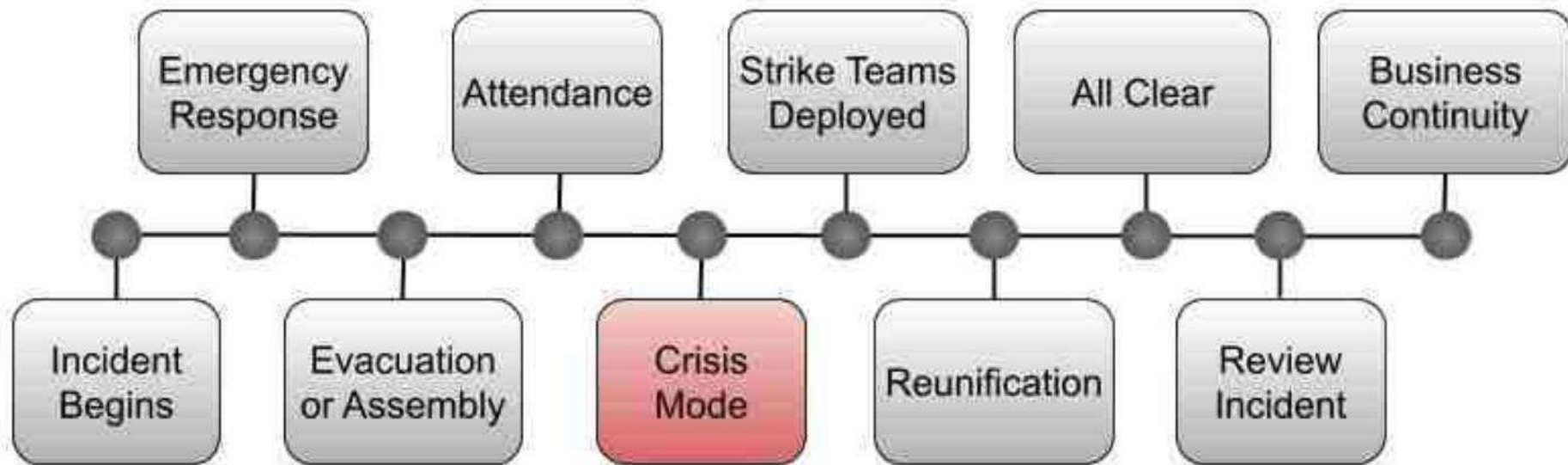
- Helps to define organizational functions, incident facilities, resource descriptions, and position titles; provides clarity across agencies and jurisdictions



The “First On” Model and the Role of an Incident Commander

- The first person to engage (on the scene / in the loop) is “in charge” until someone more senior or with a higher level of training takes over.
- The Incident Commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.

