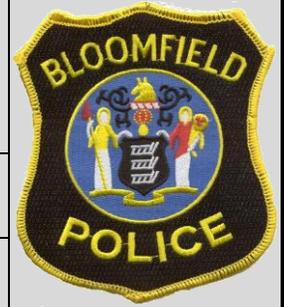


# BLOOMFIELD POLICE DEPARTMENT GENERAL ORDERS



VOLUME: 4

CHAPTER: 2

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**SUBJECT: ALL HAZARDS PLAN**

**BY THE ORDER OF:**

**Public Safety Director Samuel A. DeMaio**

**ACCREDITATION STANDARDS:**

**1.9.9, 3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6**

**Effective Date:**

**October 22, 2014**

**SUPERSEDES ORDER #:**

**PURPOSE:** To establish guidelines for personnel when responding to critical incidents.

**POLICY:** It is the policy of the Bloomfield Police Department to maintain responsibilities and outline actions to be taken to protect life and property during disaster and emergency situations and to safely recover from disasters as quickly and efficiently as possible. We will implement the National Incident Management System (NIMS) and the Incident Command System (ICS) in the event of any significant emergency operation or unusual occurrence. When our agency is the principal or sole agency managing the emergency operation, the ICS shall be implemented with our agency in lead. When another agency is the principal or sole agency managing the emergency operation, our personnel shall participate in a unified command.

## **PROCEDURES:**

### **I. Reference Material.**

- A. [Incident Command System \(ICS\)](#).
- B. [National Incident Management System \(NIMS\)](#)

### **II. All Hazard Plan for Responding to Critical Incidents.**

- C. Either as a single agency response or as part of a much larger multi-agency incident response we will implement the Incident Command System (ICS) and the National Incident Management System (NIMS) as part of a unified command structure.
- D. The “All Hazards Plan” that follows is written in compliance with ICS and NIMS so that it works in compliance and cooperation with any Basic Plan administered by an Office of Emergency Management (local, county, or state). It contains command and control protocol for the following majors functions:
  - 1. Command;
  - 2. Operations;
  - 3. Planning;
  - 4. Logistics; and
  - 5. Finance/Administration.
- E. All personnel are required to follow this plan and work in cooperation with a unified command structure as a member of a team for response to unusual occurrences/critical incidents; which may include but are not limited to:
  - 1. Natural Disasters;
  - 2. Manmade Disasters;
  - 3. Pandemics;
  - 4. Civil Disturbances;
  - 5. Significant Criminal Incidents;
  - 6. Terrorist Incidents; and
  - 7. Other Large Scale Events.

### **III. All Hazards Response: Command Section.**

- A. Establishing an incident commander.

1. The Incident Commander will vary depending on the situation, size, scale, and scope of the incident. The Incident Commander may not always be the highest ranking individual but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation.
2. When an incident occurs the initial Incident Commander will be established from the responding resources on-scene and communicated to all responding personnel. During a more complex incident, a person with higher qualifications may be designated to assume the function of Incident Commander.
3. The Incident Commander manages all emergency activities, including development, implementation, and review of strategic decisions, as well as post event assessment.
  - a. The Incident Commander is the authority for all emergency response efforts.
  - b. The Incident Commander may retain any or all of the positions in the Command and General Staff depending on the complexity of the event.
  - c. The Incident Commander shall communicate closely with all other members of a unified command.
  - d. The Incident Commander determines the location of the Incident Command Post (ICP). If the event continues to expand then the Emergency Operations Center (EOC) may be activated through the Office of Emergency Management.
  - e. An immediate assessment of the situation is essential for effective police response. The Incident Commander must ascertain the following information at the earliest possible time:
    - 1). The location and type of event;
    - 2). Are a large number of the crowd participants behaving unlawfully?
    - 3). Are there a limited number of specific individuals engaged in unlawful conduct?
    - 4). Is there a likelihood that the unlawful behavior will spread to other crowd participants?
    - 5). Immediate threats to the safety of the public and/or police officers?
    - 6). The structure(s) or vehicle(s) involved;
    - 7). The size of the involved area;
    - 8). The number of additional officers and police resources needed as well as requirements for specialized units (Traffic, SWAT, Investigative, etc.);

- 9). The manner of response;
- 10). Location for a Staging Area;
- 11). Location for a Command Post;
- 12). Location for a media staging area controlled by a Public Information Officer or designee.
- 13). Ingress and egress routes; and
- 14). Additional resources needed (paramedic, fire department, barricades, first aid, mobile command post, etc.)

