

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> <b>ALL HAZARDS/CRITICAL INCIDENTS</b>	<b>Procedure:</b> General Order 24.1.1 CALEA 46.1	<b>Total Pages:</b> 7
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 1/8/18 <input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of the Florence Police Department to comply with the National Incident Management System (NIMS) as a tactical management tool to ensure accomplishment of agency goals and objectives during unusual occurrences or emergency operations.

**II. PURPOSE**

This written order establishes guidelines for the management of unusual occurrences, special events, and emergency operations through the use of the Incident Command System.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

All personnel are responsible for complying with this directive.

**V. DEFINITIONS**

- A. **ALL HAZARDS/CRITICAL INCIDENTS:** Generally involves emergency situations that result from disasters, both natural and man-made, civil disturbances, mass arrests, bomb threats, hostage/barricaded persons, acts of terrorism, HAZMAT incidents, or other unusual occurrences.
- B. **INCIDENT COMMAND SYSTEM:** A system of managing personnel and resources, which is the tool used to implement contingency plans and control emergency operations.
- C. **INCIDENT COMMANDER:** The individual responsible for overall incident management upon activation of the Incident Command System. The Incident Commander has the discretion and authority to determine the level of implementation of the Incident Command System based on the requirements of a particular incident.
- D. **OPERATIONS OFFICER:** The person responsible for the implementation of the strategic decisions of the Incident Commander and management of the incident scene operation.

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- E. **PUBLIC INFORMATION OFFICER:** The person responsible for contact with the media, or other organizations seeking information directly from the incident or event. Although several agencies may assign personnel to an incident or event as Public Information Officers, there will only be one PIO, others will serve as assistants.
- F. **INCIDENT SECURITY OFFICER:** The person responsible for security of the scene or command post, maintaining public order, and screening of individuals to insure that only authorized individuals may access the area or command post.
- G. **PERIMETER CONTROL OFFICER:** The person responsible for managing the control of the outer perimeter of the incident scene, controlling ingress and egress to the area, and establishing one entry and exit point.
- H. **RECORDER:** The person, assigned to the Incident Commander, who is responsible for recording all pertinent information, and for assisting in maintaining all necessary maps, charts, and assignments.
- I. **COMMAND POST STAFF:** The personnel who perform the four activities in the Command Post, i.e., Operations, Logistics/Staging, Planning, and Financial/Administration. Each member of the Command Post Staff may have a deputy, or more than one if necessary. The role of the deputy position is flexible. The deputy can work with the primary position, work in a relief capacity, or be assigned specific tasks. Deputies should always be as qualified as the person for whom they work.
- J. **CONTINGENCY PLAN:** A written plan to provide all incident supervisory personnel with direction for future actions, a written directive.
- K. **OPERATIONAL PLAN:** An oral or written plan developed by the Incident Commander and staff, if any, which provides direction on an incident to all personnel involved.
- L. **EMERGENCY OPERATIONS:** The Departmental response to any of a number of unusual occurrences, such as natural and manmade disasters, civil unrest, barricade/hostage tactical situations, unusually large and/or lengthy enforcement or investigative activities, etc.
- M. **HOMELAND SECURITY:** A concerted national effort to prevent terrorist attacks within the United States, to reduce America's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur.
- N. **HAZARDOUS MATERIALS (HAZMAT):** Any solid, liquid, or gas that can harm people, other living organisms, property, or the environment. A hazardous material may be radioactive, flammable, explosive, toxic, corrosive, bio-hazardous, an oxidizer, an asphyxiant, a pathogen, an allergen, or may have other characteristics that render it hazardous in specific circumstances.

**VI. CONTINGENCY PLANNING PROCESS**

- A. **DEVELOPMENT:** The Operations Bureau Commander or his designee will coordinate the development of contingency plans for a departmental response to critical incidents. These plans will be developed as necessary to prepare for unusual occurrences and potential disasters. Contingency plans will be distributed by written directive.
- B. **MAINTENANCE:** The Operations Bureau Commander or his designee will maintain all contingency plans. These plans will be reviewed and updated as needed.
- C. **STRUCTURE:** Contingency plans are written directives, which are given a title that designates the plan or situation. The format may include:
  - 1. Determining jurisdiction, authority, and the role of the Police Department;
  - 2. Response priorities (or task priorities); and/or
  - 3. Strategic goals and tactical objectives.

**VII. INCIDENT COMMAND SYSTEM**

- A. Members of the Florence Police Department shall utilize the Incident Command System (ICS), a component of the National Incident Management System (NIMS), in all situations deemed critical emergency incidents.
- B. In such incidents, the highest ranking supervisor on duty may decide to assume the Command Function and initialize the Emergency Operation Plan. (See Addendum).

**VIII. ALL HAZARDS/CRITICAL INCIDENTS – COMMAND FUNCTION**

- A. At a minimum, the person(s) assigned the Command Function will address the following:
  - 1. Activating the incident command system;
  - 2. Establishing a command post;
  - 3. Initiating the notification and mobilization of additional agency personnel;
  - 4. Obtaining support from other agencies;
  - 5. Establishing a Unified Command, if necessary;
  - 6. Establishing a staging area, if necessary;
  - 7. Providing public health information and maintaining media relations;
  - 8. Maintaining the safety of all affected personnel; and
  - 9. Preparing a documented after action report.

