1.   INTRODUCTION

The Incident Command System (ICS) is universally recognized by emergency personnel as one of the most important features of effective emergency management.   The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency.

The key element of the Incident Command System is that a single person – the Incident Commander – is in charge of the incident, supported by an Incident Command Team (ICT). The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Command System provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The Incident Command System maximizes efficient utilization of resources, and responds in a controlled and well-organized manner to an emergency.   Risks to students, personnel, visitors and emergency responders are minimized when the Incident Command System is in place.

2.   GENERAL PROVISIONS

A. Transfer of Command and the Unified Command Structure

As an emergency evolves it is likely that transfers of command will take place. The most critical transfers of command occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident Commander.

The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function.

B. Unified Command

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, the college Incident Commander is in charge of the incident until control is transferred to a professional emergency response agency. The college Incident Commander then teams with the Incident Commander(s) of the more highly trained responders who have jurisdiction over the incident, in a structure known as a Unified Command (UC). This team exists until the emergency is resolved.

The purpose of a Unified Command is to coordinate an effective response by uniting the "Incident Commanders" of all major organizations involved in the incident. At the same time, the Incident Commanders carry out their own jurisdictional responsibilities.

3.   GENERAL PROVISIONS

A. Establishing Command

In the event that the established EvCC Incident Command System leaders are unavailable, the first college employee arriving at the emergency incident shall assume the role of Incident Commander, and will be responsible for the management of the incident until relieved on-scene by the arrival of a college supervisor (Dean, Director, Vice-President) or the President (IC) or other designated Incident Commander. The Incident Command System management structure may expand and contract to meet the needs of any emergency.

B. Non-Incident Command Team Personnel

The roles and responsibilities of EvCC personnel not specified in the Incident Command System structure will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs.   Generally, personnel will be initially engaged to account for students, manage assembly areas, and maintain calm. In the event of campus closure, personnel not directly responding to the emergency will be released from campus as early as practicable.

In the rare event that emergency conditions prevent people from leaving campus, or catastrophic damage has occurred, or outside emergency assistance is unavailable, other campus personnel and Crisis Response Team members will be called upon to provide additional guidance and assistance as necessary.

4. EVCC ICS POSITION DESCRIPTIONS

A. Incident Commander (IC)

The Incident Commander is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene.   The Incident Commander assesses the emergency based on information provided to the Incident Command Team from the campus commands, and directs the specific campus response.

B. Incident Command Team (ICT)

To support the Incident Commander, the following Incident Command Team positions have been established: Administrative Officer, Logistics Officer, Planning Officer, Operations Officer, Safety Officer, Liaison Officer, and Public Information Officer.

The Incident Command Team provides the emergency leadership for the campus and will be located n the Emergency Operations Center. Additional college personnel may also be located in the EOC to assist the ICT with documentation, note taking and other tasks as they arise. The ICT role during an emergency is to support the Incident Commander.

C. Administrative Officer

The Administrative Officer is responsible for all costs and financial considerations of the emergency incident, including future payments, future budgeting, payment of personnel costs and cost recovery.

The Financial Officer will create direct report special service units to assist with the process of finance during an emergency.

The Administrative Officer will keep receipts and process payment of expenses charged to the incident. The Administrative Officer also monitors longer-term needs and expenses (beyond 3 days) and provides an information exchange with the Planning Section.

The Administrative Officer's duties include:

1. Use emergency payment methods as needed to obtain cash to purchase, rent or lease emergency supplies if normal channels are unavailable (i.e., banks are closed etc.)

2. Assisting the Logistics Section to keep track of expenditures

3. Arrange for emergency payroll distribution if normal channels are unavailable (i.e., electronic payroll system is inoperative).

4. Use established Washington State – Higher Education financial accounting practices.

D. Logistics Officer

The Logistics Officer is the point of contact for communication with other emergency responders such as Fire and Police Departments; City, County, State, and Federal emergency organizations; American Red Cross, and hazardous materials (HazMat) teams.

The Logistics Officer coordinates mutual aid requests with assistance from external agencies responding to the emergency, and provides Rapid Responder information to responding agencies. The Logistics Officer is responsible for organizing, and staging all necessary support resources, including supplies, medical care, and transportation.

The Logistics Officer will mobilize, order and distribute support equipment and supplies, respond to the emergency incident as directed by the Incident Commander, and deploy resources to assure the services below are available during an emergency incident. In addition, the Logistics Officer will update the Campus Operations Officer regularly on the status of assigned activities, personnel, equipment and resources.

The Logistics Officer will provide documentation of expenses and damages to the Administrative Officer following the incident.

Logistics will:

❖ Establish and maintain campus facilities for use as possible mass staging areas (medical, shelter, feeding, and rest purposes), for campus refugees, as well as for possible casualty collection points for victims.

