



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **EMERGENCY MOBILIZATION PLAN/** NUMBER: 13.02
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Off-Duty Personnel Mobilization

PURPOSE: The purpose of this Policy & Procedure is to identify and establish an Emergency Operations Plan for the Sturgeon Bay Police Department for use by officers and other Department members.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. EMERGENCY OPERATIONS MANUAL
- IV. ANNUAL REVIEW
- V. ANNUAL TRAINING

I. POLICY

- A. The Sturgeon Bay Police Department utilizes the National Incident Management System (NIMS) as the basis for incident management of all hazards in the City of Sturgeon Bay.

The Incident Command System (ICS), a component of NIMS, shall be integrated into functional and system-wide emergency operations policies, plans, and procedures.

Incident managers and response resources at the Sturgeon Bay Police Department shall train, exercise, and use the ICS in response operations to scheduled events and emergencies. All response activities will be based on incident priorities in the following order of importance:

II. DEFINITIONS

- A. EMAC: Emergency Management Assistance Compact.
- B. FEDERAL COORDINATION OFFICER (FCO): The Federal Officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.
- C. INCIDENT: An occurrence, caused either by human action or natural phenomena that may cause harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response (NIPP, DHS Risk Lexicon).
- D. INCIDENT COMMANDER (IC): The Incident Commander is responsible for the overall management of the incident. Overall management includes command staff assignments required to support the incident command function. The incident commander is the only position that is always staffed in ICS application. On small incidents and events, one person (incident commander) may accomplish all management functions. The incident commander establishes the incident objectives that guide incident action planning operations.
- E. INCIDENT COMMAND POST (ICP): A physical location for command operations. The Incident Command Post is the location at which the primary command functions are executed.
- F. INCIDENT COMMAND SYSTEM (ICS): A standardized on-scene emergency management concept specially designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
- G. INCIDENT OF NATIONAL SIGNIFICANCE (INS): An INS is declared by the Secretary of Homeland Security. These may or may not be federally declared disasters and emergencies. It is declared when State and local resources are overwhelmed and Federal resources are requested or when the President directs the Secretary of the Department of Homeland Security to assume responsibility for managing the domestic incident.

H. INCIDENT MANAGEMENT TEAM (IMT): An IMT is made up of Command and General Staff members for an ICS organization. The persons to fill these positions are often predestinated to ensure that they have the necessary training and experience to fulfill the roles and responsibilities of the ICS position.

For Type 5 incidents, IMT members are drawn from a pool of primarily fire or police officials.

Type 4, IMT members are drawn from a predestinated pool of local law, fire, and EMS officers.

Type 3, IMT members are a standing team of trained personnel from different departments, organizations, agencies within a state or region.

Type 2, IMT members are a federally or State-certified team.

Type 1 IMTs are federally or state-certified, fully equipped and self-contained.

I. INCIDENT TYPING: Incidents are categorized by five types based on complexity. Type 5 are the least complex incidents; and Type 1, the most complex. Incident typing is used to order Incident Management Teams.

Type 1: The most complex, longest duration, incident where national resources are needed, possible Incident of National Significance and NRP activation

Type 2: Regional and/or national resources are needed; up to 200 personnel are needed per operational period; and the total doesn't exceed 500.

Type 3: Some or all of the Command and General staff positions are activated as well as Division, or groups or Units; and may extend into several operational periods.

Type 4: Command or General staff functions are activated only if needed. Limited to one operational period and no written IAP is required, except Hazmat incidents. This may include several resources, task forces, or units.

Type 5: Least complex, shortest duration, up to six personnel and the Incident Commander are used. Incident is handled within the first operational period and often within a few hours.

J. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incident, regardless of the cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment (NIMS).

K. PLANNED EVENT: A planned event is a premeditated, non-emergency activity, ICS can be used as the management system for a wide range of events (e.g., parades, fairs, or sporting events).

- L. PRINCIPAL FEDERAL OFFICIAL (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.
- M. UNIFIED COMMAND: In a Unified Command, there is no single "Commander". Instead, the Unified Command manages the incident through jointly approved objectives. Unified Command allows agencies with different legal, geographic, and functional responsibilities to work together effectively without affecting the individual agency authority, responsibility, or accountability. Unified Command is typically established when no single jurisdiction, agency, or organization has the authority and/or resources to manage the incident on its own. This can include incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement.
- N. WMD: Weapons of Mass Destruction.

III. EMERGENCY OPERATIONS PLAN

- A. The City of Sturgeon Bay Emergency Operations Plan has been developed to provide procedures for Sturgeon Bay government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Sturgeon Bay is part of the Door county emergency management program. This municipal plan is to be used in conjunction with the Door County Emergency Operations Plan (EOP).

The City of Sturgeon Bay Emergency Operations Plan will be maintained in accordance with current standards of the Door County EOP and in accordance with the local/municipal government. Review of the City of Sturgeon Bay Emergency Operations Plan should be accomplished concurrently with the county plan.

The City of Sturgeon Bay Emergency Operations Plan consists of the following documents:

1. City of Sturgeon Bay Administrative Policy for Emergency Management.
 2. Various procedures enacted and resources available.
 3. Door County Emergency Operations Plan.
- B. The City of Sturgeon Bay Emergency Operations Plan is kept in the squad room and support services for immediate accessibility.

IV. ANNUAL REVIEW

- A. The Emergency Management Director will conduct an annual review of the Department's Emergency Operations Manual and will share with the Chief of Police any update(s) the manual requires as necessary to ensure all procedures are in accordance with the needs of the Department.

V. ANNUAL TRAINING

- A. Annual training related to the City of Sturgeon Bay Emergency Operations Plan will be under the guidance and direction of the Emergency Management Director.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/01/2015