

Incident Command System Basics for Child Care Facilities

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Public Health Emergency

Preparedness

Leadership for a Healthy Arizona



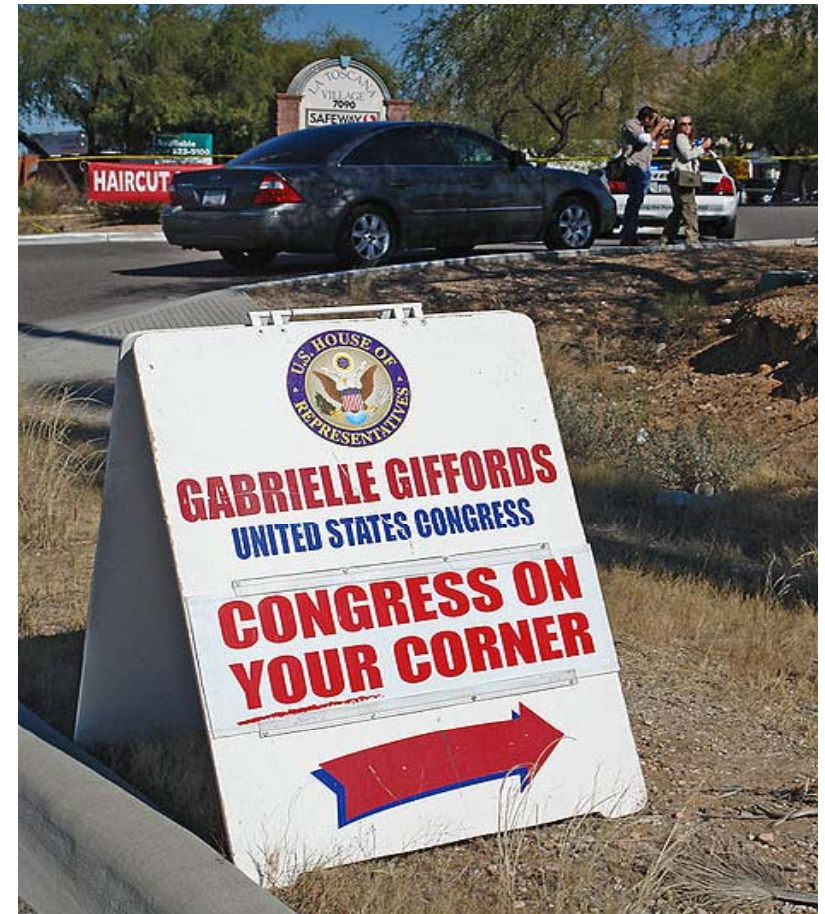
What is the Incident Command System?

- ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

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ICS is used Every Day across the U.S.



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What if your facility was across the street?



When is ICS used?

- Fires
- Hazardous materials (HAZMAT) incidents
- Infectious disease outbreaks, pandemic influenza
- Planned events (parades, concerts, official visits, etc.)
- Response to natural hazards
- Incidents involving multiple casualties
- Multijurisdictional and multiagency incidents
- Air, rail, water, or ground transportation accidents
- Wide-area search and rescue missions
- Private sector emergency management program

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ICS History

- Non-standard terminology among responding agencies.
- Lack of capability to expand and contract as required by the situation.
- Nonstandard and nonintegrated communications.
- Lack of consolidated action plans.
- Lack of designated facilities.

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A System . . . Not a Facility



Dispatch



**On-Scene
Command**



**Coordination
Resource Centers**

Multiagency Coordination System



**Coordination
Entities/
Groups**



**Emergency
Operations
Centers**

ICS Organization

- Command
- Planning
- Operations
- Logistics
- Finance

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Command Staff

- The command function is directed by the Incident Commander, who is the person in charge at the incident, and who must be fully qualified to manage the response.
- ***The Leaders***

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Incident Commander Responsibilities

- Establishing command and the Incident Command Post (ICP)
- Protecting life and property
- Controlling personnel and equipment resources
- Responder and public safety
- Establishing and maintaining liaison with outside agencies
- Assessing incident priorities and determining operational objectives
- Developing and implementing the Incident Action Plan (IAP)
- Developing organizational structure w/ span of control
- Managing incident resources
- etc...

