



Five Preparedness Missions of Safe Schools Planning: PROTECTION

District _____

School _____

Date _____

Small School Example - ICS Team

Role in ICS	Name	Position	E-mail	Office Phone	Cell Phone or Alternate	Home Phone
SCHOOL/SITE INCIDENT COMMANDER						
Alternate						
PIO (District)						
Alternate						
Safety Coordinator						
Alternate						
OPERATIONS TEAM LEADER (Assist. Principal, Counselor)						
Alternate						
Emergency Medical Coordinator (nurse)						
Alternate						
Student Care & Recovery Coordinator (Mental health/counselor)						
Alternate						
<i>Possible Additional Role(s):</i>						
Translation/Cultural Mediator Coordinator						
LOGISTICS/PLANNING /FINANCE TEAM LEADER (Assist. Principal, Office Manager)						
Alternate						
Facilities Coordinator (Building Engineer)						
Alternate						



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<i>Possible additional role(s):</i>						
Staff & Community Volunteer Assignment Coordinator						

Build out the Span of Control under each position as needed.

Note: It is suggested by SB 08-181 that team members be trained at a minimum in: IS-100.SCa: An Introduction to ICS for Schools