



4404 CAMPUS EMERGENCY PLANNING TEAM MANDATE AND COMPOSITION

Policy Type: Educational Programs
Applies To: All Staff, Students,
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 05 2025
Revisions:

1. MANDATE

- (a) To keep students and staff safe in the event of a critical incident
- (b) Make sure staff has clear and consistent standards and procedures to follow during a critical incident
- (c) Clearly describe the roles and responsibilities of personnel during a critical incident
- (d) Ensure that there are plans to maintain effective communication with staff and community
- (e) Minimize disruption and ensure the continuity of education for all children
- (f) Conduct table top discussions on increasingly complex scenarios to help extrapolate and define roles and responsibilities

2. WHAT IS A CRITICAL INCIDENT?

A critical incident can be defined as an intolerable situation, an unstable condition, or a sudden change that disrupts the normal operation of an individual, group, organization, or community, and demands immediate attention and resolution.

Schools/sites are often affected by critical incidents that occur both within the school/ site and also the community at large. Incidents, such as those listed below, can have a tremendous impact on students, staff, parents, and other members of the community.

<ul style="list-style-type: none">• Fire	<ul style="list-style-type: none">• Bomb Threat
<ul style="list-style-type: none">• Death/Serious Illness	<ul style="list-style-type: none">• Medical/Mental Health Emergencies
<ul style="list-style-type: none">• Suicide	<ul style="list-style-type: none">• Hazardous Material Spill/Explosion
<ul style="list-style-type: none">• Inclement Weather/Power Outage	<ul style="list-style-type: none">• Missing Student
<ul style="list-style-type: none">• Earthquake	<ul style="list-style-type: none">• Water Buffalo
<ul style="list-style-type: none">• Intruders	<ul style="list-style-type: none">• Violence/Weapons/Threats

• Cyber Security Incident	
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3. TEAM COMPOSITION

Each campus core group will have members that fulfill the following roles.

- (a) **Site Incident Commander:** This is typically the Principal or their designate. This individual has overall responsibility for the incident at the school site, sets priorities, makes decisions, allocates resources, and communicates with external agencies like first responders and HAO. They delegate tasks and monitor progress.
- (b) **Operations:** Responsible for supporting the on-scene response actions. This includes directing activities such as damage assessment, first aid, search and rescue, evacuation/shelter and care, crisis intervention, and student release. They oversee the implementation of the response plan.
- (c) **Planning:** Responsible for collecting, monitoring, evaluating, and documenting incident information. This includes gathering and analyzing data, developing and updating action plans, tracking the incident's progress, assessing the situation, and anticipating future needs. Documentation is a key duty
- (d) **Logistics:** Responsible for providing and managing the resources needed for the response. This encompasses obtaining and managing equipment and supplies (like emergency kits and radios), securing facilities (such as staging or reunification sites), managing food, water, and shelter needs, establishing and maintaining communication systems, and coordinating transportation if necessary.
- (e) **Finance/Administration:** An individual in this role could be responsible for tracking site-specific costs, managing procurement requests from other sections, or liaising with the district's finance team. Including this role ensures coverage of all five standard ICS sections at the site level, as depicted in the organizational charts.

Appendix A: Incident Command Structure Worksheets



Incident Command Structure

