

DOUGLAS COUNTY SHERIFF'S OFFICE			Policy and Procedure
Specific Policies		P&P-B-131	
Incident Command Protocol / All-Hazard Plan			
Effective Date: 07-16-20 Supersedes: 11-16-16	Approval: Sheriff	Number of Pages: 5	
References:	Reevaluation Date: Annually	Standards: CALEA 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.9	

I. PURPOSE

Identify situations that require the use of the Incident Command System (ICS) and activation of the Emergency Operation Plan (EOP), such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, credible bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents

II. DEFINITIONS

AFTER ACTION REPORT: Reports that summarize and analyze performance both in exercise and actual events.

AREA COMMAND: An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System (ICS) organization. Responsibilities include: overall strategy, establishing priorities and allocation of resources according to priorities.

CRITICAL INCIDENT: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, tornadoes, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.

EMERGENCY OPERATION CENTER (EOC): The EOC will be activated as needed by the Sheriff, Director of Emergency Management or their designees. The function of the EOC is to provide resources and information when requested to the Incident Command Post (ICP). The EOC is not intended to replace the ICP, but to help facilitate information sharing and the acquisition of resources when requested by the ICP.

EMERGENCY OPERATION PLAN (EOP): The EOP serves as the "All Hazard Plan" for Douglas County. It provides an overview of how Douglas County public safety agencies collaborate, plan, and prepare for life-safety, property preservation, and mitigation of hazards that threaten natural resources when a disaster or emergency challenges local government's ability to respond. The EOP describes the policies, planning assumptions, concept of operation, response and recovery actions that guide and influence operations following a disaster event. The EOP is approved by the Board of County Commissioners.

INCIDENT ACTION PLAN (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

INCIDENT COMMANDER(IC): The Incident Commander is responsible for overall management of the specific incident including development of strategies and tactics and the ordering and releasing of resources.

INCIDENT MANAGEMENT TEAM (IMT): The Douglas County IMT is a volunteer group of professional individuals that are trained to support the incident. The use of the IMT may involve a delegation of authority from the IC to assume all or part of the ICS organization and management of the critical incident of the event.

OEM: Office of Emergency Management

OPERATIONAL PERIOD: An operational period is a period of time within a critical incident or event. Within Douglas County an operational period is 12 hours in length.

UNIFIED COMMAND: A unified command is used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. As a team effort, UC allows all agencies with jurisdictional authority or functional responsibility for the critical incident to jointly provide management direction through a common set of critical incident objectives and strategies and a single IAP.

FUNCTIONAL AREAS: Areas within the scene of an incident, to include:

1. Command Post: The physical location from which the commander exercises control over the incident.
2. Public Information Area: The location where public information is disseminated to the media.
3. Staging Area: The location where responding personnel and equipment will assemble for assignment.
4. Triage Area: The location where injured/evacuated personnel will be treated prior to transport to a medical facility.

III. POLICY

It is the policy of the Sheriff's Office that the incident command system protocol will be utilized in critical incidents. Although ICS positions may be assigned based upon a specific skill level or knowledge rather than rank, every Sheriff's Office member shall recognize person(s) of rank, and the authority inherit to that rank. All members of the Sheriff's Office shall recognize sergeants, commanders, or persons of higher rank when engaged in a single operation, regardless of the particular member's assignment. During a critical incident, the EOP governs how activities in the field at the ICP will be integrated with the support provided by the EOC.

IV. PROCEDURES

The Incident Command System (ICS) allows for the initial implementation of an integrated emergency scene management system during critical incidents. In addition, ICS provides for the escalation of resources and command structures, as necessary, allowing for an orderly transition of command functions:

A. IMPLEMENTATION OF THE INCIDENT COMMAND SYSTEM:

1. The ICS shall be utilized during all appropriate critical incidents of size and nature that require it.
2. The incident commander shall be responsible for the overall management of the critical incident, including the development and implementation of strategic decisions.
3. The incident commander shall identify specific areas or functions as sections or divisions. The first arriving unit shall be appointed and remain the Incident Commander until relieved.
4. The incident commander will select a strategic location for the command post; one that has easy access and identification to responding personnel.
5. As a critical incident escalates, there may be a need to activate the Emergency Operations Center (EOC) to support logistical and communications needs at the Incident Command Post (ICP). The EOC interacts with the ICP primarily through an Emergency Management Liaison at the ICP as designated in the Emergency Operations Plan.

B. INCIDENT COMMAND SYSTEM OPERATIONS: <46.1.3>

As the size or needs of a critical incident expand, the incident commander shall create sections, divisions and groups to address these issues. On large critical incidents, the incident commander may need to create additional layers of safety and management, in order to maintain a reasonable span of control. Complex, large or multiple critical incidents may require the incident commander to establish an area or unified command to effectively manage the incident. The optimum span of control is one (1) supervisor to five (5) subordinate personnel, with an effective range of three (3) to seven (7) subordinates.

