



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Incident Command System*

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I. PURPOSE

To establish guidelines for the Myrtle Beach Police Department (MBPD) concerning the utilization of the Incident Command System (ICS) and the National Incident Management System (NIMS).

II. POLICY

- A. MBPD will operate under the Incident Command System to coordinate the efforts of multiple departmental divisions or outside agencies as they work toward the common goal of stabilizing an incident. Many incidents, whether major (such as hazardous material spills or civil disorders), minor incidents (such as vehicle crashes and utility outages), or disasters (such as tornadoes, hurricanes, or earthquakes), require a response from several different resources. Regardless of the size of the incident or the number of agencies involved in the response, all incidents require a coordinated effort to ensure an effective response and the efficient and safe use of resources.
- B. MBPD will operate under the ICS in the following circumstances:
1. Emergency situations where the MBPD Disaster Response and Recovery Plan is utilized.
 2. Situations where a MBPD response is required under the MBPD Civil Emergency Response Plan.
 3. Situations involving personnel from multiple divisions and units where the event is expected to last longer than twenty-four (24) hours.

4. Situations requiring coordination with outside agencies.
5. Situations that require activation of the MBPD Command Center.
6. Other situations where the ICS would prove beneficial.

C. Critical Incident Plans

1. The Special Operations Commander is responsible for coordinating, developing, reviewing, and updating critical incident response plans.
2. Critical Incident Plans are accessible to all command personnel.

III. DEFINITIONS

- A. Incident Command System (ICS): The model tool for command, control, and coordination of a response to a specific incident. It provides a means to coordinate the response efforts toward mitigation of an incident.
- B. National Incident Management System (NIMS): Provides a consistent nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS was created by the authority of the President in Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents.
- C. Unified Command (UC): An important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.
- D. Incident Action Plan (IAP): The overall incident objectives and strategies established by the incident commander or the unified command. The IAP also addresses tactical objectives and support activities for one operational period, generally twelve (12) to twenty-four (24) hours. The IAP is developed utilizing ICS forms.
- E. ICS Structure: The ICS organization is comprised of six major functional areas:
 1. Command
 - a. Command is responsible for all incident or event activity. Although other functions may be left unfilled in the command area, there will always be an incident commander. The command staff positions under the incident commander are:

- i. Public Affairs representative
 - ii. Safety officer
 - iii. Liaison officer
- b. At a minimum, the incident commander will address the following, if necessary:
 - i. Activate the Incident Command System;
 - ii. Establish a command post;
 - iii. Initiate the notification and mobilization of additional agency personnel;
 - iv. Obtain additional support from outside agencies;
 - v. Establish staging and triage areas;
 - vi. Provide information for public media relations;
 - vii. Maintain the safety of all affected personnel; and
 - viii. Be responsible for preparing a documented after action report. (Not available as an ICS form.)

2. Operations

- a. The operations section is responsible for directing the tactical actions to meet incident objectives.
 - i. Divisions and groups are established within the operations section when the number of resources exceeds the operations section chief's manageable span of control.
 - ii. Divisions demarcate physical or geographical areas of operation within the incident area.
 - iii. Groups demarcate functional areas of operation for the incident such as rescue, law enforcement, or fire.
- b. At a minimum, the operations function will address the following, if necessary:

- i. Establish perimeters;
- ii. Conduct evacuations;
- iii. Maintain command post and scene security;
- iv. Provide for detainee transportation, processing, and confinement;
- v. Direct and control traffic;
- vi. Conduct post-incident investigations.

3. Planning

- a. The planning section is responsible for collecting, evaluating, and disseminating tactical 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.
- b. At a minimum, the planning section will address the following, if necessary:
 - i. Prepare a documented Incident Action Plan;
 - ii. Gather and disseminate information and intelligence;
 - iii. Plan post-incident demobilization.

4. Logistics

- a. The logistics section meets all support needs for the incident, including ordering resources.
- b. At a minimum, the logistics function will address the following, if necessary:
 - i. Communications;
 - ii. Transportation;
 - iii. Medical support;
 - iv. Necessary supplies;

- v. Any specialized or technical teams' equipment needs;
- vi. Logistics may also provide facilities, equipment maintenance, fueling, and food service for incident personnel.

5. Finance/Administration

- a. The finance/administration section is responsible for keeping track of incident-related costs.
- b. At a minimum, the finance/administration function will address the following, if necessary:
 - i. Recording personnel time;
 - ii. Procuring additional resources;
 - iii. Recording expenses;
 - iv. Documenting injuries and liability issues.

