

# Applying ICS in Schools

JoAnn Jordan  
Emergency Preparedness Consultant

---

---

---

---

---

---

---

---

## Objectives:

- Participants will understand the concepts of Incident Command.
- Participants will learn how to assign staff to emergency response assignments.
- Participants will learn techniques for integrating ICS into routine school activities.

---

---

---

---

---

---

---

---

## Overview of ICS

### • **Basic Business Management Principles**

- Planning
- Organizing
- Communicating
- Evaluating
- Directing
- Coordinating
- Delegating

---

---

---

---

---

---

---

---



### Response System Applies to:

- Fire
- Bomb Threat or Explosion
- Hazardous Materials Release
- Hostile Intruder
- Severe Weather
- Earthquake
- Other Events Which Attract Media

---

---

---

---

---

---

---

---



### Concepts of ICS

- Modular/expandable organization
- Easy to use command structure
- Comprehensive resource management
- Strategic action plans
- Manageable span of control
- Common terminology

---

---

---

---

---

---

---

---



### Common Terminology for:

- **Organizational Elements** - response teams
- **Position Titles** - incident commander, general staff, team leaders
- **Facilities** - incident command post, resting area, first aid treatment area, assembly area
- **Resources** - communications gear, personnel, team equipment
- **Communications** - common language in radio transmissions

---

---

---

---

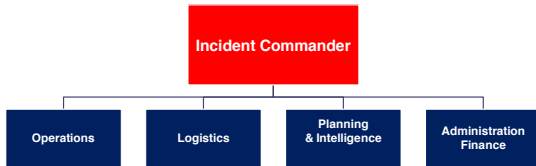
---

---

---

---

## Five Primary Emergency Functions



---

---

---

---

---

---

---

---

## Management Responsibilities

- **Incident Commander (In Charge)**
  - Overall responsibility
  - Set and adjust objectives and priorities
- **Operations Section Chief (Doers)**
  - Response Activities
  - Directs resources
- **Logistics Section Chief (Supports Operations)**
  - Provide facilities, equipment and supplies for response teams
  - Provides support for incident-- food, shelter, sanitation, communications

---

---

---

---

---

---

---

---

## Management Responsibilities

- **Planning Section Chief (tracks everything and looks ahead for future issues)**
  - Collects, posts and evaluates information
  - Develops and maintains the incident action plan
- **Administration / Finance Section Chief (Monitors financial transactions)**
  - Documents purchasing of supplies, equipment, etc.
  - Monitors and documents hours worked and related costs for employees and volunteers
  - May handle release of students on a school site

---

---

---

---

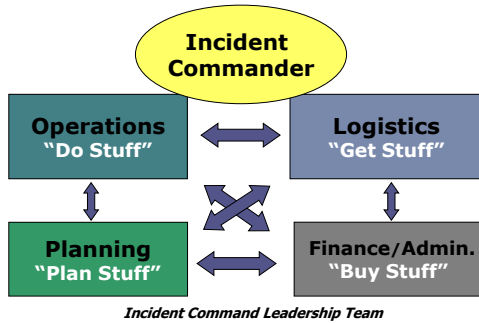
---

---

---

---

## Five Primary Emergency Functions



---

---

---

---

---

---

---

---

## Scenario: Lunch Disaster

- Cafeteria has a melt down at 8:30am.
- Lunch must be "ordered in" and served in the gym.
- Use the Incident Command System to have pizza delivered and deployed by 11:30am.
- What are the responsibilities for Operations, Planning, Logistics & Finance?

---

---

---

---

---

---

---

---

## Management Plan using ICS

- **Operations:** Deploy the pizza, set up the gym, clean up after lunch
- **Logistics:** Be sure that Operations has the supplies & staffing what they need to deploy the pizza. Supplies include plates, napkins, etc.
- **Planning:** Determine the amount of pizza, types of pizza and number of pizzas and when they will arrive. Anticipate any problems.
- **Finance:** Find the best price, order the pizza, pay for the pizza

---

---

---

---

---

---

---

---

## Choosing your key staff

- **Operations Section Chief:**
  - Must manage the most people
  - Must be able to delegate, track what's going on in their area and be able to work under pressure
- **Logistics Section Chief:**
  - Must be organized and detailed
  - Ultimately manages all the supplies, equipment, facilities, staffing pool and volunteers until assigned
  - Has lots of inventory responsibilities before the event.

