



## 2004 American Red Cross Disaster Preparedness Academy

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# INCIDENT COMMAND SYSTEM 101

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# INCIDENT COMMAND SYSTEM (ICS)

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## ***DEFINITION***

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

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# ICS IS A MAJOR COMPONENT OF SEMS

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SEMS Includes:

- Operational Area Concept
  - Master Mutual Aid Agreement
  - Multi-Agency Coordination System
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# How Will You Operate?

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





# Objectives

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

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

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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.

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# Who Should Be Involved?

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- 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
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# Who Should Be Involved?

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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
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# Preparing for the Situation

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- Hazards and Probability of impact
  - Campus buildings potentially affected
  - Locations of special populations
  - Critical resource needs
  - Campus and area maps
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# How Will You Operate?

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- 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
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# How Will You Operate?

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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.
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# Incident Command System

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

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- 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.
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# ICS Principles

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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.
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# ICS Principles

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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.
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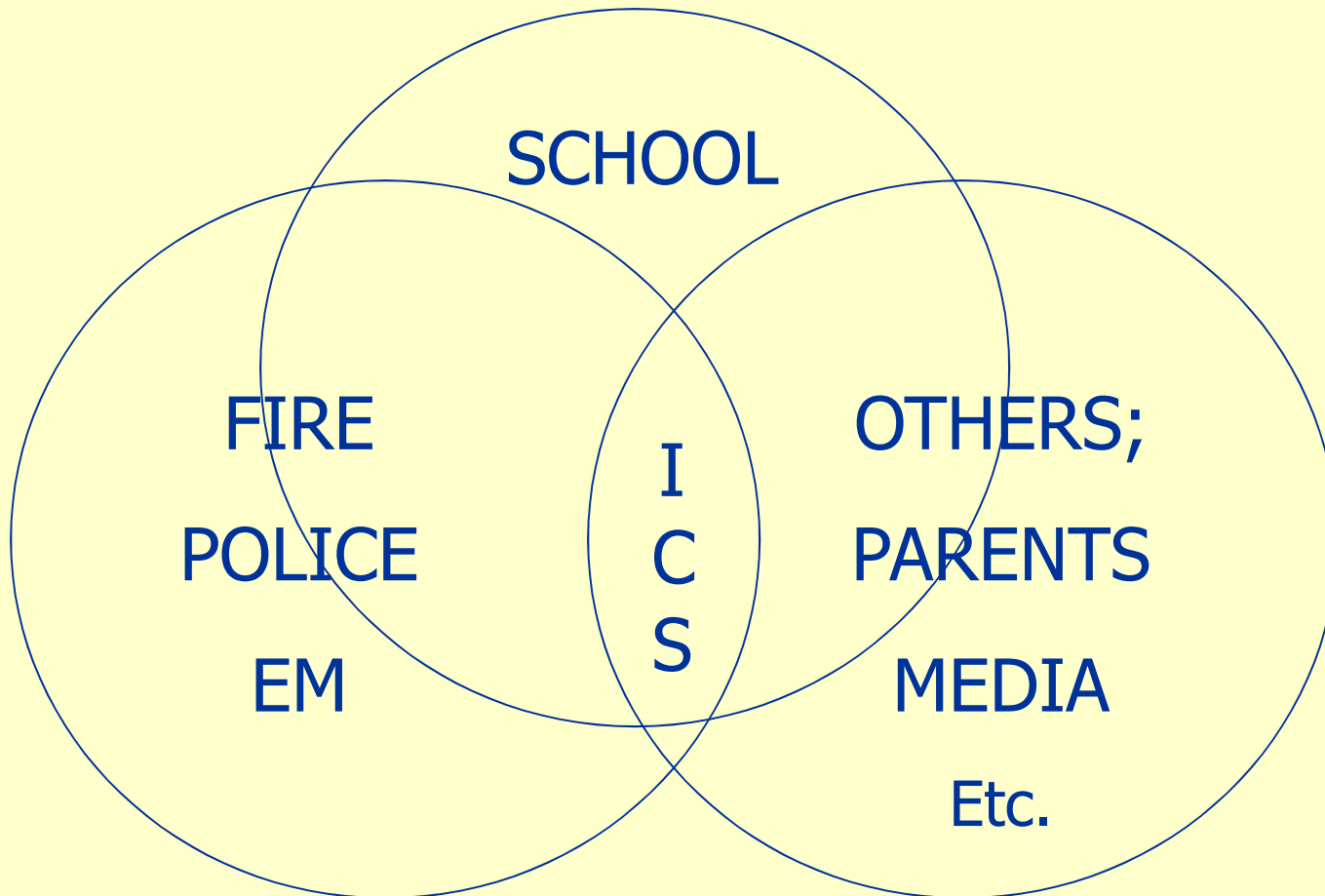




