

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.20</b>
		Issue Date: June 13, 2007
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<b>CHAPTER:</b> Organization, Management and Administration		Related Policy: G.O. 2.03 Emergency Management
<b>SUBJECT:</b> Emergency Operations, Use of Incident Command System		Related Laws: Homeland Security Presidential Directive 5 (HSPD-5)

**POLICY:** The National Incident Management System (NIMS) will be the Incident Command System (ICS) used by the Lane County Sheriff's Office for managing emergency operations. The system consists of an expandable series of modular components which can be implemented on an as-needed basis to help effectively manage the incident. The NIMS system is designed to be an "all-hazard" system that extends well beyond law enforcement operations.

**RULE (s):**

1. Employees directly involved or assisting with emergency operations shall be responsible for working within the Incident Command System during emergency operations.
2. All personnel with potential for being directly involved or assisting with emergency operations shall be familiar with ICS and know how to operate within it.

**PROCEDURE:**

I. Operating Parameters

A. ICS shall be used for the following kinds of emergency operations:

1. Single jurisdiction/single agency involvement.
2. Single jurisdiction/multi-agency involvement.
3. Multi-jurisdiction/multi-agency involvement.

II. Incident Organizations Structure

A. The ICS organization has (5) major functional areas that shall be implemented to the extent necessary during emergency operations.

1. Command

- a. Command is responsible for overall incident management and operates at the strategy level. This position carries the radio designator of “Command”. The “Command” designator may also be made more specific to the incident and be delineated by a geographical area.
- b. The command function may include command staff as needed and consist of:
  - 1) Information Officer
  - 2) Safety Officer
  - 3) Liaison Officer
- c. The Command function may be conducted in two general ways:
  - 1) Single Command – May be selected when an incident occurs within a single jurisdiction and there is no overlap of jurisdictional boundaries, or where the incident is the primary responsibility of the jurisdiction of origin. This will be the most common Command structure selected and is generally run by a line level officer out of a Field Command Post.
  - 2) Unified Command – May be selected when an incident crosses jurisdictional boundaries, or where responsibility for the incident rests with more than one agency. Under a unified command model, objectives, strategy and priorities are jointly determined by command officers representing the affected agencies or jurisdictions.
    - a) The Unified Command may operate out of a Field Command Post or, in the case of a large scale emergency, a facility designated during the incident for this purpose.
    - b) The Unified Command model will be the structure of choice for large scale emergency operations.
- d. Field Command / Fixed Site Command & Control Facilities:
  - 1) Field Command – The field command function will generally be responsible for developing and implementing strategy and tactics directed at resolving a specific localized incident.
  - 2) Fixed Site Command & Control Facilities – These facilities are generally activated by department heads or divisional level managers and are engineered work spaces from which command level officers guide and support one or more field commands, acquire and manage additional resources as required, access and assign outside local, state and federal resources, provide for continuation of services throughout the jurisdiction(s), maintain a link with elected officials, activate emergency ordinances, make appropriate notifications and communicate to the public.

- e. Transfer of Command
  - 1) The operating Incident Commander (IC) will brief the relieving IC assuming Command of the following:
    - a) Situation Status (SITSTAT) – conditions description
    - b) Resources Status (RESTAT) – resources on scene (assignments, time on scene, etc.)
    - c) Anticipated Needs – appraisal of any anticipated needs
  - 2) The relieving IC will announce change of command to staff and section chiefs if established. The Planning Section and Documentation Unit will note the change in their records. For smaller incidents the relieving IC shall announce their assumption of Command over all operating radio frequencies and give their designator.

Note: These same procedures shall occur within the respective chain-of-command when Section, Branch, Division or Group leadership is changed.

- 3) The arrival of an officer of higher rank does not automatically trigger a change in command. Command will normally be transferred only after the prescribed briefing procedures and communication functions have been completed.