The primary functions of the ICS positions include:

INCIDENT COMMANDER: This position is responsible for the following:

- Activating the incident command system;
- Establishing a command post;
- Initiating the notification and mobilization of additional agency personnel;
- Obtaining support from other agencies;
- Establishing a staging area, if necessary;
- Providing public information and maintaining media relations;
- Maintaining the safety of all affected personnel; and
- Preparing a documented after action report.
- Establish a Unified Command, if necessary.<46.1.3>

OPERATIONS SECTION: <46.1.4>

This position is responsible for the following:

- Establishing perimeters;
- Conducting evacuations;
- Maintaining command post and scene security;
- Providing for detainee transportation, processing, and confinement;
- Directing and controlling traffic; and
- Conducting post-incident investigation.

PLANNING SECTION: <46.1.5>

This position is responsible for the following:

- Preparing a documented incident action plan;
- Gathering and disseminating information and intelligence; and
- Planning post-incident demobilization.

LOGISTICS SECTION: <46.1.6> This position is responsible for the following:

- Communications;
- Transportation;
- Medical Support;
- Supplies; and
- Specialized team and equipment needs.

FINANCE/ADMINISTRATION SECTION: <46.1.7>

This position is responsible for the following:

- Recording personnel time;
- Procuring additional resources;
- Recording expenses; and
- Documenting injuries and liability issues.
- Preparing appropriate reimbursement documents, if applicable. <46.1.7>

A summary of the primary functions for the major ICS positions for law enforcement can be found on DCSONet homepage under Helpful Documents/Links.

C. COMMUNICATIONS:

Once ICS has been established, all communications within the critical incident will occur within the established ICS system and through the designated communications unit / individual. Additional communications channels will be established and assigned by the incident commander or their representative.

D. TRANSFER OF COMMAND:

The transfer of Incident Command from one commander to another should always be done on a face-to-face basis. This will ensure that a smooth transition of command will take place. In a face-to-face transition, both commanders are clear as to what has been done, and what needs to be accomplished next. The Douglas County Sheriff's Office Dispatch Center and all personnel on scene will be notified when the transfer of command takes place.

E. TERMINATION OF COMMAND:

The Incident Command System (ICS) will remain in effect until all involved agencies/personnel have been released. As the critical incident begins to scale down, some of the critical incident officers may be relieved, as their duties will no longer be required. This will be determined by the current incident commander.

F. AFTER ACTION REPORT:

An after action report shall be completed on all critical incidents that are referenced in the Douglas County Sheriff's Office Special Report.

G. CRITIQUE:

A critique of the critical incident, in general terms, should be accomplished in a timely manner of the critical incident. This critique should include:

1. Having all responding agencies attend the critique.
2. Receive feedback from these agencies.
3. Discuss any unusual circumstances of the critical incident.
4. Agree to meet at a later time for a formal debriefing session.

H. CASUALTY INFORMATION/TEMPORARY MORGUE:

Members of the Sheriff's Office will not disseminate any information regarding casualties, loss of life, or body identification. That information needs to be relayed through the Public Information Officer (PIO) assigned to the command structure. In the event that a temporary morgue needs to be created, the Douglas County Coroner will be responsible for staffing and directing such a facility. In the event that evidence/body identification becomes necessary, the Sheriff's Office Investigations Division will be requested to assist.

I. PREPAREDNESS:

1. ICS training shall be coordinated between the Training Unit and the Office of Emergency Management (OEM).
2. Command staff shall participate in an annual training exercise. This exercise will consist of their duties and responsibilities during an emergency operation.
3. The Emergency Operations Plan (EOP) will be reviewed annually by the OEM Director or his/her designee. This policy will be reviewed annually by all command staff.
4. Annual training will be available for affected personnel on the Emergency Operations Plan (EOP) and provided by the OEM. This training will be coordinated by the Training Unit and OEM.
5. Command staff shall participate in documented biennial training consisting of tabletop or a full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.<46.1.9>

J. EQUIPMENT/SUPPLIES REQUIRED FOR ALL-HAZARD PLAN:

This Office requires that the equipment/supplies needed for activation of the All-Hazard Plan be inventoried and inspected on a quarterly basis for operational readiness (the department responsible will be noted next to item):

- Emergency Operations Center (EOC) – Office of Emergency Management
- Mobile Command Post (MCP) – Patrol Division

Inventory/inspection logs will be provided to the accreditation unit at the end of each quarter.

By Order of the Sheriff