B. Establishing a field command post.

1. A Command Post shall be established at every emergency scene.
2. A Command Post shall be established by the first arriving officer.
3. The Command Post may be moved from the initial location.
4. There shall be only one Command Post at an emergency incident. All other operational locations shall be known by their functions.
5. Command Post Location:
  - a. The final location of the Command Post is dependent on the type of emergency.
  - b. At all incidents, the Command Post shall be established a safe distance from the scene in respect to the type of incident encountered. (i.e. HazMat incident in the cold zone, Bomb response)
  - c. Geographic consideration must be given to the location of the Command Post. As the response to emergency scenes should consider UPWIND, UPHILL, and UPSTREAM, so should the location of the Command Post.
  - d. There may be times the Command Post will not be able to directly observe the Incident Scene. This places a greater emphasis on communication, but should not limit the effectiveness of the Incident Commander.
6. Command Post Occupancy:
  - a. Entrance into the Command Post area must be restricted in an effort to limit confusion and maintain focus on the incident at hand.
  - b. Persons who may be assigned to the Command Post in addition to the Incident Commander are officer and personnel assigned to manage functions of the emergency (i.e. traffic, SWAT, logistics,

etc.) and any other individuals supporting these positions that are asked to remain at the Command Post by the Incident Commander.

- C. Mustering additional agency personnel.
  - 1. The Incident Commander shall be responsible for determining if additional resources are required.
    - a. If needed, additional resources shall be called-in in accordance with agency policy and collective bargaining agreements.
  - 2. The Incident Commander shall be responsible for assigning someone to carry out the mustering of additional personnel and reporting back in a timely manner, the progress made towards achieving the staffing requested.
  - 3. Recording personnel time: The Time Unit is primarily responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies.
    - a. If applicable (depending on the agencies involved), personnel time records will be collected and processed for each operational period.
    - b. The unit leader may require the assistance of personnel familiar with the relevant policies of any affected agencies.
    - c. These records must be verified, checked for accuracy, and posted according to existing policies.
    - d. Excess hours worked must also be determined, for which separate logs must be maintained.
- D. Requesting mutual aid, when necessary.
  - 1. If an incident is local and can be handled by local resources, the Incident Commander has the authority to utilize all available resources.
    - a. If an incident exceeds the limits of our organization, the Office of Emergency Management (OEM) Director shall be notified and additional resources coordinated through OEM.
    - b. In a police emergency, mutual aid may be called by the Shift Supervisor. Immediate notification shall be made using the Chain-of-Command.
    - c. Mutual Aid in an emergency will be drawn, as needed, from contiguous jurisdictions first then other jurisdictions as directed by the Incident Command Post.
- E. Establishing a public information officer (official) or function.
  - 1. The Incident Commander shall designate one or more personnel as a Public Information Officer (PIO) who shall serve as the conduit for the release of information to the public and media regarding the incident.

2. The Public Information Officer (PIO):
  - a. Advises the Incident Commander on information dissemination and media relations;
  - b. Obtains information from and provides information to the Planning Section;
  - c. Obtains information from and provides information to the community and media;
  - d. Determines from the Incident Commander if there are any limits on information release;
  - e. Develops material for use in media briefings;
  - f. Obtains Incident Commander's approval of media releases;
  - g. Informs media and conduct briefings;
  - h. Arranges for tours and other interviews or briefings that may be required;
  - i. Obtains media information that may be useful to incident planning; and
  - j. Maintains current information summaries and/or displays on the incident and provides information on status of incident to assigned personnel.