# ICS Interaction

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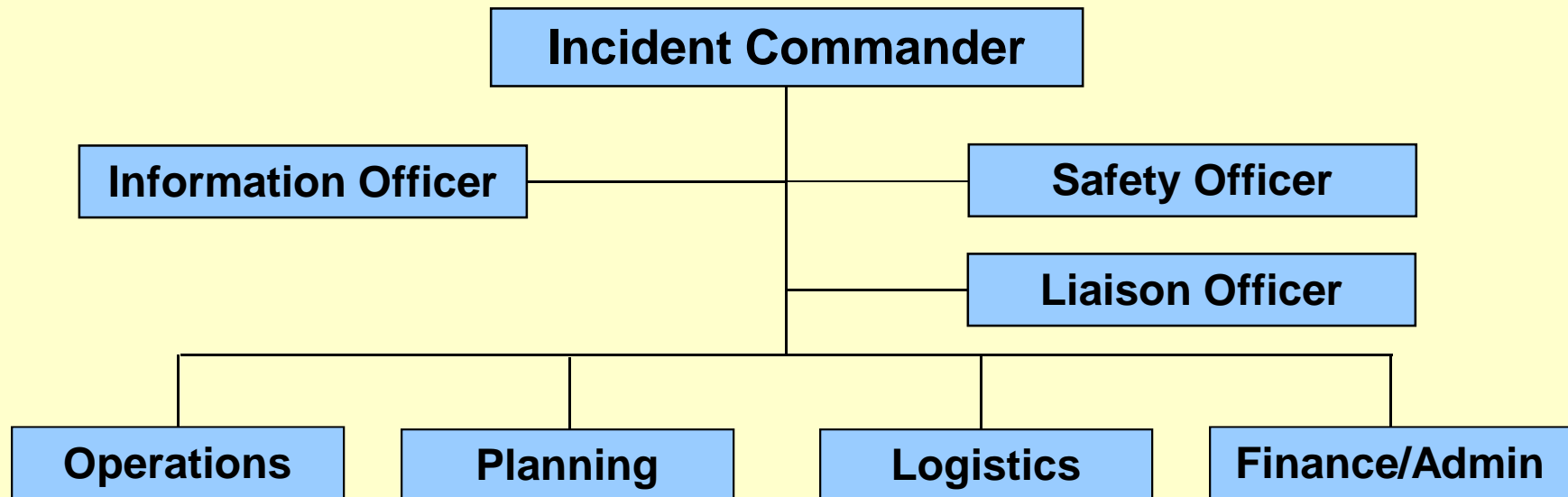




# ICS Organization

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# COMMAND-MANAGEMENT

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**COMMAND**  
**(Field-School Site)**

**OVERALL  
RESPONSIBILITY  
FOR ALL INCIDENT  
ACTIVITY ON SITE**

**MANAGEMENT**  
**(AGENCY EOC)**

**ESTABLISHES AND  
IMPLEMENTS AGENCY  
POLICY;  
MANAGES ALL  
JURISDICTIONAL  
ACTIVITIES**

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# OPERATIONS

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**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**

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# PLANNING-INTELLIGENCE

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**PLANNING/  
INTELLIGENCE  
(Field-School Site)**

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

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**PLANNING /  
INTELLIGENCE  
(AGENCY EOC)**

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

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# ACTION PLANNING

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- 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***

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# LOGISTICS

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## **LOGISTICS (Field-School Site)**

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

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## **LOGISTICS (AGENCY EOC)**

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

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# FINANCE-ADMINISTRATION

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**FINANCE-  
ADMIN.  
(Field-School Site)**

**PROVIDES  
FINANCIAL  
ACCOUNTING AND  
COST CONTROL AT  
INCIDENT SITE**

**FINANCE-  
ADMIN.  
(District EOC)**

**OVERALL  
RESPONSIBILITY FOR  
FISCAL ACCOUNTING,  
COMPENSATION & CLAIMS,  
AND FOR AGENCY'S  
DISASTER SURVEY  
REPORT**