## 2. Operations Section

- a. The Operations Section is responsible for the direct management of all incident tactical activities; the position carries the radio designator “Operations”. Functional Units within the Operation Section may include:
  - 1) Staging – A location designated by Operations (if established) within the incident area where resources available for assignment are temporarily located.
  - 2) Branch – The organizational level having functional/geographical responsibility for major segments of incident operations. The branch level is generally established when the numbers of division/groups exceeds the 5 to 1 span-of-control, or when the nature of the incident calls for a functional branch structure. The Branch level is organizationally situated between the section and division/group level. Example of Branches may include:
    - a) Air operations
    - b) Search and Rescue
    - c) Evacuation Procedures

- 3) Divisions - Divisions are established to divide an incident into geographical areas of operations:

### 3. Planning Section

- a. The Planning Section is responsible for gathering and analysis of all data regarding incident operations and assigned resources, developing alternative for tactical operations, and preparing the action plan for each operational period. This section will generally be established during large scale incidents after a fixed command center is established. Functional units within the Planning Section may include:
  - 1) Resources Unit – Maintains the current status of all resources commonly referred to as RESTAT
  - 2) Situation Unit – Responsible for collecting, processing and organizing situation information; preparing situation summaries; and developing projections and forecasts of future events related to the incident. Commonly referred to as “SITSTAT”
  - 3) Documentation Unit – Responsible for recording incident and resource information which may be used during or after the incident.
  - 4) Demobilization Unit – Responsible for developing an Incident Demobilization Plan. Commonly referred to as “DEMOB”.

### 4. Logistics Section

- a. The Logistics Section is responsible for providing all support needs to the incident. Functional units within the Logistics Section may include:
  - 1) Supply Unit
  - 2) Facilities Unit
  - 3) Communications Unit
  - 4) Food Unit

### 5. Finance Section

- a. The Finance Section is established on incidents when the agencies who are involved have a specific need for finance services. Functional units within the Finance Section may include:
  - 1) Time Unit
  - 2) Procurement Unit
  - 3) Compensation/Claims Unit
  - 4) Cost Unit

B. Operational Periods

1. During prolonged incident operations operational periods shall normally be limited to twelve (12) hour shifts.

C. Resources

1. During large scale incidents, resources are generally assigned to a Branch, Division or Group in one of three ways:
  - a. Single Resource – such as a special team (e.g., SORT)
  - b. Task Force – any combination of resources assembled under a task force leader, generally a command level officer, for a specific assignment. This allows for several resource elements to be managed under one individual’s supervision.
  - c. Strike Team – A set number of resources of the same kind and type with common communications operating under the direct of a leader.

D. Communications

1. Radio communications during emergency operations should be limited to essential messages communicated in plain English. The Incident Commander (IC) should implement additional frequencies as needed to manage communication volume. These additional frequencies shall normally be structured as follows:
  - a. Command Frequency – links IC, key staff members, section chiefs, division and group supervisors
  - b. Tactical Frequency – established around agencies, departments, geographical areas or specific functions
  - c. Support Frequency – Established primarily to manage resource status, support requests and other non-tactical or command functions.

E. Field Facilities

1. Field facilities are incident specific sites, established in the field, based on the needs and geographical location of the incident, and the size and need of the function sited in the field facility. Field facilities include:
  - a. Field Command Post – Designated as “CP” the Field Command Post will be the location from which specific incident operations are directed.
  - b. Incident Base – A location at which primary support activities are performed.

- c. Staging Area – A designated location where equipment and personnel stand-by waiting assignment. If possible, that location should be close enough to allow for a two to three minute travel distance to the deployment location.

F. Fixed Site Command and Control Facility

- 1. The Lane County Sheriff's Office Emergency Operations Center is the fixed site facility established to manage and support large scale emergency incidents, and to provide for the continuation of services unrelated to the specific incident.
- 2. Persons authorized to activate the EOC include:
  - a. The Sheriff
  - b. Chief Deputy
  - c. Captains
  - d. Lieutenants
  - e. Emergency Manager