F. Establishing a safety officer (official) or function.

1. If needed, a Safety Officer shall be assigned. The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer is responsible for the following:
  - a. Participate in planning meeting.
  - b. Identify hazardous situations associated with the incident.
  - c. Review the Incident Action Plan for safety implications.
  - d. Exercise emergency authority to stop and prevent unsafe acts.
  - e. Investigate accidents that have occurred within the incident area.
  - f. Assigns assistants as needed.
  - g. Maintain Unit Log.

G. Establishing a liaison officer (official) or function.

1. The Incident Commander shall designate a person as a Liaison Officer who shall serve as the primary individual who will be tasked with being the

personal connection between the Incident Commander and representatives from other response organizations.

2. The Liaison Officer:
  - a. Assists the Incident Commander by serving as a point of contact for representatives from other response organizations; and
  - b. Provides briefings to and answer questions from supporting organizations.

H. Ensuring that the incident is documented, reviewed, and forwarded to the CEO.

1. An "After Action Report" shall be completed for each significant incident requiring the activation of this plan.
  - a. To ensure an accurate and timely preparation of the After Action Report, the Incident Commander or his/her designee will be responsible for its completion.
  - b. The report shall include a summary of the incident, timeline of actions taken, resources used, personnel involved, outside agencies assistance, and conclusion.
  - c. Once the report is completed it will be reviewed by function managers such as traffic, logistics, communications, etc. to assure it is as complete and accurate as possible.
  - d. Once the review is completed and the Incident Commander is satisfied with the report it shall be forwarded to the CEO.
2. Conducting post-incident investigations.
  - a. At the conclusion of an incident, the Incident Commander shall assess the requirements for the post-incident investigation. The depth and comprehensiveness of the post-incident investigation and final report shall be commensurate with the size, scale, and scope of the incident itself. A single point of contact shall be identified and assigned the responsibility for the post-incident investigation and final report.
  - b. Post incident investigations are required to determine the root cause of incidents requiring the activation of this plan and to identify any secondary issues that resulted in the incident. During this investigation it should be determined if any criminal act occurred. If at any time during the post-incident investigation a criminal act is identified as having been committed the investigation will become criminal in nature and conducted accordingly. The responsibility for conducting the investigation will be shifted to a sworn law enforcement officer (local, state, or federal depending on the scope of the incident) and the county prosecutor's office will be brought in, if necessary.

**IV. All Hazards Response: Operations Section.**

- A. Organization, assignment, and supervision of tactical field resources.
  - 1. The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.
  - 2. The Operations Section Chief is responsible for developing and implementing strategy and tactics to carry out the Incident Objectives.
  - 3. He/She is also responsible for organizing, assigning, and supervision of the entire tactical field resources assigned to an incident.
  
- B. Establishment and supervision of staging area(s), when necessary.
  - 1. If necessary, a staging area will be designated as a temporary location at an incident where personnel and equipment are awaiting tactical assignments. The following consideration shall be taken into account prior to designating a staging area:
    - a. Should be close to location of tactical assignments (within five minutes).
    - b. Should be located out of any possible line of direct hazard effects to minimize risk.
    - c. Should be relocated if necessary.
    - d. Should have different access routes for incoming and outgoing resources.
    - e. Should be large enough to accommodate available resources and have room for growth.
    - f. Should be clearly marked.
    - g. Should be located to minimize environmental damage.
    - h. Should have an officer assigned for security.
  
- C. Establishment of inner and outer perimeters.
  - 1. Responding personnel, as directed by the Incident Commander, will establish inner and outer perimeters, as needed, based on the type, size, scale, and scope of the incident.
    - a. Incident Scene: The entire incident location as established by the outer and inner perimeters. The incident scene is designated by crime scene tape and officers protecting the outer perimeter.
    - b. Crime Scenes: The primary crime scene location as established by the inner perimeter boundaries. Access is limited to essential personnel who are assigned an active role in the investigation.

