



TIVERTON POLICE DEPARTMENT

GENERAL ORDERS

Subject: All Hazard Plan		General Order Number: 810.30
Section: 800 – Special Operations		Subsection: 10 - General
Amends/Supersedes: 810.30 (05/25/2020), 810.30 (11/05/2020)		
Effective Date: 05/25/2020	Revised Date: 01/13/2021	Review Date: As Needed
Per Order Of: Patrick W. Jones, Chief of Police		
RIPAC: 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8		
Distribution: All Department Members		

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. Purpose

The Tiverton Police Department has adopted the National Incident Management System (NIMS) as the primary method to prepare for, respond to, and manage critical incidents. NIMS is a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide Incident Command System (ICS) approach for Federal, state, and local governments to work effectively and efficiently. ICS may be utilized for any size or type of critical incident or event as a means to coordinate the efforts of individual members and other responding agencies as they work toward the stabilization of the incident. The ICS may expand or contract depending on the complexity of the incident and the on-scene requirements, as determined by the incident commander.

II. Policy

This department shall utilize the National Incident Management System/Incident Command System (NIMS/ICS) in conjunction with other agency policies and procedures as outlined in various written directives. The Chief of Police shall be responsible for coordinating the NIMS response. These policies, plans, and agreements include, but are not limited to, the following:

- Critical Incident Responses
- Emergency Operations Plans
- Public Demonstrations and Civil Disorders
- Hazardous Material Incidents
- Lost or Missing Persons
- Planned Special Events
- Town Emergency Management Plans
- Mutual Aid Agreements
- Hostage/Barricade Situations
- Natural or Man-made Disasters
- Bomb Threats/Disposals

- Weapons of Mass Destruction Incidents
- Terrorist Acts

III. Definitions

National Incident Management System (NIMS): A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the incident command system; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Incident Command System (ICS): A standardized on-scene emergency management system that provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It can be used for all kinds of emergencies, and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

IV. Command Function

- A. Activating the Incident Command System
 1. The first arriving officer on scene shall, whenever practicable, establish Incident Command. The officer will notify dispatch that they have established command, and where the command post is located. If the fire department has arrived and has set up Incident Command, the officer will meet with them at their command post and establish Unified Command. If a more experienced officer arrives on scene, they can assume command, leave command with the original officer, or transfer command to a third party.
 2. The Incident Commander shall activate and implement the applicable provisions of the Department's "All Hazard" Plan whenever a situation arises that demands such a response or upon declaration of a State of Emergency by the Tiverton Town Manager or the Rhode Island Governor.
- B. Incident Commander (IC)
 1. The Incident Commander's responsibility is the overall management of the incident. On most incidents, the command activity is carried out by a single Incident Commander. The Incident Commander is the first officer who arrives on scene, unless command is assumed by a more experienced officer, or Unified Command is set up. The Incident Commander may have an Assistant IC, who may be from the same agency, or from an assisting agency. Assistant positions must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.
 2. The Incident Commander shall:
 - a. Have the authority to commit any department resource, in any amount deemed necessary, to mitigate unusual occurrences and minimize any disruption to public safety.
 - b. Implement the applicable provisions of the Tiverton Emergency Management Agency Emergency Response Plan(s) Rhode Island Emergency Management Agency Emergency Operation.
 - c. Coordinate the planning functions for responses to unusual occurrences.
 3. The Department's "All Hazard" Plan, Tiverton Emergency Operations Plans and Rhode Island Emergency Management Agency Operations Plan, shall be stored in the Dispatch Center.

- a. These plans shall be accessible to all department employees.
 - b. These plans shall be reviewed annually.
- C. Command Responsibilities
 - 1. The Incident Commander may perform all the functions or delegate the general staff responsibilities and three command staff responsibilities.
 - a. Information Officer
The conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.
 - b. Safety Officer
Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
 - c. Liaison Officer
Serves as the primary contact for supporting agencies assisting at an incident.
- D. Establishing a Command Post
The Incident Commander shall establish a Command Post at the most appropriate location possible.
- E. Initiating the Notification and Mobilization of Additional Agency Personnel
The Incident Commander shall initiate the notification and/or mobilization of additional agency personnel in three phases.
 - 1. Phase 1
All on-duty, sworn officers are notified of the possible need for deployment to an unusual occurrence. Officers shall suspend all self-initiated activity and begins preparations of equipment and vehicles for utilization. Officers may be required to remain on-duty beyond normal working hours.
 - 2. Phase 2
All on-duty, sworn officers shall respond to a designated staging for instructions, unless ordered otherwise. Command Staff members shall be assembled at a designated Incident Command Post for assignments. Off-duty employees may be ordered back for duty and advised to report to a staging area equipped and dressed in the uniform of the day. Off-duty employees may be placed on stand-by for possible order back.
 - 3. Phase 3
All on-duty, sworn officers not already at the scene of the unusual occurrence shall be deployed to the scene, unless ordered otherwise. Off-duty employees shall be ordered back and advised to report to a designated assembly area equipped and dressed in the uniform of the day, unless ordered otherwise.
 - 4. Obvious exceptions to order back/stand-by status include:
 - a. Officers suspended with or without pay
 - b. Officers on administrative leave or injured on-duty status
 - c. Officers on any type of contractually agreed upon leave when the officer is unavailable.
 - 5. Emergency Call-Back Procedures
The Officer in Charge of the shift shall:
 - a. Direct the Department's response to the unusual occurrence until they can arrive on scene and assume command, if appropriate, or turn over command of the incident to the on-scene incident commander.
 - 6. Upon being notified of an unusual occurrence, the Officer in Charge of the shift should respond to the scene to assume Incident Command, if appropriate. If there is already an Incident Commander on scene, then the shift OIC, or their designee, can remain in the station and coordinate the call-back of officers.

