


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.53</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: INCIDENT COMMAND SYSTEM</p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as: Incident Command System</p>	<p>State Certification Standards:</p>		

Special Instructions:

PURPOSE

The purpose of this General Order is to prescribe the Rabun County Sheriff's Office's Policies and Procedures concerning the Incident Command System.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to utilize the Incident Command System whenever needed and necessary during an incident to maintain proper command and control of the department's resources.

DISCUSSION

At one time, public safety agencies tackled emergencies on a case-by-case basis with every resource they could muster. In times of real crisis, they called on neighboring jurisdictions for help. Then, in the early 1970s, as huge brush fires ravaged Southern California, local agencies throughout the area entered into mutual-aid agreements to pool resources with neighboring jurisdictions. Thus, the genesis of the Incident Command System came from the need to manage the response of participating agencies, and the fire service became the vanguard for emergency scene management.

In the years that followed, ICS remained primarily the forte of fire services. Recently, however, law enforcement officials across the country have come to appreciate the value of a coordinated response to emergencies.

Vehicle collisions, pursuits, officer-involved shootings, natural disasters, and civil disturbances represent only a few of the incidents for which an agency can employ ICS. Whether they require the response of one agency or many, critical incidents become more manageable with ICS.

Under those circumstances involving multiple jurisdictions, ICS allows agencies to provide a singular response. As a planning tool, ICS designates in advance the specific duties of all participants. Perhaps more important, it determines who will be in charge at the scene.

The public expects and deserves cooperation between agencies on the scene of an emergency, without jurisdictional disputes. Formalized agreements, whether between in-house participants or among other agencies, set the stage for integrated communication, centralized staging of resources, and the comprehensive management of those resources once deployed.

ICS also eliminates "ten codes," which usually differ from agency to agency and can snarl interagency communication. Instead, agencies use common terms to promote understanding and improve response times. Finally, ICS provides a manageable span of control for the incident commander, who can provide overall scene management rather than become bogged down by details better delegated to subordinates.

DEFINITIONS

EOC – EMERGENCY OPERATIONS CENTER

GEORGIA POST – GEORGIA PEACE DEPUTIES STANDARDS AND TRAINING COUNCIL

ICS – INCIDENT COMMAND SYSTEM

I. GENERAL CONCEPTS

- A. ICS simplifies the management of critical incidents by organizing the response into modules. Anyone in the department, from the Sheriff to the patrol officer, can implement ICS into its full configuration. The individual who initiates the ICS response usually assumes command on the scene, at the emergency command center, or at the field command post and becomes the incident commander. Unless formally relieved, the incident commander remains in charge and provides a single point of contact.
- B. The incident commander oversees the entire operation through sectors, or branches, which provide a manageable span of control. Sectors can be collapsed, expanded, or added as needed during a specific incident. Others may not be needed at all for an emergency limited in scope or duration.
- C. For example, sectors often are designated logistics, operations, personnel, and intelligence. ICS deployment during a large-scale vehicle crash would not require the services of the intelligence sector. However, other sectors, such as traffic control, hazardous materials cleanup, or media liaison, may become necessary. Personnel deputies would assist at the scene or follow up at the hospital. Operations staff would coordinate equipment needs, such as ambulances, tow trucks, and fire department resources.
- D. Sector leaders keep the incident commander apprised of their sectors' actions and needs, allowing the incident commander more easily to match resources to existing conditions or anticipate future demands. Checklists ensure that sector leaders complete essential tasks during the emergency. Given

the demands placed on personnel at the scene, sector leaders easily could overlook a possible resource or legal or departmental requirement.

- E. Sectors, or component parts within sectors, usually vary from department to department. More important than the number and type of sectors is the capability of the agency to respond to various emergencies under a dedicated set of plans that may include allied agencies.
- F. While not essential in all deployments, the Emergency Operations Center (EOC) generally works in concert with ICS. It also may be a distinct function under the ICS umbrella. Typically, the EOC is housed in one department's command center or another centrally located site, but it can be located anywhere practical; even the trunk of a patrol car can serve as the EOC. Commanders from every agency involved in the incident should staff the EOC.
- G. The Incident Command System is a simple yet highly effective method of preparing for critical incidents. It promotes a coordinated response to emergencies with appropriate resources by providing a central point of communication, command, and control. Periodic disaster training prepares emergency responders in advance. Meticulous record keeping keeps investigations on track and provides an easy way to evaluate agencies' response.

