

SCHOOL INCIDENT COMMAND SYSTEM (ICS): Functional Reference Model

This chart shows a full three-level management organization for a school response to an emergency. This structure is scalable. One person can perform multiple functions within the same section. Staff each function to the level needed to make it work; consolidate functions to meet resource availability and incident requirements.

INCIDENT COMMANDER
Provides overall direction of response at school site; determines level of staffing; communicates with local public safety and District EOC.

Public Information Officer
Media liaison, official spokesperson for school; coordinates information for parent community.

Safety Officer
Ensures activities are conducted in safe manner; assures safety of personnel (staff, students, volunteers and responders).

Agency Liaison
Assists in establishing and coordinating outside agencies that provide services or resources (e.g., Red Cross).

OPERATIONS
Supports on-scene response at school site; develops Incident Action Plan with Incident Commander; coordinates After Action Report with section chiefs.

PLANNING
Collects, evaluates and documents information about incident, including status of students, staff and facilities; coordinates demobilization of ICS response.

LOGISTICS
Provides services, personnel and supplies in support of incident response.

FINANCE/ADMINISTRATION
Provides financial tracking, procurement and cost accounting of incident response, administers incident-related compensation and claims.

Search & Rescue
Searches facility for injured and missing students and staff; conducts initial damage assessment; provides light fire suppression.

First Aid
Provides triage and medical care; establishes morgue, if needed.

Security/Traffic
Coordinates security needs; establishes traffic and crowd control; restores utilities; secures perimeter and isolates fire/ HazMat.

Evacuation/Shelter & Care
Provides accounting and long-term care for all students until reunited with parents/caretakers; manages food and sanitation needs of students.

Crisis Intervention
Provides onsite counseling and intervention; determines need for outside mental health support

Student Release
Provides for systematic and efficient reunification of students with parents/caretakers; maintains records of student release.

Situation
Processes and organizes all incident information, including staff, student and facility status; maintains ICS status boards and school site map

Documentation
Collects and archives all incident documents.

Resources
Tracks equipment and personnel assigned to the incident; checks in all resources (incoming equipment, personnel and volunteers).

Demobilization
Coordinates orderly and safe release of assigned resources and deactivation of incident response at the site

Food/Supplies/Staffing
Assesses supply resources at site, including food and water; procures supplies and provides personnel, as requested, including volunteers.

Transportation
Arranges transportation for staff, students and supplies.

Facilities
Coordinates site repairs and use of school facilities; arranges for debris removal.

Communications/IT
Maintains all communication equipment, including radios; provides services to support Information Technology functions.

Time
Maintains incident time logs for all personnel.

Procurement
Tracks and maintains complete records of site expenditures and purchases made by Logistics; manages vendor contracts

Cost
Provides cost estimates, analysis and recommendations for cost savings.

Compensation/Claims
Processes compensation/injury claims related to incident