



# ERIE POLICE DEPARTMENT



## Written Directives

Number: **150.000**

<b>Title: Incident Command System and Special Operations</b>		<b>Pages: 7</b>
<b>Effective Date: 11/16/09</b>	<b>Review Date: 05/18/19</b>	<b>Amended Date: 04/04/18</b>

### **POLICY:**

#### **CACP STANDARD 150.13**

Erie Police Department Personnel will utilize the Incident Command System for planned and spontaneous events which occur within the Town of Erie. All Erie Police Department personnel will be trained in the use and implementation of the Incident Command System.

### **DEFINITIONS:**

**COMMAND OFFICER:** A sworn police officer having the rank of Commander or higher.

**COMMAND POST:** A location established by the on-scene Incident Commander to direct emergency operations.

**UNIFIED COMMAND:** Unified Command is an authority structure in which the role of Incident Commander is shared by two or more individuals, each already having authority in a different responding agency. Unified Command is one way to carry out command in which responding agencies and/or jurisdictions with responsibility for the incident share incident management.

**DISASTER/EMERGENCY:** For the purpose of this directive, disaster/emergency is defined: the occurrence or imminent threat of widespread severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, wind, storm, wave action, hazardous substance incident, oil spill or other water contamination requiring emergency action to avert danger or damage, volcanic activity, epidemic, air pollution, blight, drought, infestation, explosion, civil disturbance, or hostile military or para-military action.

**EMERGENCY OPERATION CENTER (EOC):** The control center for the coordination of response to an event.

**EOC POLICY:** The county-wide emergency operation plan. A copy of this plan is maintained by the Chief of Police and the Communication Center Supervisor. It is available to all emergency service providers.

**EMERGENCY RESPONSE GUIDEBOOK:** A guidebook for handling incidents involving hazardous materials.

**HAZARDOUS MATERIALS INCIDENT:** Incident which may encompass a wide variety of potential situations including fires, spills, radiological incidents, transportation accidents, chemical reactions, explosions, leaks, and environmental impact spills of products not classified as hazardous materials and similar events. The material itself may include flammables, combustibles, explosives, compressed gases, cryogenics, poisons, toxics, corrosives, carcinogenic materials, and/or any combination thereof.

HAZARDOUS MATERIALS (HAZMAT) TEAM: A specially trained, specially equipped team, organized to respond and control hazardous materials incidents.

INCIDENT ACTION PLAN (IAP): A plan which ensures everyone is working in concert toward the same goal(s) set for a determined operational period by providing all incident supervisory personnel with direction for action(s) to be taken during the specified time frame. Incident Action Plans provide a coherent means of communicating the overall incident objectives for both operational and support activities. They include measurable strategic objectives to be achieved in a time frame called an Operational Period, which may be any interval of time but is commonly 12 hours. They may be verbal or written except for hazardous material incidents where it must be written and are prepared by the Planning Section.

The consolidated IAP is a very important component of the ICS which reduces freelancing and ensures a coordinated response. At the simplest level, all Incident Action Plans must have four elements:

- a. What do we want to do?
- b. Who is responsible for doing it?
- c. How do we communicate with each other?
- d. What is the procedure if someone is injured?

INCIDENT COMMAND SYSTEM (ICS): Standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

INCIDENT COMMANDER: The person, usually a supervisor, who is responsible for the overall direction and control of the on-scene response to a disaster or other large-scale emergency.

INITIAL SUPERVISOR: The first on-scene supervisor or senior officer during the initial stage of an emergency situation.

INNER PERIMETER: The immediate area of a disaster site or emergency incident.

MUTUAL AID: Authorized by Colorado Statute, mutual aid is a request for assistance from one jurisdiction to another.

OUTER PERIMETER: The affected area immediately adjacent to the inner perimeter at the scene of a disaster or emergency incident.

PUBLIC INFORMATION OFFICER (PIO): The person responsible for disseminating information to the news media, or through social media, at the scene of a disaster or emergency incident.

STAGING AREA: Location away from the site of a disaster or emergency situation used for the congregation of equipment and/or personnel.

SPAN OF CONTROL: To limit the number of responsibilities and resources being managed by any individual, the ICS requires any single person's span of control should be between three and seven individuals, with five being ideal.

TEMPORARY MORGUE: A facility established to temporarily store, process and identify the deceased at the scene of a disaster.