2. The Incident Commander will see that responding officers establish perimeters (inner and outer) as needed by the type, size, scale and scope of the incident and that the following are considered and made operational, as needed:
  - a. The immediate containment of the scene;
  - b. Establishing a secure inner perimeter as quick as possible;
  - c. Relaying all critical information to the incident commander as quickly as possible;
  - d. Maintaining crowd control and the smooth and quick evacuation of the area between the inner and outer perimeter;
  - e. Providing security for the command post;
  - f. Providing interim traffic control until the traffic assignments are established;
  - g. Establish traffic control points to ensure that traffic is not allowed to enter the affected area; and
  - h. Anticipate changes in traffic flow and make appropriate plans
3. When the threat to public safety has been eliminated and first aid rendered as needed, personnel on the scene shall establish a more secure inner perimeter and an outer perimeter.
  - a. The first officer or supervisor arriving on scene must establish incident command and secure the area to prevent contamination of the incident scene.
  - b. As other responding officers arrive, officers shall be strategically posted along the outer perimeter to control unauthorized entry into the inner perimeter.
  - c. The Incident Commander shall establish a point of entry, which shall serve as the entry control point into the outer and inner perimeters.
  - d. Entry into the inner perimeter shall occur only at the designated entry control point. The officer posted at the entrance shall record the names of all personnel entering the inner perimeter.
  - e. Entry into the inner perimeter is limited to those persons who are assigned an active role in the investigation and or response. Law enforcement personnel who enter the inner perimeter shall submit reports on their actions.
  - f. All law enforcement personnel, media representatives, State Attorney's Office representatives, and others responding to the crime scene shall be directed to the designated command post or staging area based on the wishes of the incident commander.

- D. Maintain a manageable span of control.
1. Span of Control is the "Golden Rule" of ICS, and it determines how many organizational elements can be directly managed by a single individual.
  2. Span of Control may vary between three and seven, and a ratio of one-to-five reporting elements is recommended.
  3. If the number of reporting units falls outside of the range between 3 and 7, the organization should be expanded or consolidated accordingly.
  4. As more resources are applied to an incident, there is a corresponding need to expand the number of individuals managing those resources.
  5. When more resources are added to the organization, another layer of management may be needed to maintain proper span of control.
  6. The incident may be organized geographically using Divisions, or it may be organized functionally using Groups, or there may be a need to add one or more Branches to the organization to maintain an effective span of control. The goal is to keep the organization as simple as possible, but not to overextend the span of control.
  7. The Incident Commander and or their assistant shall be responsible for monitoring the staffing levels to assure the incident has a manageable span of control throughout its duration.
- E. Managing evacuation(s) of affected area, when necessary.
1. Evacuation is the organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
  2. When deemed necessary the Incident Commander may initiate evacuation of the affected area.
    - a. Special considerations must be made for the evacuation of persons with disabilities, special needs, and those without transportation.
  3. The incident commander shall refer to the Office of Emergency Management "evacuation annex" for guidance on large scale evacuations.
  4. When a "state of emergency" is declared, authorization for an evacuation shall be completed by the OEM Director. Under a "state of emergency", evacuations are mandatory under penalty of law.
  5. The Incident Commander shall designate a person to coordinate and manage all evacuation efforts. That person shall report directly to the Incident Commander.
- F. Traffic management.
1. Each incident shall be assessed for traffic flow.

- a. If traffic flow is viable, the Operations Section Chief shall designate someone from the Traffic Section to develop a traffic plan and manage all traffic matters.
- b. Officers will be assigned as needed to specific locations to make the plan operational and to provide for the safe and smooth flow of traffic and pedestrians in the area.
- c. If additional traffic related equipment is needed by any officer they shall contact the Operations Section Chief or their immediate supervisor.
- d. All dangerous conditions or conditions that affect scene safety in regards to traffic will be immediately reported to the Operations Section Chief.

