

MENOMONEE FALLS POLICE DEPARTMENT

GENERAL ORDER: 2303

DATE: October 9, 2020

SUBJECT: Incident Command

I. PURPOSE

This Department has adopted the National Incident Management System (NIMS) as the primary method to prepare for, respond to, and manage critical incidents. It provides a consistent nationwide Incident Command System (ICS) approach for Federal, State and Local Government 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 NIMS/ICS in conjunction with other Department policies and procedures that include, but are not limited to, the following:

G.O. 5801	Emergency Operations Plan
D.D. 5801.02	Severe Weather
D.D. 5801.03	Fire Hazards and Hazardous Materials
G.O. 5802	Mutual Aid
G.O. 5202	Barricaded Subject Situations
G.O. 5207	Bomb Threats
G.O. 5208	Labor Disputes
G.O. 5606	Missing Persons
G.O. 5113	Public Hazards

III. DEFINITIONS, DUTIES AND RESPONSIBILITIES

National Incident Management System (NIMS): a system that provides a consistent nationwide approach for Federal/State/Local Government, private, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from major incidents.

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, complex incidents.

SUBJECT: Incident Command

Incident: an occurrence (natural or technological/human-caused) that requires an emergency response to protect life, property, or both. Natural: flooding, extreme cold, high winds, severe thunderstorms, tornados, winter storms. Technological/human-caused: aircraft accidents, bomb threats, civil disturbances, fires/explosions/hazardous materials, health emergencies, high-rise building emergencies, hostage situations, mass casualty incidents, motor vehicle accidents, power/utility failure, railroad incidents, terrorism, water rescues, water supply contamination.

Incident Commander: individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander (IC) has overall authority and responsibility for conducting incident operations and is responsible for the management of all operations at the incident site.

Incident Action Plan (IAP): an oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Incident Management Team (IMT): consists of the IC and appropriate command and general staff personnel assigned to the incident.

Unified Command (UC): used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through designated members to establish a common set of objectives and strategies. The IC responsibility is shared with the function most important at the time taking the lead role.

Public Information Officer (PIO): individual responsible for preparing and dispensing all public information regarding the incident with the approval of the IC.

Liaison Officer: individual responsible for coordinating with representatives from cooperating and assisting agencies.

Safety Officer: individual who oversees the safety of all operations within the incident or event, and has the authority to stop an operation if it is unsafe.

Section Chief: a member of the general staff; the person in charge of functional areas of incident management: operations, planning, logistics, finance/administration. A Section Chief reports directly to the IC or UC.

Operations Section: responsible for all tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situational control and restoring normal conditions by implementing an IAP.

Operations Section Chief (OSC): individual responsible for all tactical operations within the incident or event, ensuring implementation of the IAP and helping to develop the IAP for the oncoming shift.

SUBJECT: Incident Command

Planning Section: responsible for collecting, evaluating and processing tactical information.

Planning Section Chief (PSC): individual responsible for monitoring the current operations and determining the needs for personnel and activities for the oncoming shift; develops, writes and disperses the IAP after it is approved by the IC.

Logistics Section: responsible for meeting all support needs for the incident through appropriate procurement of facilities, food service, transportation, supplies, communications, equipment maintenance and fueling, medical services for incident personnel, and personnel for expanding incidents or relief.

Logistics Section Chief: individual responsible for ensuring that the activities for the incident or event can be maintained to include obtaining, securing and maintaining the facilities needed to sustain the operation.

Finance/Administration Section: responsible for incident management activities that require finance and other administrative support services, record keeping, payroll, matters relating to vendor contracts and claims.

Finance/Administration Section Chief (FSC): individual responsible to ensure that personnel time, expenditures, and procurements are tracked and used in an efficient manner.

Incident Command Post (ICP): the field location where the tactical-level on-scene incident command functions are performed; may be identified by a rotating/flashing green light.

Staging Area: location established to assemble resources while awaiting a tactical assignment (managed by OSC).

Recorder: individual designated to serve as a note taker/record keeper for the ICP.

IV. PROCEDURES

A. ICS Activation

1. ICS shall be activated in all incidents involving 3 or more personnel.
2. The first officer on-scene shall serve as the initial IC. Prior to being relieved, the first officer shall have the authority to assign any person to any assignment or task, regardless of rank.

SUBJECT: Incident Command

B. Incident Assessment

1. The first responder shall assess the operational situation immediately upon arrival and proceed according to applicable policies and procedures.
 - a. The initial responsibility for management of assigned resources lies with the first responder on-scene, who shall activate the ICS by announcing command over the radio and will be responsible for the following duties: establish immediate priorities, ensure safety measures, coordinate with key people and officials.
 - b. The first responder shall maintain command and control until relieved by a higher authority.
 - c. The Chief of Police or his/her designee shall exercise command and control over all law enforcement resources committed to an incident or event that is multijurisdictional in nature.
2. Determine Size of the ICS Structure
 - a. Size: How large a geographical area is or will be affected?
 - b. Scope: How many resources are likely to be involved? What will be necessary to achieve stabilization and/or containment?
 - c. Duration: How long can one reasonably expect the event or incident to last?
 - d. Multi-agency involvement: How many agencies?
 - e. Will specialized teams be deployed?

