

Use this worksheet to move beyond names on an ICS chart and define how essential incident-management functions will actually operate.

SCHOOL / DISTRICT: _____ DATE: _____ FACILITATOR: _____

1. PEOPLE + RESPONSIBILITIES

Who performs each function, and what must they do first?

ICS Function	Primary	Backup	First Priorities / Responsibilities
Incident Commander			1. _____ 2. _____ 3. _____
Operations			1. _____ 2. _____ 3. _____
Planning / Logistics			1. _____ 2. _____ 3. _____
Finance / Documentation			1. _____ 2. _____ 3. _____
PIO / Communications			1. _____ 2. _____ 3. _____

2. PLACE

Where will command and coordination occur?

Primary Site Command Location: _____ Central Office Coordination Location: _____
 Alternate Site Command Location: _____ Alternate Central Office Location: _____
 Who meets / interfaces with responders? _____

3. COMMUNICATION

Define primary and backup communication pathways.

Site IC -> Central Office: _____ Primary Method: _____
 Site IC -> Public Safety: _____ Backup Method: _____
 Staff Updates: _____ PIO / Communications Lead: _____
 Parent / Public Communication: _____ Approval Authority: _____

4. RESOURCES

Can each function access what it needs if normal locations or systems are unavailable?

- ☐ Radios / backup communications
- ☐ Campus maps / keys / access credentials
- ☐ Transportation contacts
- ☐ Medical / emergency supplies
- ☐ Chargers / backup power

- ☐ Student & staff rosters
- ☐ Emergency contacts
- ☐ Reunification materials
- ☐ Documentation forms
- ☐ Other: _____

5. BACKUP + CONTINUITY

What happens when the plan does not look like the chart?

Who assumes command if the primary Incident Commander is absent?

How is a transfer of command communicated and documented?

What happens if the primary command location is inaccessible?

What is the backup if normal phone/radio communication fails?

6. THE 10-MINUTE ICS TEST

Choose a realistic incident. Without opening the plan, have each assigned leader answer:

SCENARIO:

It is 11:42 a.m. A strong odor of natural gas is reported near the cafeteria. Students are at lunch, several classes are outside, parent calls are beginning, and the principal is off campus.

1. What is your role?

2. What are your first three actions?

3. Who do you communicate with?

4. What information do you need?

5. What resource do you need access to?

6. What should you be documenting?

7. AFTER-ACTION: WHAT DID THE TEST REVEAL?

Turn gaps into assigned improvements.

Gap / Issue Identified	Improvement Action	Owner	Due Date

READINESS CHECK:

Can each assigned leader explain what to do, where to go, who to communicate with, what information is needed, and how the function continues if the primary person or system is unavailable?