

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Emergency Operations Plan; Incident Command System		CHAPTER/SECTION NO.: 33.5,33.6	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u><i>*See Master File</i></u> Sheriff	
STANDARD NUMBER: 46.1.2; 46.1.11			

33.5 Purpose

- 33.5.1 The Sheriff's Office is cognizant of the fact that there are many emergency situations that arise which do not require the activation of the entire Emergency Operations Plan, but for which planning and a coordinated response is still imperative. Therefore, the Sheriff's Office will have a plan (contained herein) from the perspective of a "first responder" to provide guidance for the first-arriving Deputy(s) until the County or State's plan is activated, or to handle a situation exclusively that is serious, but not serious enough to warrant an outside agency plan's activation.

33.6 Policy

- 33.6.1 The Sheriff's Office plan will address the following:

A. Communications

1. During the response to, and at the scene of any disaster, effective communications are perhaps the single most important element to a successful resolution.
2. The incident commander will keep Weber Area Consolidated Dispatch Center (WACDC), Sheriff's Office supervisors and command staff informed of any

situation they respond to, with frequent updates, if possible.

3. Deputies utilizing radio communications must be aware of the fact that citizens, members of the media, and inquisitive bystanders have scanners and will not hesitate to respond to a scene where police activity is in progress. Deputies will therefore use appropriate radio channels during communications between themselves and WACDC, and during conversations between deputies.
4. Deputies utilizing radio communications must also be aware that in some instances the use of the police mobile and/or portable radio is ill-advised because of a possible detonation of explosive device.
 - a. If explosives are involved in any disaster situation, deputies should use hard-wire telephone, if available, not cellular or radio communications.
 - b. If a police radio can be used, deputies will ensure that they are a safe distance from the scene before a radio transmission is made
5. If possible, an alternate radio channel should be requested from WACDC so that communications pertaining to the disaster will not interfere with other radio traffic.

B. Incident Command Posts

1. An incident command post can be anything from a police vehicle, to a formal structure, to the mobile command vehicle. **The Sheriff's Office will use basic incident command and unified command for multi-agency jurisdictional incidents.**

2. The first arriving Deputy's vehicle, for all intents and purposes, is the incident's temporary "incident command post". Until a determination is made it is not necessary for the incident commander to formally establish an incident command post.
3. If the highest ranking Deputy determines, upon his/her arrival, that there is a need for an incident command post, he/she will ensure that one is established as follows:
 - a. It must be located in an area near the scene (if not at the scene) and its security and the safety of the personnel manning it must be assured. In the event of a hazardous materials incident, the command post should be located a safe distance from the scene and its placement must be contingent upon wind direction.
 - b. It must be equipped with suitable communications equipment, including, and not limited to, a mobile transceiver, a portable radio, and if possible, a cellular phone.
 - c. It must contain a map of the area that the incident is in and suitable writing materials.
 - d. If the incident is one for which Fire/Rescue personnel have established an incident command post, the police incident commander should be located with the Fire/Rescue's incident command post to ensure coordination and information sharing.
 - e. The incident command post should have suitable lighting.

- f. Logs for recording where participating deputies are, their identities and car numbers, the times that certain requests were made and by whom, the time the situation was declared to be under control, and
- g. If the incident commander believes that the mobile command vehicle would be more appropriate for establishing a incident command post, he/she may request it from the Sheriff's Office through WACDC.

C. Casualty Information

- 1. Information pertaining to those injured or killed as the result of the incident will be maintained at the incident command post by the incident commander or his/her designee so that:
 - a. Supervisors/commanders are aware of it,
 - b. All persons are accounted for, and
 - c. It can be used by investigators.
- 2. In most cases, this sort of information is considered to be in the public domain, however, the names of those injured and/or killed will not be released to the media or anyone not directly involved in the incident until:
 - a. The next-of-kin is notified,
 - b. The release of the information is cleared with the appropriate investigators and or County Attorney's office.
- 3. Prior to the notification of the next-of-kin, information that may be released will be of a general nature, such as a victim's sex, approximate age, and nature of injuries, if this does not jeopardize the integrity of the scene.