**V. All Hazards Response: Planning Section.**

- A. Gathering, analyzing, and disseminating information and intelligence.
  1. The Planning Section is responsible for obtaining and disseminating information and intelligence to the Incident Commander. They collect, process/analyze, and organize ongoing situation information; prepares situation summaries; and develop projections and forecasts of future events related to the incident.
  2. In addition they prepare maps and gather and disseminate information and intelligence for use in the Incident Action Plan. This unit may also require the expertise of technical specialists and operations and information security specialists.
- B. Managing the planning process.
  1. The Planning Section is responsible for collecting, evaluating, and disseminating operational information pertaining to the incident. This Section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans and incident maps, and gathers and disseminates information and intelligence critical to the incident. The Planning Section has four primary Units and may also include technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment.
  2. The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the IAP for each operational period. This individual will normally come from the jurisdiction with primary incident responsibility and may have one or more officers/deputies from other participating jurisdictions.
  3. Primary Planning Section Units:

- a. Resources Unit: The Resources Unit makes certain that all assigned personnel and resources have checked in at the incident. Resources consist of personnel, teams, crews, aircraft, and equipment available for assignment to or employment during an incident. The Resources Unit maintains a system for keeping track of the current location and status of all assigned resources and maintains a master list of all resources committed to incident operations.
- b. Situation Unit: The Situation Unit collects, processes, and organizes ongoing situation information; prepares situation summaries; and develops projections and forecasts of future events related to the incident. The Situation Unit prepares maps and also gathers and disseminates information and intelligence for use in the IAP. This Unit should be prepared to provide timely situation reports as scheduled or at the request of the Planning Section Chief or IC. This Unit may also require the expertise of technical specialists.
- c. Documentation Unit: The Documentation Unit maintains accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; provides duplication services to incident personnel; and files, maintains, and stores incident files for legal, analytical, and historical purposes. This Unit compiles and publishes the IAP and maintains the files and records that are developed as part of the overall IAP and planning function.
- d. Demobilization Unit: The Demobilization Unit develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. This Unit should begin its work early in the incident, creating rosters of personnel and resources, and obtaining any missing information as check-in proceeds. Note that many city- and county-provided resources are local, and as such do not require specific demobilization instructions. Once the Incident Demobilization Plan has been approved, the Demobilization Unit ensures that it is distributed both at the incident and elsewhere as necessary.

C. Compiling the incident action plan.

1. Action planning is an effective management tool involving two essential items:
  - a. A process to identify objectives, priorities, and assignments related to emergency response or recovery actions.
  - b. Plans which document the priorities, objectives tasks, and personnel assignments associated with meeting the objectives.
2. Incident action plans are required for each operational period. (An operational period is the length of time scheduled for the execution for a given set of operational actions as specified in the action plan.) Incident action plans may be either verbal or written.
3. Written incident action plans are required for:

- a. Any multi-agency and multi-jurisdictional incident.
  - b. Complex incidents.
  - c. Long term incidents when operational periods would span across shift changes.
4. The format for an incident action plan shall include the following elements:
- a. Incident objectives and priorities (overall, what do we want to achieve).
  - b. Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
  - c. Tactics appropriate to the selected strategy (given a selected strategy, what are the specific tactics necessary to implement the strategy?)
  - d. The kinds and number of resources to be assigned. (determined by the tactics to be used)
  - e. The operations tactical organization necessary for selected strategy and tactics. (can include describing the incident geographically or functionally)
  - f. Overall support organization including logistical, planning and finance/administration functions.
  - g. A communications plan.
  - h. Safety Messages.
  - i. Other supporting documentation needed, e.g. an incident map, showing access, key facilities etc., a medical support plan etc.

D. Managing technical specialists.

- 1. The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.
- 2. The Operations Section Chief is responsible for technical specialists to carry out the Incident Objectives.
- 3. He/She is also responsible for organizing, assigning, and supervision of technical specialists assigned to an incident.

E. Preparing a demobilization plan.

1. The Planning Section is responsible for post-incident demobilization. The Demobilization Unit develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization.
  - a. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.