❖ Establish and maintain suitable sanitation facilities, as necessary, until normal facilities are restored.

❖ Assure that fire detection and suppression systems, including water supply and pressure, are maintained in proper working order and available for use.

E. Planning Officer

The Planning Officer is responsible for the collection, evaluation, dissemination, and use of information about the development of the emergency and the status of resources. The Planning Officer and support personnel will prepare the campus emergency action plan.

The Planning Officer will monitor changes in the situation, identify and/or anticipate future needs in the short range (1-2 days) and long range (1-2 weeks) or as appropriate to the incident. The Planning Officer will provide documentation of expenses to the Administrative Officer following the incident.

Planning will:

- Gather information from the Operations Section on the current situation – repeat this process on a regular basis during the event.

- Gather information from the Logistics Section on the current status of resources and supplies – repeat this process on a regular basis during the event.

- Display incident/event changes and resources available or incoming on the "Status Board" or flip chart for use by all sections.

- Gather information from community responders (fire service, law enforcement, search & rescue, EMS) on the status of the external disaster (events occurring in areas other than on campus). Include the information in "Situation Reports" and on Status Boards.

- Generate periodic "Situation Reports" and "Resource Status Reports and give them to the Incident Commander and all EOC Officers.

F. Operations Officer

The Operations Officer is responsible for managing the deployment of all response activities related to the emergency. The Operations Emergency Support Units are responsible for the specific tactical and strategic operations on campus during an emergency.

The Operations Officer will organize, mobilize, direct and dispatch available personnel, supplies, equipment, services, materials and other resources to specifically designated areas impacted by the emergency incident, and will report the status of each resource to the Incident Commander during scheduled briefings.

Interaction by the Logistics Officer and Planning Officer are keys to assisting the Operations Officer.

G. Public Information Officer (PIO)

The Public Information Officer's primary objective is to interact with the media and other agencies and disseminate accurate and timely information to the EvCC community and during an emergency incident.

The PIO has three primary functions during an emergency: (1) to ensure a communications network is established and maintained that enables timely reports of student and personnel status, (2) to disseminate information to EvCC sites and the news media, and (3) to establish a method of communicating status updates to the Emergency Operations Center (EOC), college personnel, the Board of Trustees, and relevant state agencies.

Factual, accurate, and timely communications are vital in executing an effective response. The PIO will facilitate internal campus communications, as well as communications with concerned students, families, and community members; news media; EOC; EvCC Board of Trustees; government agencies, and other relevant stakeholders as determined by the EvCC Incident Commander.

PIO team members may include: (1) Public Information coordinator, (2) Computer Support Services Unit, (3) Interpreters/ESL Unit, and (4) Public Media Center.

The PIO will serve as, or appoint, a Public Information Coordinator to serve as the sole source of public statements and the point of contact for all media. All public information disseminated to interested parties and news media regarding Everett Community College, the emergency, students or college employees, will be released only with the approval of the designated PIO, who will work closely with the EvCC Incident Commander.

In the event of an extended emergency, the PIO will provide updates on the status of the emergency, or instructions on further action to be taken, to EvCC employees, students and the public.

Through regular reports, the PIO shall be responsible for updating the EvCC Incident Commander on the status of assigned activities, personnel, equipment and resources. The PIO must provide documentation of damages due to the incident, or any expenses his/her team incurs, to the chief financial officer. Documentation may include photos, as appropriate.

H. Safety Officer

The Safety Officer oversees all activities to assure the safety of students, personnel, campus visitors, and emergency responders during an emergency.

The Safety Officer will take action during the emergency to protect the health and safety of college employees, students, campus visitors, on-campus responders, and emergency response personnel. Key members of the Safety Team include Disability Services, Early Learning Center Care for Emergency Child Services, and Crisis Response Team members.

The student population on campus will recognize and respond most readily to uniformed officers and teaching staff or faculty with whom they are familiar. College employees will recognize and respond most readily to uniformed officers, Department Chairs, Deans and Vice-Presidents to whom they report.

The Safety Unit will maintain a presence throughout the population to keep people calm, and move to and stay at assembly points during shelter-in-place or evacuation events. If Emergency Service Units are activated or volunteers participate in emergency response activities, the Safety Officer will have responsibility for assuring that all possible safety precautions are in place to protect them.

The Safety Officer functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter.

Professional emergency response agencies are responsible for developing their own site safety plans and protecting their employees; however, the Safety Officer, in coordination with the Operations Officer, must be available to provide them with information regarding the campus and any unique hazards. The Safety Officer will provide documentation of its expenses and damages to the Administrative Officer following the incident.

I. Liaison Officer

The Liaison Officer is the point of contact for assisting or coordinating agencies. The Liaison Officer is the point of contact for assisting or coordinating agencies. Liaison management provides lines of authority responsibility and communication with outside agencies.

