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**Span of Control**—Span-of-control is the most fundamentally important management principle of ICS. It applies to the management of individual responsibilities and response resources. The objective is to limit the number of responsibilities being handled by, and the number of resources reporting directly to, an individual. ICS considers that any single person's span of control should be between three and seven individuals, with five being ideal. In other words, one manager should have no more than seven people working under him/her at any given time.

**Surge Capacity Assessment**—Determines how many individuals the facility can safely Shelter-in-Place.

**Tabletop Exercise**—A tabletop exercise is a simulated emergency situation. It is a facilitated activity conducted in a conference room setting involving the discussion of a scenario by participants or a response team or teams. It is intended to evaluate plans and procedures then resolve questions of coordination and assignment of responsibility. Tabletop exercises are not concerned with time pressures, stress, or actual simulations of specific events.

**Take Cover Procedure**—Any situation where the safety and well-being of the residents and staff members of the facility are at risk due to an event that occurs outside of the facility can result in a decision by the Administrator and/or Incident Commander to **Take Cover**. Residents, staff, and visitors will be directed to **Take Cover** inside the facility in a safe area.

**Threats**—Include fire/explosion, flood, bomb threat, tornado, hurricane, severe weather, power failure, utility disruption, workplace violence, security threat, missing resident, internal hazardous materials spill/leak, pandemic episode, unknown acts of terrorism.

**Tornado Warning**—A tornado has been sighted in the area or is indicated by radar. Take shelter immediately.

**Tornado Watch**—Atmospheric conditions are right for tornadoes to potentially develop. Be ready to take shelter. Stay tuned to radio and television stations for additional information.

**Transfer of Command**—The process of turning over responsibility from one Incident Commander to another.

**Tropical Depression**—Winds less than 30 miles per hour.

**Tropical Storm**—Winds over 39 miles per hour, but less than 74 miles/hour.

**Tropical Storm Watch**—Issued when storm conditions are expected within 36 hours.

**Tropical Storm Warning**—Issued when storm conditions are expected within 24 hours.

### **Types of Evacuation**

**Complete/Outside Evacuation**—Moving residents, staff, and visitors to a pre-designated area outside of the building.

**Horizontal Evacuation**—Moving residents, staff, and visitors to a safe area on the same floor (compartmentalizing through the use of rated doors and rated assemblies—smoke partitions, fire walls, etc.) into an adjacent smoke/fire compartment (**Partial Evacuation**).

**Phase I Evacuation**—Transport of the highest acuity residents traveling via ambulance. These residents will be transferring to hospitals and will be transferred first if at all possible.

**Phase II Evacuation**—Transport of all other residents who can travel via buses and cars.

**Relocation**—Moving residents to an off-campus alternate facility (may be referred to as Receiving Facility).

**Staging Area**—Last place to move residents before leaving the building. Residents may be sent to a staging area based on acuity level.