Timeline of a Disaster



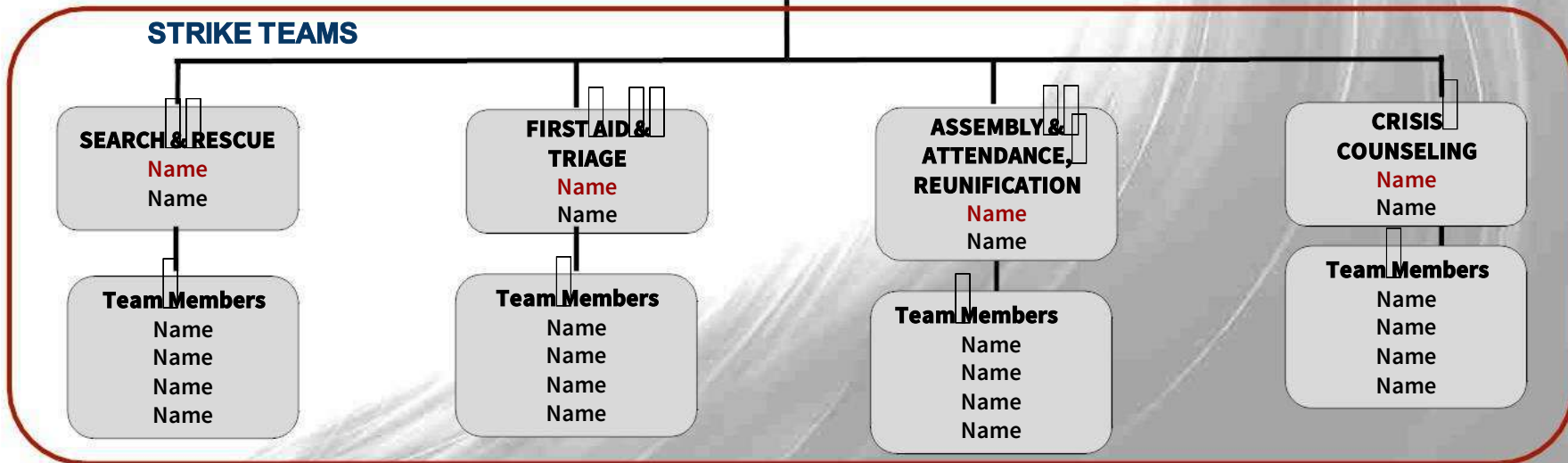
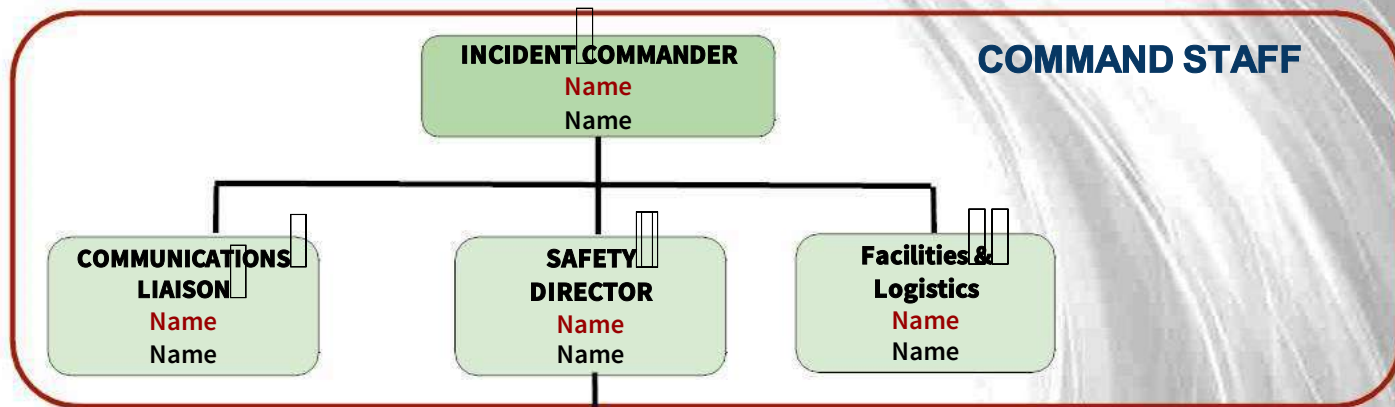
Communication with the entire community continues throughout the timeline

Crisis Mode

- When an emergency takes place, evacuate and stay with your students in the assembly area
- Strike Teams do not assemble until Incident Command initiates “Crisis Mode”
- Once Crisis Mode is called:
 - Notify District office through the School Liaison
 - Assemble with your Strike Team, leaving students under care of Student Support
 - Team Leaders inform Incident Command that your team is assembled and notify IC if anyone on the team is missing
 - Once given instruction from Incident Command, start your Strike Team function

School based Incident Command System (ICS)





School Based Incident Command System (ICS)

Roles & Responsibilities



Command Staff



School Incident Commander

For every incident it needs to be clear who is in charge. In the ICS, that person is the Incident Commander. The Incident Commander:

- Establishes objectives, makes assignments, activates teams, and orders/deploys resources.
- Works closely with staff and technical experts to analyze the situation and determine strategies.
- Should have training, experience, and expertise to serve in this capacity.
- Oversees Safety/Logistics, Communications, Situation Analysis, Attendance/Reunification, and Community Care Directors



School Incident Commander Guidelines

- Take command.
- Establish incident objectives.
- Perform ongoing risk assessments to balance response initiatives with safety concerns.
- Motivate responders.
- Communicate clear directions and ensure directions are understood.
- Delegate responsibilities to the leadership team as necessary.
- Activate Strike Teams as needed.
- Size up the situation and make rapid decisions.
- Assess the effectiveness of tactics and strategies.
- Be flexible and modify plans as needed.