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# Incident Command System

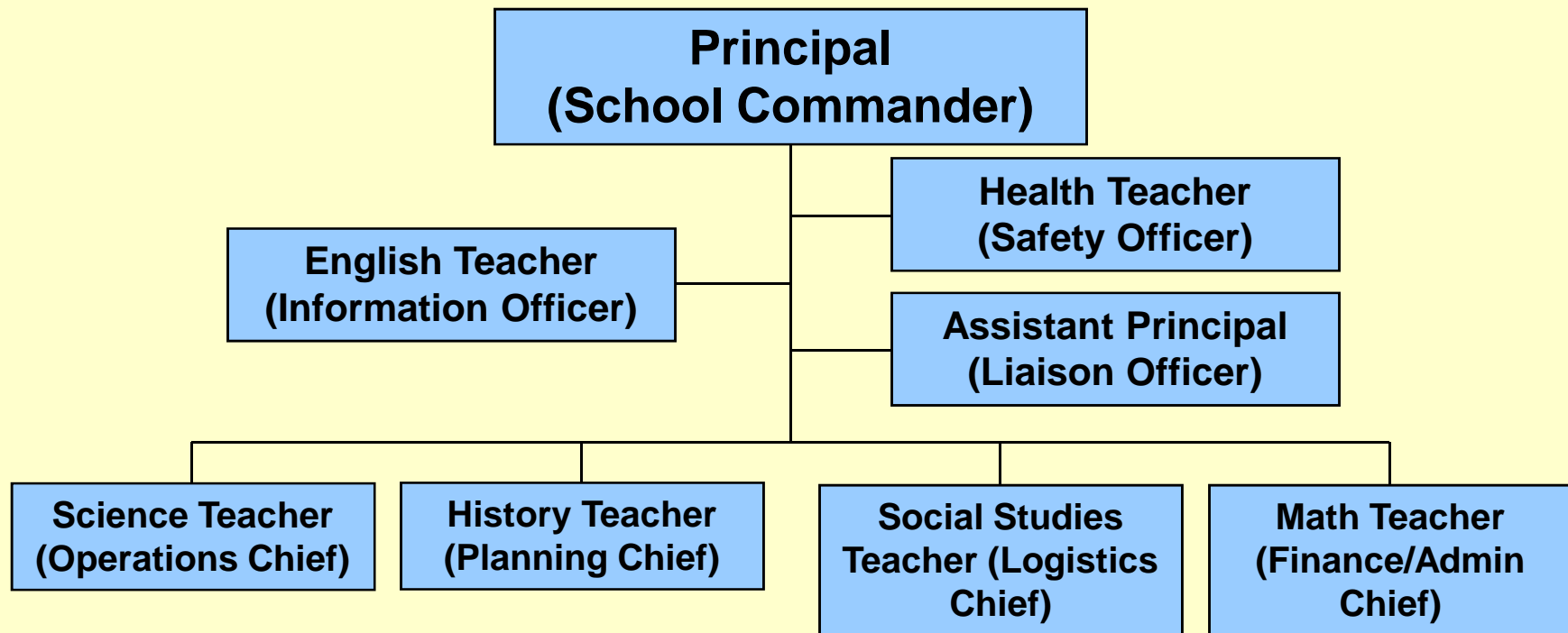
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## Incident Commander responsibilities:

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





# How Will You Operate?

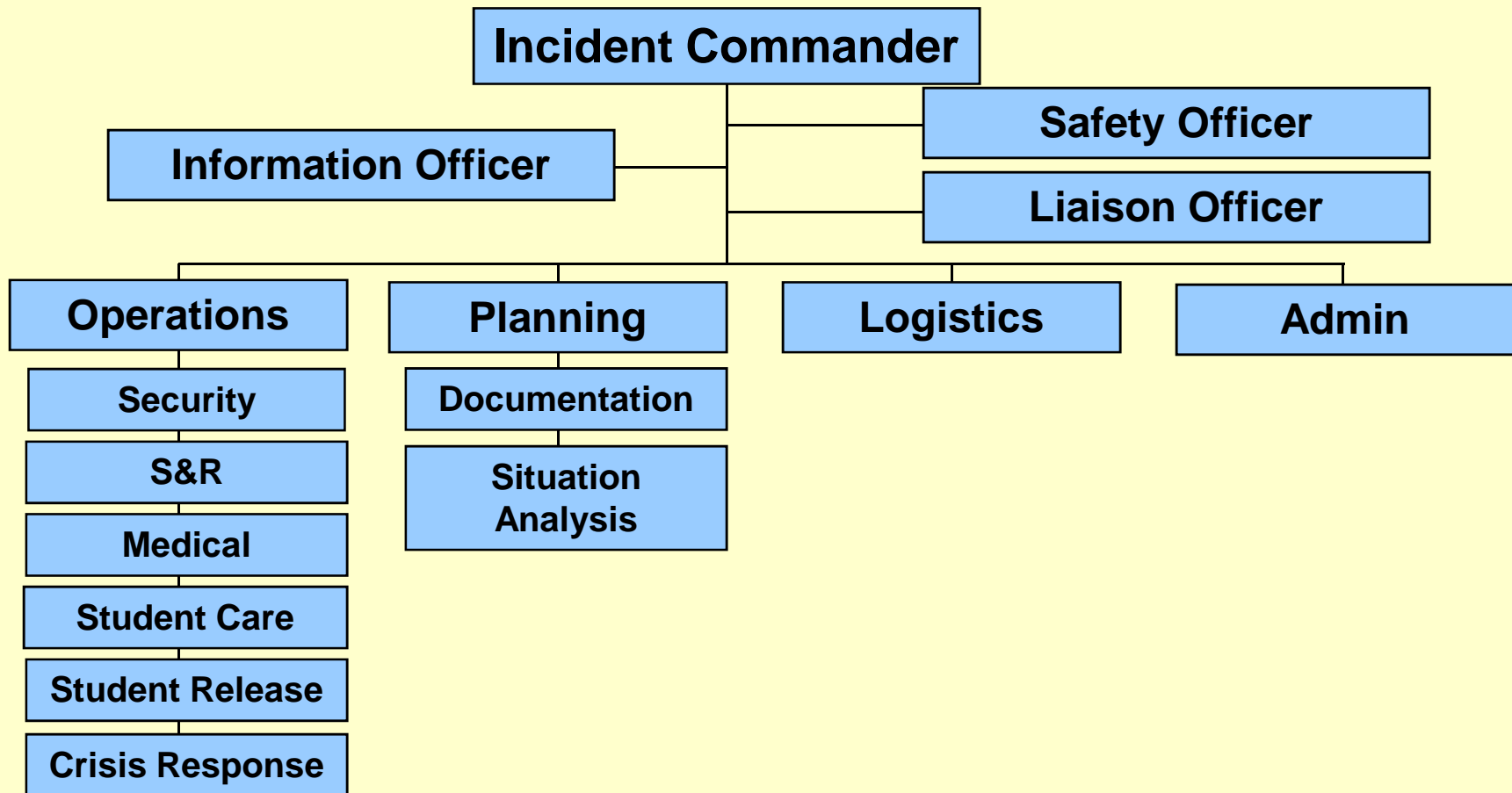
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What other assignments might you need in a severe emergency or disaster?

