
	Operational General Order	13.01 National Incident Management System (NIMS) - Incident Command System (ICS)	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 13 - Unusual Occurrence and Special Events</b>		<b>09/01/2009</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 46.1.3, 46.1.9, 46.1.10, 46.2.1, 12.1.2	
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:			

## Purpose

The purpose of the National Incident Management System (NIMS) is to provide a model for the command, control and coordination of all responses to major incidents and to provide for an after action accountability and critique of all decisions made during the event. The Incident Command System (ICS) is a part of the National Incident Management System (NIMS).

## Policy (CALEA 46.1.3 A, H)

The Incident Command System (ICS) will provide a means for the preparation of events that require pre-planning and the management of unplanned occurrences that include but are not limited to: natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual events. Other examples that may warrant implementation of the ICS system include department operations that involve multiple shifts, commands, departments, or agencies. Supervisors or responding officers have the discretion to implement ICS at any situation deemed necessary. When implemented, the event and response will be documented by completing appropriate Incident Command System Forms. Additionally, in all incidents where ICS is established and Virginia Beach Police Department personnel are not designated as the overall Incident Commander (IC), the utilization of police personnel shall also be documented on appropriate Incident Command System Forms.

Once ICS has been initiated, it is imperative that a scribe be designated to capture all pertinent information. ICS documentation will be completed using the appropriate Incident Command System Forms.

Documentation of these incidents will include, at a minimum, the following points:

1. Event / Operations plan
2. Appointment of an Incident Commander (IC) (not always a supervisory member)
3. Structure of personnel / Chain of Command
4. Action / Execution Plan
5. After-Action Review

Any pre-planned Event / Operations plan must also include “limiters”; these are defined as actions or events that would render the existing operations plan null and void. These “limiters” may include the following:

1. Changes in location
2. Changes in information / intelligence
3. Changes in personnel
4. Communications failure
5. Officer Safety

6. Environmental issues
7. Weather conditions
8. Lighting conditions
9. Hazardous material / chemicals

The After-Action Review should note the positive and negative aspects of the incident as well as any training considerations for future actions. Training Lieutenants in the organizational component that implements the ICS system will review all After-Action Reviews and forward any training concerns to Personnel Development and Training for consideration.

Incidents documented in response to a planned patrol will be disseminated in accordance with General Order 11.08 (Planned Patrols).

Incidents documented on Incident Command System Forms that result in criminal arrests will be included as part of the case file and retained as required by law.

Incident Command System Forms will be maintained at the command level as required by the Commonwealth of Virginia's Records Retention and Dispositions Schedule.

### **Command Protocol and Coordination (CALEA 12.1.2 B, 46.2.1 E)**

Incidents requiring a response by a variety of units from a variety of commands require coordination amongst the various units to ensure the effective management of the incident. To ensure such coordination during pre-planned events, the unit having operational or investigative responsibility shall be responsible for developing an operational plan, and operating in accordance with the ICS/NIMS plan. Units or divisions preparing operational plans for a pre-planned event requiring, or having the potential for requiring a tactical response should include supervisors from the SWAT teams in the preparations. Should tactical operations be required during the event, the command of the incident shall be passed to an incident commander from Special Operations (SWAT Team Commander) until the tactical portion of the event is resolved. Once resolved, the unit having original responsibility for the event shall resume command of the event, and complete the ICS/NIMS operational process.

To ensure coordination between units called to an incident that does not allow sufficient time for planning shall be conducted in accordance with the ICS/NIMS operational process with a patrol officer or supervisor assuming the incident command at the time of response. As supporting specialty units arrive, consideration should be given to passing command of the incident, and supporting documentation to units more suited to managing the incident.

The need to pass the responsibility for incident command to different specialty functions during either a pre-planned event, or an incident requiring a police response, should not adversely affect the documentation of the event as personnel change, and progress towards the resolution of the incident continues. Unless otherwise assigned by the Incident Commander, Command Duty Officer or Operations Division Commander, the ICS/NIMS requirement for the after action review shall be the responsibility of the unit that prepares the operational plan (for pre-planned events), or the unit that conducts, or in situations involving multiple commands, concludes the ICS/NIMS operation (for incidents requiring the implementation ICS/NIMS.)

**Training (CALEA 46.1.9, 46.1.10 E)**

All members of this department shall receive periodic training in NIMS/ICS. The interval for this training shall be set by Professional Development and Training (PD&T).

A training exercise shall be held at least annually to test and evaluate the NIMS/ICS system and its implementation. The training must be related to the “All Hazard” plan articulated in the Emergency Operations Field Guide. This exercise may consist of an actual, or tabletop, exercise and should involve several commands, departments or agencies.