Communications Liaison

- Reports to the School Incident Commander
- Responsible for collection, evaluation, dissemination, and use of information about development of incident, status of resources, and demobilization of the incident for the purposes of external communications



Communications Liaison

- Liaison between District Communications Officer and school-as it relates to family and faculty & staff communications before, during, and after incident
- Drafts and sends phone calls/texts/emails to necessary family, faculty, and staff with the support from District Communications Officer
- Updates Command Team on what communications have been sent, to share with students / faculty / staff as appropriate
- This may include drafting and sending phone calls/texts/emails as well as updating the school website and other social media.

Safety Director

- Reports to the School Incident Commander
- Directing the management of all tactical activities on behalf of the Incident Commander
- Organizes, assigns, and supervises the tactical response and operations of the following Strike Teams:
 - Search & Rescue
 - First Aid & Triage
 - Assembly, Attendance & Reunification
 - Crisis Counseling



Safety Director Guidelines

- Activate Strike Teams as appropriate and required for the incident.
- Facilitate coordination between Strike Teams as needed.
- Identify and mitigate safety hazards and situations. Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate situations and problems before they may occur.
- Anticipate situation changes, such as cascading events, in all planning.
- Keep Incident Command advised of your status and activity and on any problem areas that need immediate or future solutions.

Facilities & Logistics

- This role generally supports the logistical needs of the other teams
 - Assist with the distribution, inventory, and tracking of long term care supplies (food, water, sanitation, shelter)
- Assesses building stability and viability after a major event
- Handles gas, power, and water shutoffs
- May pull in maintenance personnel to support with this





School Strike Teams



Search & Rescue

- Reports to Safety Director
- Search & Rescue team is responsible for light search and rescue in lieu of first responders
- Enter*** and search the building to find anyone who has not made it to safety
- Help with extrication of the trapped / injured
- Liaise with the First Aid Team to ensure adequate treatment
- Next Steps: Decide where your meeting point will be?



DONOTENTERADANGEROUSENVIRONMENT

DONOTPERFORMSEARCHANDRESCUEBYYOURSELF

Search & Rescue: Best Practices

- Assemble everyone at the designated area
- Confirm section assignments amongst team members; assign 'buddies'
- Don appropriate personal protective gear and identifiers
- Gather supplies and equipment
 - Hard hats
 - Goggles
 - Dust Masks
 - Powerful flashlight
 - Tape
 - Crow bar or other tools
 - Chalk/markers/paint
 - Cribbing
 - Radios
- Working in groups of two or more, sweep building, and get everyone out
 - Mark room with an X as you sweep
- Communicate with Team Leader early and often
- Always maintain contact with search partners
- Take injured to First Aid

First Aid & Triage

- **Reports to Safety Director**
- Responsible for triaging patients according to severity of injury as they arrive in the First Aid Area.
- Provide First Aid to students, staff, and faculty during the initial response and throughout incident
 - Stabilize anyone with major injuries until arrival of EMS
 - Treat anyone with minor injuries
- Properly release patients to appropriate transport units
- **Next Steps:** Decide where your meeting point will be?