Planning Section

- Gather response information
- Prepare action plans
- Keep abreast of changes (intelligence)
- Analyze situation, prepare recommendations and reports

- ***The Thinkers***

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Operations Section

- Direct and coordinate all operations, ensuring the safety of Operations Section personnel
- Assist the Incident Commander in developing response goals and objectives for the incident
- Implement the Incident Action Plan
- Request (or release) resources through the Incident Commander
- Keep the Incident Commander informed of situation and resource status within operations

The Doers

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Logistics Section

- The Logistics Section is responsible for providing facilities, services, materials, and personnel
- Logistics Section functions are geared to support the incident responders.
- Set up communications, arrange transportation, track resources, etc.

- ***The Getters***

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Finance Section

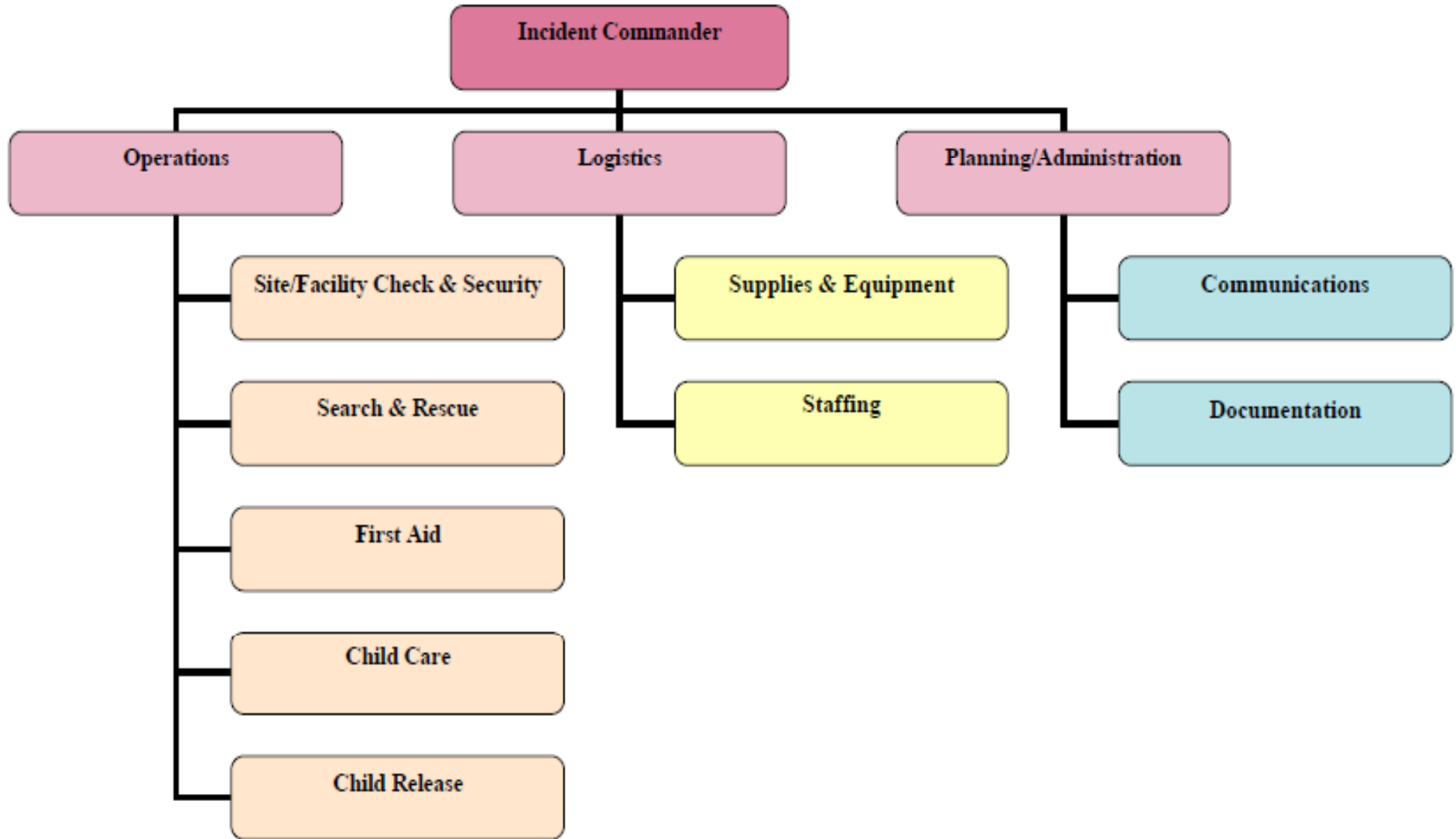
- Finance/ Administration Section tracks incident costs
- Unless costs and financial operations are carefully recorded and justified, reimbursement of costs is difficult, if not impossible.
- The Finance/Administration Section is especially important when the incident is of a magnitude that may result in an emergency declaration

