

ICS Campus Emergency Assignments & Incident Sign-In Sheet

Incident Management for Large-scale Emergency / Disaster

Revised July 2023

- 1) Assign staff to all ICS Positions. Key staff may have more than one primary and back-up assignment.
- 2) Expand this form as needed to list all staff. Distribute this form to all staff and in Classroom Emergency Folder.
- 3) Use this form as staff sign-in sheet during incidents and exercises. Initial upon checking in.
- 4) Maintain as a permanent record.

Recommendations are listed under “ICS Position” to adjust for reduced staffing levels.

	ICS POSITION	ICS POSITION RESPONSIBILITIES	PRIMARY ASSIGNMENT	BACKUP ASSIGNMENT
	<p style="text-align: center;">INCIDENT COMMANDER (IC)</p> <p>Administrator is the Primary Position.</p> <p>2nd in Charge is the Back-Up Position.</p> <p style="text-align: center; color: blue;">(Radio)</p>	<p>Lead the response in a large-scale emergency/disaster when first responders are unavailable to respond. Follow EOP procedures and move everyone to a safe location. Manage the overall situation: Identify potential hazards and threats and evaluate for life/safety concerns and injuries. Setup the Incident Command Post. Make appropriate notifications (911, School Safety at ext. 8101, enter Google Situation Report). Assign ICS positions, provide leadership, and direct decision-making to handle situation. Document situation on Activity Log. Manage site resources, monitor damages, and changing conditions. Oversee Reunification and remaining students. Adjust response plan for changing and worsening conditions. When approved by Superintendent or designee, implement Tiered Departure System when incident compresses in scope and becomes manageable with a reduced staffing level.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
	<p>Safety Officer</p> <p>(CSA, Plant Supv, Custodian)</p> <p style="text-align: center; color: blue;">(Radio)</p>	<p>Evaluate campus-wide unsafe and hazardous conditions, mark with caution tape to keep people away; report findings and safety concerns to IC. Monitor and adjust utilities affected by emergency. Report to Command Post and assist IC.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
	<p>Public Information Officer (PIO)</p> <p>Administrator is the Primary Position.</p> <p style="text-align: center; color: blue;">(Radio)</p>	<p>Prepare emergency-related information and instructions for parents, students, staff, and media. Meet with first responder agencies and exchange information. Setup Media Center to provide updates to parents and media. Provide information for parents at Request/Release Gates. Begin thinking about “tomorrow’s” message. Document situation on Activity Log.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
	<p>Liaison Officer</p> <p>(Administrator, 2nd in Charge)</p>	<p>Serve as Point-of-Contact for emergency responders: assist exchange of information and planning. Report to IC. Document situation on Activity Log.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
	ICS POSITION	ICS POSITION RESPONSIBILITIES	PRIMARY ASSIGNMENT	BACKUP ASSIGNMENT

