



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Special Occurrences		
POLICY & PROCEDURE # 7.01	DATE OF ISSUE: 03/08/2019	EFFECTIVE DATE: 03/15/2019
SUBJECT: PLANNING & ICS	ISSUING AUTHORITY: Chief Richard Burrows	
REFERENCE(S): Massachusetts Police Accreditation Commission # 46.1.1	___NEW    __X__AMENDS    ___RESCINDS	

## I. PURPOSE

This policy establishes guidelines for initial response to emergencies and unusual occurrences requiring more than routine police action, equipment and personnel. These emergencies and unusual occurrences include fires, transportation accidents, natural and man-made disasters, civil disturbances, mass arrests, hostage/barricaded person situations, pandemics, active shooters as well as acts of terrorism. The Department will make every effort to ensure the protection of life and property in emergency incidents requiring more than routine police action. They will be mindful that any large-scale incident will also impact overall public safety/police operations as well as impacting this community and surrounding communities in proximity to the incident site.

While the initial focus must be on the management of the incident, long-term planning must incorporate the need to support municipal operations and address the impact of those operations as well as the initial incident on the surrounding communities.

The All Hazards Plan and Training (7.02) policy will guide the actions of Department personnel initially responding to the site of such an incident and covers basic organizational and technical issues, which can be implemented by personnel responding to a critical incident. All affected personnel will receive annual training on the Department All Hazards Plan.

## II. POLICY

The Acton Police Department shall establish and utilize the Incident Command System (ICS), a component of the National Incident Management System (NIMS), whenever an incident requires more than a routine police response. The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure. The key concepts and principles of ICS include the following:

- ICS is modular, scalable and is readily adaptable to any emergency or incident.

- ICS has interactive management components that set the stage for effective and efficient incident management and response.
- ICS incorporates common terminology, standards and procedures enabling diverse organizations to work together effectively.
- ICS establishes a Chain of Command and Unity of Command, clarifying reporting relationships and eliminating confusion.
- ICS incorporates measurable objectives to ensure fulfillment of incident management goals (Management by Objectives).

The ICS may be utilized to manage incidents regardless of cause, size, location or complexity. Incident Command may consist solely of a responding police officer (for smaller incidents) or a multi-agency Unified Command structure with identified Incident Commanders from several responding agencies (for larger, more complex incidents). The ICS can expand or contract as necessary to match escalating or diminishing situations. The level and/or type of ICS structure established would vary based on the size and complexity of the incident and response. Since emergencies occurring within Acton invariably impact the surrounding neighborhood, it will require a response from both the Acton Police Department and the neighboring municipality. In this instance, the ICS will involve the implementation of a Unified Command structure to facilitate the coordination of the various governmental or private agencies involved.

**PLANNING [46.1.1]** – The Patrol Division Commander, with authority and input from the Chief of Police and Deputy Chief of Police, shall be tasked with planning, or designating an appropriate person to plan a response to police critical incidents in this manual. Planning may involve other command staff. The duties of the Planner include, but are not limited to:

- Annual review of All Hazards Plan
- Coordinate with specialized police units
- Annually meet and review with the Town Administrators and affected personnel
- Coordinate training associated with the All Hazards Plan

**Community Emergency Management Plan (CEMP) Review** – The Patrol Division Commander, in coordination with the Town's Emergency Management Agency Director, Chief of Police and Deputy Chief of Police shall annually review and ensure that police information listed in the All Hazards Plan in this manual is current.

### **III. DEFINITIONS**

- A. **Affected Personnel** – All full-time sworn employees and communications staff.
- B. **Command** – Command is comprised of the Incident Commander (or Unified Commander) and the Command Staff positions.
- C. **Command Post** -- A site or location, preferably removed from the immediate response area, where the Incident Commander can collect and analyze information as

well as direct and coordinate the activities of the resources that have been activated in response to the incident or circumstance.

- D. **Command Staff** – Key ICS activities (Safety Officer, Public Information Officer, and Liaison Officer) required to support the command function that is not specifically identified in the General Staff functional elements.

E. **EMERGENCY OPERATION CENTER (EOC)**

*The Primary Emergency Operation Center is the Acton Police Station (PSF – Public Safety Facility), 371 Main Street Acton, MA 01720*

The Emergency Operations Center, when activated, is the command and control center for coordination of emergency response by the community. The Emergency Management Agency Director is responsible for the proper functioning of the EOC. During emergency operations the EOC staff is organized into the following four primary functional groups:

1. Executive Group – The Executive Group is composed of the Head of Government and designees. The Executive Group is responsible for major decision-making, policy issues and overall management of emergency operations.
  2. Operations Group - The Operations Group consists of the Emergency Management Agency Director and staff, and Department representatives assigned to coordinate activities with the EOC.
  3. Communications Group - The Communications Officer coordinates all communications supporting emergency response activities.
  4. Damage Assessment and Assistance Group - Department heads or designees working with the Emergency Management Agency Director are responsible for the analysis of disaster- related damage and the coordination of damage assessment and assistance programs.
- F. **General Staff** - The General Staff consists of incident management personnel who represent the major functional elements of the ICS (Operations, Planning, Logistics, Finance Administration).
- G. **Incident Command System (ICS)** - A NIMS-approved management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure.
- H. **Incident Commander (IC)** - The person designated as being in charge of the overall incident for an agency or jurisdiction.
- I. **Inner Perimeter** - The inner perimeter is the immediate area of containment around an incident site.
- J. **Management-By-Objectives** - Establishing specific, measurable objectives for various incident management functional activities as well as directing efforts to attain them.