UNITY OF COMMAND: Each individual participating in an incident reports to only one supervisor. This eliminates the potential for individuals to receive conflicting orders from a variety of supervisors, thus increasing accountability, preventing freelancing, improving the flow of information, helping with the coordination of operational efforts, and enhancing operational safety. This concept is fundamental to the ICS Chain of Command structure.

WORKING COMMAND: In situations where the Incident Commander takes part in the actual tactical implementation of the Incident Action Plan due to the lack of available resources to deal with any immediate needs at the onset of the initial call. A Command Staff Officer or the next ranking officer would continue to provide command direction while actively involved in the incident until a Command Post is established.

**PROCEDURES:**

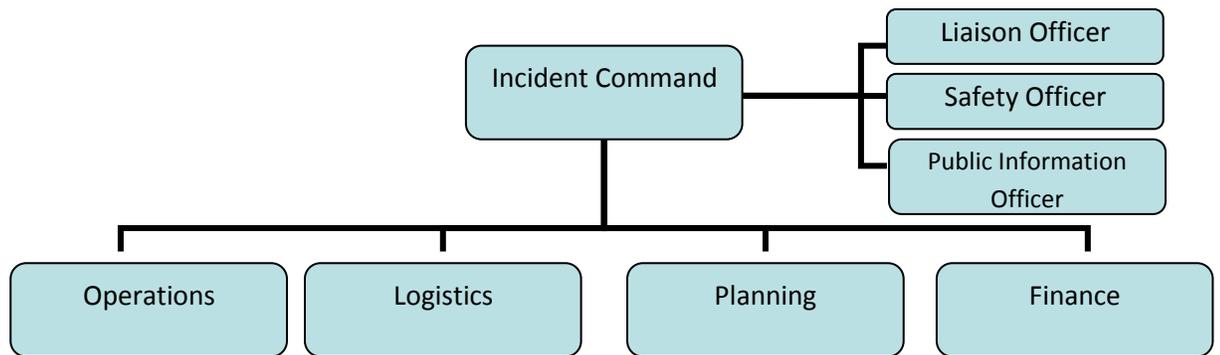
**I. GENERAL**

- A. The Erie Police Department is responsible for planning a response to critical incidents. The Chief of Police or his/her designee shall ensure all critical incident planning is based on the Incident Command System and shall utilize the Town of Erie Emergency Operations Plan.

**CACP STANDARD 150.13**

- B. The Incident Command System shall employ several functions to include Command, Operations, Planning, Logistics and Finance/Administration. Not all functions will be needed for all incidents. If an incident involves multiple Town of Erie, county or state departments, the Erie Police Department will respond as part of the Town of Erie's Emergency Operations Plan.
- C. The primary goals of the Incident Command System in order are;
  - 1. Life Safety
  - 2. Incident Stability
  - 3. Property Conservation
- D. In situations where the most senior officer responding takes part in the actual tactical implementation of the Incident Action Plan due to the lack of available resources, they assume the role of Working Command. The Working Commander would continue to provide command direction while actively involved in the incident until a Command Post is established.
- E. The size and nature of the incident will determine the extent in which ICS is implemented. The procedures in this policy will be subservient to the Town of Erie Emergency Operations Plan. If the incident is smaller in nature and can be handled internally or with marginal assistance from outside agencies, the Department will implement the ICS internally as established in this directive.

- F. When implementing ICS, a structured, consistent means of communicating with outside agencies is necessary. The Incident Commander should identify mutual aid radio channels or talk groups as soon as possible when assistance from outside agencies is needed or imminent.
- G. When the ICS is initiated, all necessary personnel shall be notified and may be required to respond to the incident.
- H. Command Staff Officers and supervisors of the Erie Police Department should be familiar with the Town of Erie’s Emergency Operations Plan.
- I. A basic organizational chart for Incident Command is shown below.



**II. COMMAND FUNCTION**

- A. Every sworn officer in a critical incident may potentially be in command at some point during the initial response. The first dispatched unit will be in command until relieved by a higher ranking officer and will transmit a brief initial radio report to Communications.
- B. The highest ranking officer acknowledging the call may assume command and may expand the Incident Command System (ICS) based on their evaluation of the incident.
- C. During any change of command, the outgoing Incident Commander will briefly outline operational information to the incoming Incident Commander and notify all personnel and dispatch before transferring Incident Command.
- D. Based on the incident, the command function may rise to the highest level of the Department. During large incidents in which outside law enforcement agencies are involved, the command function shall be the responsibility of the Chief of Police or his/her designee.
- E. During critical incidents, the command function shall have the following responsibilities:
  - 1. Evaluate the situation and if appropriate, activate the Incident Command System.
  - 2. Establish a safe and effective area for the Command Post.