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- B. The person initially assuming the Command Function may relinquish command to another if/when it becomes practical and necessary.

**IX. ALL HAZARDS/CRITICAL INCIDENTS – OPERATIONS FUNCTION**

- A. At a minimum, the person(s) assigned to the Operations Function will address the following:
  - 1. Establishing perimeters;
  - 2. Conducting evacuations;
  - 3. Maintaining command post and scene security;
  - 4. Providing for detainee transportation, processing, and confinement;
  - 5. Directing and controlling traffic; and
  - 6. Conducting post-incident investigations.

**X. ALL HAZARDS/CRITICAL INCIDENTS – PLANNING FUNCTION**

- A. At a minimum, the person(s) assigned to the Planning Function will address the following:
  - 1. Preparing a documented incident action plan;
  - 2. Gathering and disseminating information and intelligence; and
  - 3. Ensuring the continuous performance of the departments essential functions/operations by employing a Continuity of Operations Plan (See Addendum).
  - 4. Planning post incident demobilization.

**XI. ALL HAZARDS/CRITICAL INCIDENTS – LOGISTICS FUNCTION**

- A. At a minimum, the person(s) assigned to the Logistics Function will address the following:
  - 1. Communications;
  - 2. Transportation;
  - 3. Medical Support;
  - 4. Supplies; and
  - 5. Specialized team and equipment needs.

**XII. ALL HAZARDS/CRITICAL INCIDENTS-FINANCE/ADMINISTRATION FUNCTION**

- A. At a minimum, the person(s) assigned to the Finance/Administration Function will address the following:

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1. Recording personnel time;
2. Procuring additional resources, when necessary;
3. Recording expenses, if applicable; and/or
4. Documenting injuries and/or liability issues;
5. Preparing appropriate reimbursement documents, if applicable.

**XIII. EQUIPMENT INSPECTIONS**

- A. The Technical Services Division will ensure the readiness of equipment used in support of emergency operations by completing and documenting a quarterly inspection of equipment used for this purpose.
- B. A designated member of the Technical Services Division will maintain the proper files containing these inspections.

**XIV. ANNUAL TRAINING/REHEARSALS**

- A. The Training Coordinator will ensure that members of the Florence Police Department engage and participate in biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards/Critical Incident Plan (General Order 24.1.1) and the Incident Command System.
- B. The Training Coordinator will provide annual training on the agency's All Hazards/Critical Incident Plan (General Order 24.1.1), to include the Incident Command System for sworn personnel.
- C. The Training Coordinator will ensure that the training is documented and will maintain a copy of the After-Action or event de-briefing.
- D. The training exercises could include tabletop exercises, actual exercises; exercises with multiple agencies involved, and may be in conjunction with training hosted by another agency.

**XV. HOMELAND SECURITY**

- A. **TERRORISM LIAISON OFFICER:** The Florence Police Department has a designated "Terrorism Liaison Officer" who maintains liaison with other organizations for the exchange of information relating to terrorism.
- B. Any terrorism related intelligence/information shall be documented by agency personnel and forwarded to the Joint Terrorism Task Force and/or the Alabama Criminal Fusion Center.
- C. **TERRORISM AWARENESS INFORMATION:** The Florence Police Department provides terrorism awareness information within the City of Florence by providing instruction to civic organizations, business owners, and citizens alike in public forums such as the Citizen's Police Academy. Included in this information are instructions to contact the local police department anytime suspicious activity is observed.

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- D. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR WEAPONS (CBRN) AND HAZARDOUS MATERIALS AWARENESS: Awareness Training for any events involving Chemical, Biological, Radiological, or Nuclear weapons (CBRN), or Hazardous Materials is provided to agency personnel. The training includes;
1. Basic Knowledge in recognizing a CBRN/Hazardous Situation;
  2. Basic Self Protection Measures;
  3. Available Resources and Equipment;
  4. Agency Contact Information.

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Planning Function Addendum

**Continuity of Operations Plan**

Due to a critical incident or emergency situation, the department may decide to operate with **Mission Essential Personnel** only. The following list is considered **Mission Essential Personnel**:

1. **Full complement of dispatchers.**
2. **1 Desk Officer**
3. **Patrol Supervisors**
4. **Patrol Officers**

**School Resource Officers** will be assigned to assist Patrol Division if schools are closed/unaffected.

**Criminal Investigators**, other than the On-Call Detective, will assist Patrol Division on an “as-needed” basis.

**Administrative officers/supervisors** will assist Patrol Division on an “as-needed” basis.

**Patrol Division** personnel needs will be determined by on-duty Patrol Supervision and approved by the Patrol Division Commander.

This will be established through coordination between the **Operations Commander** and the **All Hazard/Critical Incident Planning Function** during a critical incident or emergency situation.