- K. **Media Staging Area** - The media staging area is a designated area outside the outer perimeter to which all responding media representatives will be directed. This area or a separately identified location may also be used to conduct media briefings.
- L. **Outer Perimeter** - The peripheral control area surrounding the inner perimeter that provides a safe zone for access to and from the inner perimeter as well as defining the limit of access by unauthorized persons.
- M. **Staging Area** – Staging areas are locations designated by the IC or Operations Section where resources are placed while awaiting a tactical assignment to the incident site.
- N. **Unified Command (UC)** – The command structure formed when ICs from some or all of the responding agencies or jurisdictions operate together to manage an incident.
- O. **Unity of Command** – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.
- P. **Unusual Occurrences** – Unusual occurrences connote situations, generally of an emergency nature, that result from disasters, both natural and man-made. Natural disasters include floods, snowstorms, hurricanes, etc. Civil disturbances include riots, political protests, or labor disputes, or any other events leading to mass arrests. Unusual occurrences also include such incidents as fires, transportation accidents, emergency evacuations, hostage/barricaded person situations, and acts of terrorism.
- Q. **Functions** – The ICS organization is generally comprised of the following functions and/or positions:
  - 1. Command Function
  - 2. Operations Section
  - 3. Planning Section
  - 4. Logistics Section
  - 5. Finance and Administration Section(Safety Officer, Public Information Officer and Liaison Officer as needed.)

At smaller incidents, the Incident Commander may perform all of the needed functions himself/herself. At more complex incidents, the Incident Commander will appoint personnel to General Staff (Operations, Planning and Logistics) and Command Staff (Safety Officer, Public Information Officer and Liaison Officer) positions as necessary.

#### IV. DUTIES

- A. **Command** – Command is responsible for the overall management of the incident. The Command Staff is responsible for activating the ICS and for the overall management of the incident. The command function may be conducted two general ways: Single Command IC and Unified Command. When an incident does not

involve any jurisdictional or functional agency over-lap, a single IC should be designated with overall management responsibility by the appropriate jurisdiction (an incident that involves police response only). Unified Command should be employed for incidents involving:

- Multiple jurisdictions (Mutual aid responses and State Police response).
- A single jurisdiction with multiple agency involvement (Acton Police, Acton Fire, Board of Health, Department of Public Works, etc.)
- Multiple jurisdictions with multiple agency involvement (State Police, FBI, ATF, DEA, Mutual Aid Police agencies, mutual aid Fire Departments responding, etc.)

#### **B. Incident Commander (IC)**

The IC is responsible for developing incident objectives on which subsequent incident action planning will be developed as well as the approval of Incident Action Plans (IAP) and all requests pertaining to the ordering of incident resources. The IC is also responsible for performing any Command Staff and General Staff functions that are not assigned and staffed. Although the response to every incident will differ based on the particular aspects of the incident, the IC will be guided by existing written plans and procedures to the extent possible.

#### **C. Command Staff**

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff Functional Elements. Assistants can be assigned for Command Staff positions as required.

- **SAFETY OFFICER (SO)** - The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency response personnel. The SO may order operations to cease, if they are deemed dangerous.
- **PUBLIC INFORMATION OFFICER (PIO)** - The PIO is responsible for interfacing with the public and media and/or other agencies with incident-related information requirements.
- **LIAISON OFFICER (LNO)** - The LNO is the point of contact for representatives of other government agencies, non-governmental organizations and/or private entities.

#### **D. General Staff**

The General Staff includes incident management personnel who represent the major functional elements of the ICS including the Operations, Planning, Logistics, and Finance and Administration Section Chiefs. Deputies may be assigned for General Staff positions as needed.

- Operations - The Operations Section Chief is responsible for the direct management of all incident related operational activities including establishing perimeters, maintaining command post and scene security, coordinating evacuation operations, directing and controlling traffic, providing for detainee transportation and process, establishing tactical objectives for each operational period and conducting a post-incident investigation.
- Planning - The Planning Section Chief is responsible for developing and documenting the IAP based on guidance from the IC, preparing status reports, displaying situation information, maintaining status of resources assigned to the incident. The Planning Section Chief is also responsible for the collection, evaluation and dissemination of incident situation information and intelligence to the IC.
- Logistics - The Logistics Section Chief is responsible for all support requirements needed to facilitate effective and efficient incident management including the ordering of resources from off-incident locations. The Logistics Section also provides facilities, transportation, supplies, equipment maintenance and fueling, food service, interoperable communications, medical support services for incident personnel, and specialized equipment and teams as needed.
- Finance and Administration - The Finance and Administration Section is established when agencies involved in incident management activities require finance and other administrative support, including administering any procurement contracts; ensuring that the time personnel spend on the incident is recorded; processing the administrative paper work associated with rental or supply contracts; and documenting injuries, illnesses and liability issues related to the incident. The Finance and Administration Section also investigates claims involving damaged property associated with or involved in the incident.

## **PLANNING & ICS INFORMATION**

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**History: Manual I, Section III.**