

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

INCIDENT COMMAND SYSTEM (ICS) – ALL HAZARDS PLAN

17.600

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17.601 PURPOSE

The sections in this General Order relate to the Incident Command System (ICS) that has been adopted by the department as required by the Department of Homeland Security under the National Incident Management System (NIMS). The ICS provides for a standardized national command structure framework that permits responding agencies to work together in the event of an unusual occurrence situation. This order augments the City of Tyler Emergency Operations Plan.

Unusual occurrence situations are generally of an emergency nature that result from disasters (both natural and man-made), pandemics, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents. Natural disasters include floods, hurricanes, earthquakes, and tornadoes. Man-made disasters would include events involving hazardous spills/releases, terroristic attacks, bombings, explosions, or other exposures to chemical, biological, radiological, or nuclear attacks. Civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, political conventions, and labor disputes.

The Patrol Division is vested the responsibility of resolving the unusual occurrence. All other department personnel work in support of the Patrol operation. The Patrol Assistant Chief is designated by the Chief as the Emergency Operations liaison for the department.

17.602 INCIDENT COMMAND SYSTEM

A. Definitions:

1. **COMMAND POST** – A centralized base of operation established near the site of an incident at which primary command functions are executed.
2. **EMERGENCY OPERATIONS CENTER (EOC)** – A pre-designated facility established to coordinate and support the overall agency response during an unusual occurrence or high risk incident.
3. **EMERGENCY SUPPORT FUNCTION (ESF)** – A function established to facilitate the delivery of assistance required during the immediate response phase of an incident.
4. **EMERGENCY OPERATIONS LIAISON** – A designated position responsible for the liaison between the Tyler Police Department and other agencies, and serves as an advisor to the Incident Commander.
5. **HIGH RISK INCIDENT (HRI)** – A dangerous event similar to an unusual occurrence, which can be controlled within the scope of the police departments resources. A high risk incident may occur as a sub-occurrence during an unusual occurrence.
6. **HIGH RISK INCIDENT COMMANDER (HRIC)** – A Sergeant or above who assumes command of a high risk incident
7. **INCIDENT COMMAND SYSTEM (ICS)** – A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment.
8. **INCIDENT COMMANDER** – A Shift Commander, acting Shift Commander, or any rank above who is responsible for the planning, exercising, execution, and facilitation of the emergency operations plans. During the activation of the Incident Command System (ICS), the incident commander serves as liaison to other governmental organizations or agencies.
9. **MOBILE FIELD FORCE** – A Police unit assembled on an “as needed” basis, designated to handle crowd control operations. Also may contain officers from other Law Enforcement agencies.
10. **SITUATION ALERT** – A situation alert consists of pager or phone notification of personnel, radio traffic advising of the potential for an unusual occurrence, or high risk incident which may require the activation of the Incident Command System. A situation

alert may be authorized by the Chief of Police, his/her designee, or the Incident Commander of an ongoing or threatening incident.

11. **UNIFIED COMMAND** – A multi-agency command incorporating officials and personnel from agencies with jurisdictional responsibilities at an incident scene. When an incident’s magnitude exceeds the capabilities, resources or jurisdiction of one agency, the ICS of an agency can evolve into and participate in an established Unified Command structure. The unified command system described in the Base Plan of the Emergency Operations Manual designates the command protocol for events involving multiple agencies.
12. **UNUSUAL OCCURRENCE** – Any natural or man made event, pandemic, civil disturbance, or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to persons and/or severe damage to property, and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.

B. Procedures:

1. **INCIDENT COMMAND SYSTEM** – The Incident Command System (ICS), as detailed in this order, shall be the standard operating procedure for all unusual occurrences. The ICS is comprised of five (5) primary elements: Command, Operations, Logistics, Planning and Finance/Administration. Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the functional elements.
2. **LEVELS OF MOBILIZATION (Alert Stages)** – The Chief of Police or the Patrol Division Commander will be responsible for determining the need for, and appropriate level of mobilization pursuant to General Order 12.803 for responses to any unusual occurrence or high risk incident.
3. **PERSONNEL ALLOCATION** – Personnel assignments – Incident Command Staff in preparation for and during an unusual occurrence may utilize personnel for carrying out their area of responsibility. A list of those personnel utilized during the incident, and a list of non-utilized personnel shall be forwarded to the Incident Commander. The Incident Commander shall maintain a list of sworn and non-sworn personnel available for deployment.
4. **MUTUAL AID** – Mutual aid may be requested pursuant to the Base Plan of the City of Tyler Emergency Operations Plan (Section V).

In the event of the suspension of civil liberties (commonly known as martial law), mobile field forces will be assembled and assigned to work with the National Guard.

