

### **3. ICS SECTION UNITS: SCHOOL EMERGENCY TEAMS**

During a disaster, public employees can become “Disaster Service Workers”. As Disaster Service Workers, school staff may be required to remain at school to assist in an emergency situation.

Staff members may be assigned as teams to assist section leaders in units of the ICS. Assigned teams shall receive training appropriate to their ICS role and shall participate in emergency readiness drills and activities. Any school employee, as a Disaster Service Worker, may be asked to assist an ICS team whenever necessary.

**TEACHERS:** Teachers shall be responsible for the supervision of students and shall remain with students unless directed otherwise. They shall:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of emergency protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established emergency procedures.
- Give appropriate action command during an emergency.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to Command Post.
- Assume designated ICS role.
- Send students in need of medical attention to the First Aid Station.
- Render first aid, if necessary. School staff should be trained and certified in First Aid and CPR.

**INSTRUCTIONAL AIDES/ASSISTANTS:**

- Assist teacher, as directed.

**COUNSELORS, SOCIAL WORKERS, PSYCHOLOGISTS:** Counselors, social workers, psychologists provide assistance with the overall direction of the emergency procedures at the site. Assume designated ICS role. Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of emergency protocols.
- Direct students in their charge according to established emergency protocols.
- Render crisis intervention, if necessary.
- Assist in the evacuation/transfer of students, staff and other individuals when their safety is threatened by a disaster.
- Maintain a line of communication with Operations.

- Assist as directed by Operations.

**SCHOOL NURSES/HEALTH ASSISTANTS:**

- Assume designated ICS role, preferably in the First Aid station. Administer first aid or emergency treatment, as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

**CUSTODIANS/MAINTENANCE PERSONNEL:**

- Assume designated ICS role.
- Survey and report building damage to Operations.
- Control main shut-off valves for gas, water, and electricity and assure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Operations Chief informed of condition of school.

**SCHOOL SECRETARY/OFFICE STAFF:**

- Assume designated ICS role.

**FOOD SERVICE/CAFETERIA WORKERS:**

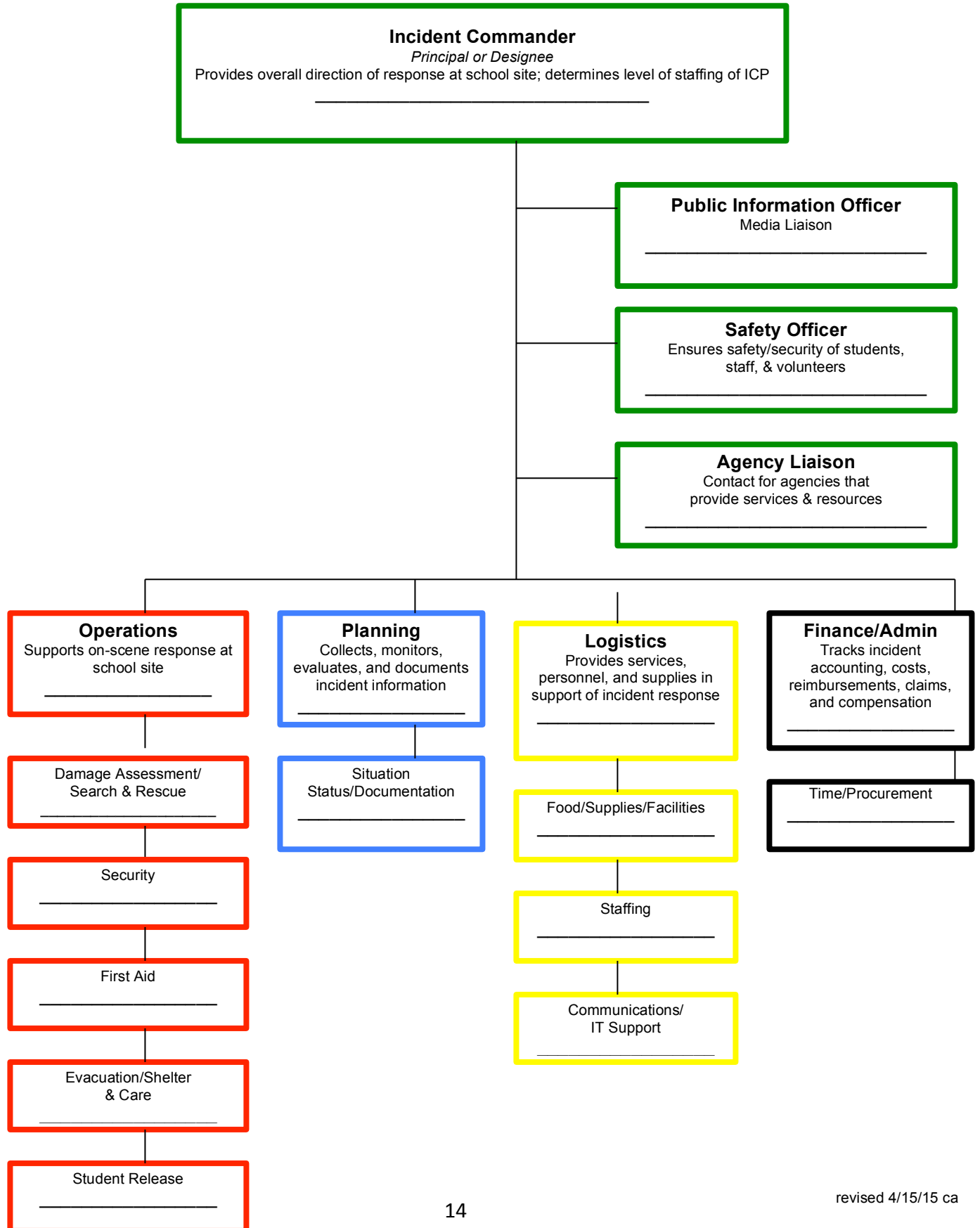
- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an emergency.
- Restrict access to foodservice operations to authorized personnel.
- Assist as directed by Operations.