 The Liaison Officer will often act as a diplomat between agencies in cases of a lack of familiarity with ICS and/or a lack of joint training among agencies

INCIDENT COMMAND

SYSTEM

Job Action Sheets

Incident Command System - Job action sheet **INCIDENT COMMANDER**	
Authority:	➢ Full authority to make emergency expenditures, personnel assignments, and the decision to evacuate and relocate to preserve life and property.
Responsibility:	➢ Overall management of the incident; supervise all other functions; authorize evacuation and relocation, if needed.
Immediate Actions:	➢ Activate Incident Command System by establishing a Command Post. Select planned or alternate location. ➢ Appoint all other section Chiefs and distribute four Section Packets for these sections: **Planning - Operations - Logistics - Finance**. ➢ Each packet should contain an identifying badge or vest, a "Job Action Sheet," and forms needed to support actions. ➢ Hold meeting with Section Chiefs to assess the current situation and decide on priority actions.
Ongoing Actions:	➢ Meet as often as necessary with the Section Chiefs to monitor the situation, set new priorities, and authorize expenditures and personnel work schedules.
Remember!! The Incident Command System is modular - it starts with one person and can expand as help arrives. The System can be reduced in size and scope as the emergency response requirements decrease.	

Incident Command System - Job action sheet	
Operations Chief	
Authority:	➢ Under supervision of the Incident Commander directs action taken the Operations Section and supervises the Section staff.
Responsibility:	➢ Protect the safety and health of the Everett Community College community and protect College property.
Immediate Actions:	➢ Receive appointment/badge from the Incident Commander. ➢ Receive a situation briefing on the incident from the IC. ➢ Assure Employee Response Team Leaders report to the Operations Chief to provide immediate functions: **IMMEDIATE FUNCTIONS** ➢ Put out small fires. Attempt to call the fire department if a call has not been made - call verified and logged. ➢ Check for utility outages and problems: gas (if leaking, turn it off), electrical power (is the back-up generator working?), water (if pipes are broken or severe leaks are detected, turn the water off). ➢ Do minor search and rescue with at least two-person teams for the purpose of personnel safety. Assist victims, if possible. Account for all students, staff and visitors/guests - recording names, locations and the person's physical condition, (e.g. "OK," "MEDIC NEEDED- INJURED LEFT ARM BUT OTHERWISE OK," and, etc.). ➢ If capable, administer first aid and record the action for other responder/rescuers. ➢ Direct the Triage Unit and expanded first aid function. ➢ Do a damage assessment/survey of each campus building - recording findings by building, floor and room.
Ongoing Actions:	➢ Note all findings on each checklist and bring them to the attention of the IC.

Incident Command System - Job action sheet
PLANNING OFFICER

Authority:	➤ Under supervision of the Incident Commander (IC) directs action taken by the planning section staff.
Responsibility:	➤ Monitor changes in the situation, identify and/or anticipate future needs in the short-range (1-2 days) and long-range (1-2 weeks) or as appropriate to the incident, track and document activities.
Immediate Actions:	➤ Receive appointment/badge from the Incident Commander (IC). ➤ Receive a situation briefing on the incident from the IC.
Ongoing Actions:	➤ Gather information from Operations Section on the current situation. Repeat this process on a regular basis. ➤ Gather information from Logistics Section on the current status of resources/supplies. Repeat this process on a regular basis. ➤ Display changes in the incident situation and resources available or incoming on the Status Board or flip chart for use by all sections. ➤ Generate periodic **Situation Reports** and **Resource Status Reports** and give them to the Incident Commander and all Section Chiefs. ➤ Gather information from community responders (fire service, law enforcement, search and rescue personnel and emergency medical providers) on the status of the external disaster (events occurring in areas other than on campus). Include this information in **Situation Reports** and on **Status Boards**.

Incident Command System - Job action sheet
LOGISTICS OFFICER

Authority:	➢ Under supervision of the Incident Commander directs action taken by the Logistics Section and supervises Section staff; makes expenditures within the authority granted by the IC.
Responsibility:	➢ Obtain personnel, supplies, and equipment. ➢ Determine the need for food, fuel, water, alternate light/power sources; order and arrange for delivery or pickup of needed items; monitor longer term needs (beyond 3 days) and share information with the Plans Section.
Immediate Actions:	➢ Receive appointment badge from the Incident Commander (IC). ➢ Receive a situation briefing on the incident from the IC. ➢ Obtain a list of vendors with addresses and telephone numbers
Ongoing Actions:	➢ Identify supply needs as the Operations Section determines damage, injuries and general situation status. Identify the personnel needs of both paid staff and volunteers; manage the "labor pool." ➢ Determine the availability of supplies and equipment from known sources (use pre-established resource/vendor lists). ➢ Obtain supplies and equipment, arrange for delivery or pick up and store these items in a safe location(s). ➢ Track resources and personnel as they are requested, obtained and used. Share this information with the Plans Section. ➢ Keep records and receipts of expenditures and personnel time.