**VI. All Hazards Response: Logistics Section.**

**A. Communications.**

1. The Communications Unit develops the Communications Plan to make the most effective use of the communications equipment and facilities assigned to the incident, installs and tests all communications equipment, supervises and operates the incident communications center, distributes and recovers communications equipment assigned to incident personnel, and maintains and repairs communications equipment on site.
2. The Communications Unit's major responsibility is effective communications planning for the ICS, especially in the context of a multi-agency incident. This is critical for determining required radio nets, establishing interagency frequency assignments, and ensuring the interoperability and the optimal use of all assigned communications capabilities.
3. The Communications Unit Leader should attend all incident-planning meetings to ensure that the communication systems available for the incident can support tactical operations planned for the next operational period.
4. Incident communications are managed through the use of a common communications plan and an incident-based communications center established solely for the use of tactical and support resources assigned to the incident.
5. Advance planning is required to ensure that an appropriate communications system is available to support incident operations requirements. This planning includes the development of frequency inventories, frequency-use agreements, and interagency radio caches.
6. Most complex incidents will require an Incident Communications Plan. The Communications Unit is responsible for planning the use of radio frequencies; establishing networks for command, tactical, support, and air units; setting up on-site telephone and public address equipment; and providing any required off-incident communication links. Codes should not be used for radio communication; a clear spoken message—based on common terminology that avoids misunderstanding in complex and noisy situations reduces the chances for error.
7. Radio networks for large incidents will normally be organized as follows:

- a. Department issued radios, department frequency, main operating channel;
  - b. Alternate channel as designated by Incident Commander;
  - c. Alternate Radio System as designated by Incident Commander or OEM Director.
- B. Medical support to incident personnel.
- 1. The primary responsibilities of the Medical Unit include the following:
    - a. Develop the Incident Medical Plan (for incident personnel).
    - b. Develop procedures for handling any major medical emergency involving incident personnel.
    - c. Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel.
    - d. Provide transportation for injured incident personnel.
    - e. Ensure that incident personnel patients are tracked as they move from origin, to care facility, to final disposition.
    - f. Assist in processing all paperwork related to injuries or deaths of incident assigned personnel.
    - g. Coordinate personnel and mortuary affairs for incident personnel fatalities.
    - h. The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel. The Medical Unit Leader will develop a medical plan, which will, in turn, form part of the IAP. The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies.
    - i. The Medical Unit will also assist the Finance/Administration Section with the administrative requirements related to injury compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents, and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.
- C. Food for incident personnel.
- 1. The Food Unit determines food and hydration requirements of the responders, and has the responsibility for planning menus, ordering food, providing cooking facilities, cooking and serving food, maintaining food service areas, and managing food security and safety.

2. Efficient food service is important, but it is especially important for any extended incident. The Food Unit must be able to anticipate incident needs, such as the number of people who will need to be fed and whether the type, location, or complexity of the incident predicates special food requirements. The Unit must supply food needs for the entire incident, including all remote locations (e.g., camps and staging areas), and also supply food service to operations personnel who are unable to leave their assignments.
3. The Food Unit must interact closely with the following elements:
  - a. Planning Section, to determine the number of personnel who must be fed;
  - b. Facilities Unit, to arrange food service areas;
  - c. Supply Unit, to order food, unless provided under contract or agreement;
  - d. Ground Support Unit, to obtain ground transportation;
4. Careful planning and monitoring is required to ensure food safety before and during food service operations, including the assignment, as indicated, of public health professionals with expertise in environmental health and food safety.

D. Supplies.

1. The Supply Unit orders, receives, stores, and processes all incident-related resources, personnel, and supplies. Once established, the Supply Unit also has the basic responsibility for all off-incident ordering, including
  - a. All tactical and support resources (including personnel).
  - b. All expendable and nonexpendable supplies required for incident support.
2. The Supply Unit provides the support required to receive, process, store, and distribute all supply orders. The unit also handles tool operations, which include storing, disbursing, and servicing of all tools and portable, nonexpendable equipment.