**OTHER STAFF:**

- Report to principal for directions

# Incident Command Post (ICP) Organizational Chart for Schools

## Incident Command Site Specific Only



## INCIDENT COMMAND SYSTEM: School Site

At the school level, the school principal or designee assumes management responsibility as the Incident Commander (IC) and activates others as needed. School personnel transition from their daily jobs to assigned emergency functions. The ICS is flexible in size and scope, depending upon the magnitude of the emergency. For a small incident, the principal may perform all roles of the ICS structure. The IC is responsible for any section that is not assigned. Each section chief is responsible for any unit that is not assigned.

Title	Role, Responsibility
<b>Management:</b> Incident Commander	Responsible for development of school's plan and overall management of emergency situation; establishes/manages Command Post; activates ICS; determine strategies to implement protocols and adapt as needed.
Safety/Security	Monitors safety conditions of an emergency situation and develops measures for ensuring the safety of building occupants (students, staff, volunteers, responders).
Public Information Media Liaison	Spokesperson for the incident; prepares media releases; establishes "media center" near Command Post; coordinates information with Incident Commander for parent community.
Liaison to Outside Agencies	Develops working knowledge of local/regional agencies; serves as the on-scene contact for outside agencies assigned to an incident; assists in accessing services when the need arises.
<b>Operations:</b> Damage Assessment/ Search and Rescue	Searches facility for injured and missing students and staff; conducts damage assessment and reports conditions to the Planning Section-Situation Status; provides light fire suppression.
Security	Coordinates security needs; establishes crowd control; restores utilities; secures perimeter and isolates fire/HazMat.
First Aid	Provides triage and medical care with staff trained in first aid and CPR; oversees care given to the injured; distributes medical supplies (latex gloves, bandages, etc.); establishes morgue, if needed.
Evacuation/ Shelter and Care	Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.
Student Release	Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.
<b>Planning:</b> Situation Analysis/ Documentation	Evaluates incident information and maintains ICS status boards; collects and archives all incident documents; tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers).
<b>Logistics:</b> Food/Supplies/Staffing/ Transportation	Coordinates access to and distribution of food, water and supplies; provides personnel as requested, including volunteers; arranges transportation for staff, students and equipment.
Facilities Communications/IT	Coordinates site repairs and use of school facilities; arranges for debris removal; maintains all communication equipment, including radios; provides services to support Information Technology functions.
<b>Finance/Administration:</b> Procurement, Cost Accounting Timekeeping	Maintains incident time logs for all personnel; tracks and maintains records of site expenditures and purchases for incident; manages vendor contracts.

## **ICS SECTION TOOLBOXES**

Assemble and update annually a “toolbox” for the IC and each section chief to be used during an emergency. Items in the toolbox should not be used for any other purpose except emergency preparedness training activities. Store the items in a clear, portable plastic box that is readily accessible. Label the toolbox with the name of the section and the date its contents were last updated (e.g., batteries replaced, phone numbers checked).