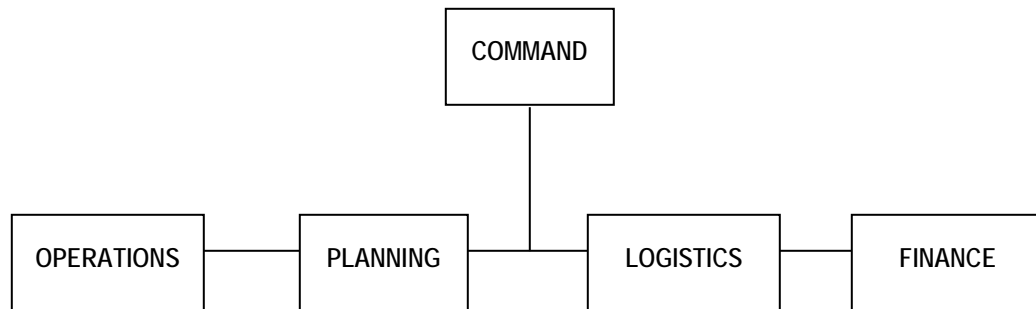
II. RESPONSE LEVELS

- A. The Rabun County Sheriff's Office uses ICS daily under many different circumstances. Three levels of response dictate what resources to commit to each incident:
 - 1. Level I incidents require that one or two deputies resolve minor traffic accidents, make arrests, or conduct light crowd control.
 - 2. Level II incidents require the assistance of more deputies. They usually involve several agencies and may cross jurisdictional boundaries. Examples include collisions that result in road closures or evacuations.
 - 3. Level III incidents may involve more deputies from multiple shifts, require support from other divisions, agencies, and demand a significant response to contain, control, and recover from the emergency. Bombings and riots represent two types of Level III incidents.
- B. Situations classified as Level II or III require the use of an incident report log. By keeping accurate records, the Rabun County Sheriff's Office can evaluate its response and improve its performance for future critical incidents. The log also provides documentation that might be needed later in court.
- C. The ICS will be used in conjunction to General Order 4.29 "Mobilization Plan" and General Order 4.48 "Unusual Occurrences" and the Rabun County Emergency Management Agency "Emergency Operations Plan". The command protocol will be the same as stated in these documents.

III. INCIDENT COMMAND STRUCTURE

- A. The ICS structure is built around five major management activities or functional areas:
 - 1. **COMMAND** – Sets priorities and objectives and is responsible for overall command of the incident.

2. OPERATIONS – Has responsibility for all tactical operations necessary to carry out the plan.
 3. PLANNING – Responsible for the collection, evaluation, and dissemination of information concerning incident development as well as the status of all available resources.
 4. LOGISTICS – Responsible for providing the necessary support (facilities, services, and materials) to meet incident needs.
 5. FINANCE – Responsible for monitoring and documenting all costs. Provides necessary financial support related to the incident.
- B. The five management activities or functional areas form the foundation of the ICS organizational structure. Several activities can be managed by one individual in the event of a small incident or a fully staffed ICS structure, addressing all five functional areas may be needed for a larger, more complex event. In both cases, it is important to note that the Incident Commander is the individual in charge at the scene of a critical incident until properly relieved. The Incident Commander is also responsible for assigning personnel to the other functional areas.



IV. TRAINING

- A. The Rabun County Sheriff's Office ICS training program begins at the departmental level with a daylong block of instruction. This block of instruction will be conducted on an annual basis or on an as needed basis due to personnel re-assignments and changing departmental needs. Command staff and other personnel who might be involved an incident requiring the use of the ICS concept will be required to attend and take part in all exercises. Tabletop exercises will be used to test students' knowledge of ICS procedures and illustrate how they might perform during an emergency. These training classes will be coordinated whenever possible with other agencies that might be part of the local ICS structure.
- B. Training exercises (announced and/or surprise disaster drills) will conducted on an annual basis to test the readiness and response capabilities of Rabun County Sheriff's Office employees and those from other agencies. All training exercise will be documented in an After Action Training Summary.
- C. Civilian employees who, by virtue of their assignment within this department or from another agency who may become involved with an emergency response should not be overlooked for training. Dispatchers, crime scene technicians, and logistical support employees represent integral components of the total ICS response. Like their sworn counterparts, they will also participate in training classes and drills to ensure their ability to handle emergencies.

V. DOCUMENTATION

- A. All training and exercises will be documented by using proper Georgia POST Council approved paperwork (for Georgia POST credit) and lesson plans, which will be maintained in the Training Unit.
- B. All incidents in which the Incident Command System is activated or utilized will be documented on an after action report and forwarded up the Chain of Command to the Sheriff with a copies to the Office of Professional Standards.
- C. Whenever possible, documentation will involve the use of video and/or still photographs, maps and/or drawings, or any medium used.
- D. Every three years or at the direction of the Sheriff or his designee(s), there will be a written analysis of the training sessions conducted for ICS functions and any time the ICS is used. This written analysis will be used to locate any training or usage problems that may need to be corrected or changed. This analysis will be forwarded through the Chain of Command to the Sheriff with copies to the Chief Deputy, Division Commander(s) and the Office of Professional Standards for inclusion in CALEA files.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County