The Payers

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Incident Command System for Child Care Programs



Incident Commander at Child Care Facility

- Obtain Supplies
- Assume the duties of all positions until filled
- Direct and coordinate disaster operations
- Determine need for assistance, and request
- Interact w/ other emergency teams (e.g. fire dept.)
- Ultimately responsible for the safety of children, staff, volunteers

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Operations Chief at Child Care Facility

- Assume the duties of all Operations Section positions until staff is assigned
- Assign staff to various Operations Teams based on priorities
- Coordinate functioning of all Operations Teams
- Keep Incident Commander updated
- Make sure that Operations Staff is following procedures, using safety gear, and documenting activities
- Schedule breaks and reassignments as needed

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Operations Chief Supervises:

- Site Check and Security Team
- Search and Rescue Team
- First Aid Team
- Child Care Team
- Child Release Team

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Logistics Chief at Child Care Facility

- Assume the duties of all Logistics positions until assigned
- Brief staff on situation, supervise activities
- Coordinate supplies for each team
- Oversee:
 - Supplies and Facilities Team
 - Staffing Team

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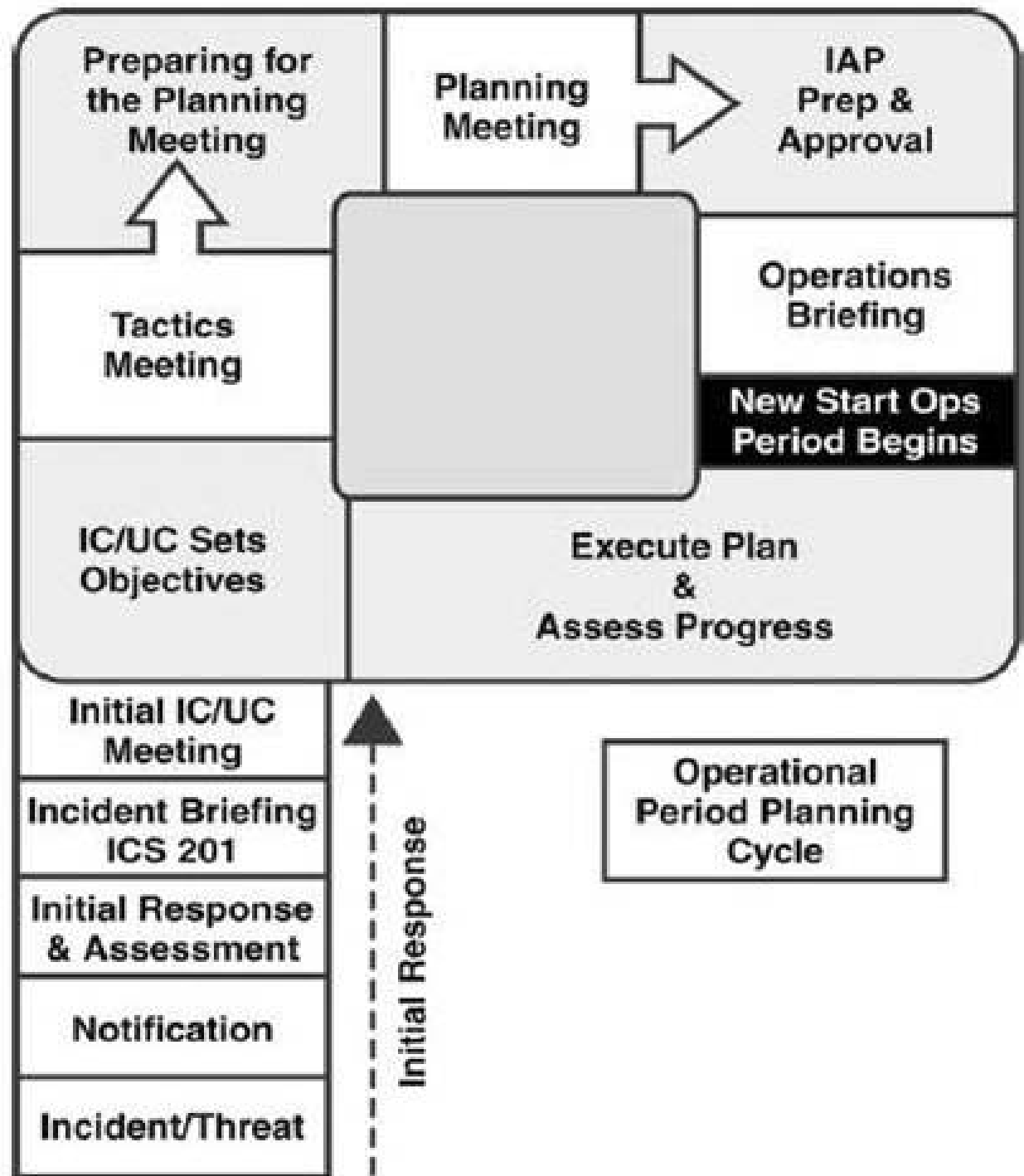
Planning Chief at Child Care Facility