---

---

---

---

---

---

---

---

## Choosing your staff, cont.

- **Planning Section Chief**
  - Works closely with the Incident Commander to document situation, actions and directions by the Incident Commander
  - Creative thinker, able to look beyond the immediate to anticipate future problems
  - Most likely person to replace the Incident Commander when they need a break
- **Finance Section Chief**– (*Usually delegated later during the incident*)
  - Someone familiar with procedures to purchase supplies/equipment and documents expenses

---

---

---

---

---

---

---

---

## How to organize your staff!

- Have a blank org chart ready to write in the assignments
- From your current staff roster
  - Identify all full-time, every day faculty & staff with a ★
  - When two part time staff can be combined to make a full time/every day staff, make them a ★
- Choose your key management staff for Ops, Logistic, Planning & Finance. Change their ★ to a ●

---

---

---

---

---

---

---

---

## How to organize your staff!

(continued)

- From the remaining full-time, every day staff (★) 50% will be assigned to Student Care and 50% will be assigned to first response teams.
- Divide the number of classrooms in your school by 2 and that is the **minimum** number of teachers needed for student care.

*Example: 23 classrooms of kids = minimum of 12 teachers for student care*

---

---

---

---

---

---

---

---

## How to organize your staff!

(continued)

- If there are people that must be with children, either because of the age group they teach or they are not suited for first response activities, make their ★ a ▲ and assign them to student care.
- Complete the assignments to Student Care, being sure to have a teacher representative from all the grade levels.

---

---

---

---

---

---

---

---

## How to organize your staff!

(continued)

- Of the remaining staff(★), assign first response teams, and ICS positions such as teams in Logistics and Planning. Response teams in Operations must work in minimum of 2 per team. Minimum required for student reunion is 4 plus student runners.
- Any staff members that are part time, most of the week staff are in student care (▲)or parent reunion (★ under operations).

---

---

---

---

---

---

---

---

## Training the staff

- Now that everyone is assigned a position, each staff member should receive a copy of their respective job description.
  - At a staff meeting, teachers and staff should learn:
    - What their job is
    - Who their team leader is
    - Who their team leader reports to
    - The rest of the chain of command
    - The basics of ICS and how communications & information gets passed through the organizational chart.
- People learn by doing! Make a Human Organization Chart!**

---

---

---

---

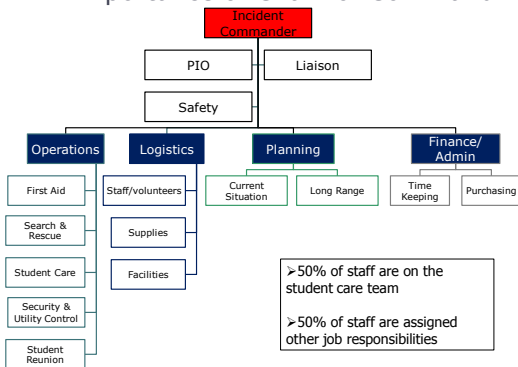
---

---

---

---

## Importance of Chain of Command



---

---

---

---

---

---

---

---

## Applying ICS into routine events

- What ever the event is.....
  - Identify the activities needed to be done
  - Organize them into operations, planning, logistics and finance/admin, using the principals of ICS.
  - Have the staff in charge of ops, plan, log assign tasks to the teams.
  - Incident Commander set objectives and schedule of meetings and deadlines.
  - Event happens!

---

---

---

---

---

---

---

---



## Applying principals to:

- Open House/Curriculum Night
- Fundraising Event
- Fire in the school
- Evacuation to another school

---

---

---

---

---

---

---

---



## Conclusion

- ICS is a management tool, best performed when practiced before the disaster.
- Take time to assign the best people to leadership roles.
- Staff feel better when they know what is expected of them.
- Have fun and empower staff to do their job.

---

---

---

---

---

---

---

---