

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

<b>SUBJECT:</b>	<b>PLANNING AND ORGANIZATION- CRITICAL INCIDENTS</b>	<b>NUMBER:</b>	13.2.1
		<b>ISSUED:</b>	1/11/10
<b>SCOPE:</b>	All Police Personnel	<b>EFFECTIVE:</b>	1/11/10
<b>DISTRIBUTION:</b>	General Orders Manual, and All Police Personnel	<input type="checkbox"/> <b>RESCINDS</b>	
		<input type="checkbox"/> <b>AMENDS</b>	
<b>REFERENCE:</b>		WILEAG STANDARDS 3 <sup>rd</sup> EDITON: 13.2.1, 13.2.2, 13.2.3,13.2.4	

**INDEX AS:** National Incident Management System  
Emergency Mobilization Plan  
Mobilization of Personnel  
Off-Duty Personnel Mobilization

**PURPOSE:** The purpose of this Order is to establish Planning and Organization procedures to be used in the response to Critical Incidents by the Port Washington Police Department, by both officers and non sworn personnel.

This Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. EMERGENCY OPERATIONS MANUAL
- IV. EQUIPMENT INSPECTION AND ANNUAL POLICY REVIEW
- V. ANNUAL TRAINING

### I. POLICY

- A. The Port Washington Police Department utilizes the National Incident Management System (NIMS) as the basis for incident management of all hazards within the City of Port Washington. The Incident Command System (ICS), a component of NIMS, shall be integrated into functional and system-wide emergency response operations policies, plans, and procedures. Incident managers and all sworn Port Washington Police Department personnel shall train, exercise, and use the ICS in response operations to both scheduled events and emergencies.

- B. The Captain of Police will be the principal planner and advisor to the Chief of Police on critical incidents. This task can be delegated to the appropriate shift supervisor in the absence of the Captain.
  - 1. Special Event planning is conducted by the appropriate lieutenant.
- C. The implementation of the Incident Command System is a process to effectively manage a critical incident. The functions are dependant upon the scope and duration of the incident.
- D. The functions include, at a minimum:

Command – The Command Staff consists of:

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Operations – The Section responsible for all tactical operations at the incident and includes: Branch, Division, Group, Unit, Task Force, Strike Team, and Single Resources.

Planning – Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of the Incident Action Plan. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

Logistics – The Section responsible for providing facilities, services, and materials for the incident. The Logistics Section includes the Service Branch (Communication Unit, Medical Unit, and Food Unit) and Support Branch (Supply Unit, Facilities Unit, and Ground Support Unit).

Finance/Administration – The Section responsible for all incident costs and financial considerations. Includes the Time Unit Procurement Unit, Compensation/Claims Unit, and Cost Unit.

E. Type of responses will be based upon the following priorities:

- Priority #1. Life safety.
- Priority #2. Incident stabilization.
- Priority #3. Conservation of property.

## II. DEFINITIONS

- A. **INCIDENT:** An occurrence, caused either by human action or natural phenomena that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- B. **INCIDENT COMMANDER (IC):** The individual responsible for the management of all incident operations at the incident site and setting incident objectives. There can only be one Incident Commander per incident.
- C. **INCIDENT COMMAND POST (ICP):** A physical location for command operations. The Incident Command Post is the location from which the primary command functions are executed.
- D. **INCIDENT COMMAND SYSTEM (ICS):** A standardized, on-scene, emergency management concept specially designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
- E. **INCIDENT OF NATIONAL SIGNIFICANCE (INS):** An INS is declared by the Secretary of Homeland Security. These may or may not be federally declared disasters or emergencies. It is declared when State and Local resources are overwhelmed and Federal resources are requested, or when the President directs the Secretary of the Department of Homeland Security to assume responsibility for managing the domestic incident.
- F. **INCIDENT MANAGEMENT TEAM (IMT) TYPING:** An IMT is made up of Command and General Staff members for an ICS organization. The persons to fill these positions are often pre-designated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS position. For Type 5 incidents, IMT members are drawn from a pool of primarily fire or police officials. Type 4, IMT members are drawn from a pre-designated pool of local law, fire, and EMS officers. Type 3, IMT members are a standing team of trained personnel from different departments, organizations, agencies within a state or region. Type 2, IMT members are a federally or State-certified team. Type 1 IMTs are Federally or State-certified, fully equipped and self-contained.

- G. INCIDENT TYPING: Incidents are categorized by five types based on complexity. Type 5 or the least complex incidents; and Type 1, the most complex. Incident typing is used to order Incident Management Teams.
- Type 1: The most complex, longest duration, incident where national resources are needed, possible Incident of National Significance and NRP activation.
  - Type 2: Regional and/or national resources are needed; up to 200 personnel are needed per operational period; and the total doesn't exceed 500.
  - Type 3: Some or all of the Command and General staff positions are activated as well as Division, Groups or Units; and may extend into several operational periods.
  - Type 4: Command or General staff functions are activated only if needed. Limited to one operational period and no written IAP is required, except Hazmat incidents. This may include several resources, task forces, or units.
  - Type 5: Least complex, shortest duration, up to six personnel and the Incident Commander are used. Incident is handled within the first operational period and often within a few hours.
- H. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): A comprehensive, national approach to incident management.
- I. PLANNED EVENT: A planned event is a premeditated, non-emergency activity, ICS can be used as the management system for a wide range of events (e.g., parades, fairs, special community events, etc.).
- J. PRINCIPAL FEDERAL OFFICIAL (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.
- K. SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAM (SMART): An organization of Ozaukee and Washington County law enforcement agencies participating in a mutual aid agreement. SMART is an EMAC.
- L. UNIFIED COMMAND: In ICS, Unified Command is a unified team effort (Police, Fire, EMS, Public Health, NTSB, FAA, DNR, etc.) which allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident, establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.
- M. WMD: Weapons of Mass Destruction.

### III. EMERGENCY OPERATIONS MANUAL

- A. The Port Washington Police Department Emergency Operations Manual consists of the following documents:
  - 1. City of Port Washington Administrative Policy for Emergency Management.
  - 2. The SMART Plan
  - 3. Selected Port Washington Police Department General Orders.
  - 4. Ozaukee County Emergency Operations Plan.
- B. The Emergency Operations Manual is kept in the Communications Center for immediate accessibility.

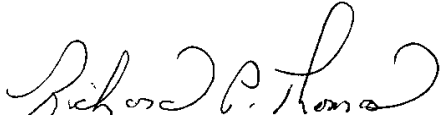
### IV. EQUIPMENT INSPECTION AND ANNUAL POLICY REVIEW

- A. Any special department equipment with the potential for use in unusual circumstances, including the Emergency Operations Center, will be inspected and tested quarterly for operational readiness. Some of this equipment is carried in marked squad cars, and inspections will be conducted by Shift patrol supervisors.
- B. The Chief of Police or the Chief's designee will conduct an annual review of the department's Emergency Operations Manual and shall update the plan as necessary to ensure all procedures are in accordance with the needs of the department.

### V. ANNUAL TRAINING

- A. The Port Washington Police Department will annually participate in training on the department's Incident Command System, i.e., table top exercises, functional exercises and multiple agency exercises to assess and evaluate operational readiness and capacity to respond too, mitigate and recover from a critical incident. It may also include sending specific department personnel to various ICS training programs.

**APPROVED:**



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Chief Richard P. Thomas

**DATE:**

5/7/2010

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Revised 5/7/2010  
Revised 4/14/2010