- Search and rescue
  - Medical
  - Student care and reunification
  - Crisis Response
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# School Site ICS Structure

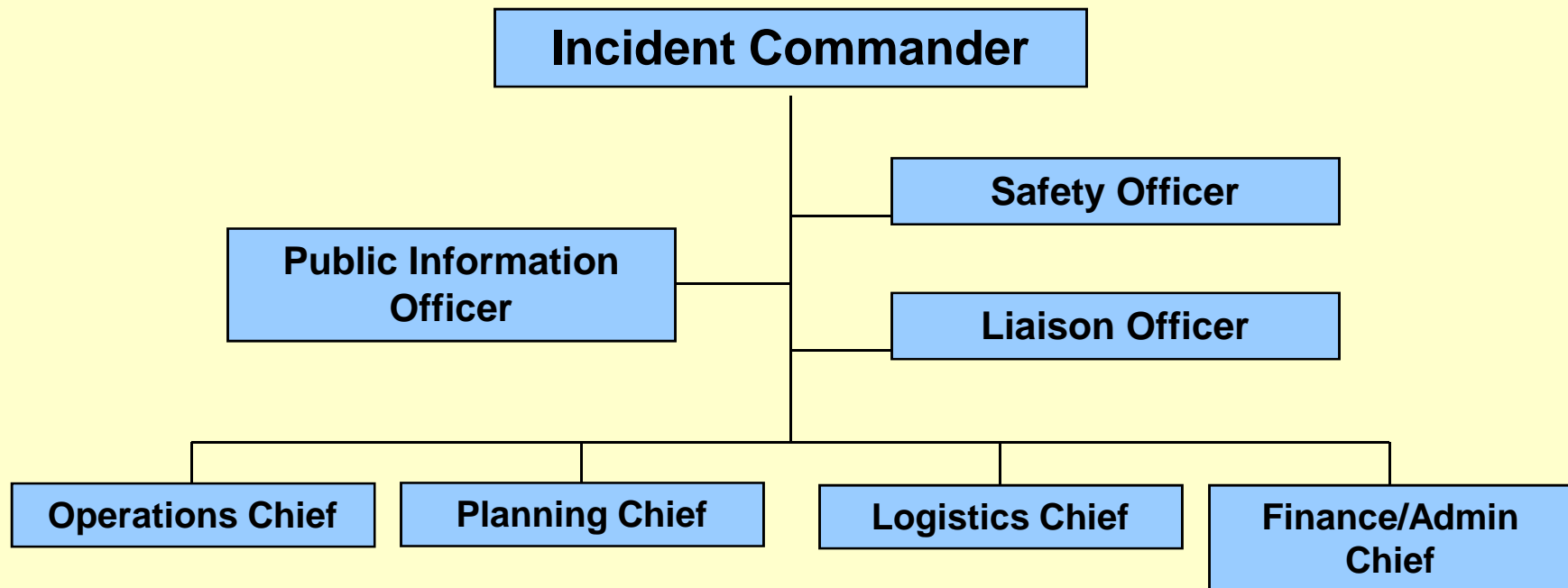