5. **INITIATION OF THE EMERGENCY OPERATIONS PLAN** – Once a level of mobilization has been determined, the Patrol Division Commander or designee will be responsible for initiating the emergency operations plan in accordance with this order.

The **Incident Command** function is under the Patrol Division Commander and is responsible for the following:

- a. activating the incident command system
- b. establishing a command post
- c. initiating the notification and mobilization of additional agency personnel.
- d. obtaining support from other agencies.
- e. establishing a staging area, if deemed necessary.
- f. providing public information and maintaining media relations.
- g. maintaining the safety of all affected personnel.
- h. preparing a documented after action report.

The **Operations** function is under the Patrol Division Commander and will be responsible for the following:

- a. establish inner and outer perimeters
- b. delegating personnel to conduct evacuations if necessary
- c. maintaining command post and scene security
- d. proving for detainee transportation, processing and confinement

- e. delegating personnel to direct and control traffic
- f. conduct a post incident investigation.

The **Planning** function is under the Investigative Division Commander and will be responsible for the following:

- a. preparing and documenting incident action plan
- b. gathering and disseminating information and intelligence
- c. planning post-incident demobilization

The **Logistics** function is under the Investigative Division Commander and will be responsible for the following areas:

- a. communications
- b. transportation
- c. medical support
- d. supplies
- e. specialized team and equipment needs

The **Finance/Administration** function is under the Administrative Services Division Commander and will be responsible for the following:

- a. recording personnel time
- b. procuring additional resources
- c. recording expenses
- d. documenting injuries and liability issues

6. **EMERGENCY OPERATIONS PLAN** – The City of Tyler Emergency Operations Plan and the Police Department General Orders are made available to all personnel. All personnel are required to familiarize themselves with the Plan and General Order contents. Additionally, copies of these documents will be placed in the EOC and the Chief’s Office. The electronic version is available on the ‘W’ drive in the ‘General Order’ folder under ‘Emergency Operations Manual’ and the ‘General Orders’ subfolders. These documents are also available on the in-car computer systems.

The Emergency Operations Base Plan provides the primary guidance for the department in working with the other emergency response agencies to resolve the incident. The Police Department is directly responsible for the following annexes: Warning (Annex A), Communications (Annex B), Evacuation (Annex E), Law Enforcement (Annex G), and Terrorist Incident Response (Annex V).

7. **COMMUNICATIONS CENTER RESPONSIBILITIES** – It shall be the responsibility of the Communications Operator to ensure that proper notifications are made regarding any unusual occurrence as directed by the Incident Commander.
8. **SECURITY OF ESSENTIAL PUBLIC FACILITIES** – Security for City owned public facilities shall be the responsibility of the Police Department. The security function will be conducted when personnel are not needed for law enforcement missions of greater priority.

Facilities may include, but are not limited to:

- a. City of Tyler Municipal Building(s).
- b. City Water Treatment Plant(s).
- c. Other designated facilities such as schools or hospitals.

Due to the potential for looting, the Incident Commander may assign personnel to other locations. These locations may include but are not limited to:

- a.. Food and water distribution sites.
- b. Fuel, firearms, ammunition, and alcohol sales locations.

9. **LOOTING POLICY** – It is the policy of the Tyler Police Department not to tolerate looting. All sworn personnel will take the appropriate action(s) within the scope of their authority to prevent or stop looting from occurring.
10. **MASS FATALITY INCIDENTS** – The Police department is responsible for the investigation of all deaths arising from an unusual occurrence and as such has the primary responsibility for body recovery and scene processing regardless of the magnitude of the incident. The Incident Commander will coordinate scene preservation and processing, collecting of evidence and personal effects, contacting the next of kin, and other related duties of this function with the other responding agencies.
11. **ANNUAL TRAINING** – Annual training shall be conducted on the Incident Command System. Documentation of the annual ICS training shall be documented and forwarded to the Training Unit. Other training may include field, table-top, or multiple agency involvement drills or exercises.
12. **ANNUAL POLICY REVIEW** – An annual documented review of policy and training needs regarding the All Hazards Plan addressing active threats will be conducted. This will be coordinated by the Patrol Division Commander who is designated by the Chief as the Emergency Operations liaison for the department.

