

Hattiesburg Police Department

Incident Command System

Revised (2008)

It is the policy of the Hattiesburg Police Department to prepare for emergency conditions resulting from large-scale civil disturbance and both natural and man-made disasters. It is the intent of ICS to establish an operational framework for effective response to an unusual occurrence. The purpose of ICS is to expedite the mobilization of Department personnel and the handling of duties associated with unusual occurrences.

System Activation

The ICS may be activated by:

The Communications Center when the volume of calls or the information collected makes it obvious that the event by scope and magnitude will require more resources than is currently available by on duty personnel.

The on-duty supervisor based on information collected from communications and officers or on scene assessment determines that resolution or containment will require more resources than available by on-duty personnel.

Upon notification or request for assistance from the Forrest County Emergency Operations Center.

Other agencies making a request for assistance under state codes for mutual aid or Statewide Mutual Aid Compact (SMAC).

Command System

In incidents of a law enforcement nature where the Hattiesburg Police Department is the primary agency other responding agencies will be incorporated into the ICS.

In incidents that are managed by EOC or other agency, the Hattiesburg Police Department will respond as a component and integrate into the ICS in accordance with the Emergency Management District manual.

Command

An incident command or management system has five major functional areas, four of which may or may not be established depending on incident complexity. All incidents will always have an incident commander, who may establish the operations, planning, logistics and administration sections. When these positions are established an individual is designated and reports directly to the IC. An IC has the ability to establish staff positions to assist with an incident. The IC has

the authority to request and assign resources to an incident, establish functional areas to control the incident and the responsibility for the safety of all responders. The IC manages the incident, not the tactics. The command function addresses the following:

- Activating the incident command system
- Establishing a command post
- Notification and mobilization of additional agency personnel
- Support from other agencies
- Establishing a staging area, if needed
- Providing for public information and media relations
- Maintaining safety of all affected personnel
- Preparing a documented after action report

Operations

The operations section is a command component responsible for implementing the tactical assignments to meet the strategy established by the IC. Depending on size and complexity of the incident, the operations section may be a single unit or a number of branches or divisions. The operations function will address the following:

- Establishing perimeters
- Conducting evacuations
- Maintaining command post and scene security
- Providing for detainee, transportation, and confinement
- Directing and controlling traffic
- Conducting post incident investigations

Planning

The planning section is a command component responsible for the development of the incident plan of action. The planning section provides the incident commander with situation status report updates. These reports describe what has happened at the incident, injuries, incident control, resource use and suggested actions for control and/or resolution of the incident. The planning function will address:

- Preparing a documented incident action plan
- Gathering and disseminating information and intelligence
- Planning post-incident demobilization

Logistics

The logistics section is a command component responsible for securing the facilities, supplies, equipment, materials and other resources for an incident. The logistics function will address the following:

- Communications
- Transportation
- Medical support
- Supplies
- Specialized team and equipment needs

Finance/Administration

The Finance/Administration section is responsible for documenting cost of materials and personnel for the incident. This is an important function, especially when the potential for reimbursement exist from areas such as state or federal disaster declarations. The Finance/Administration function will address the following:

- Recording personnel time
- Procuring additional resources
- Recording expenses
- Documenting injuries and liability issues

Public Information Officer

The Public Information Officer will be one of those staff positions for Hattiesburg Police Department controlled events and will liaison with the appropriate counterpart if the department is responding as an assisting agency.

Liaison

The liaison officer is a staff position and if utilized will serve as a contact between other agencies that respond. Dependent upon the role of the Department in the incident this may be handled by the PIO.

Command Protocol

For occurrences within the City of Hattiesburg the on-duty supervisor shall respond to the scene to establish initial command and make immediate personnel assignment as necessary to protect life and property. The supervisor shall be the on scene commander until command is relinquished to a superior officer or IC upon establishment of a command post with ICS implemented.

Once ICS is established, command of the incident will be handled through the incident commander.

Incident Command System

Officers from other jurisdictions will remain under the supervisor of the ranking officer present from their jurisdiction, whenever possible. The ranking officer from the assisting agency will be the liaison for that agency. Law enforcement officers from other jurisdictions will be used in a supporting role such as traffic control, transportation, or detention of prisoners, rather than in any type of enforcement role, whenever possible.

Transfer of Command

Transfer of command is the process of briefing an individual of higher authority so that person can assume command of an incident. The information necessary for a complete transfer of command is known as a status or situation report and must include the following.

- Type of Incident

- Actions that have been taken

- Current units/resources status and location

- Strategy and tactics

- Control of the incident

Transfer of command should occur during a face-to-face meeting, but under extreme conditions transfer may be accomplished by voice. (Radio, telephone, or etc.) The individual assuming command must acknowledge receipt of the information, confirm its accuracy, and announce the transfer of command.

Written Plans and Procedures

Whenever possible the Hattiesburg Police Department will utilize plans developed and maintained by emergency management. The Department will develop and maintain plans for occurrences that are not addressed by EOC that may be encountered by or are specific to the needs of the department.

Training of Agency Personnel

Agency personnel will be provided training in the form of in-service training or individuals may be sent to off site training to acquire new or enhanced skills or updated information.

After Action Reports

The incident commander, or designee, will compile all reports from the respective incident components and submit an after action report. The report should:

Identify the components established and persons assigned to the component.

Describe the initial incident and provide an overview of the operations.

Identify any problems or difficulties encountered.

Address manpower and resource utilization.

Annual Training Exercise

The Emergency Management Director is responsible for designing an annual exercise program to test the components of the Emergency Support Functions. As a party to this plan the Hattiesburg Police Department will participate in this exercise. In addition, the Department will supplement this training by providing for training independently to test policy, plans or procedures unique to the department. Training may take the form of tabletop, mock, mute or actual exercises and involve other agencies.

Analysis of Incidents and Training Effectiveness

The Department shall conduct a documented analysis of incidents and training effectiveness, at least once every (3) three years.