

## GENERAL ORDER XXIX

SUBJECT: INCIDENT COMMAND SYSTEM

EFFECTIVE DATE: REVIEW DATE: 03-01-2015

NOTE: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

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### I. PURPOSE

The purpose of this General Order is to outline the use of the Incident Command System (ICS), during natural and manmade disaster, civil disturbances and other large unusual occurrences. Further guidelines for the implementation of ICS may be found in the City of West Plains Emergency Operation Plan.

### II. GENERAL

A. An Incident Command System (ICS) defines the operating characteristics, interactive management components, and the structure of incident management and emergency response organizations engaged in emergency management throughout the life cycle of an incident. It provides a means to coordinate the efforts of individual persons and agencies as they work together towards the common goals of life safety, incident stabilization and protection of property and environment.

B. The ICS structure has five major functional areas.

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance/Administration

C. ICS has a number of concepts and principles that work together to provide the basis for effective incident management. Collectively, they are common terminology, modular organization, integrated communications, a unified command structure, transfer of command, consolidated actions plans, manageable span of control, identified incident facilities and comprehensive resource management.

### III. POLICY

#### A. System Activation Criteria

1. ICS may not be needed for small-scale events, or those handled solely by the West Plains Police Department, unless the on-scene supervisor feels activation of the ICS would be beneficial. It may however employ a scalable organizational structure. The specific organizational structure established for any given incident will be based upon the personnel and resource management needs of the incident.

2. The West Plains Police Department shall utilize ICS during the activation of Department resources while responding to disaster or civil disturbances, for large event pre-planning and other large unusual occurrences that meet one or more of the following criteria:

a. When more than one police agency is involved in responding to a specific incident that requires the coordination of response resources.

b. When more than one first responder discipline is involved, i.e., Police, Fire, EMS, etc.

c. When more than one political subdivision is involved.

d. When more than one City department is involved, i.e., Public Works Services, Health Environment Services, etc.

e. When more than one level of government is involved, i.e., local, state and/or federal agencies.

f. When more than one bureau, division or unit of the department is activated in response to a disaster, civil disturbance or unusual occurrence.

#### B. Written Plans and Procedures, Training and Exercise

1. Annex E of the City of West Plains Emergency Operations Plan provides a more detailed description of the Department emergency operational measures to be implemented during any "classified" emergency as defined by Attachment C to Appendix 2, of the EOP – Basic Plan.

2. Training: pursuant to the NIMS (National Incident Management System), all department response personnel shall receive ICS training as required to meet national credentialing standards. Basic training for each response/management level shall consist of a training curriculum approved by Department of Homeland Security.

3. Exercise: An annual tabletop or functional exercise shall be conducted in order to provide ICS trained supervisors an opportunity to practice skill learned in the classroom setting and through practical field experience. Should ICS be established during a response it shall be considered sufficient to meet the requirement of the annual exercise.

#### IV. Procedure

A. At each emergency response scene, the initial senior ranking police officer shall be deemed the law enforcement "on-scene commander". This officer shall remain as such, until formally relieved by a police supervisor or commander of a higher rank. ICS does not assume an automatic transfer of command to a higher-ranking officer upon his/her arrival. That decision must be made and communicated by the senior member. Consideration of expertise or knowledge regarding the incident may influence the decision whether to transfer command.

B. Upon arriving at the scene of a disaster, civil disturbance or large unusual occurrence in which another discipline, i.e., fire service/EMS, has already established "incident command" and the primary hazard/risk is one best handled by that discipline, the Police Department's on-scene commander will not assume incident command, but will join the established incident commander in order to facilitate a "unified command" structure from which joint decisions will be made.

C. The expansion of ICS by utilizing predestinated functions is the prerogative of the incident commander or the "unified command" structure from which joint decisions will be made.

D. After Action Report: Upon completion or de-escalation of the incident, the incident commander shall be responsible for preparing the after action report, unless otherwise specified by the Chief of Police. The after action shall contain a summary of the response and the effectiveness of command and control techniques. The report shall be submitted through all commanding officers for review and to the Chief of Police for final approval and may be used to assess the effectiveness of training techniques.

#### AUTHORITY

A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

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Jeffrey S. Head, Chief of Police