# College ICS Organization

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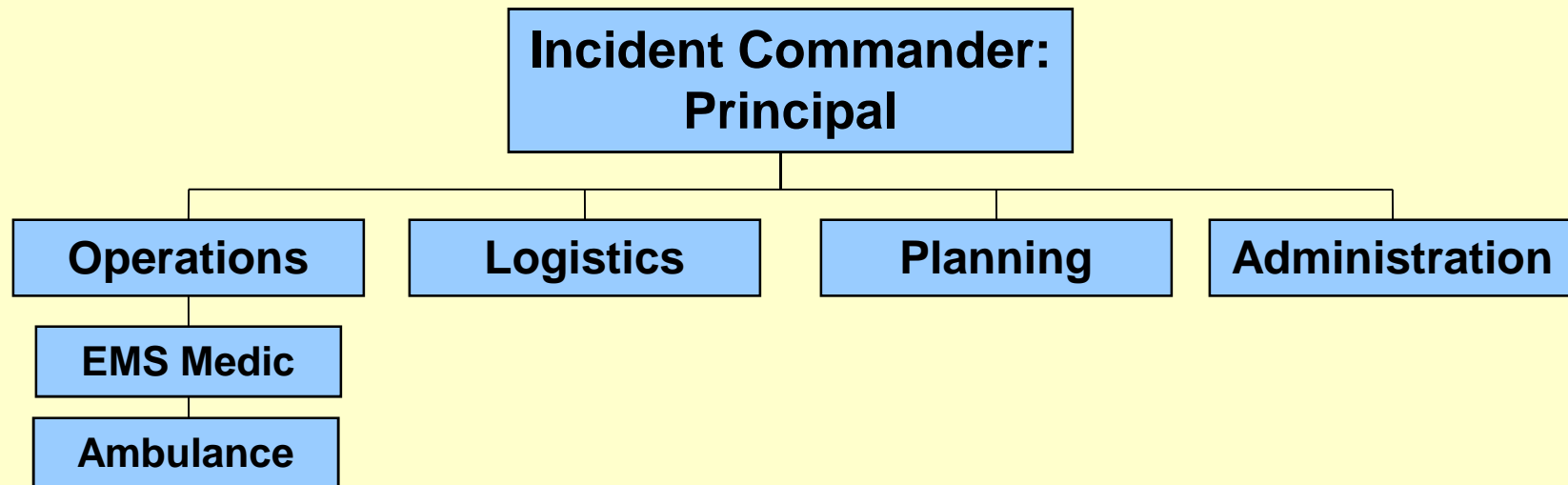




# Medical Incident

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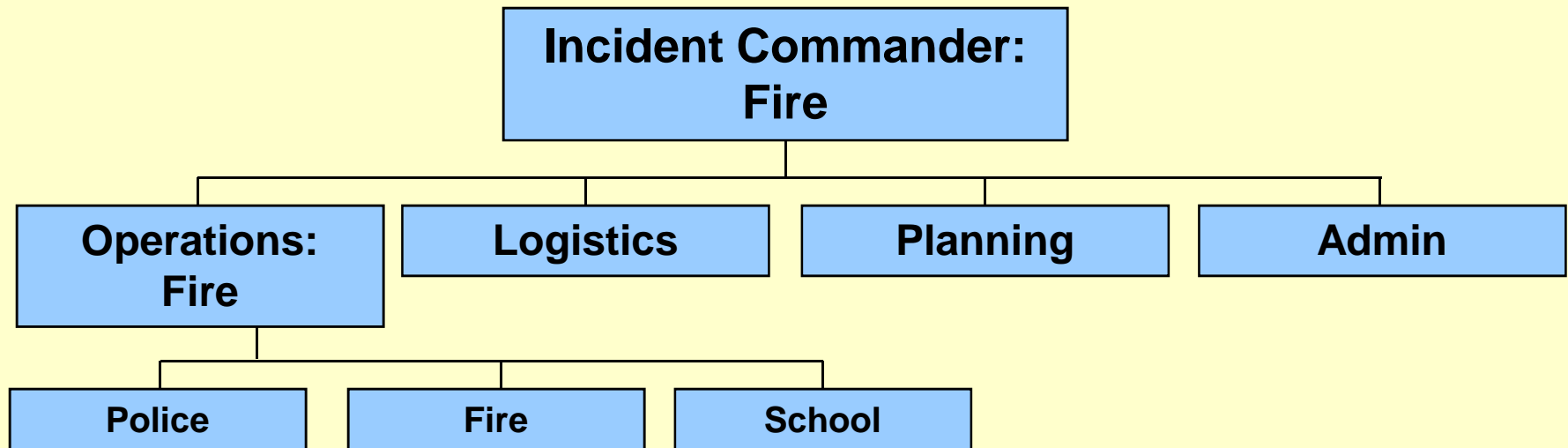




