	POLICY & PROCEDURE	SERIES # 515	PAGE 1 OF 8
	INCIDENT COMMAND SYSTEM (ICS)		EFFECTIVE DATE 01/02/14
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 515 dated 03/03/08.		

I. PURPOSE:

The purpose of this policy is to set guidelines to be used for implementation of the Incident Command System within the Hampton Police Division.

II. POLICY:

It is the policy of the Hampton Police Division to implement the Incident Command System at the outset of an emergency or incident as defined in Part III-G, below or by the direction of the Incident Commander (IC). The IC shall be responsible for the overall management of an incident throughout its duration. Unified command shall be utilized in the event an incident requires multi-agency response. The senior police commander shall be responsible for coordinating police activities and objectives with those of other agencies.

III. DEFINITIONS:

A. **Incident Command System (ICS)** – an on-scene emergency management concept allowing its user(s) to adopt an organizational structure to effectively prepare for and respond to a variety of emergencies without being hindered by jurisdictional boundaries. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

1. ICS is adaptable, applicable, and acceptable to all user agencies. The system expands in a rapid and logical manner ranging from an initial response to the management of a major incident, and contracts just as rapidly as the organizational needs of the situation decrease.
2. ICS utilizes common terminology, procedures and standards to enhance the effectiveness of multiple agencies and organizations working collaboratively. Additional information, guidelines, and operational procedures may be found in the Emergency Operations Plans Manual.

APPROVED:
CHIEF OF POLICE



3. ICS provides for effective management of span of control during

significant incidents.

- B. **Unified Command** – The City of Hampton has adopted the concept of “Unified Command,” in order to allow all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
- C. **Command Authority** – The authority to assume command of any particular situation depends primarily on the area of expertise of the individual. For Police situations, Policy and Procedure #105 (Command Authority/Relationships) and all applicable Rules and Regulations will be followed. The “command” of a situation begins with the initial “first responder” to arrive on the scene and is transferred as supervisory personnel begin arriving.
 - 1. There may be situations (fires, chemical spills, etc.) where an outside agency will be in command of a situation, such as the Fire Department or Health Department. In these instances, the Police Division’s Field Commander will report to the individual designated as Incident Commander, and advise what Police Division resources are on-scene and available.
 - 2. After the Incident Command has been established and it is determined that another city agency or outside agency will be in charge, the Police Division representatives will relinquish authority in a smooth transition to the incident commander, and continue to interact with the Incident’s Operations Coordinator and assist however possible. Personnel involved in the incident should be informed of this change in command.
- D. **Command Post (CP)** – The field location at which the primary tactical-level, on-scene incident command functions are performed.
- E. **Emergency Operations Center (EOC)** – The physical location at which the coordination of information and resources to support event management activities normally takes place.
- F. **Incident Action Plan (IAP)** – An oral or written plan containing general objectives reflecting the overall strategy for the management of a significant incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- G. An unusual occurrence shall include but not be limited to any:

1. **Emergency** – events or situations that cause or could potentially cause extreme peril to the citizens of Hampton or their property. These situations may involve the entire City of Hampton or be localized to one residential, commercial, or industrial area. Examples are: manmade disasters such as hazardous material incidents, epidemics, fires, plane crash, riot; and natural disasters such as flood, hurricanes or tornadoes. See the City Emergency Operations plan for the elements of a Minor, Major and Catastrophic Emergency.
2. **Incident** – an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

IV. PROCEDURE:

- A. The principle of ICS is that it is adaptable, applicable, and acceptable to all user agencies. The system expands in a rapid and logical manner ranging from an initial response to the management of a major incident, and contracts just as rapidly as the organizational needs of the situation decrease.

The ICS is comprised of five component sections. All or some of these component sections may be utilized as the situation dictates. The component sections are: Incident Commander (IC), Operations, Planning and Intelligence, Logistics, and Finance/Administrative. See Appendix A for intra-department organization. All Section Chiefs will be required to complete a Incident Command Checklist that provides guidance and ensures proper documentation of what was done and when. Checklists can be located on the Division Intranet under the Forms in the “Incident Command” heading.

Command is transferred to improve the quality of the command organization within the Chain of Command. When possible, command shall not be transferred to an officer who is not on the scene. Unless unusual circumstances exist, the officer assuming command shall communicate with the person being relieved **face-to-face** to be briefed on the situation. In any situation, a person-to-person briefing will take place.