C. Establishing Command

1. As soon as practical following ICS activation, the most qualified person, based on the nature and complexity of the incident, shall assume responsibility of the IC.
2. Various components of the ICS should be activated depending on the size and complexity of the incident or event. Operational need is the primary factor in determining which components or functions are activated. In addition to establishing a command post and function, the IC (utilizing the ICS structure) shall activate those components necessary for the particular

SUBJECT: Incident Command

incident. These components are represented in Appendix A and include the following:

- a. Sections (operations, planning, logistics, finance)
 - b. Branches (subdivisions within the operations section formed to manage the broad span of control issues)
 - c. Divisions (geographical subdivisions)
 - d. Groups (functional subdivisions)
3. The IC shall specify the components to be activated and designate an officer in charge of each component. If a section is not activated for the incident, the IC shall be responsible for performing that function.
 4. Personnel and select support staff shall be activated and assigned by the IC or his/her designee, as warranted. Additional personnel, mutual aid, or other assistance shall be requested by the IC in accordance with Department policies and mutual aid agreements.
 5. All Section Chiefs shall report directly to the IC.
 6. All requests for additional staffing or specialized units shall be authorized by the IC.
 7. The IC shall establish incident command and determine an incident designator to be used by all responders. This designator shall be a squad number or geographical word such as a street name or specific place.
 8. The IC will determine the ICP location. This location should be carefully chosen based on such factors as incident size, need for security, proximity to the incident, and support issues such as communications, shelter from the elements, and related considerations.
 9. The IC will inform communications of the establishment of command and the ICP's specific location.
 10. Documentation Unit/Recorder
 - a. Responsible for preparing and maintaining the following:
 - i. status reports and intelligence on the current situation;

SUBJECT: Incident Command

- ii. status on resources assigned to the incident;
- iii. situation summaries;
- iv. incident and area maps;
- v. complete incident file;
- vi. incident demobilization plan;
- vii. technical specialists.

11. Personnel Accountability

- a. The IC or designee shall maintain strict personnel accountability and shall be continually updated by Section Chiefs in order to keep an ongoing, accurate assessment of the incident.
- b. If the IC establishes command after units are already actively deployed, the IC should conduct (or have conducted) a radio roll call to determine positions. Communications shall maintain and keep the IC apprised of the location of all deployed units.
- c. During major incidents, the IC may appoint a safety officer who shall have the responsibility and authority to stop an operation (or part of it) if safety requirements are not being met.
- d. Relief: Depending on the size and duration of the incident, consideration should be given to relief provisions for operations personnel.

12. Transfer or Assumption of Command

- a. Incident command can be transferred to an officer of higher rank, a more qualified individual with particular expertise, or a larger IMT in order to help maintain a management span of control. Prior to the transfer of command, the following actions are required:
 - i. assess the current situation with the current IC;
 - ii. receive a briefing from the current IC and document the transfer. At minimum, the incoming commander should be apprised of the current situation, assignment of resources, and tactical and strategic needs;

SUBJECT: Incident Command

- iii. determine an appropriate time for the transfer of command;
 - iv. notify others of the change in incident command, including communications;
 - v. assign the current IC to another position in the incident organization or respite.
- b. There shall be a transfer of command briefing wherein all sections are briefed and all involved personnel are advised of the new command.

13. Demobilization

- a. The planning section shall develop a demobilization plan for large incidents or events.
- b. When the incident has been resolved or stabilized to such a point that command is no longer necessary, the IC shall notify Communications that the incident is being terminated.
- c. Communications shall re-broadcast the message, and personnel will return to their normal assigned duties unless otherwise advised.

D. After-Action Report

- 1. The Chief of Police or his/her designee may require the IC to submit an after- action report which should include, but may not be limited to, the following:
 - a. a brief description and outcome of the incident;
 - b. a statement of personnel and equipment utilized;
 - c. cost analysis to include salaries, equipment, food and incidentals;
 - d. a copy of incident/event logs and all submitted reports;
 - e. any maps, forms, or related documentation;
 - f. a summary of deaths and injuries to members and citizens and an assessment of damage to private and public property.

SUBJECT: Incident Command

- g. any information relating to the status of criminal investigations and subsequent prosecutions;
- h. a final evaluation and any subsequent conclusions relating to the agency's overall response to the critical incident or event, to include:
 - i. any problems encountered regarding personnel, equipment, resources, or multiagency response;
 - ii. suggestions to revise policy or improve training and equipment;
 - iii. any other consideration that would improve the Department's response to critical incidents or events in the future.

E. Training and Review

1. The Captain of Police shall:

- a. conduct NIMS/ICS training. The **Captain of Police** shall ensure that annual training is conducted, which may include a tabletop or actual field exercises. The **Captain of Police** or his/her designee shall prepare an after-action report following each **large-scale** training exercise.
- b. ensure the documentation of NIMS/ICS training as required by the Department of Homeland Security.
- c. with input from the County and State Emergency Management Coordinators, conduct an annual review of established NIMS/ICS procedures and perform departmental updates as required.

Approved:


Anna M. Ruzinski
Chief of Police

Retention:	Permanent
Distribution:	All Personnel and Policy Manuals
Supersedes:	G.O. 2303 (08/27/2018)
Review Date:	07/2023
WILEAG:	1.4.2.2, 1.4.2.3, 13.1.2.3, 13.1.1

SUBJECT: Incident Command

APPENDIX A

Click on this link to see the [ICS Organizational Chart](#) example (Press the CTRL key and Click on the link)

APPENDIX A (continued)

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander.

Section: The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.

Branch: That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Sections and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or by jurisdictional name.

Division: That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.

Group: Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.

Unit: That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Task Force: A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader.

Single Resource: An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.