# Fire Incident

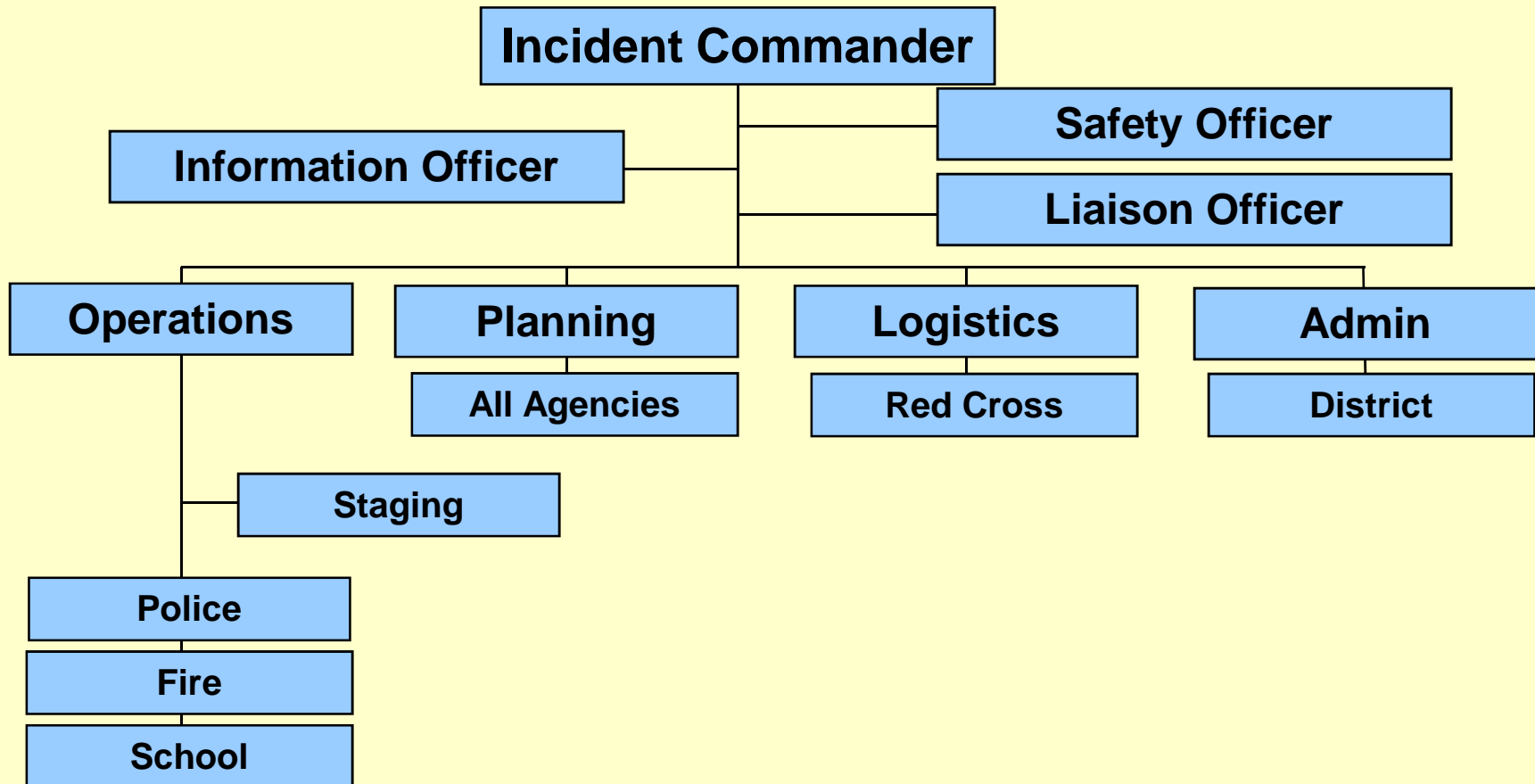
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# Major Incident