Incident Command System - Job action sheet	
ADMINISTRATIVE OFFICER	
Authority:	➤ Under the supervision of the Incident Commander, directs the actions taken by the Finance Section, and supervises Section staff, ➤ Makes payments within the authority granted by the Incident Commander.
Responsibility:	➤ Keeps receipts and processes payments of expenses charged to the incident. ➤ Monitors longer term needs (beyond 3 days) and shares with the Plans Section.
Immediate Actions:	➤ Receive appointment/badge from the Incident Commander. ➤ Receive a situation briefing on the incident from the IC.
Ongoing Actions:	➤ Assist the Logistics Section in keeping track of expenditures. ➤ Use emergency payment methods such as too obtain cash to obtain emergency supplies if normal channels are unavailable (i.e., banks are closed for an extended period of time or ATM's are not working). ➤ Arrange for emergency payroll distribution if normal channels are unavailable (i.e., electronic payroll system is inoperative). ➤ Use established Washington State - Higher Education financial accounting practices.

Incident Command System - Job action sheet	
BUILDING CAPTAIN	
Authority:	➢ Under supervision of the Incident Commander directs action taken in the assigned EvCC building and supervises the building's staff.
Responsibility:	➢ Protect the safety and health of the Everett Community College community and protect College property.
Immediate Actions:	➢ Receive appointment/badge from the Incident Commander ➢ Receive a situation briefing on the incident from the IC.
Ongoing Actions:	➢ Assign Employee Response Team Leaders to provide these immediate functions: ➢ Put out small fires. Attempt to call the fire department if a call has not been made - call verified and logged. ➢ Check for utility outages and problems and report. ➢ Do minor search and rescue with at least two-person teams. ➢ Do a personnel/college employee, student and guest health assessment and expand first aid function as needed. ➢ Do a damage assessment/survey of each campus building - recording findings by building, floor and room. ➢ Evacuate the building as required. ➢ Deny reentry until give the all clear by the Incident Commander. ➢ Note all findings and bring them to the attention of the IC.

Incident Command System - Job action sheet
EMPLOYEE RESPONSE TEAM MEMBER

Authority:	➤ Under supervision of the Building Captain, directs action taken in the assigned EvCC building.
Responsibility:	➤ Protect the safety and health of the Everett Community College community and protect College property.
Immediate Actions:	➤ Report to the Building Captain for assignment. ➤ Receive a situation briefing on the incident from the BC. ➤ Along with assigned employees provide these immediate functions: ➤ Evacuate the building as required and deny re-entry until given the "All Clear." ➤ If you locate a fire, put out small fires if possible & notify the BC of any large fires. Attempt to call the fire department if a call has not been made - call verified and logged. ➤ Check for utility outages and problems: gas (if leaking, turn it off), electrical power (is the back-up generator working?), water (if pipes are broken or severe leaks are detected, turn the water off) in the rooms as you clear them of students and staff & notify your BC as with updates and new situations. ➤ If possible, do minor search and rescue and notify the BC of other search and rescue needs. Assist victims, if possible. ➤ If capable, administer first aid and record the action for other responder/rescuers.
Ongoing Actions:	➤ Do a damage assessment/survey of each campus building - recording findings by building, floor and room. & notify your BC

INCIDENT COMMAND

SYSTEM

Command Management

Forms

EMERGENCY MESSAGE FORM

Date: _____   Time: _____

Info Rec'd from:

_____

Written By: _____

☐ Request   ☐ Response   ☐ Info Only

Route to:

_____

Message:

_____

_____

_____

Incident Command System

STRUCTURAL DAMAGE LIST

(To structure/walls/door frames/foundations, and etc.)

Date: —————— Time: ————— Prepared By: ——————————

LOCATION	WHAT DAMAGED?	SEVERITY (Low - Med - High)

Incident Command System

NON-STRUCTURAL DAMAGE LIST

(To building contents)

Date: _____ Time: _____ Prepared By: _____

1. Location: _____

   What Damaged: _____

   Describe Damage: _____

   _____

2. Location: _____

   What Damaged: _____

   Describe Damage: _____

   _____

3. Location: _____

   What Damaged: _____

   Describe Damage: _____

Incident Command System

INVENTORY (SUPPLIES/SERVICES) LIST

(To structure/walls/door frames/foundations, and etc.)

Date: —————— Time: —————— Prepared By: ——————————

Supplies Needed	Amount on Hand (Indicate in hrs. /days)	Amount Needed