7. A supervisor, or their designee, should call back members of the Patrol Division and ensure that their duty status throughout the unusual occurrence is monitored and documented by Dispatch personnel.
 8. The Detective Lieutenant shall call back members of the Detective Division and ensure that their duty status throughout the unusual occurrence is monitored and documented by Dispatch personnel.
- F. Obtaining Support from Other Agencies
1. In the event that an unusual occurrence requires immediate police presence and the Incident Commander determines that additional law enforcement assistance is needed, he/she shall request emergency police assistance from surrounding law enforcement agencies. Officers of the Tiverton Police Department who are called back or ordered back shall relieve officers from outside law enforcement agencies. Which surrounding agencies are called for assistance will be based upon the specifics of the incident and determined by the Incident Commander.

Department	Telephone
Portsmouth Police	401-683-0300
Fall River Police	508-676-8511
Westport Police	508-636-1122
Little Compton Police	401-635-2311
Rhode Island State Police	401-444-1000

2. Officers responding from outside law enforcement agencies shall have the same authority as members of the Tiverton Police Department, as outlined in Section 45-42-1 of the Rhode Island General Laws "*Emergency Police Power*," which states that when the Police Chief of a city or town within the state or his or her designee requests emergency police assistance from another police department within the state, the officers responding to the request shall be subject to the authority of the requesting chief and have the same authority, powers, duties, privileges, and immunities as duly appointed police officers of the city or town making the request, until the requesting police chief discharges and releases the assisting police officers to their own departments.
 3. Unless dispatched to a specific location, outside law enforcement agency personnel shall respond to a designated staging area.
 4. The Department's Staging Officer shall maintain an updated roster of assisting outside law enforcement personnel.
 5. Every effort shall be made to ensure that outside law enforcement agency personnel are provided with maps of the area affected by the unusual occurrence.
 6. Communications with outside law enforcement agency personnel shall be conducted via intercity radio or by having agencies utilize our department's frequencies.
- G. Establishing a Staging Area
- The Incident Commander shall establish a staging area. The staging area shall be a location within a close proximity of, yet unaffected by an unusual occurrence. It shall serve as a place where resource and personnel are temporarily kept or positioned until needed to mitigate the unusual occurrence. A staging area manager shall be appointed to coordinate the deployment of resources out of the staging area.
- H. Documenting all Activities
- The Incident Commander, or designated Officer, shall document all activities.
- I. Providing Public Information and Maintaining Media Relations
- The Incident Commander, or a designated Public Information Officer shall provide public information and maintain media relations. The Captain of the Uniform Division shall be designated as the Public Information Officer unless otherwise designated by the Chief of Police.
- J. Maintaining the Safety of All Affected Personnel

The Safety Officer shall ensure the safety of all affected personnel during the unusual incident.

K. Preparing a Documented After Action Report

The Chief of Police shall ensure that an After Action Report is completed after the unusual incident has concluded.

V. **Operations Section Chief**

The Operations Section Chief is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. The Incident Commander may establish an Operations Officer who would be responsible for the Operations Functions.

A. Establishing Perimeters

1. The Incident Commander/First Officer to respond to or identify a critical incident may establish an initial perimeter.
2. The Officer in Charge shall re-evaluate any established perimeters and then establish an inner and an outer perimeter.
3. When time allows an Operations Officers may be assigned to designate perimeters.

B. Conducting Evacuations

1. The first officer to respond to or identify a critical incident may conduct initial evacuations.
2. The Incident Commander shall re-evaluate evacuations operations.
3. When time allows an Operations Officer may be assigned to designate evacuations operations.

