

 <b>Kinston Police Department</b>	<b><u>POLICY: Incident Management System</u></b>						<b><u>POLICY #:</u></b>  <b>300-1</b>
	<b><u>NCLEA Standards: 1.24; 7.01; 7.02; 7.03;</u></b>						
	<b><u>CALEA Standards: 46.1.1; 46.1.2; 46.1.3; 46.1.4; 46.1.5; 46.1.6; 46.1.7; 46.1.9; 46.1.10; 46.1.13</u></b>						
	<b><u>NCLM Standards: I.13;</u></b>						<b>Effective Date:</b>
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<b>Revision Dates:</b>	01/01/21	03/04/25				<b>07-01-2019</b>
<b>Approval: Chief of Police</b>							

## I. PURPOSE AND SCOPE

This Policy outlines the approach to emergency operations as a result of a natural disaster or other critical incident events. It is recognized that any portion of the plan can be utilized for any event based on the circumstances and the necessary response. It provides general guidance for emergency management activities and an overview of the Incident Command System (ICS). This Policy describes the emergency response organizations to provide a framework for who does what, when, and how. **(CALEA 46.1.2)**

## II. POLICY

The Kinston Police Department will prepare for critical incident emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The Incident Command System (ICS) is recognized as the foundation for an effective all-risk emergency planning and response capability. ICS, as an effective emergency management system, strives to achieve coordination and the best utilization of resources. ICS lends consistency to the way team members and agencies function in an emergency and, fosters efficiency. The ICS structure develops from the time the first unit arrives on the scene. The structure develops based upon the incident's management needs. A modular organization can expand or contract depending on the magnitude of the incident or operational necessity. Five functional areas which are implemented as the need develops, are: Command, Operations, Planning, Logistics, and Finance/ Administration. The Kinston Police Department will employ ICS in managing critical incidents. The ICS may be activated but is not limited to events including, critical incident responses, emergency operations plans, public demonstrations and civil disorders, hazardous material incidents, lost or missing persons, planned special events, city emergency management plans, mutual aid agreement, hostage/barricade situations, natural and man-made disasters, bomb threats/disposal, weapons of mass destruction incidents, terrorist acts. The Chief or their designee is responsible for planning a response to critical incidents within the City. **(NCLEA 1.24; NCLEA 7.01 a-f; CALEA 46.1.1)**

All critical incident events will require a response in order to evaluate the details of the critical incident. Upon arriving on scene or discovery of a critical incident, the first on-scene at a minimum should evaluate the circumstances, the threats and potential cause for the incident. Upon evaluation, the first on-scene should contact the 911 Communications Center and relay pertinent information that would allow appropriate resources to be deployed. The first on-scene should then contain the incident by establishing a perimeter and evacuate the endangered parties if able to do so without sacrificing their safety in response. **(CALEA 46.1.2)**

### **III. COMMAND FUNCTION (NCLEA 1.24)**

The first local emergency responder to arrive at the scene of a critical incident will implement ICS and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will address, but not limited to, the following as needed:

- a. Activating the incident command system (**CALEA 46.1.3 a**)
- b. Establishing a command post (**NCLEA 7.02; CALEA 46.1.3 b**)
- c. Initiating the notification and mobilization of additional agency personnel (**NCLEA 7.02; CALEA 46.1.3 c**)
- d. Obtaining support from other agencies (**NCLEA 7.02; CALEA 46.1.3 d**)
- e. Establishing a unified command, if necessary (**CALEA 46.1.3 e**)
- f. Establishing a staging area, if necessary (**NCLEA 7.02; CALEA 46.1.3 f**)
- g. Providing public information and maintaining media relations (**NCLEA 7.02; CALEA 46.1.3 g**)
- h. Maintaining the safety of all affected personnel (**CALEA 46.1.3 h**)
- i. Preparing an after-action report (**NCLEA 7.03; CALEA 46.1.3 i**)

### **IV. OPERATIONS FUNCTION (NCLEA 1.24)**

The on-scene commander is responsible for all tactical operations at the incident to include, but not limited to the following as needed:

- a. Establishing perimeters (**CALEA 46.1.4 a**)
- b. Conducting evacuations (**CALEA 46.1.4 b**)
- c. Maintaining command post and scene security (**CALEA 46.1.4 c**)
- d. Providing for detainee transportation, processing, and confinement (**CALEA 46.1.4 d**)
- e. Directing and controlling traffic (**CALEA 46.1.4 e**)
- f. The on-scene commander may request mutual aid assistance and other resources in coordination with the Staff Duty Officer (**CALEA 46.1.10 b**)
- g. Conducting post-incident investigation (**CALEA 46.1.4 f**)