- Assumes duties of all Planning positions
- Ultimately Responsible for documentation
 - ICS Forms, IAP, Situation Reports, etc.
- Follows the ICS Planning P
- Oversees
 - Communication Team
 - Documentation Team

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The Planning P



Finance Section

- Typically more active at an Emergency Operation Center
- May not be present at the Incident Command Post (ICP)

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NATIONAL COMMISSION
ON
CHILDREN AND DISASTERS

2010 REPORT TO THE PRESIDENT AND CONGRESS

OCTOBER 2010

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National Commission on Children and Disasters

- Child care providers must be prepared to provide a safe and secure environment for children during and after a disaster.
- Over 12 million children under the age of six are in child care every week.
- However, according to a 2010 report by Save the Children, only 14 States have laws or regulations requiring licensed child care providers to develop written disaster plans for addressing general evacuation processes, reunification efforts, and accommodation of children with special needs.

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The Commission recommends that the OHS' revised performance standards for Head Start centers incorporate emergency preparedness requirements, including:

- An all-hazards emergency preparedness plan developed in collaboration with emergency management officials, reviewed and updated regularly, and shared with parents and the community, and that includes:
 - Plans for evacuating and relocating children and staff.
 - Plans for shelter-in-place and lock-down.
 - Plans to accommodate children with disabilities and chronic medical needs.
 - Plans for reunifying children and families or caregivers.

The Commission recommends.... (cont.)

- Roles and responsibilities of staff.
- Emergency contact information for children and families, staff and volunteers, and key local, State and Federal partners, including emergency management.
- Plans for communicating with families, caregivers, and community members before, during, and after emergencies.
- Regular training for all staff members on the emergency preparedness plan, policies, and procedures, and basic disaster mental health support.
- Drills for evacuation, shelter-in-place, and lock-down.
- Plans for providing mental and behavioral health support to children after an emergency or other crisis.

What Can We Do?

- Take free online ICS courses
 - IS-100.SCa Introduction to the Incident Command System for Schools
- Update emergency plans
 - Work towards all-hazards preparedness
 - Network with other facilities and share best practices
- Train staff
 - Make preparedness part of your staff meetings
 - Encourage staff to take ICS courses
- Connect with community partners
 - Local emergency management, public health, FD, CERT, etc.

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Why use ICS?



Sources

- Incident Command For Disasters in Child Care
 - Seattle and King County (2007)
- National Commission on Children and Disasters

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