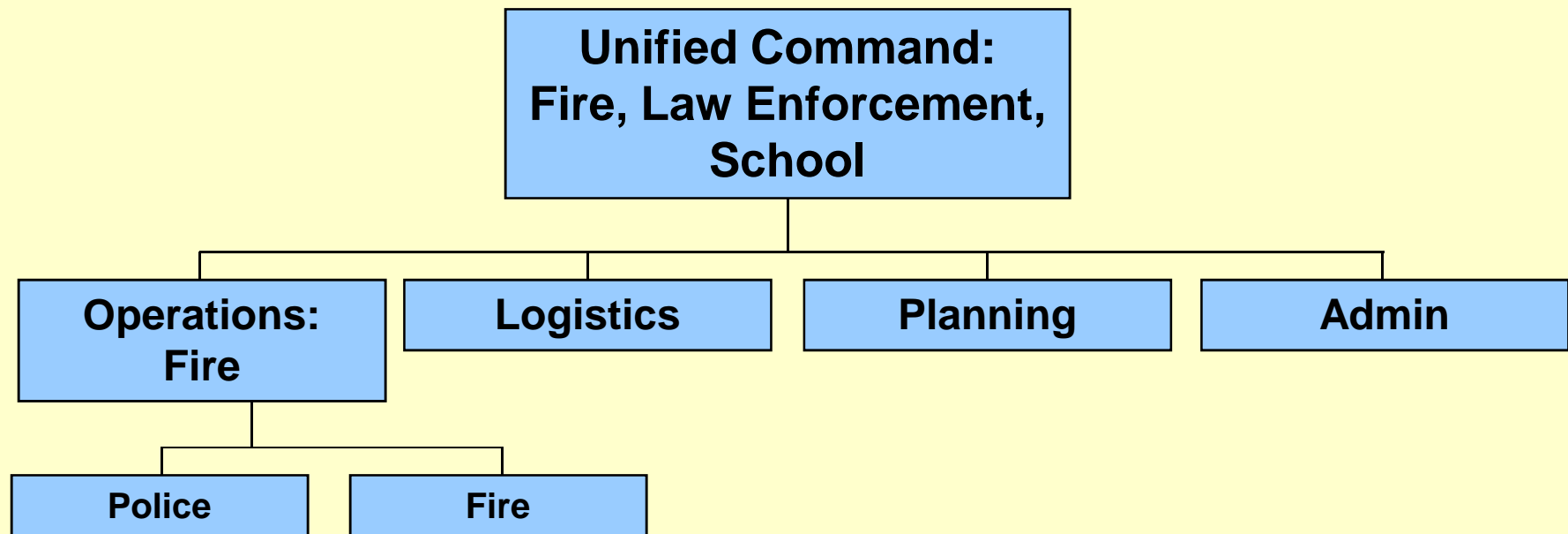




# ICS Unified Command

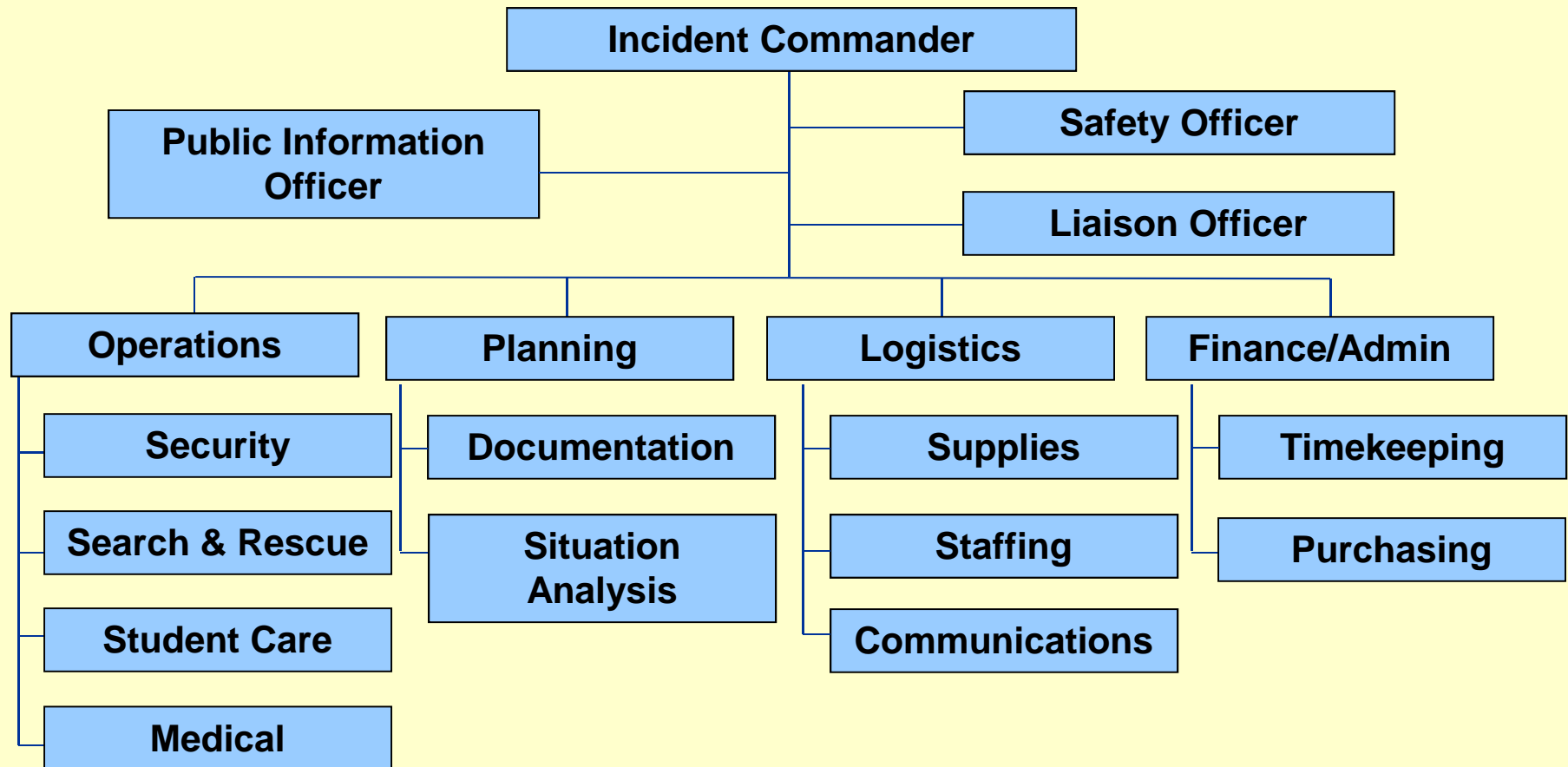
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# Expanded Organization





# What Do You Have?

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

- Tools
  - Medical supplies
  - Food and blankets
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# What Do You Need?

