

INCIDENT COMMAND SYSTEM

Incident Commander (IC)

The Incident Commander is responsible for the overall management of the activities that take place after the death of an officer. This function is completely separate from the activity and command structure involved in the actual incident that caused the death.

The incident commander should be someone that is not involved in the incident. The IC must be given the authority and responsibility to organize, utilize and direct their department resources to accomplish the objectives.

Responsibilities

- ❑ Assess the situation and obtain a briefing from the agency chief regarding limitations and expectations.
- ❑ Determine objectives and strategy
- ❑ Establish immediate priorities
- ❑ Establish an incident command post
- ❑ Establish an organization and assign tasks
- ❑ Ensure planning meetings are scheduled as needed
- ❑ Approve and authorize the implementation of an Incident Action Plan (IAP)
- ❑ Coordinate the activities of all general and command staff.
- ❑ Coordinate with key people and officials
- ❑ Approve requests for additional resources
- ❑ Keep agency administration informed
- ❑ Keep family informed via liaison
- ❑ Keep department informed via liaison
- ❑ Authorize media release related to funeral plans

Command Staff

Liaison officers

Report directly to the Incident Commander.

Assign liaison officers to the family and from the division that the deceased employee worked in.

Family liaison /Responsibilities

- ❑ Acts as the primary contact for the family throughout the event
- ❑ Provides security and coordinates for all needs through the IC
- ❑ Keeps family informed of activity, changes and progress
- ❑ Keeps IC informed of family wishes and concerns
- ❑ Participates in all planning meetings

Division Liaison/ Responsibilities

- ❑ Provides regular information updates to the division employees
- ❑ Keeps IC informed of status of investigation, and status of division employees

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- Participates in all planning meetings

Operations Section Chief

Reports to the Incident Commander

The operations section is responsible for carrying out all of the actual events as planned at the designated times.

Responsibility

- Assist in development of the operations portion of the IAP
- Request resources needed to implement the plan
- Supervise the execution of the plan
- Make changes as needed during the actual operational phase of the event
- Maintain close communication with the IC regarding changes in the IAP
- Coordinate activities with other involved agencies according to the IAP.

Plans Section

Plans Chief reports to the Incident Commander

Responsible for development of the actual written Incident Action Plan for the event and documentation of all activities. Plans, collects, evaluates, processes and disseminates information related to the incident.

- Obtain briefing from Incident commander
- Coordinate with Operations to establish timeline
- Develop Incident Action Plan that includes:
 - Objectives
 - Organization chart
 - Situation report (weather, general orders)
 - Timeline
 - Service plan
 - Security plan
 - Traffic plan
 - Reception plan
 - Maps, floor plans, routes
- Track resource status
- Publish regular situation report updates
- Monitor weather and other special information that may effect the event
- Develop alternative plans
- Set up and maintain display boards regarding incident status
- Track all arriving resources and their assigned tasks, locations and availability
- Provide maps and other documents as required
- Schedule and run regular planning meetings and briefings

INCIDENT COMMAND SYSTEM (cont'd.)

Logistics Section

The logistics chief reports directly to the incident commander.

Logistics is responsible for obtaining all supplies, facilities, equipment and personnel that plans and operations identify in the Incident Action Plan.

- ❑ Obtain briefing from Incident Commander
- ❑ Coordinate with Plans and Operations to provide requested resources
- ❑ Locate, provide, set up and adequate facilities
- ❑ Provide communications resources for command staff and involved parties, (Phones, copiers, radios, pagers, etc.) Develop communications plan for actual event for the IAP.
- ❑ Provide food and refreshment for IC staff and victims family
- ❑ Provide food and refreshment for event
- ❑ Coordinate and provide for all transportation needs
- ❑ Provide personnel to support functional areas and facilities
- ❑ Coordinate and manage donated goods and resources
- ❑ Manage staging areas for all arriving resources and participants on day of event

Finance Section

The finance chief reports directly to the incident commander

Logistics is responsible for obtaining and managing financial aid and resources for the event

- ❑ Obtain briefing from Incident Commander
- ❑ Research and identify benefits and legal issues related to victim and family
- ❑ Track and document donations
- ❑ Locate funding sources
- ❑ Establish and manage special accounts for donated funds
- ❑ Ensure legal requirements are met

L.O.D.D. INCIDENT COMMAND SYSTEM