6. Intelligence

- a. Traditionally, information and intelligence functions are located in the planning section. However, in exceptional situations, the incident commander may need to assign the information and intelligence functions to other parts of the ICS organization. This placement may change as the information and intelligence needs to change.
- b. The information and intelligence function may be organized in one of the following ways:
 - i. Within the command staff, this option may be the most appropriate in smaller incidents with little need for tactical or classified intelligence.
 - ii. As a unit within the planning section, this is the traditional placement of intelligence and would be most appropriate when the need for information is quickly available and does not involve classified information.

- iii. As a branch within the operations section, this option may be the most appropriate in incidents with a high need for tactical or classified intelligence.
- iv. As a separate general staff section, this option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information such as in a terrorist incident.

IV. PROCEDURE

A. Establishing Command

1. The first arriving sworn employee at the scene of a major incident will establish "command" and designate themselves as "command" over the radio. That sworn employee will maintain this designation until command is either transferred or terminated.
2. Initial Report
 - a. The sworn employee will then transmit, via radio, a brief initial report of the conditions, including the following information:
 - i. A description of the situation
 - ii. Obvious incident conditions
 - iii. Confirmation of command establishment with the appropriate radio designation
 - iv. Location of command.
 - v. A report of any actions being taken by the on scene unit(s).
3. The incident commander may fill command and general staff positions when necessary and delegate responsibilities so that the span of control is not overextended. Those positions may include:
 - a. Command Staff
 - i. Police Attorney Office
 - ii. Public Affairs Division

- iii. Liaison officer

- b. General Staff

- i. Operations

- ii. Planning

- iii. Logistics

- iv. Finance/Administration

B. Command Transfer Guidelines

1. The command can be transferred to improve the quality of the response.
2. Transfers of command should occur on a face-to-face basis. However, some conditions may necessitate command transfer via radio.
 - a. A transfer briefing will occur between the command officer and the relieving command officer. The information to be exchanged will include:
 - i. Incident conditions;
 - ii. Updates to the Incident Action Plan;
 - iii. Safety considerations;
 - iv. Assignments of responding units;
 - v. The need for additional resources.
3. Transfer of command will be at the discretion of the ranking sworn employee. Since the overall incident responsibilities rest with the ranking sworn employee on the scene whether command is assumed or not, they may assume command to ensure clarity of orders.
4. The incident commander may use individuals relieved of command responsibilities to support the overall IAP.

C. When the IAP is utilized by the ICS, all necessary ICS forms will be formulated.

1. For simple incidents of short duration, the IAP will be developed by the incident commander and communicated to subordinates in a verbal briefing.
2. On smaller incidents that do not require a written action plan, the sequence of steps for a briefing by the incident commander to the general staff includes:
 - a. Incident objective(s)
 - b. Strategy (one or more)
 - c. Tactics
 - d. Assignments
3. The ICS Form 201 provides the incident commander with a useful framework for preparing a briefing when no written action plan is prepared.
4. The decision to prepare a written IAP will be made by the incident commander. A written IAP documenting the planning decisions should be prepared whenever:
 - a. Two or more jurisdictions are involved
 - b. The incident continues into another operational period
 - c. Several organizational elements have been activated
5. Essential Elements in the Incident Action Plan are:
 - a. Statement of Objectives: Statement of what is expected to be achieved. Objectives must be measurable. (ICS Form 202)
 - b. Organization: Describes what elements of the ICS organization will be in place for the next operational period. (ICS Form 203)
 - c. Tactics and Assignments: Describes tactics and control operations, and what resources will be assigned. Resource

assignments are often done by division or group. (ICS Form 204)

- d. Supporting Material: Examples include a map of the incident, Communications Plan, Medical Plan, Traffic Plan, weather data, special precautions, and safety messages.

- 6. The ICS forms are available in the Forms & Documents drive.
- 7. An After Action Report will be completed upon demobilization of the incident command structure. The complete IAP and the After Action Report will be forwarded to the Special Operations Commander for review and storage.

D. Training

- 1. All affected personnel shall be provided with ICS training as required by presidential mandates and/or other statutory requirements.
- 2. All sworn personnel will participate in annual ICS training.
- 3. Select personnel will participate in biennial training consisting of tabletop or full-scale exercise to assess the agency's capabilities. This training will be documented and can involve outside agencies.

E. Operational Readiness

- 1. All equipment designated for use in critical incident situations shall be inspected and tested at least once every quarter for operational readiness.
- 2. The Special Operations Commander will maintain all inspection and testing records.