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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
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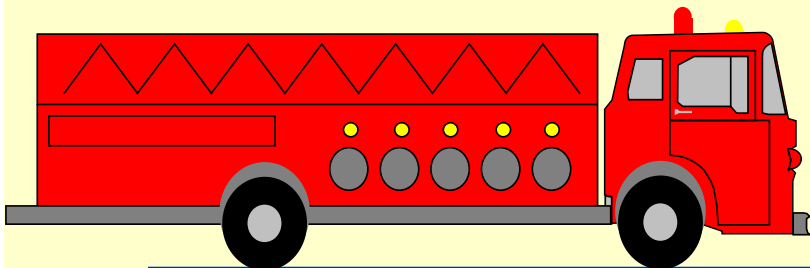
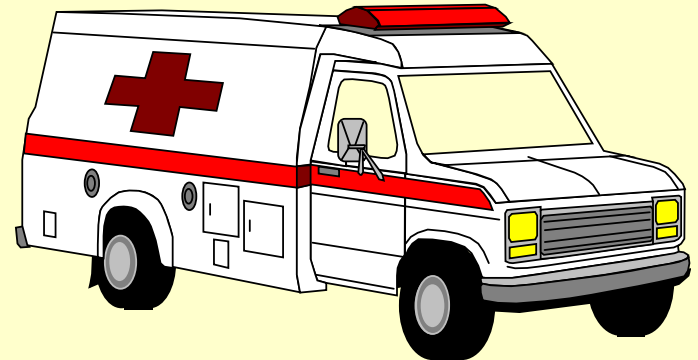
# Review



## COMMON TERMINOLOGY

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



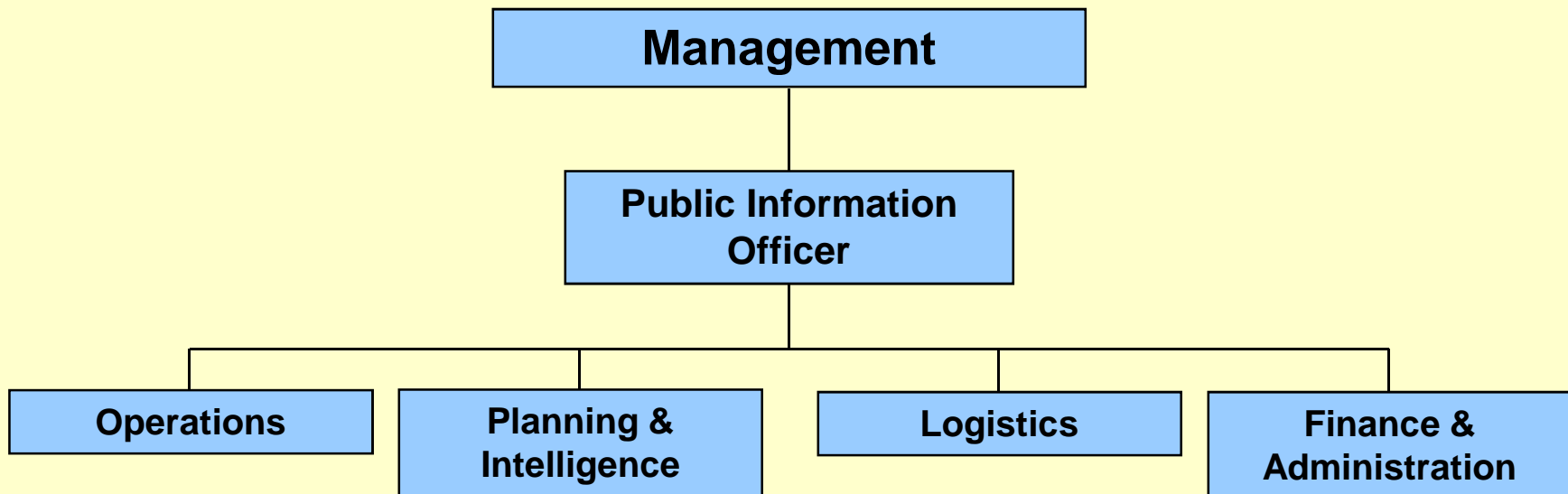
# Review



## ORGANIZATIONAL FLEXIBILITY

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- ❑ Only activate the branches that you need.



# *Review*



## CONSISTENT HEIRARCHY

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- Appropriate supervision ratio (Span of Control)  
3 to 7 personnel per supervisor
  - Clear organizational lines of authority  
(Chain of Command)
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# *Review*



## MANAGEMENT BY OBJECTIVES

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







# Activity: ICS Wedding Planning

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

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