4. The cause of death will not be released at the scene because in most cases the body(s) will be sent to the medical examiners office for an autopsy.
- 5 All casualty information will be included in the completed report submitted by the reporting Deputy as soon as possible.

D. Community Relations/Public Information

1. The release of information to members of the public and media will be coordinated by the incident commander through the Public Information Deputy (PIO) to ensure that:
 - a. Accurate information is provided by a reliable source,
 - b. Information not considered to be in the public domain is protected from disclosure,
 - c. Information that the public has a right to know is provided,
 - d. The release of certain information will not compromise the investigation of the disaster,
2. The decision to release or not release information is in accordance with applicable laws and General Orders.
3. Incident commanders and PIOs participating in the incident should refrain from using the phrase "No Comment" in response to questions from the media as this has an affirmative connotation.
4. If the incident commander or PIO does not know the answer to a question, he/she should say so.
5. If the incident commander or PIO does

know the answer, but its disclosure should not be made public, the Deputy should indicate that "at this particular time" an answer cannot be provided.

6. Only the PIO, incident commander or designee of the Sheriff will respond to civilian questions.
7. Representatives of the media may be allowed closer access to the scene than persons not affiliated with the media, as long as the access will not hinder police/fire/rescue efforts, and it is safe and upon the incident commander's approval.
8. Under no circumstances will any member of the Sheriff's Office cover or attempt to cover a media representative's camera lens or interfere with said representative's lawful activities.
9. The person designated as the PIO or media liaison person will designate an area away from the scene (but still in close proximity to it) where periodic media briefings/press conferences can be held to update the media representatives covering the incident.
10. The media will be advised of alternate traffic routes around the incident so that this information can be broadcast.

E. Rumor Control

1. With any major situation rumors develop and spread throughout the affected community and beyond. Rumors are not only counterproductive, but can also pose a danger to incident participants. Rumors are invariably started and spread by people who do not know the correct story, or who have speculated about how something occurred.
2. Members of the Sheriff's Office, when

dealing with members of the media and/or members of the public, will refrain from:

- a. Speculating about the cause(s) of the incident,
 - b. Stating opinions as to fault,
 - c. Releasing the names of those injured or killed,
 - d. Disclosing any information about the incident which is sensitive in nature and/or is unsupported by facts, and/or
 - e. Releasing information which could compromise or jeopardize any investigation into the incident.
3. A very important part of the P.I.O.'s job during the incident will be to provide accurate information during periodic briefings with media representatives to dispel any rumors before they are spread, and to attempt to quell any rumors that are being spread.
 4. A concerted effort on everyone's part will make rumor control much easier.

F. Other Law Enforcement Agency Support

1. Other law enforcement agencies may be contacted by the incident commander per established inter-local agreements, or in the absence of such agreements or in situations not covered by such agreements, upon the approval of the Sheriff or his/her designee.
 - a. The following law enforcement agencies can provide assistance, and should be considered:
 - i. Union Pacific Authorities - if

the disaster involves a train or an incident occurring on their tracks.

- ii Weber, Morgan, Davis and Box Elder Counties Sheriff's Offices and Police Departments - can provide equipment, resources and/or personnel.
- iii Utah Highway Patrol- can provide equipment, resources and/or personnel including specialized air support.
- iv Utah State Attorney Generals Office, U.S. Attorney's Office, Weber County Attorney's Office and other State prosecutorial entities may provide legal assistance, advisories, or direction regarding command and tactical decisions and forensics as outlined in the *Prosecutors Extraordinary Criminal Events Manual*.

G. Non-Law Enforcement Support

- 1. If the incident commander feels that non-law enforcement aid is necessary he/she may request staffing or other resources from other agencies, upon approval of the Sheriff or his/her designee.

H. Military Support (martial law)

- 1. If it is determined that military support is necessary, only the Weber County Commission or Weber County Sheriff may request such support from the Utah State Division of Emergency Services and Homeland Security, who will consult with the Governor. Only the Governor can order the National Guard into service.

2. The National Guard will stay mobilized until the Governor orders de-mobilization.
3. When the National Guard is specifically ordered into service by the Governor, pursuant to the provisions of Utah State Law, its members will generally operate in concert with law enforcement officers, and shall have the same powers as peace officers to enforce the law.

