

Annapolis Police Department



GENERAL ORDER

Number: H.10

**Issue Date: December
2009**

TO: All Personnel

SUBJECT: Incident Command System (ICS)

PURPOSE

The purpose of this General Order is to establish procedures to activate the Incident Command System (ICS). The ICS will be in response to unusual occurrences whether created by wide-spread violations of the law, natural or man made disasters. The Incident Command System will be the process of building both the personnel and organizational structure to meet the needs of the specific event. The Incident Command System will be compatible with systems used by other agencies that would be expected to participate in an actual Unified Command Response to an actual incident and is modeled in accordance with the Federal Emergency Management incident management system approach.

POLICY

It shall be the policy of the Annapolis Police Department to respond to unusual occurrences or high risk incidents in accordance with established policies and procedures. As an incident progresses and requires additional resources, the Incident Commander will activate the necessary level of mobilization. Conversely, as the incident de-escalates, the commander will release personnel and resources in proportion to the de-escalation.

DEFINITIONS

- 1. Unusual Occurrences** - Any natural or manmade event, civil disturbance or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to citizens and/ or severe damage to property and requires extraordinary measures to protect lives, meet human need and achieve recovery.
- 2. Incident Command System**- A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

3. **Area Command** - An organization established to: oversee the management of multiple incidents that are each being handled by an Incident Command System; or to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed.
4. **Incident Management Team** - The Incident Commander (IC) and appropriate command and general staff personnel assigned to an incident.
5. **General Staff** - The group of incident management personnel reporting to the Incident Commander. They may each have a deputy as needed. The General Staff consists of (as defined by Maryland Emergency Management Agency and the Federal Emergency Management Agency) Operations Chief, Planning Section Chief, Logistics Chief and Finance/Administration Section Chief.
6. **Unified Command** - Is a unified team effort which allows all agencies with responsibility for the incident, either geographic 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, responsibility or accountability
7. **Incident Commander** - The individual responsible for the management of all incident operations at the incident site.

I. Incident Command System Activation

A. Incident Command System

1. The Incident Command System will be followed for all unusual occurrences. The ICS is comprised of five primary elements; Command, Operations, Logistics, Planning and Finance. These elements can be expanded or contracted as needed.
2. Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises control for the incident and directs the efforts of the personnel in charge of each of the functional elements.

B. The ICS can be used for any number of situations. The ICS can be used for major event planning, hostage barricade situations, or other incidents which do not require a significant number of personnel from outside agencies. However, the ICS will be used for incidents which require a multi agency response, man-made or natural disasters or other incidents in which the on-scene supervisor believes the ICS would be useful.

C. Criteria/ factors to consider when activating the ICS;

1. Staging area and other facilities needed
 2. Logistical and support needs
 3. Known limitation restrictions
 4. Communications requirements/communications may be incomplete
 5. The situation will be unstable
 6. The incident has potential to expand
 7. First responder may be inexperienced at managing expanding incidents
- D. The ICS will be used in conjunction with the All Hazards Operations Plan and can be integrated with other policies in this manual. The ICS permits a clear point of control and can be expanded or contracted with ease to escalating or diminishing situations.
- E. The senior ranking officer will be responsible for determining the need for and appropriate level of response to any unusual occurrence or high risk incidents. Upon such determination the senior officer will be the Incident Commander until properly relieved.

II. Command Protocol

- A. The senior ranking officer is in charge of the scene until relieved by a higher ranking officer. The ranking officer must announce that he/she is taking control of the scene and thus becomes the Incident Commander.
- B. To activate the All Hazards Operations Plan the Commander of the Operations Division or his/her designee must be notified along with the Director of Emergency Management or his/her designee. When the All Hazards Operations Plan is activated the IC reports to the Commander of the Operations Division for criminal/terrorist incidents and to the Director of Emergency Management for other types of incidents.

III. Plans and Procedures

- A. The Annapolis Police Department has various policies and procedures which cover specific incidents, i.e.:
1. Bomb Response Plan General Order C.1.
 2. Hostage, Barricade and Sniper Situations (Critical Incidents)-General Order H.1.
 3. Mass Arrests- General Order H.8.
 4. Mobilization and Call Back Procedures General Order H.9.
 5. Prisoner Transportation General Order C.18.
 6. All Hazards Operations Plan which cover natural and manmade disasters.
- B. Each member receives and is responsible for reading/familiarizing themselves with each General Order. The All Hazards Operations Plan is provided to each commander and made available in the Platoon Sergeants' Office.
- C. The supervisor in charge of the Intelligence Unit or his/her designee is

responsible for:

1. Preparing a documented incident action plan;
2. Gathering and disseminating information and intelligence; and
3. Planning a post-incident demobilization plan i.e., how resources are released.

Depending upon the incident this may be a joint plan between the Intelligence Unit and the Special Events Coordinator.

IV. After Action Reports

- A. As required by established policy, an after action report will be completed. In most instances the on-scene supervisor is responsible for completing the after action report.
- B. When the ICS has been utilized the Incident Commander is responsible for writing the after action report. This does not relieve the initial responding officer and other officers from documenting the initial incident as well as completing any supplement reports.

V. Training

- A. Members will receive initial training on the ICS/All Hazards Operations Plan.
- B. Annual training exercises will be conducted by the Intelligence Unit in conjunction with the Administrative Services Division and any other entity as necessary. Training may include table top exercises, actual exercises with multiple agency involvement, training on the All Hazards Operations Plan as well as the various incident response policies so members are familiar with what is required of them.
- C. Annual training exercises need not include the entire agency, however the training should be rotated so members are familiar with their responsibilities.
- D. All training will be documented.

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Chief of Police

References
1. Accreditation Standards 46.1.2, 46.1.3, 46.1.5, 46.1.9, 2. Federal Emergency Management Agency 3. Maryland Emergency Management Agency

Revision: This General Order replaces General H.10 dated September 2007.