C. Administration:

1. The Chief of Police or designee is responsible for the overall planning of police participation in the City of Tyler Emergency Operations Plan and will be responsible for planning critical incidents. The Investigative Division Commander will be the department's liaison for Homeland Security related issues and is responsible for the exchange of information related to terrorism and disseminating information to the appropriate levels within the department.
2. Any officer receiving intelligence/information concerning possible terrorism activities will immediately notify the on duty supervisor and complete a report documenting the information. The supervisor will determine the validity of the information and forward the information through the chain of command to determine the appropriate response from the department. This may include notification of other local law enforcement agencies, or the appropriate state and federal agencies.
3. The Chief of Police or his/her designee will ensure applicable portions of the Emergency Operations Plan are reviewed and updated as required, but not less than annually.
4. The Division Commanders are responsible for maintaining stored departmental property/equipment in their respective divisions that is designated for use in support of critical incident plans in a state of operational readiness. At least quarterly, the Division Commanders, or designate, will conduct a documented operational readiness inspection of such equipment. The inspection report will be forwarded to the Chief and maintained on file with the respective Division Commander.

17.603 UNUSUAL OCCURRENCES PLANNING

- A. The Chief of Police has the ultimate responsibility for planning a response to any unusual occurrence. The Chief will designate a Division Commander to plan for events such as:
 1. Special Events (Parades, Festivals, Marches, etc.), see General Order 17.316.
 2. Mass Arrests and Detention, Civil Disturbances, see General Order 12.700.
 3. Emergency Mobilization, see General Order 12.800.
 4. Barricade, Hostage and other Tactical Situations, see General Order 17.300.
 5. Bomb Threats and Bomb Emergencies, see General Order 17.400.
 6. Airport Emergency, see General Order 17.500.
 7. Dignitary Protection, see General Order 17.311.
 8. Natural and Man-Made Disasters, see Emergency Operations Plan and General Order 17.604.
- B. All unusual occurrence plans identify the Patrol Shift Supervisor as the individual who will exercise command and control over all agency law enforcement resources committed, unless or until relieved by the Chief of Police or his/her designee. An after-action report is required by the

designated commander that details out any problem or success in the agency response that can be utilized to plan for future operations.

- C. The Tyler Fire Department has the primary responsibility for search and rescue during unusual occurrence events. The Police Department will assist when requested.
- D. Annually, the Chief or designee will develop an emergency operation drill designed to examine and test operational readiness. The time and date of the exercise will be announced to members of the department.

17.604 NATURAL / MAN-MADE DISASTER PLAN

A. Definitions

- 1. Natural Disaster: Tornado, storm, flood, high water, wind-driven, earthquake, drought, snow or ice storm, pandemic, fire or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
- 2. Man-Made Disaster: Industrial or transportation accident, explosion, conflagration, major power sabotage, hazardous materials incident, and other events that threatens or causes property damage, human suffering, hardship, or loss of life.

B. Shift Supervisors are authorized to place this plan into operation. Appropriate notification of the situation requiring plan implementation must be made to the chain of command.

C. Supervisors implementing this plan may determine what additional department resources are required in terms of personnel and/or equipment and shall determine if the ICS should be activated.

D. The exact nature of the disaster, buildings or area affected, location, potential danger, etc., all will determine the exact nature of police response. The police supervisor will give consideration to the following:

- 1. Information: All police units at the scene of a disaster must provide a continuous flow of information concerning the conditions found, so that the police supervisor can evaluate the magnitude of required responses. The dispatcher should also obtain information for the police supervisor from other emergency services, utilities, etc. as available.
- 2. Field Command Posts: Depending on the nature of the disaster, a field command post may be established in the vicinity of the disaster. In any major disaster, the command post will be located at a designated area by Shift Supervisor, Incident Commander, or Chief of Police.
- 3. Communications: The Shift supervisor must communicate necessary information to emergency services, utilities, city departments, and as soon as time permits to all the regular media agencies. The supervisor must ensure that adequate dispatcher assistance is provided to handle this increased workload and citizen calls. Under some circumstances, it may also be necessary to develop communication capabilities with other emergency service/utility crews with whom essential contact must be maintained.
- 4. Casualty Information: In any situation involving casualties, provision of casualty information will be coordinated through the EOC.
- 5. Public information/Media Relations: Police Supervisor will have area media agencies notified and establish a media information briefing point at a designated location. On a regular basis, information will be provided directly to media representatives by the designated Public Information Officer. All media agencies will be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines. If applicable, the CODE RED notification system may be used.
- 6. Other Law Enforcement Agency Support: The supervisor should consider notifying surrounding response agencies of any disaster.
- 7. Military Support/Martial Law: Any disaster of the magnitude to require military support or the imposition of curfew or martial law will be handled in accordance with the Emergency Operations Plan.