I. Public Facility Security

1. It will be a responsibility of the incident commander to arrange for public facility security, if it is deemed necessary.
2. Obviously, not every emergency situation will require public facilities to be guarded or patrolled, but if the incident commander determines that certain facilities require security during the emergency, he/she will so order the level of security and at which facility(s).
3. As determined by the Incident Commander, if necessary, appropriate personnel will be assigned to provide security for the following:
 - a. The incident command post,
 - b. Weber Center,
 - c. The Public Works facility and,
 - d. Properties owned by public utilities,
 - e. Other property as identified by an authorized public official

J. Traffic Control

1. Those deputies assigned to direct or control traffic at or around the scene of the incident will:
 - a. Position their police vehicles in

such a manner that the Deputy(s) is protected, the scene is protected, and motorists and pedestrians are alerted to the Deputy's presence,

- b. Wear high-visibility reflective clothing,
- c. Allow properly identified media representatives closer access to the scene than private citizens, as long as the access will not jeopardize police/fire/rescue operations and/or the media representatives' safety and with approval of the incident commander.
- d. Effectively and safely use flares, traffic cones, yellow police-line tape, and portable signs, depending upon the nature of the incident,
- e. Deputies must be aware that at the scene of a hazardous materials leak/spill, or a natural gas leak, the ignition of flares may be prohibited.
- f. Consider all downed power lines to be energized.
- g. Keep traffic moving and not allow motorists to stop unnecessarily,
- h. Advise motorists of alternate routes, if possible, and
- i. If possible, place a traffic light on flashing, red in both directions, at an intersection where the Deputy will be manually controlling traffic.
- j. The Incident Commander or assigned traffic coordinator will arrange for the relief of deputies assigned to direct/control traffic.

K. Equipment Requirements

1. The Incident Commander will decide:
 - a. What type of equipment is required to effectively handle the situation from a law enforcement perspective,
 - b. How and from whom the equipment will be obtained.

L. Transportation

1. In the event transportation is needed away from the area affected by the incident, WACDC will be requested to have someone contact the following, to determine if, and to what extent, service can be provided:
 - a. Utah Transit Authority Bus,
 - b. Weber School District,
 - c. Local Taxi companies, and
 - d. Any other resources, such as Laidlaw, that can be identified.
2. When vehicles that can provide mass transportation arrive at the scene, the incident commander will designate a location or "staging area" where these vehicles can park until they are needed.

M. De-mobilization Procedures

1. De-mobilization from any incident will be done gradually to ensure an appropriate level of staffing until all incident participants (i.e., investigators, fire/rescue units, etc.) are entirely clear from the scene.
2. Deputies no longer required on the scene will be released by the incident commander.
3. Deputies who have been released from the scene will advise on scene communications of their status if necessary (and WACDC if appropriate) and

will:

- a. Place the traffic signal back on its regular cycle if they had originally placed it on flashing while directing traffic,
- b. If no longer required, remove any portable signs, flares, yellow tape, and/or traffic cones (as appropriate),
- c. Refer questions about the incident to the PIO and/or incident commander, and
- d. Complete a supplement report detailing what they did during the incident to aid the first report writer and to assist with the incident's critique.

N. Availability for Command

1. Will be in accordance with the Sheriff's Office established chain-of-command for Sheriff's Office employees.
2. Incident commanders will assume command of the scene until relieved by a Deputy of higher rank or pursuant to the terms of the Multi-Jurisdictional Aid Agreement with other agencies.

O. Post-Occurrence (aftermath) Duties

1. The incident commander, or designee, will ensure that post-occurrence duties are carried out by deputies participating in the incident, and/or those released from it, and will include and may not be limited to ensuring that:
 - a. Adequate law enforcement deputies remain in the area to keep peace and order,
 - b. Roadways and other thoroughfares

are re-opened, as appropriate,

- c. Information is available to the media,
 - d. All areas of the County that were affected by the incident are inspected either by deputies or those with expertise to determine damage estimates, the nature of repairs/clean-up needed, and what, if any, other role would be appropriate for law enforcement to undertake.
- 2. The Incident Commander will set a date in the near future (at his/her discretion, it may be immediately after the incident) in order to meet with all participants to critique the incident from a law enforcement perspective.
 - 3. All Sheriff's Office members who participated in the incident will complete and submit a follow-up to the incident commander detailing what they did during the incident.
 - 4. It will be the responsibility of the Incident Commander to request a copy of the radio tape from WACDC, if the radio channel used was tape recorded. The radio tape is a valuable resource to contribute to the critique.