OPERATIONS CHIEF Leader of Operations Section (2 nd in Charge) (Radio)	Manage & coordinate Operations Section response activities: Priority: student and staff attendance; medical emergency; S&R Team sweep/clear; student reunification (monitor Student Request and Release Teams). Report to the Command Post. Provide frequent updates to IC. Obtain supplies from Logistics Chief. Adjust staffing levels for critical positions and complications. Document situation on Activity Log.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
Site Security (CSA, Plant Supv, Custodian) (Radio)	Secure site according to impact/type of emergency; assess and report site damages to Operations Chief/IC; monitor utilities; secure unsafe areas; log hazardous & safe conditions on site map.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
Search & Rescue Team Leader (Add more teams as determined by size of the campus.) 2-person Teams (Radio)	Check-in S&R Teams at E-Bin and assign protective gear (no open-toed shoes). Assign sweep and clear to areas on Map 4 and (1) radio per team. First: Assign Teams to areas of missing/injured persons first and log progress on Map 4. Report to Command Post and monitor (via radio) all teams while searching entire campus; advise Operations Chief when S&R is completed and assist to reassign S&R Teams to other assignments.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
S&R Team #1 (Radio)	Sweep and Clear Campus	Click or tap here to enter text. Init:___	Click or tap here to enter text. Init:___
S&R Team #2 (Radio)	Sweep and Clear Campus	Click or tap here to enter text. Init:___	Click or tap here to enter text. Init:___
S&R Team #3 (Radio)	Sweep and Clear Campus	Click or tap here to enter text. Init:___	Click or tap here to enter text. Init:___
S&R Team #4 (Radio)	Sweep and Clear Campus	Click or tap here to enter text. Init:___	Click or tap here to enter text. Init:___
Stretcher Team (4-person team) (Radio)	Transport injured persons	Click or tap here to enter text. Init:___	Click or tap here to enter text. Init:___
Medical Response Team (MRT) Leader (add team members as needed) (Radio)	Oversee triage/treatment: Go to E-Bin for supplies; setup Medical Treatment Area. Document patient care on Medical Triage Report form. Report updates and status report to Operations Chief and IC. Liaison with emergency responders. Assist CRT Team. Setup Parent Reception Center when needed to meet with parents of injured students.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
MRT Member (Triage/Treatment)	Assist Medical Team Leader with triage and treatment, and well-being of students and staff in Emergency Assembly Area.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
MRT Member (Triage/Treatment)	Assist Medical Team Leader with triage and treatment, and well-being of students and staff in Emergency Assembly Area.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
MRT Member / Morgue	Assist Medical Team Leader with triage and treatment; assigned as morgue attendant only if needed.	Click or tap here to enter text. Initial:_____	Click or tap here to enter text. Initial:_____
ICS POSITION	ICS POSITION RESPONSIBILITIES	PRIMARY ASSIGNMENT	BACKUP ASSIGNMENT

Crisis Response Team (CRT) Leader (Counselors, other trained staff)	Oversee mental health care and interventions for students and staff. Report to MRT Leader. Setup CISM area and monitor students and staff. Watch over Reunification Gates to assist with parents of injured / missing / transported students. Report to Parent Reception Center as needed.	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
CRT Member	Counselor/trained staff assigned to assist with mental health care and interventions.	Click or tap here to enter text. Init: _____	Click or tap here to enter text. Init: _____
CRT Member	Counselor/trained staff assigned to assist with mental health care and interventions.	Click or tap here to enter text. Init: _____	Click or tap here to enter text. Init: _____
Student Care Team Leader (Secretary, IOA, Office staff) (Radio)	Supervise Buddy Teachers assigned to care for students in the Emergency Assembly Area. First: Oversee the progress and completion of attendance using the Accountability Form. Notify Operations Chief (via radio) when completed. Monitor well-being of students and staff; report concerns to Operations Chief. Anticipate changing conditions: weather, water, sanitation. Assist with Reunification.	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
Student Release Team Leader (Office Staff) (Radio)	Supervise Student Reunification and release students according to district policy (Reunification Form, Student Emergency Card, check adult ID). Ensure staffing levels are adequate to provide an efficient and safe reunification: Use student runners to retrieve students from Assembly Area. Be aware of any injured and transported students. Partner with CRT to counsel and take parent/guardian of injured student to Parent Reception Center. Report request and release issues to Operations Chief. Document situation on Activity Log.	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
Request Gate (Office Staff, Counselors, Buddy Teachers, Aides) Increase staffing as needed. (Radio)	Process requests from parents/guardians for student reunification	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
	Process requests from parents/guardians for student reunification	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
	Process requests from parents/guardians for student reunification	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
Release Gate (Office Staff Counselors, Buddy Teachers, Aids) Increase staffing as needed (Radio)	Process procedure to sign-out and release students to parents/guardians	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
	Process procedure to sign-out and release students to parents/guardians	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____
	Process procedure to sign-out and release students to parents/guardians	Click or tap here to enter text. Initial: _____	Click or tap here to enter text. Initial: _____

ICS POSITION	ICS POSITION RESPONSIBILITIES	PRIMARY ASSIGNMENT	BACKUP ASSIGNMENT
--------------	-------------------------------	--------------------	-------------------