8. Building Security: The involvement of one or more buildings, public or private, can generate a requirement for provision of security to prevent looting, theft, or trespass.
9. Traffic Control: It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units should be so advised, announcements made over local radio stations, etc. At scenes involving biological, nuclear or other hazardous material incidents, the supervisor will consult with the fire department incident commander for determining if the perimeter needs to be expanded or evacuation routes set up.
10. Damage Control: Necessary Public Works and utilities companies should be notified of road clearance needs, broken mains, downed lines, etc.
11. Equipment Requirements: Any special equipment needs should be coordinated with the Chief of Police/EOC.
12. Rumor Control: Factual information must be provided to media representatives particularly regarding any rumors. All police personnel will ensure that the police supervisor is advised of any rumors heard, so that the supervisor can provide factual information, as available, to media representatives.
13. De-Escalation Procedures: The Incident Commander will ensure an orderly de-escalation of controls and personnel as the disaster is controlled/overcome.
14. Transportation: Any special transportation needs are to be coordinated through the EOC.
15. After-Action Reports: Shift Supervisors involved will debrief officers and prepare after-action reports concerning all police activity during a disaster incident as well as any recommendations concerning procedures for future problems. A completed after-action report will be provided to the City Manager by the Chief of Police. After-action reports will include any budgetary impact, commitments, obligations, etc.

E. HAZARDOUS MATERIALS INCIDENTS:

1. Because of the potential hazard which might exist or may develop through an accident, especially an overturned vehicle transporting hazardous materials, a cautious approach should be made in responding to and investigation of such incidents.
2. Any evidence of leaking liquid or vapor should be sufficient to alarm police of potential danger, and lead to the immediate notification of the Fire Department. area being sealed off until positive identification can be made by the Fire Department, who should be immediately notified.
3. Identification of hazardous material may be accomplished via:
 - a. Placards: Placards are supposed to be displayed at the front, rear, and on both sides of all vehicles hauling hazardous materials, however, experience has indicated that placards are sometimes either not displayed or the wrong placard may be displayed. Placards are made of paper. If a vehicle is on fire, placards may have burned before the officer's arrival. This description does not list all hazards or recommendations for handling. Refer to the Emergency Response Guide Manual located in all police vehicles to search for placard information.
 - b. Driver: When an accident involves a motor vehicle, the driver may be able to supply information about the load transported. However, the driver is not required to know a great deal about cargo or emergency measures for handling the cargo, except for explosives. In case of explosives, the driver is required to have in possession and be familiar with documents containing instructions on the procedures to be followed in the event of accident or delay.
 - c. Shipping papers: When the hazardous material is being transported by vehicle, the driver is required to have in hand possession of a copy of the shipping papers that show the name of the material, its classification, and quantity. By using these papers and the Emergency Response Guidebook, the officer can identify the hazards associated with the material and ways of handling it.
 - d. Chem-cards: To supplement the placard system, many shippers of chemicals provide drivers with Chem-cards which provide emergency information. Although Chem-cards are subject only to voluntary use, the officer should ask the driver for the Chem-card.
 - e. Approach the accident scene up wind, if possible. If you suspect radiological materials are involved, do not approach. Await Fire Department personnel or HAZMAT team personnel who have special monitoring equipment.

- f. Request dispatch to contact Fire Department Personnel. Upon their arrival, and confirmation of a hazardous material incident, they will assume authority and responsibility for initiation of emergency procedures, and the Police will provide assistance as directed by the Fire Chief.
- g. The Shift Commander or Acting Shift Commander should respond and ensure appropriate chain of command notifications are made.
- h. Normal accident investigation procedures will be suspended until such time as appropriate clearance has been received, at which time the accident will be investigated and reported.

F. The Police Department is responsible for coordinating the evacuation of an impacted area pursuant to Annex E of the Emergency Operations Plan.

When the possibility of an evacuation of all residents/inhabitants of part or the entire city exists, the following will be considered:

- 1. Manpower requirements.
- 2. Method of notifying the persons to be evacuated (i.e., CODE RED system, door to door, PA system, use of local radio stations, etc.)
- 3. The size of area and number of people living in the area to be evacuated.
- 4. The use of mass transportation to move evacuees.
- 5. Housing of evacuated persons, where possible, in public facilities such as local/county schools, city recreational centers, and city convention centers.
- 6. The security of evacuated areas to prevent looting or premature return.

G. Key contact agencies and persons are available for evaluation and assistance in the handling of hazardous material incidents, evacuation, etc. They must have information about the incident in order to assist. Every effort must be made to obtain the following information before contacting these agencies:

- 1. Location of the accident.
- 2. Hazardous materials involved and shipper, if known.
- 3. The color and number on any labels on carrier or cargo.
- 4. Type of environment (residential, rural, business, etc.).
- 5. The size of container and amount of product leaking.
- 6. If an aircraft, tail ID number.

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