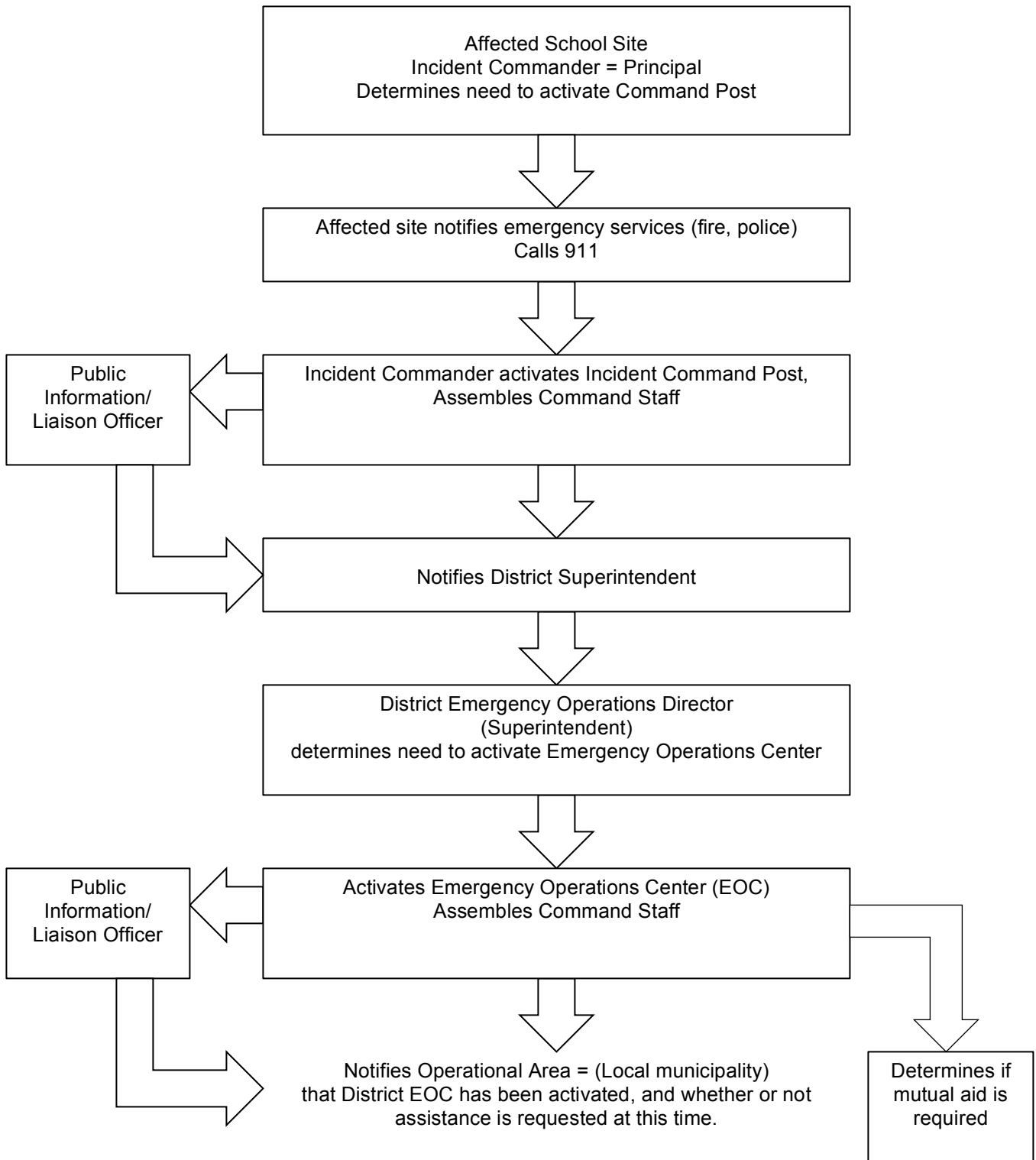
Specialized equipment and supplies should be stored with the emergency cache trailer.

Suggested items to include for most ICS toolboxes:

- \_ District/School Emergency Management Plan
- \_ ICS organizational assignments: staffing list
- \_ Map of buildings with location of exits, phones, turn-off valves, first-aid kits and assembly areas
- \_ Blueprints of school buildings, including utilities
- \_ Map of local streets with evacuation route marked
- \_ District Schools Directory
- \_ District Schools Staff Directory
- \_ District/Schools Staff Home Directory
- \_ District/Schools Staff Telephone Tree
- \_ Local Emergency Contacts
- \_ Emergency Procedures Flipchart
- \_ Student directory (including emergency contacts for parents)
- \_ Two-way radios or cellular phones
- \_ Solar/battery-powered radio and spare batteries
- \_ White board with dry erase markers
- \_ Adhesive stickers and markers for name tags
- \_ Orange vests and hard hats to identify key personnel
- \_ Lanyards with ID information for all ICS staff
- \_ Black markers, ball point pens and note pads
- \_ Scissors
- \_ File folders
- \_ Post-Its
- \_ Highlighter pen
- \_ Memory stick (thumb drive)
- \_ Stapler, staple remover, staples
- \_ Clipboard
- \_ Tape
- \_ Forms:
  - o ICS Staff List (Appendix 68)
  - o EOC Staff List (Appendix 69)

