POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT:	**EMERGENCY MOBILIZATION PLAN/ NIMS**	NUMBER:	13.02
		ISSUED:	05/23/2022
SCOPE:	All Department Personnel	EFFECTIVE:	05/23/2022
DISTRIBUTION:	Policy & Procedure Manual	☐ RESCINDS	
		☐ AMENDS	
REFERENCE:		WILEAG 6TH EDITION STANDARDS: 13.2.1	

INDEX AS: Emergency Mobilization Plan
Mobilization of Personnel
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 planned events and incidents. All response activities will be based on incident priorities in the following order of importance:

- Life safety
- Incident stabilization
- Property preservation

II. DEFINITIONS

A. EMAC: Emergency Management Assistance Compact. A congressionally ratified agreement that provides form and structure to interstate mutual aid.

B. EMERGENCY: Any incident, whether natural, technological or human-caused, that necessitates responsive action to protect life and property.

C. EMERGENCY OPERATIONS PLAN: A plan for responding to a variety of potential hazards.

D. FEDERAL COORDINATION OFFICER (FCO): The person appointed by the President to coordinate federal assistance in the designated area following the declaration of a major disaster or emergency under the Stafford Act. 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.

E. INCIDENT: An occurrence, natural or man-made, that necessitates a response to protect life or property. 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).

F. INCIDENT COMMANDER (IC): The individual responsible for on-scene activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations. The incident commander is the only position that is always staffed in ICS applications. On small incident and events, one person (incident command) may accomplish all management functions. The incident commander establishes the incident objectives that guide incident action planning operations.

G. INCIDENT COMMAND POST (ICP): The field location at which the primary tactical-level, on-scene incident management command (incident commander or unified command and staff) functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

H. INCIDENT COMMAND SYSTEM (ICS): A standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be effective.

ICS is the combination of procedures, personnel, facilities, equipment, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of incidents and is applicable to small as well as large and complex incidents, including planned events.

I. 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.

J. INCIDENT MANAGEMENT TEAM (IMT): Incident Management Teams (IMT) are a rostered group of ICS-qualified personnel composed of an Incident Commander, Command and General Staff, and personnel assigned to other key ICs positions. IMTs are established at local, regional, state, tribal, and national levels with formal notification, deployment, and operational procedures in place, typed based on the team member qualifications and assigned to manage incidents or to accomplish supporting incident-related tasks or functions.

K. 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 resources and support.

TYPE 1 INCIDENT: National level resources are required, the incident will extend into multiple operational periods, all ICS Command and General Staff positions are utilized and Branches need to be established.

TYPE 2 INCIDENT: Regional or National resources will be required, the incident will extend into multiple operational periods, most or all ICS Command and General Staff positions are filled.

TYPE 3 INCIDENT: Resource requirements will exceed the initial response resources, may extend into multiple operational periods, some or all ICS Command and General Staff are activated.

TYPE 4 INCIDENT: Several single response resources required, response will be limited to one operational period, select ICS Command and General Staff activated only as needed.

TYPE 5 INCIDENT: One or two single response resources with up to 6 response personnel, the incident is expected to last only a few hours, no ICS Command and General Staff positions activated.

L. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): A systematic, proactive approach to guide all levels of government, NGOs, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response (NIMS).

M. PLANNED EVENT: An incident that is a scheduled non-emergency activity. ICS can be used as the management system for a wide range of events (e.g., parades, fairs, or sporting events).

N. 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.

O. UNIFIED COMMAND: A ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. In a Unified Command, there is no single "Commander". Instead, the Unified Command manages the incident through jointly approved incident 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.

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. Hazardous Materials Off-site Plan

4. 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