P. After-Action Reports

- 1. As a result of the critique, a formal report will be prepared by the Incident Commander and submitted to the Sheriff (if the Sheriff was not the Incident Commander) for review and approval, prior to it being released to the media.
- 2. After the report has been approved, dissemination of it will be as directed by the Sheriff.

33.6.2 Incident Command System Procedures

A. System Activation Criteria

1. The Incident Command System (ICS) should have considerable flexibility.
2. It should grow or shrink to meet different needs.
3. May be applied to a wide variety of emergency and non-emergency situations.
4. Activation criteria may include but not be limited to the following:
 - a. Fires
 - b. HAZMAT
 - c. Multi-casualty incidents
 - d. Multi-agency/jurisdictional disasters
 - e. Search and Rescue missions
 - f. Environmental contamination response/recovery
 - g. Single/multi-agency law enforcement incidents
 - h. Air, water, rail, ground transport accidents
 - i. Planned events

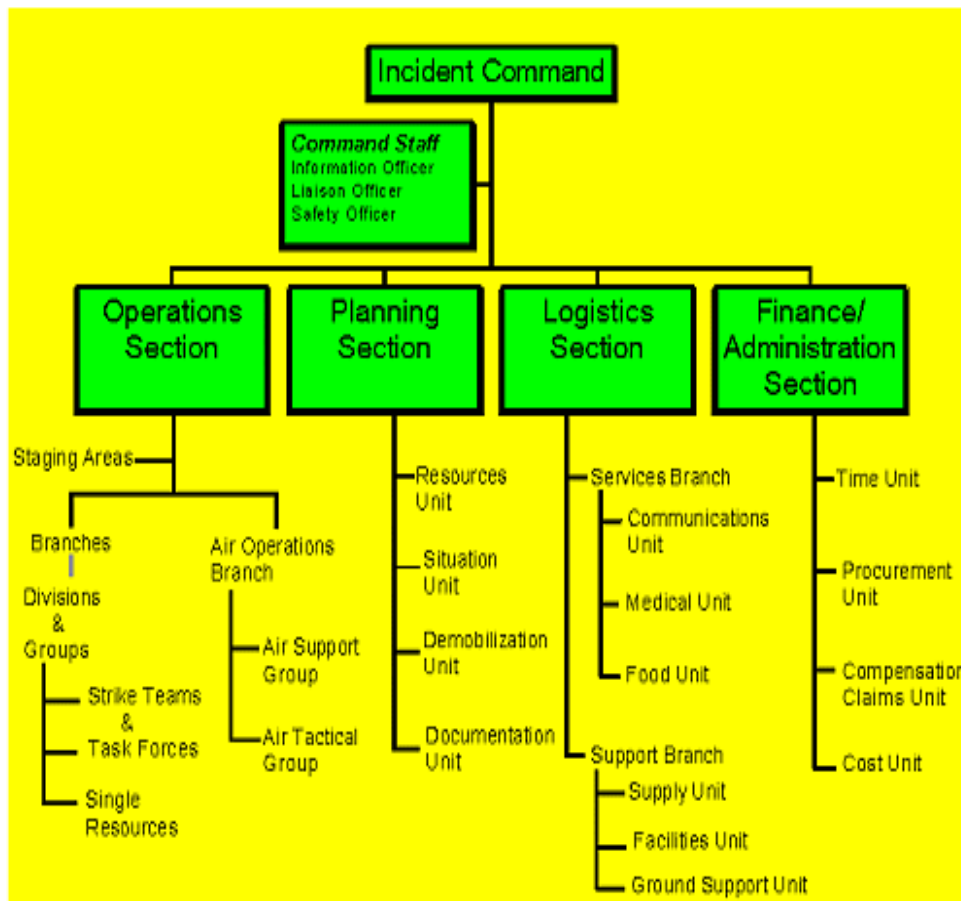
B. Command Protocol

1. Any responding Deputy may initiate the IC process as prescribed in this policy, when responding to and assessing an emergency or non-emergency situation. The deputy will notify dispatch of the command location, and will act as incident commander until relieved by a higher ranking Deputy or pursuant to interagency agreements.
2. The chain of command structure of the Sheriff's Office and the Corrections and Law Enforcement Divisions will be the guiding directive when determining rank or authority during an incident.
3. The Five Major Management Activities (33.6.2C) of an incident may be carried out by one person (Incident Commander) during small incidents, or in larger incidents may be set up as separate sections supervised by appropriate personnel under the overall direction of the Incident Commander.
4. Only those ICS Management Activities/components that

are needed depending on the incident should be activated. Small or minor incidents for example may often be handled by a few deputies, and will only require a minimum of IC consideration.

C. Organization of the Incident Command System, Five Major Management Activities

1. COMMAND
 - a. Sets objectives and priorities,
 - b. Has overall responsibility at incident or event,
 - c. Incident Commander manages all functions in early stages of incident.
 - d. Appoints section supervisors as needed to maintain effective span of control.
2. OPERATIONS:
 - a. Conducts tactical operations to carry out plan,
 - b. Develops objectives,
 - c. Organizes staging area,
 - d. Directs resources.
 - e. Establishes Branches for functional span of control
 - f. Establishes Divisions for geographical areas of operations,
 - g. Establishes Groups for functional areas of operations.
3. PLANNING
 - a. Develops action plan to accomplish objectives,
 - b. Collects and evaluates information,
 - c. Maintains resource status
4. LOGISTICS
 - a. Provides support to meet incident needs