<p>PLANNING CHIEF</p> <p>Assign a minimum of 2 persons to this Section (Administrator, 2nd in Charge, Office Staff)</p>	<p>Oversee Planning Section: collect, log, and evaluate incident-related information. Report to Command Post and assist IC. Monitor radio transmissions and document incident management activities. Assist IC with plan to handle situation and develop alternative strategies for forecasted, changing, and worsening conditions. Share information with Operations Chief and Logistics Chief. Document situation on Activity Log.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>Documentation</p>	<p>Keep a chronological log of emergency activities using the Activity Log: life/safety issues, decisions, progress of incident objectives. Provide updates to Planning Chief.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>Situation Analysis</p>	<p>Analyze scope of emergency to develop situational projections for short- and long-term strategies (current and forecasted activities); provide updates to Planning Chief. Document situation on Activity Log.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>ICS POSITION</p>	<p>ICS POSITION RESPONSIBILITIES</p>	<p>PRIMARY ASSIGNMENT</p>	<p>BACKUP ASSIGNMENT</p>
<p>LOGISTICS CHIEF</p> <p>Leader of Logistics Section</p> <p>(Plant Supv, Custodian) (Radio)</p>	<p>Oversee Logistics Section: This position is assigned a key to open E-Bin; distribute equipment and setup areas (Command Post, Medical Treatment Area, Request Gate, Release Gate); monitor the use of equipment and return equipment after use to E-Bin. Report to IC and work with Operations Chief and Planning Chief.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>Supplies / Facilities</p> <p>(Plant Supv, Custodian)</p>	<p>Report to E-Bin and assist Logistics Chief to setup supplies and equipment where needed; set out equipment in Staging Area until ready to use; assist to gather and return equipment after use; identify site facilities that are safe with no hazards. Report findings to Logistics Chief.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>Staffing</p> <p>(Secretary, IOA, Office Staff)</p>	<p>Assist IC to track staff assigned to ICS positions, monitor reassignments to other positions as needed. Use ICS Campus Emergency Assignment as staff sign-in form and collect signatures. Work with Time Keeping (Finance/Admin Section) when activated. Report to Command Post. Assist to document staff when released during Tiered Departure System.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>Communication</p> <p>(Plant Supv, Office Staff)</p>	<p>Assist to assign handheld radios to key staff positions. Monitor radio transmissions and document communications and activities on Activity Log. Report to Logistics Chief and to Command Post.</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>	<p>Click or tap here to enter text.</p> <p>Initial: _____</p>
<p>ICS POSITION</p>	<p>ICS POSITION RESPONSIBILITIES</p>	<p>PRIMARY ASSIGNMENT</p>	<p>BACKUP ASSIGNMENT</p>
<p>FINANCE/ ADMINISTRATION CHIEF</p>	<p>Oversee Finance/Administration Section: process documentation of emergency-related activities: staff time cards for assigned duties, site damages, and resource expenses. Assist site Administrator,</p>	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>

<p>Leader of Finance/Admin Section (Activate Section for long-term-emergencies.) (Administrator, 2nd in Charge, Secretary, IOA, Office staff)</p>	<p>Business Services, and EOC to develop a final expense report for reimbursement of site damages, emergency-related expenses, and equipment use. Assist with After-Action Report documentation: Work with Incident Commander to highlight and build upon the successes and to identify any gaps that were realized during the response to the situation. Assist with staff debriefing regarding findings and outcomes. Report to IC at the Command Post.</p>	<p>Initial: _____</p>	<p>Initial: _____</p>
<p>Time Keeping (Secretary, IOA, Office staff)</p>	<p>Maintain ICS Campus Emergency Assignments form to document staff work hours and sign-in sheet; document incident-related injuries and task performed at point of injury. Report to Command Post. Document when staff are released during Tiered Departure System.</p>	<p>Click or tap here to enter text. Initial: _____</p>	<p>Click or tap here to enter text. Initial: _____</p>
<p>Purchasing (Secretary, IOA, Office staff)</p>	<p>Work with Logistics Chief to document use of emergency supplies and equipment inventory for final report and restocking. Document equipment received from outside sources (requests processed by EOC, other district sites), and—at last resort—emergency purchases. Document any damages and losses to site.</p>	<p>Click or tap here to enter text. Initial: _____</p>	<p>Click or tap here to enter text. Initial: _____</p>