1. **Incident Commander (IC)** The IC has responsibility and authority for the activation of ICS and the overall management of the incident he/she is assigned to. Those responsibilities include, but are not limited to, the following:
 - a. Appointment of Administrative Staff (if necessary). The IC may designate a member of any rank to the Administrative Staff which is comprised of the following functions:

- 1) Public Information Officer (PIO) – responsible for interfacing with media outlets and the public to share event information in accordance with Policy & Procedure #509.
 - 2) Safety Officer – monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responders
 - 3) Liaison Officer – is the point of contact for others involved in accordance with Policy & Procedure #501.
- b. Appointment of Incident Management Team (IMT) (if necessary). The IC may designate a member of any rank to the IMT which is comprised of the following functions:
- 1) Operations Section Chief
 - 2) Planning/Intelligence Section Chief (as needed)
 - 3) Logistics Section Chief (as needed)
 - 4) Finance/Administrative Section Chief (as needed)
- c. Establishing a command post, and staging area if necessary
- d. Requesting additional agency personnel as needed
- e. Briefing staff on situation.
- f. Authorizing action and tactical plans.
- g. Authorizing media releases and providing public information.
- h. Keeping Communications informed of status of the situation, the location of the Command Post, and the identification of assigned Section Chiefs.
- i. Requesting support from other agencies
- j. Completing an After Action Report
- k. Maintain the safety of all affected personnel and the scene.
2. **Operations Section Chief** – Commands all field units assigned to the incident and is responsible for the management of all operational functions directly related to the primary mission.
- a. Appoints his/her staff.
 - b. Reports to IC.
 - c. Makes call-outs as needed to:
 - 1) Tactical Unit (SWAT & MRT)
 - 2) Investigations
 - 3) Forensic Unit
 - 4) City Emergency Management
 - d. Coordinates with other Section Chiefs.
 - e. Directs the deployment of operational personnel.

- 1) Branch – The organizational level having functional or geographical responsibility for major aspects of event operations; organizationally situated between the Operations Chief and a division or group.
 - 2) Division – The partition of an event into geographical areas of operation.
 - a) Divisions are established when the number of resources exceeds the manageable span of control.
 - b) Divisions are organizationally situated between branches and physical resources.
 - 3) Group – Established to divide the management structure into functional areas of operation.
 - a) Groups are composed of resources assembled to perform a special function without geographical limitations.
 - b) Groups are organizationally situated between branches and physical resources.
 - 4) Strike team – A set number of resources of the same kind and type that have an established number of personnel.
 - 5) Task Force – Any combination of resources assembled to support a specific mission or operational need.
- f. Directs the deployment of field units for traffic control.
 - g. Conducts evacuations when necessary.
 - h. Responsible for both inner and outer perimeters, and scene security.
 - i. Responsible for security of the Command Post
 - j. Tactical Unit (SWAT & MRT) – Responsible for tactical control of the incident (if required).
 - 1) Objectives and organization of Tactical Team shall be in accordance with Policy & Procedure #516 Tactical Planning – High Risk Situations.
 - 2) Responsible for devising an action and/or tactical plan for incident.
 - 3) Responsible for execution of action and/or tactical plans.
 - k. Provides for detainee transportation, processing and confinement.
 - l. Conducts the post incident investigation
3. **Planning and Intelligence Section Chief** – Responsible for all intelligence information management associated with the occurrence and preparation of all written plans.
 - a. Coordinates with all other sections.
 - b. Gathers and disseminates all information and intelligence to

- pertinent sections.
 - c. Follows planning guidelines of who, what, where, when and how.
 - d. Responsible for incorporating all plans into the overall incident action plan.
 - e. Briefs and reports to the IC.
 - f. Plans post-incident demobilization.
- 4. **Logistics Section Chief** – Responsible for providing internal and external support based on incident demands and needs including manpower, facilities, services and materials to include the identification of existing and potential outside resources
 - a. Appoints staging supervisor responsible for all staging areas.
 - 1) Assigns staging groups.
 - 2) Briefs incoming personnel at staging areas.
 - 3) Responsible for accounting of personnel and equipment reporting to the scene.
 - b. Assigns his/her staff to be responsible for:
 - 1) Providing food and shelter (if needed).
 - 2) Providing transportation, vehicles, fuel, etc (if needed).
 - 3) Providing communications equipment (if needed).
 - 4) Maintain tracking records of all equipment utilized.
 - 5) Arranging for medical support
 - c. Advises the Communications Center on locations for personnel to report, and safest route to approach the scene.
 - d. Coordinates Mutual Aid groups responding to the incident.
 - e. Coordinates specialized team and equipment needs.
 - f. Supervises Resource group.
 - g. Supervises Personnel group.
- 5. **Finance/Administrative Section Chief** – Responsible for establishing, documenting, and managing costs associated with incident.
 - a. Maintains documentation and logs.
 - 1) Catalogs man-hours and days.
 - 2) Accounts for resource costs, damage surveys, lost and damaged property.
 - b. Procuring additional resources
 - c. Initiates injury compensation claims.

