**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.

**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.

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

**Documentation**
Collects and archives all incident documents.

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

**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.

**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.

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

**Compensation/Claims**
Processes compensation/injury claims related to incident.

**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.

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