

STEP 1 – SIZE UP THE SITUATION

Size up begins by answering some questions:

- What is the nature of the incident?
- What hazards are present?
- How large an area is affected?
- How can the area be isolated?
- What location would make for a good staging area?
- What entrance/exit/safe routes would be good for the flow of response personnel and equipment?

Size up reports should include:

- The unit designation.
- A description of the situation.
- Obvious conditions (e.g. hazards).
- Initial actions taken.
- Obvious safety concerns.
- Assumption, identification and location of Command Post.
- Request or release of resources.

STEP 2 – IDENTIFY CONTINGENCIES

Murphy's Law applies to incident management.

- Nothing is as easy as it looks.
- Everything takes longer than expected.
- If anything can go wrong, it will.

STEP 3 – DETERMINE OBJECTIVES

Objectives are:

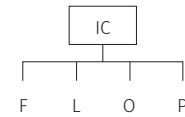
- Measurable.
- Used to monitor incident progress and establish priorities.
- Based on size up and contingencies, what do you want to do?

STEP 4 – IDENTIFY NEEDED RESOURCES

- What resources are needed?
- Do you have them?
- Where will you get them?
- How long will it take to get them?
- Special requirements?

STEP 5 – BUILD AN INCIDENT ACTION PLAN AND MANAGEMENT STRUCTURE

- Responsibilities
- Chain of Command
- Coordination



- F - Finance/Administration
- L - Logistics
- O - Operations
- P - Planning/Intelligence

STEP 6 – TAKE ACTION

Possible actions for incident stabilization:

- Establishing command/ICS
- Requesting/mobilizing resources
- Setting up a staging area
- Isolating the area
- Treating/assisting the injured
- Setting up entrance/site/safe routes
- Issuing warnings
- Initiating Evacuation
- Establishing liaison
- Issuing notifications

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a nationally-recognized emergency management methodology used by public safety agencies, schools and businesses. ICS provides an organized approach to managing emergencies from time of discovery to stabilization and termination, all the way through to recovery and resuming full school operations. ICS incorporates an organizational structure that provides for role assignment and decision-making while planning for and responding to critical incidents of all types and sizes. ICS allows for all school personnel to know their area of responsibility during a crisis and establishes a “Unified Command Structure” to partner the School’s Incident Commander (IC) with the Public Safety Incident Commander. This provides an effective team that will work together to manage the emergency and recover as quickly as possible.

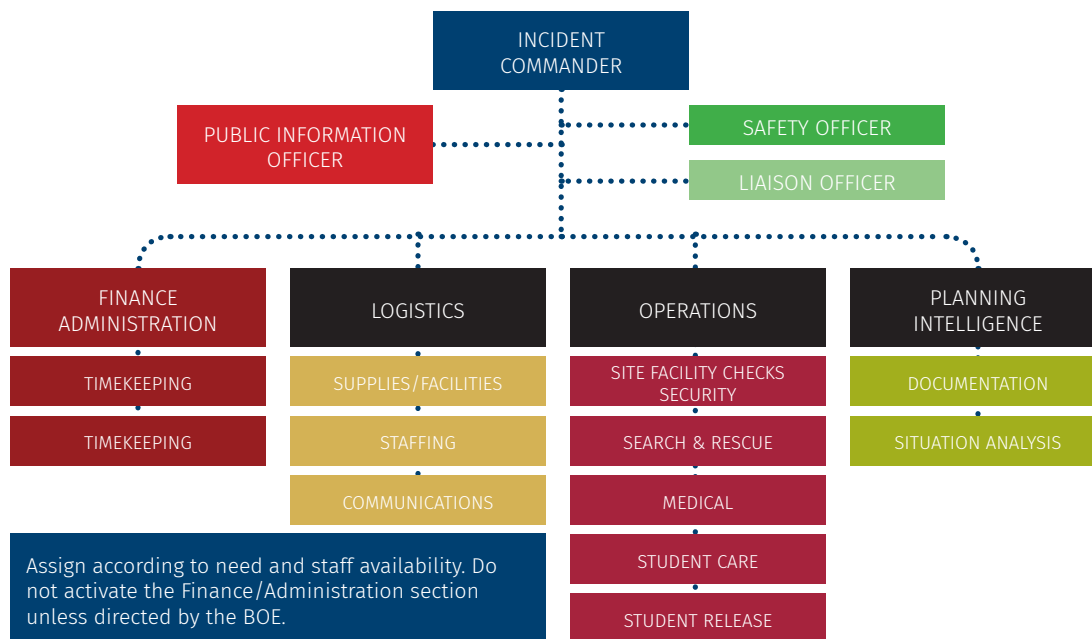
Under ICS, tasks are delegated to members of the Crisis Response Team (CRT) to successfully handle critical incidents. The CRT member is then responsible for the task assigned and serves as the manager of the task. This type of delegation allows each team member to focus on just one or two aspects of the incident. These team members then provide information to the Incident Commander and assist them in making informed decisions. Using the organizational system during a critical incident creates clear communication channels that will reduce the amount of confusion and chaos. Permanently assigning specific areas of responsibility to members of the Crisis Response Team provides each member with the opportunity to specialize in the management of his/her area.

The Incident Command System serves as the nucleus of crisis and emergency management contingency planning and should be incorporated into the school’s crisis management plan.

The ICS can also address the uncertainty of exactly who will be in the building during an emergency. When assigning the management of critical roles in ICS, assign an alternate for each role to assure coverage at all times. This may require some individuals to be responsible for more than one task if the primary team member is out of the building. While ICS identifies roles for members of the Crisis Response Team, all school faculty members should know their specific functions during an emergency. Teachers and students in class will have specific functions as will teachers not assigned a class when an emergency occurs.

Using ICS to manage emergency events enables schools to work more efficiently with local response agencies.

INCIDENT COMMAND STRUCTURE



CRISIS RESPONSE TEAM