B. DEMOBILIZATION:

The orderly, safe, and efficient stand-down from an incident requires appropriate planning. Where costs may be a factor due to large numbers of

varied resources, timely release is important. The IC will ensure that demobilization occurs in an orderly manner by addressing the following issues:

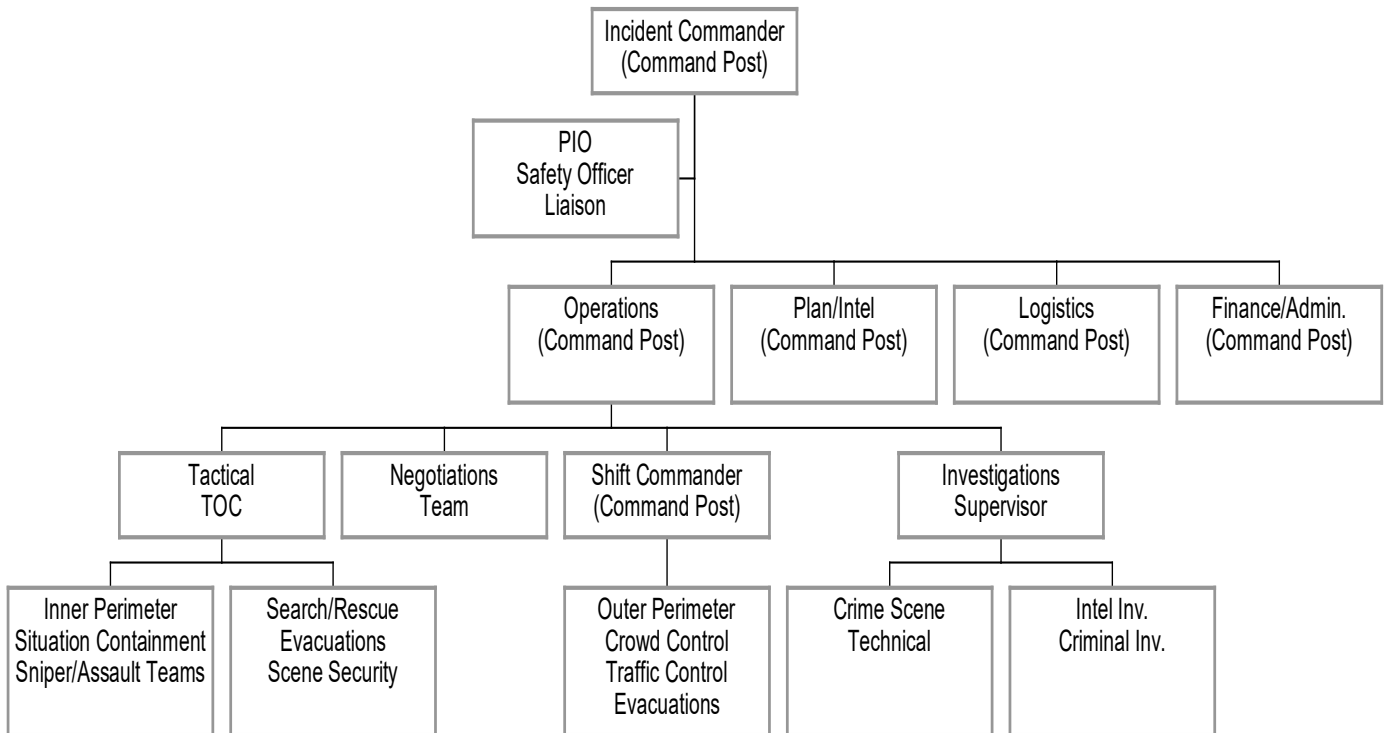
1. Assigns the Logistics Section Chief to:
 - a. Secure location of occurrence for determination of the preservation of evidence, etc.
 - b. Account for Division equipment and ensure that it is serviced and returned to its proper place.
 - c. Return any borrowed equipment; identify any damage or serviceability issues to finance section chief.
2. Supervise clean up of areas used by Division personnel.
3. Release personnel from the scene only after verification that they are no longer needed, and they have been properly relieved.
4. Ensure necessary reports are submitted by personnel prior to their leaving, including initial reports, addendum reports and special reports.
5. Arrange for Critical Incident Stress Debriefing of affected members per Policy & Procedure #539.
6. Critique operation and complete the After Action Report as soon as practical. (Not longer than 10 working day(s) following the incident.) Extensions may be granted by the Chief of Police.
7. Draft letters of appreciation, or other appropriate recognition for those who assisted in the incident, will be forwarded to the Chief of Police for approval, signature and distribution.

C. TRAINING:

1. Police personnel involved in ICS will receive annual training in the use of Incident Command.
2. The Division will conduct/participate in annual training exercises in ICS and Emergency Operations (OPLAN 1).
3. All ICS Training will be documented, and an annual evaluation of incidents and training effectiveness will be conducted by the Training Staff.

Appendix A:

HAMPTON POLICE DIVISION INCIDENT COMMAND MODEL



-