- Resource Request (Appendix 90)
- Section Activity Log (Appendix 91)
- Staff Check-in/Check-out (Appendix 96)
- Situation Status Report – Initial Assessment (Appendix 93)
- Situation Status Report – Update (Appendix 94)

# SCHOOL INCIDENT REPOSENSE FLOW CHART



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## 4. EMERGENCY RESPONSE TEAM/OPERATIONS ASSIGNMENT/RESPONSIBILITIES

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### MANAGEMENT SECTION

### INCIDENT COMMANDER

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The IC directs on-scene operations and is responsible for overall management of the incident. It is his/her responsibility to prepare the strategic objectives that, in turn, will be the foundation upon which subsequent incident action planning will be based. Incident Objectives should be broad, measurable and follow an ordered sequence of events.

The IC at the school leads the Incident Management Team which may include the Public Information Officer, the Safety Coordinator and an Agency Liaison for the school. Those three functions may reside, instead, at the Emergency Operations Center if it is activated by the school district.

**Responsibilities:** The IC is responsible for on-scene emergency/disaster operations and remains at or near the Incident Command Post (ICP) to observe and direct all operations.

- Assess the scene
- Ensure the safety of students, staff and others on campus
- Activate and manage the ICP
- Develop strategies for appropriate response
- Coordinate response efforts
- Monitor action plan and organizational effectiveness
- Lead by example: the behavior sets tone for staff and students

#### Start-Up Actions

- Assess type and scope of emergency
- Determine threat to human life and structures
- Activate the appropriate emergency action
- If evacuation is necessary, verify that the route and assembly area are safe:
  - Direct the opening of the emergency cache
  - Set up the ICP
  - Obtain personal safety equipment
- Establish appropriate level of organization
- Activate organizational functions as needed
- Contact the District Office
- Develop an Incident Action Plan with objectives and a time frame

#### Operational Actions

- Determine the need for and request inter-agency assistance



- Monitor and assess the total site situation
  - View site map periodically for response team progress
  - Check with section chiefs for periodic updates
- Revise Incident Action Plan, as needed
- Update status to District EOC or District Office
- Reassign personnel as needed
- Begin student release, if appropriate, after student accounting is complete.
- Refer media inquiries to District Office or PIO
- If transfer of command is necessary, e.g., when public safety officials arrive, provide a face-to-face briefing with the following minimum essential information:
  - Situation status
  - Objectives and priorities
  - Current organization and personnel assignments
  - Resources en route and/or ordered
  - Facilities established
  - Communications plan
  - Prognosis, concerns, related issues
- Release teachers as appropriate per district guidelines.
- Remain in charge of campus until redirected or released by the Superintendent of Schools.
- Be prepared for requests by the American Red Cross to use facility as a shelter.

#### Deactivation

- Receive briefing from public safety agency to obtain “All Clear”.
- Contact the District Office to obtain authorization for deactivation.
- Authorize deactivation of response teams as they are no longer required.
- Check with section chiefs to ensure that any open actions will be taken care of before demobilization
  - Logistics: Ensure the return of all equipment and reusable supplies
  - Planning: Close out all logs. Complete other relevant documents and provide to the Situation Status-Documentation Unit for archive
- Provide input to the After-Action Report
- Proclaim termination of the emergency.
- Proceed with recovery operations, if necessary

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## Command Post Equipment/ Supplies

- AM/FM radio (battery)
- Bullhorn
- Disaster response forms
- Emergency/disaster plan
- Job description clipboards
- Master keys
- Office supplies
- School site map
- Staff and student rosters
- Tables & chairs (if CP is outdoors)
- Two-way radios
- Vests, safety gear, ID badges
- School Profile or School Accountability Report Card (SARC)
- Forms: See Appendix for Sample School NIMS/SEMS Forms
  1. Staffing List (Appendix 68)
  2. Resource Request (Appendix 88)
  3. Section Activity Log (Appendix 90)
  4. Section Tasks (Appendix 91)
  5. Situation Status Report – Initial Assessment (Appendix 92)
  6. Situation Status Report Update (Appendix 93)
  7. Check-In/Check Out (Appendix 95)
  8. Management Situation Report (Appendix 96-98)