Do not provide any treatment that you are not trained to perform and/or don't feel comfortable doing

First Aid & Triage: Best Practices

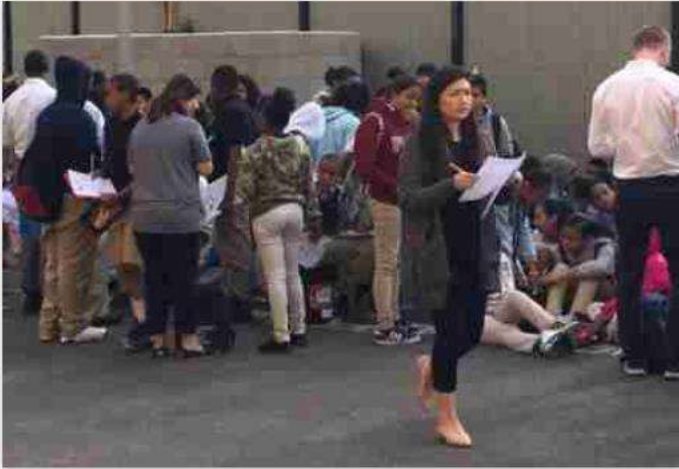
- Assemble everyone at the designated area
- Confirm assignments amongst team members
- Don appropriate personal protective gear and identifiers
- Gather supplies and equipment
 - First Aid Kits including: bandages, gauze, gauze rolls, tape, etc.
 - Triage: tags, colored tape and/or tarps
 - Clipboards, pens, paper and/or forms
- Triage everyone before you treat anyone
- Stabilize serious patients first; then treat other urgent/delayed injuries
- Track patients' information using appropriate forms
- Team Leader should communicate with Incident Command and EMS
- Coordinate with Search and Rescue as appropriate

Attendance, Assembly & Reunification

- Reports to Safety Director
- The team will facilitate the taking of attendance of students and adults at the evacuation meeting point.
 - Know who has made it to the evacuation or assembly point and who is unaccounted for
 - Assist teachers in keeping students calm and engaged
 - Track students throughout the lifecycle of the emergency (this may mean taking attendance multiple times)
 - Make sure no students leave the designated area until reunification has been initiated



Attendance, Assembly & Reunification



- This team is also responsible for helping parents reunite with their children in the aftermath of an emergency.
- Accountability is the #1 priority during Reunification. Speed is not important here.
- Responsible for accounting for every student released, and accurately document their release time, adult, and destination.
- Keep adults and students separate until they are ready to leave.

Attendance, Assembly & Reunification: Best Practices

- Team leader will take team attendance and assign roles
- Confirm roles amongst team members
- Gather supplies and equipment
 - Current rosters for students & staff
 - Early release list, absent list, visitor list
 - Clipboards and pens
- Take attendance of everyone you are responsible for, compare this to known list
- Report to the next level up
- Be ready to take attendance multiple times throughout the event
- Monitor students during the event, making sure to engage them, keeping them calm and quiet throughout, and update them on the school's communication with parents
- Continue to report any incidents throughout the event to the next level up

Reunification: Best Practices

- Assemble everyone at the designated area
- Confirm assignments amongst team members
- Don appropriate personal identifiers
- Set-up Stations 1, 2, and 3 with tables, chairs, and signage if available
- Gather supplies and equipment
 - Phone with camera
 - Reunification Forms
 - Clipboards and pens
- Communicate to Student Assembly which children are being picked up
- Verify identification of the adult who is picking up the student
- Escort adults and students to and from appropriate areas
- Final check off performed at the student release area
- Potentially help in parent waiting area or student relief area

Crisis Counseling



- This team monitors and supports the emotional and mental well being of students and staff.
- Assist in maintaining overall morale of the group
- Offer comfort items like food, a blanket, or a toy
- Engage students in activities or with entertainment
- Create peer to peer counseling spaces
- May pull in part time staff if available on site that day

Crisis Counseling: Best Practices

- Don identifiers, if applicable
- Gather supplies and equipment
 - Food and water
 - Clipboards, paper, pens
 - Games, books, or other activities
- Work with First Aid and Attendance to identify individuals in need of support
- Be mindful of students who are particularly anxious
 - Comfort and counsel them as appropriate and able
 - Provide private space for counseling as necessary
- Provide engagement and entertainment to students as a whole

Next Steps

- Visit “How to Run a Tabletop” & “Family Reunification After an Incident” modules in Joffe Academy
- Check out School Safety Assessments & Consultative Services at www.joffeemergencyservices.com

Next Steps

- Download Handout & Org Chart