3. Initiate the mobilization of additional personnel and make appropriate notifications.
  4. Obtain support from other agencies.
  5. Identify and communicate a safe location for a staging area.
  6. Provide public information and maintain media relations.
  7. Maintain the safety of all personnel involved in the incident.
  8. Prepare an After Action Report.
- F. The identification of a Public Information Officer may be required of the command function when an incident requires the release of public information or media relations activity.

In large scale incidents or incidents involving multiple agencies, a Joint Information Center may be designated to coordinate the release of public information and support members of the media covering the event.

- G. The Incident Commander may assign a Safety Officer to act as an independent observer of all activities for potential threats to the safety of personnel.

The Safety Officer shall be responsible for:

- a. Tracking all personnel and their location during the incident, and
- b. Reporting any unsafe activity to the Incident Commander.

- H. The Incident Commander will evaluate any activity brought to his/her attention by the Safety Officer and stop any action deemed too hazardous to proceed.

### **III. SPECIAL WEAPONS AND TACTICS TEAM (SWAT)**

#### **CACP STANDARD 150.1 & 150.2**

- A. The Erie Police Department utilizes the Boulder County Special Weapons and Tactics team and has a signed Intergovernmental Agreement with Boulder County Sheriff's Office for the use of the team.
- B. The need to utilize a SWAT team will be determined initially by the on-duty supervisor and he/she shall notify the Chain of Command as soon as possible when a determination has been made the need exists.
- C. Once the Chief of Police or Staff Duty Officer (SDO) has been notified and authorized the call out, the on-duty supervisor will notify Boulder County Dispatch to activate the Boulder County SWAT team.
- D. All SWAT operations will be conducted in accordance with the Boulder County Sheriff's Office SWAT policy. (See attached Appendix).

#### **IV. SPECIAL PURPOSE VEHICLE OPERATIONS**

##### **CACP STANDARD 150.4**

- A. The Erie Police Department currently does not have a special purpose vehicle in its inventory.
- B. Special purpose vehicles from other agencies may be used in an emergency if operated by trained licensed operators provided by the agency owning the vehicle.

#### **V. DISASTERS, ALL HAZARDS, AND HOMELAND SECURITY EMERGENCIES**

##### **CACP STANDARD 150.11**

- A. These emergencies are covered under the Boulder County and Town of Erie Emergency Operations Plan.

##### **CACP STANDARD 150.11**

- B. A copy of the Town of Erie Emergency Operations Plan is available to all employees through the Chief of Police.
- C. A copy of the Town of Erie Continuity of Operations Plan is stored at the Police Department, along with copies of police/court-related operational documents, in a clearly labeled portable storage container.

#### **VI. SPECIAL EVENTS**

##### **CACP STANDARD 150.9**

- A. Special events can include, but are not limited to:
  - 1. Sporting events;
  - 2. Commercial/professional entertainment;
  - 3. Parades; or
  - 4. Town Fair
- B. Coverage of Special Events
  - 1. Erie Police personnel will be assigned according to need and at the request of the event organizer.
  - 2. Erie Police personnel will be allowed to volunteer for the extra duty should the event organizer require extra duty personnel.
  - 3. A Command Staff Officer or Sergeant will provide for the planning of Special Events, designating personnel as necessary to provide traffic management plans, operational plans, etc.

**VII. SEARCH AND RESCUE**

**CACP STANDARD 150.15**

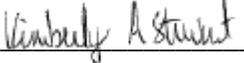
- A. As the agency responsible for all search and rescue operations in the incorporated areas of the Town of Erie, the Erie Police Department will direct and coordinate all search and rescue operations.
  
- B. Should the scope of the search and rescue operation require mutual aid, mutual aid will be requested by the Chief of Police or his/her designee.

**RULES:**

NONE

**REFERENCES:**

Erie Police Department Policy Chapter 2  
Lamar Police Department Policy Section 1700.

  
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Kimberly A. Stewart  
Chief of Police