C. Maintaining Command Post and Scene Security

1. The first officer to respond to or identify a critical incident may have to secure the scene.
2. The Incident Commander shall re-evaluate the security at the scene and may have to establish a command post and secure it.
3. When time allows an Operations Officer may be assigned to the responsibility of command post and scene security.

D. Providing for Detainee Transportation, Processing, and Confinement

1. The Incident Commander may be responsible for detainee transportation, processing and confinement unless they appoint an operations officer who shall direct tactical operations.
2. Transportation of detainees shall be accomplished through the use of the department's vehicles, or prisoner transport van. Surrounding department shall be contacted to assist with a large number of detainees.

E. Directing and Controlling Traffic

1. The first officer to respond to or identify a critical incident may have to direct and control traffic until properly relieved of that responsibility.
2. The Incident Commander shall establish or re-evaluate the traffic direction and control. The Incident Commander shall be in charge of traffic control until properly relieved by another traffic control person.

F. Conducting Post-Incident Investigation

The Chief of Police shall ensure that a Post-Incident Investigation is completed after the unusual incident has concluded.

VI. **Planning Section Chief**

The Planning Section Chief (PSC) coordinates the incident planning process. The PSC is responsible for meeting with the IC, OSC, and LSC to develop the Incident Action Plan (IAP). The PSC is also responsible for tracking resources that are being utilized during the incident, maintaining the situation status for all responders, and managing the demobilization process. The PSC procedures any written IAP, and coordinates distribution of same.

A. Preparing the Incident Action Plan

1. The Planning Section Chief (PSC) prepares and documents Incident Action Plans (IAPs), incident maps, and gathers and disseminates information and intelligence critical to the incident.

2. The Incident Action Plan may be an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It shall 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.
- B. Gathering and Disseminating Information and Intelligence
This function is responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident. This function maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.
- C. Planning Post-Incident Demobilization
The Incident Commander shall determine when the Department will begin demobilization procedures.
 1. Responsibilities
 - a. Work assignment completion
 - b. Briefing of subordinates and supervisor
 - c. Check-out procedures
 - d. Provide follow-up contact information
 - e. Complete post-incident reports, evaluations, and medical follow-ups
- D. Pre-event Planning
 1. A written incident action plan shall be written for all pre-planned events within the town. Any other pre-scheduled event shall also have a written IAP.
 2. The Emergency Operations Coordinator shall oversee the IAP process for events, and shall, at their discretion, appoint another officer to coordinate the police responsibility for developing the IAP.

VII. Logistics Section Chief

- A. Communications
Communications is the key to the successful resolution of any critical incident. The Logistics Section Chief shall develop a communications plan to coordinate all incident or event related communications. Logistic Section Chief will also acquire additional communication equipment to support and satisfy additional personnel from other agencies.
- B. Transportation
Assess, provide and coordinate sufficient transportation asset to meet the movement of personnel.
- C. Medical Support
Assess, provide and coordinate for Emergency Medical Services personnel for anticipated medical service needs.
- D. Supplies
Assess, provide, and coordinate for supplies, feeding of personnel and lodging of personnel. Ensure the return of incident-issued equipment.
- E. Specialized Team and Equipment Needs
Should there be a need for a special operations activity, such as a tactical team, the following agencies should be contacted:

Department	Telephone
Rhode Island State Police	401-444-1000

Coordinate with the leaders of any specialized teams and assist with appropriation of any additional equipment needs.

VIII. Finance/Administration Section Chief

- A. Record Personnel Time
Ensure personnel hours of work are properly recorded and safety measures are observed. Resolve payment and/or payroll issues.
- B. Procuring Additional Resources
Prepare and execute the financial requirements to secure identified and required additional resources.

- C. Documenting Injuries and Liability Issues
Ensure that injuries are properly documented and all required follow-ups and paperwork are completed on a timely basis.
- D. Record all Expenses
This position is best filled by a qualified person from the Town's finance office.
- IX. Quarterly Inspections
The department shall complete quarterly inspection for operational readiness of equipment designated for use in support of its critical incident plan.
- X. **Training and Review**
 - A. The Planning and Training Sergeant shall:
 - 1. Conduct NIMS/ICS training. The Planning and Training Sergeant shall ensure that annual training is conducted in the form of tabletop or actual field exercises and should include multiple agencies. The director or a designee shall prepare an after-action report following each training exercise. Awareness-level NIMS courses are required for all sworn members. Advanced NIMS courses are required for supervisors, to coincide with increasing levels of responsibility.
 - 2. Be responsible for facilitating and documenting NIMS/ICS training as required by the Department of Homeland Security.
 - B. With input from command and supervisory personnel with specific incident command and emergency management responsibilities, the Planning and Training Sergeant shall conduct an annual review of established NIMS/ICS procedures and perform departmental updates as required.

APPENDIX A ICS ORGANIZATIONAL CHART