E. Facilities.

1. The Facilities Unit sets up, maintains, and demobilizes all facilities used in support of incident operations. The Unit also provides facility maintenance and law enforcement/security services required for incident support.
2. The Facilities Unit sets up the Incident Command Post (ICP), Incident Base, and Camps (including trailers or other forms of shelter for use in and around the incident area); it also provides the services associated with maintaining those functions. The Incident Base and Camps may be established in areas having existing structures, which are used in whole or in part. The Facilities Unit also provides and sets up necessary personnel support facilities, including areas for the following:

- a. Food and hydration service;
  - b. Sleeping;
  - c. Sanitation and showers; and
  - d. Staging.
3. This Unit also orders, through Supply, such additional support items as portable toilets, shower facilities, and lighting units.
- F. Ground support.
1. The Ground Support Unit's primary functions are as follows:
    - a. Maintains and repairs primary tactical vehicles and mobile ground support equipment;
    - b. Records usage time for all ground equipment (including contract equipment) assigned to the incident;
    - c. Supplies fuel for all mobile equipment;
    - d. Provides transportation in support of incident operations; and
    - e. Develops and implements the incident Traffic Plan.
  2. In addition to its primary functions of maintaining and servicing vehicles and mobile equipment, the Ground Support Unit maintains a transportation pool for major incidents. This pool consists of vehicles (e.g., staff cars, buses, or pickups) that are suitable for transporting personnel. The Ground Support Unit also provides to the Resources Unit up-to-date information on the location and status of transportation vehicles assigned to the Ground Support Unit.

## **VII. All Hazards Response: Finance/Administration Section.**

- A. Financial and cost summaries and/or analyses.
1. The Cost Unit provides cost analysis and summary data for the incident. This Unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.
- B. Overseeing contract negotiations, when required.
1. Agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource management during incident operations. This includes developing and maintaining standing

agreements and contracts for services and supplies that may be needed during an incident.

2. The Cost Unit is responsible for overseeing all contract negotiations involving the incident. Any final approval must be approved by the Financial/Administrative Section Chief and Incident Commander prior to execution.

C. Tracking personnel and equipment time.

1. The Time Unit is primarily responsible for ensuring proper daily recording of personnel and equipment time, in accordance with the policies of the relevant agencies, for any needed reimbursement. The Time Unit also ensures that the Logistics Section records or captures equipment usage time, through the Transportation Unit.
  - a. If applicable (depending on the agencies involved), personnel time records will be collected and processed for each operational period.
  - b. The unit leader may require the assistance of personnel familiar with the relevant policies of any affected agencies.
  - c. These records must be verified, checked for accuracy, and posted according to existing policies.
  - d. Excess hours worked must also be determined, for which separate logs must be maintained.

D. Tracking costs of equipment and consumable supplies.

1. The Cost Unit provides cost analysis data as well as record keeping of costs of equipment and consumable supplies for the incident. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.

E. Processing of claims for accidents, injuries, and liability issues.

1. The Medical Unit handles the processing of claims for injuries and accidents related to the incident. Other activities are, of course, varied and may not always be accomplished by the same person. Some of their primary functions are:
  - a. The handling of injury and accident compensation and ensures that all forms required by workers' compensation programs and local agencies are completed.
  - b. They will report any liability issues they discover or are brought to their attention to the attention of the Incident Commander and Safety Officer for possible mitigation action.

- c. They maintain files on injuries and illnesses associated with the incident and ensure that all witness statements are obtained in writing.
- d. Since the Medical Unit may also perform certain parts of these tasks, close coordination between the Medical and Compensation and Claims Units is essential.
- e. The claims function handles investigations of all civil tort claims involving property associated with or involved in the incident. The Compensation and Claims Unit maintains logs on the claims, obtains witness statements, and documents investigations and agency follow-up requirements.

**VIII. Hazardous Materials Training.**

- A. Personnel who, in the course of their normal duties, may encounter an emergency involving or who may come into contact with hazardous materials will be provided with awareness level training for events involving hazardous materials as follows (29 C.F.R. §1910.120 (q) (6)).
  - 1. New personnel will receive the instruction during their initial employment training.
  - 2. Veteran personnel will receive the instruction annually during in-service training.
- B. The purpose of this training is to provide responding law enforcement personnel with the basic knowledge to recognize a hazardous situation and immediately implement basic procedures to have authorities with the technical ability to assess the situation. Also, responding law enforcement personnel need to understand basic self-protection measures for themselves and others, while being able to protect the incident scene and controlling the area to prevent unauthorized or unknowing persons from entering into a possible contamination zone.