 - b. Provides resources and services needed
5. FINANCE/ADMINISTRATION
 - a. Monitors costs related to the incident,
 - b. Provides accounting, procurement, time recording, cost analyses.



Flow Chart
of Possible
Full ICS
Function
Activation,
Suggested
Elements

D. Command Responsibilities Checklist

1. Assume effective Command Position
2. Transmit brief initial radio report to dispatch
 - a. Unit identification on the scene
 - b. Confirm assumption of command
 - c. Building or scene description
 - d. Obvious scene conditions
 - e. Brief description of actions to be taken
3. Evaluate situation
4. Develop strategy
5. Develop action plan
6. Assign units as required
7. Provide continuing overall command and progress reports to supervisors and dispatch until relieved of command by

ranking deputy or other command if unified command is required.

8. Assign units, form functional groups, divisions etc. as needed.
9. Review and evaluate efforts; revise plan as needed
10. Request and assign additional units as necessary.
11. Return personnel to service and terminate “Command” when incident is resolved.
12. Complete After Action Report

E. Establishing Incident Command (IC)

1. May be established on any police response involving three or more deputies. Fire District uses IC on each response.
2. Unit assuming command must make such identification to dispatch, along with location of command post.
3. Command designation should be by street or business name.
4. Use one agency (Single) command whenever possible. Use More-than-one-agency (Unified) command when necessary during multi-jurisdictional incidents.
5. The “Primary Nature” of the emergency should determine which agency has major responsibility to assume command. The priority order for all incidents shall be as follows:
 - a. **Life Safety** (rescue, medical, control of subjects etc.)
 - b. **Incident Stabilization** (fire control, perimeter control, traffic control, evidence, investigation)
 - c. **Protection of Property**

Example: Crime Scene Involving an Injury

Sheriff’s Deputy or Sergeant assumes command of entire scene. He/she assigns Fire District EMT’s and paramedics as medical group under Fire supervisor. He/she determines priorities, strategy and action plan in concert with Fire supervisor and conveys and implements plan.

Example: HAZMAT Incident

Fire District supervisor assumes command of entire scene. He/she determines priorities, strategies and action plan. He/she may request traffic control, medical or other groups with group supervisors, including Sheriff’s Office supervisors as group

supervisors as appropriate. During complex incidents, Sheriff's Office supervisors should be co-located with the Fire Supervisors in the command post under Unified Command.

Example: Bomb Threat with Actual Explosion

UNIFIED COMMAND with Sheriff's Office supervisor and Fire District supervisor co-located at command post. Groups and Divisions formed for variety of functional tasks with appropriate supervisors assigned to each group.

