

DEPARTMENT GENERAL ORDER 07-63

OFFICE of the CHIEF OF POLICE
REPLACES: General order 04-15

DATE: November 28, 2007

INCIDENT COMMAND SYSTEM

I. PURPOSE.

The expanding scope and sophistication of emergency operations require law enforcement agencies to be able to react quickly to stabilize the situation. As such, the following protocols will enable the department to utilize the Incident Command System (ICS) in conjunction with other emergency service agencies in a common effort to effectively respond to an emergency situation or event.

II. DEFINITIONS.

Incident Command System (ICS) – A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are five major functional components: command, planning, operations, logistics, and finance/administration.

National Incident Management System (NIMS) – A nationwide framework for standardizing incident management practices and procedures. It ensures that federal, state, and local jurisdictions work effectively, in cooperation with each other, to prepare for, respond to, and recover from domestic incidents of any cause, size, or complexity.

III. ICS ACTIVATION.

During pre-planned major events, the department will develop an ICS organizational chart outlining assignments and/or staff positions that will be integrated into an Incident Action Plan or operations order covering the event. The Incident Commander will establish a command post, designate staging and supply areas as needed, ensure public information protocols are in place, and issue timely instructions to the various ICS staff chiefs.

Once ICS is activated, contingent upon the tactical situation, the Incident Commander may or may not elect to initiate every component of the system.

It should be noted that irrespective of the situation or environment, the safety of first responders will continually be a high priority issue during each and every event.

Should an unexpected natural or manmade emergency arise which exceeds the department's and city's normal scope of deployment, the Emergency Management Director or his designate shall initiate the Incident Command System, activate the city EOC, initiate recall/mobilization procedures, place requests for outside assistance, and perform other duties consistent with the National Incident Management System.

IV. COMMAND PROTOCOLS.

Unified ICS command and support positions will initially be filled by first responders in accordance with basic ICS tenets. However, as regular supervisory and command rank personnel begin to arrive on the scene, the first responders will relinquish their functions to superior officers.

Precedence in police command and order of succession shall adhere to the protocols established by department directive.

Also, in accordance with the tenets of unified command, the Incident Commander will generally be expected to surrender his/her command responsibilities to another department or agency representative at the time the major focus of the incident passes from one area of expertise to another.

The Incident Commander will adhere to policy directives issued by the Emergency Operations Center to the extent the tactical situation permits. As the situation becomes stabilized, the Incident Commander, acting in concert with the Planning Section of the EOC, will initiate demobilization procedures.

V. WRITTEN EMERGENCY PLANS AND PROCEDURES.

The city and the police department will utilize various emergency plans and procedures designed to provide specific written guidelines pertinent to planning, response, and recovery activities related to emergency events and other types of major incidents. The

City of Clayton Emergency Response Plan shall be the primary document governing the city's response to an emergency event. However, a number of supplemental plans, designed to address specific topics, while concurrently complying with CALEA requirements, are attached to the primary document as addenda and shall be subordinate to its strictures. The majority of the supplemental plans are identified as:

1. Civil disturbance Plan
2. VIP/Security Plan
3. Special Events Plan
4. Hostage/Barricaded Subject Plan
5. Bomb Emergency Plan
6. School Violence Response Plan
7. Weapons of Mass Destruction Plan
8. Pandemic Influenza Plan
9. Catastrophic Event Plan.

Similar to the primary EOP, each of these supplemental plans requires the activation of the Incident Command System to provide command and control over the event they are designed to address.

A. After-Action Report

Once an emergency or unusual occurrence has been stabilized, and city and department personnel have entered the Recovery Phase of emergency management, the Emergency Management Director or Incident Commander will direct the compilation of an after-action report. In accordance with the city's Emergency Operations Plan and subordinate response plans, the format for such a report should consist of the following:

1. Executive summary
 - a. General observations
2. Chronology of events and responses
3. Identity of agencies involved
4. Losses sustained (Detailed by category per Ordinance Section 6-3)
 - a. Recovered property
5. Assistance rendered and received
 - a. Manpower and overtime commitment
6. Lessons learned
 - a. Operational positives
 - b. Problem areas
7. Recommendations

Upon completion of the report, a minimum of three copies will be produced. A copy will be forwarded to the City Manager, a copy will be delivered to the Chief of Police, and a third copy shall be placed in the incident archive. The Emergency Management Director will also utilize the information contained within the report to determine the City's eligibility for emergency funding from state and federal authorities.

VI. ICS TRAINING AND ANNUAL EMERGENCY OPERATIONS EXERCISE.

Sworn department personnel shall receive annual training in the Incident Command System and/or the City of Clayton Emergency Operations Plan. Such training may be obtained via a variety of sources, to include formal federal, state, and local police academy training classes, to In-Service Training focused on a specific element of the city's emergency operations plan.

Pursuant to the City of Clayton, Code of Ordinances, Section 6-3, annual emergency training exercises are to be held for City officials, department heads, and other emergency responders. The Incident Command System will be utilized in each of the training exercises where such utilization is appropriate (e.g. tabletop exercises, functional exercises, full-scale exercises). Training exercises may be limited to various city departments, or to include other governmental agencies and corporate entities.

VII. REVIEW OF EMERGENCY OPERATIONS PLAN AND INCIDENT COMMAND SYSTEM.

The City of Clayton Emergency Operations Plan will be reviewed on a periodic basis. The document will be revised as necessary, as will the material addressing the Incident Command System. Revisions will be forwarded to the Chief of Police for his review and then disseminated to all pertinent stakeholders.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

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