### **V. PLANNING FUNCTION (NCLEA 1.24)**

The Chief or their designee is responsible for the collection, evaluation, dissemination and use of information about the development of the incident to include, but not limited to the following as needed:

- a. Preparing a documented incident action plan (**CALEA 46.1.5 a**)
- b. Gathering and disseminating information and intelligence (**CALEA 46.1.5 b**)
- c. Participating in a continuity of operations plan (COOP)/continuity of government plan (COG) (**NCLEA 7.01g; CALEA 46.1.13**)
- d. Planning post-incident demobilization (**CALEA 46.1.5 c**)

## **VI. LOGISTICS FUNCTION (NCLEA 1.24)**

The Chief or their designee is responsible for providing facilities, services, and material support of the incident to include, but not limited to the following as needed:

- a. Communications (**CALEA 46.1.6 a**)
- b. Transportation (**CALEA 46.1.6 b**)
- c. Medical support (**CALEA 46.1.6 c**)
- d. Supplies (**CALEA 46.1.6 d**)
- e. Specialized team and equipment needs (**CALEA 46.1.6 e**)

## **VII. FINANCE / ADMINISTRATIVE FUNCTION (NCLEA 1.24)**

The Chief and designees are responsible for the compilation of all information related to the cost of the operation. This may include, but is not limited to the following as needed:

- a. Recording personnel time (**CALEA 46.1.7 a**)
- b. Procuring additional resources (**CALEA 46.1.7 b**)
- c. Recording expenses (**CALEA 46.1.7 c**)
- d. Documenting injuries and liability issues (**CALEA 46.1.7 d**)
- e. Preparing appropriate reimbursement documents, if applicable. (**CALEA 46.1.7 e**)

## **VIII. ACTIVE THREAT**

### **DEFINITIONS**

**Emergency Alert System (EAS):** The EAS is composed of AM, FM and TV broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at Federal, State or Operational (local) Area levels.

**Primary Station:** Broadcasts or re-broadcasts a common emergency program for the duration of the activity of the EAS at National, State or Operational (local) Area level. The EAS transmission of such stations are intended for direct public reception as well as inter-station programming.

**Common Program Control Station (CPCS):** This is a Primary Station in an Operational (local) Area which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

### ***RAPID DEPLOYMENT RESPONSE TO ACTIVE THREATS (CALEA 46.1.10 C)***

- a. Situations involving active threats are serious in nature and can occur in any environment. Because of the dynamic and life-threatening nature of these situations the opportunity for detailed planning specific to the event is not practical.
- b. Rapid deployment involves swift and immediate deployment of law enforcement resources to ongoing life-threatening situations where delayed deployment could otherwise result in death or serious bodily injury to innocent persons. These may include settings at educational institutions, shopping centers and malls, business and industrial locations, parks, governmental buildings, special events, and within the general workplace.
- c. Response procedures to active threats are broad in nature and are dependent on the situation and physical characteristics of the structure or location.

- d. Initial responding officers shall immediately form one-to-four-person contact/rescue teams as the situation dictates in order to locate and immediately engage any active threat(s) and to locate and evacuate innocent persons if needed.

### ***CONCEPT OF OPERATIONS***

- e. The prompt reporting of emergency information and recommended protective actions by Federal, State, business, industry and utility officials to the County EOC. These reports include severe weather watches and warnings, hazardous materials, as well as other hazards and threats to the citizens of Kinston as shown in the Basic Plan. **(CALEA 46.1.10 a)**
- f. The prompt reporting of emergency information and recommended protective action to the County EOC by emergency service personnel or others at the scene of the emergency. **(CALEA 46.1.10 c)**
- g. The fluid environment of an active critical incident is a dynamic that will be intelligence driven to determine the containment needs of an area that would benefit the safety of the public and response by law enforcement as to sheltering in place or evacuation of an area. **(CALEA 46.1.10 d)**
- h. The decision by local government to disseminate the emergency alerting, warning and protective actions instructions over the CPCS-I. Dissemination of Warning to the general public of major emergencies will be by:
  - 1. Emergency Alert System (EAS)
  - 2. Weather alert radios
  - 3. Community Alert Network (RAPID NOTIFY)
  - 4. House to house alert by emergency personnel **(CALEA 46.1.10 c)**
- i. A documented annual review of policy and training needs **(CALEA 46.1.10 e)**

## **IX. TRAINING**

Adequately trained and qualified emergency management/response personnel are critical to the implementation of the all hazards plan and ICS. Annually, there will be a documented training for affected personnel. **(NCLEA 7.01 h; CALEA 46.1.9 a)**

On a biennial basis, a tabletop or practical exercise will occur. **(CALEA 46.1.9 b)**