Example: Serious Auto Accident with Injuries

UNIFIED COMMAND structure with Fire District in charge of extrication, medical, HAZMAT etc. Sheriff's Office command in charge of investigation, traffic control, preservation of scene and evidence.

Example: SWAT Activation Incidents

Deputy assigned to original call assumes overall incident command unless relieved by ranking deputy/shift supervisor. Deputy determines priorities, strategies and plan of action, including request for SWAT activation if necessary. Upon arrival SWAT commander assigned as tactical group supervisor in charge of assigning SWAT personnel and developing/implementing tactical plan. Incident commander continues to assign and coordinate personnel for medical, traffic control, outer perimeter, PIO and other functional groups as necessary.

F. Transfer of Command

1. Deputy dispatched to scene will automatically assume command until relieved by ranking deputy.
2. First arriving supervisor may assume command at his/her discretion based on incident needs.
3. If more than one supervisor arrives at approximately the same time, the supervisor of the deputy dispatched may assume command.
4. If a supervisor (including the Sheriff, Chief Deputy, Captains or other staff supervisors) is present at the scene of any incident and does not assume command, the incident commander has the authority to assign the supervisor a task. The arrival, in itself, of a ranking deputy does not mean command has been transferred to the ranking deputy. Command is transferred only when the communications functions outlined in F5 are completed.

5. Deputy assuming command will communicate with the deputy being relieved (face-to-face preferable) regarding the assumption of command.
6. Deputy being relieved will brief the deputy assuming command regarding the following:
 - A. General situation report on status of incident
 - B. Deployment of personnel
 - C. Appraisal of needs
7. The deputy assuming command will notify all group personnel and/or other supervisors; and dispatch regarding his/her assumption of command.

G. Written Plans and Procedures

1. The Sheriff's Office Emergency Operations Plan outlined in Chapter/Section 33.6.1 will be utilized in conjunction with the Incident Command System during incidents responded to by Office personnel.
2. Other Plans and Procedures utilized in conjunction with ICS practices may be found in other sections of Chapter 33 and include: Hostage/Barricade, Civil Disturbances, Mobile Field Force, Office Mobilization Plan, Search and Rescue, Bomb Threats, Special Event Operations Plan, Criminal Incident Response Plan, and Water Rescue and Recovery.
3. This policy corresponds to ICS concepts recommended by FEMA in FEMA Manuals on Incident Command System for Law Enforcement Agencies, Basic ICS, and Intermediate ICS; and recognized by the Utah State Division of Emergency Services and Homeland Security.

H. ICS Training

1. All sworn personnel will receive roll call training on these policies and should be assigned to participate in scheduled Office training exercises when practical.
2. Line supervisors and command supervisors will attend ICS training to include tabletop and/or actual exercises a minimum of once every three years.
3. Train the Trainer: The Sheriff's Office will maintain at least one position, as a collateral duty, among it's staff as a

certified trainer in Incident Command Systems. The member will complete the FEMA ICS Basic Independent study course and either the ICS-EOC Interface Course, the ICS for Law Enforcement Course or the ICS Intermediate Course in order to qualify for certification at the FEMA Train the Trainer Course at the Emergency Management Institute.

I. After Action Report

1. Will be completed by the incident commander or designee summarizing the event, actions taken and observations of positive and negative elements of the operation, including recommendations, if any, for changes in policy, procedure or training.
2. The report may be in the form of a supplementary report to a criminal incident, and attached to an Office After Action Report Form, or a separate formal report.
3. The report will be submitted to the Sheriff for approval with copies distributed at his discretion. In case of criminal investigations copies should be submitted to Bureau Commanders for review of operational procedures.

J. Annual Training Exercise

4. The Sheriff's Office will participate in a minimum of one documented training exercise annually involving Incident Command.
5. The training may involve a single agency/jurisdiction exercise or a multi-agency/jurisdiction exercise.

K. Documented Analysis of Incidents

1. The Law Enforcement Division Chief Deputy or designee will conduct an analysis of incidents involving the use of ICS a minimum of once every three years.
2. The analysis will utilize after action reports to review IC incidents participated in by Office personnel and summarize patterns and training issues related to ICS; and

make recommendations regarding this policy.