

Emergency Management Plan Procedure

PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance to members in the development of an emergency management plan.

RESPONSIBILITIES

PLANNING FUNCTION

EMERGENCY MANAGEMENT PLAN

- **INITIAL RESPONSE**
- **SECONDARY RESPONSE**
- **LOGISTICS**
- **ADMINISTRATION AND HUMAN RESOURCES**
- **DECLARATION OF STATE OF EMERGENCY**
- **DEMOBILIZATION**
- **AFTER-ACTION REPORT**

EQUIPMENT INVENTORY

TRAINING

IMPLEMENTATION GUIDANCE

The following information is provided to assist you as you create and implement a procedure using the framework provided and should be deleted before the procedure is issued to agency personnel.

Emergency Management Plan Procedure

An emergency management plan is often largely determined by federal, state, and local statutes and regulations. Most are based upon the Incident Command System (ICS) included in Federal Emergency Management Agency guidelines. You should thoroughly research any federal or state requirements, consult with your agency's legal counsel regarding any mutual aid compacts or agreements, and refer to your emergency management plan policy. The emergency management plan should include procedures for active threats, riots, and crowd control as well as disasters. If your agency has already developed an emergency management plan, you should review the following elements in case you want to include any in your current procedure.

RESPONSIBILITIES

This section is where you will identify the responsibilities for positions, units, and assignments. The following items should be covered in responsibilities:

- The unit name or outside agency in charge of an incident, depending on the size and nature of the situation.
- The position in the unit or agency directing the coordination of resources and operations.
- Any agency position acting as the Incident Commander.
- Delineation of chain-of-command responsibility and transfer of command.
- The position responsible for planning emergency response, reviewing and updating plans, and acting as a liaison to federal, state, and local agencies.
- The position responsible, usually the training commander or emergency operations manager, for training members on the ICS.

PLANNING FUNCTION

This section is where you should review or develop your agency's planning function.

- The position responsible for the planning function should:
 - Prepare a documented incident action plan.
 - Collect and disseminate information and intelligence.
 - Assist in preparing a Continuity of Operations Plan and Continuity of Government Plan.
 - Plan for post-incident demobilization.

EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan section should be customized for your agency's size, capabilities, equipment, mutual aid agreements, state statutes or local regulations, and special

areas of concern (e.g., chemical plants, special hazards). The plans should include but are not limited to the following:

- **Initial Response**

- The first officer on scene should:
 - Evaluate the incident.
 - Advise dispatch of the situation.
 - Request necessary assistance.
 - Start the incident command.
- Additional responding officers should:
 - Evacuate persons if necessary and appropriate.
 - Set up a perimeter and control access.
- The initial supervisor on the scene should:
 - Assess the current situation at the scene and any actions already taken by the responding officers.
 - Advise dispatch of the updated incident assessment.
 - Request necessary resources.
 - Ensure a perimeter is properly established.
 - Supervise members at the scene.
 - Establish or designate a member as the Incident Commander.
- The Incident Commander should:
 - Review and assess the situation.
 - Request outside agency assistance, additional members, and other agency units as needed for immediate response.
 - Establish a command post and staging area.
 - Start evacuations, if necessary.
 - Request maps and incident site information.
- Dispatch should:
 - Notify the agency head or the authorized designee.
 - Notify command staff.
 - Notify any members authorized for call-out and provide staging area location information.
 - Make any other notifications requested by the Incident Commander.

- **Secondary Response**

- Command Post considerations
 - Location for joint operations, if applicable
 - Secure and safe (“cold zone”) location
 - Parking
 - Shelter
 - Restroom facilities
- Staging area considerations
 - Close or connected to the command post
 - Briefing area

- Alternate staging areas as needed
- Control of perimeter, entrances, and exits
- Transportation, processing, and confinement of any arrestees
- Traffic control
- Personnel mobilization
- Public and agency member information
 - Designated press liaison or news media relations unit
 - Coordinates with Incident Commander or agency head and should handle:
 - Community relations
 - Media requests
 - Injury and death reports
 - Response to rumors
 - Agency supervisors should provide updated information to members
- Member mobilization
 - The agency head or the authorized designee should evaluate and determine number of members required for response, any additional hours to be worked, and cancellation of days off or vacation time.
 - You may want to consider involving human resources for documentation and scheduling assistance.
 - Members should report with all required equipment, and you should assign a person or position with the responsibility to supply members with any additional equipment needed for the incident.
 - If the incident is a civil disturbance situation and protective gear is issued, identifying numbers should be marked on helmets and documented to allow for easier identification of members.

• **Logistics**

Here is where you are going to plan for the management of the logistics function. Those plans should include the following:

- Transportation
 - Member should respond to the scene in agency vehicles.
 - The Incident Commander should be advised if enough agency vehicles are not available for member use.
 - If the incident requires emergency mobilization, it should be determined if members should respond in personal vehicles or how other transportation methods can be arranged.
- Specialized units, equipment, or supplies
 - Should be available by request.
 - If units or equipment are only available from outside agencies or suppliers, the Incident Commander should be notified to arrange for response.
- Communications

- At least one designated communication channel should be used for the incident.
- If multiple agencies are involved, a joint channel should be used if available.
- Plain speak should be used when multiple agencies are involved.
- Medical support as needed

- **Administration and Human Resources**

In this section, you are going to identify the responsibilities and tasks related to overseeing administration. Those should include:

- Recording personnel work time.
- Procuring additional resources.
- Recording expenses.
- Documenting injuries and liability issues.
- Preparing appropriate reimbursement documents, if applicable.

- **Declaration of State of Emergency**

This area will require you to research local, state, and federal declaration procedures, and you should consider consulting with your agency's legal counsel. You should consider including the following in the procedure:

- Legal support from agency counsel
- Service levels needed for areas not affected by incident to ensure proper coverage and how calls for service will be handled
- How member work time will be recorded, how supplies and resources will be procured, and which position or person will be responsible for documenting these areas

You may want to include here any procedures for the activation of mutual aid.

- **Demobilization**

In this section, you will identify procedures for demobilization. Those should include but are not limited to:

- The return of any evacuees.
- Any long-term road closures.
- Return to normal services.
- Any need for continued assistance to outside agencies.
- The continuation of media releases.
- The continued assignment of members to certain locations.

- **After-action Report**

An after-action report should be prepared and forwarded to the agency head for review. You should develop a report specific to both your agency and the event. The report should include but not be limited to the following:

- Type of incident
- Description of the agency actions
- Injuries and/or deaths
- Liability issues
- Training or procedural issues
- Policy issues
- Recommendations, if any
- Expenses
- Equipment disposed of/used
- Equipment damaged/destroyed
- Staff members used and their roles

EQUIPMENT INVENTORY

Here is where you will develop a procedure for conducting an inventory of your equipment. Those procedures should include:

- Assigning a person or position responsible for an emergency equipment inventory and condition assessment to be conducted at least quarterly.
- Reporting, which should include but is not limited to:
 - Location(s) of equipment
 - Type of equipment
 - Total equipment numbers
 - Overall condition of the equipment
 - Repairs or replacements needed

TRAINING

Training is a critical component of your Emergency Management Plan. In this section, you should identify the type of training your members receive and how it will be documented.

The training manager should ensure affected members receive training:

- Annually on the Emergency Management Plan.
- Annually on active threats.
- Periodically on crowd control.
- Biennially at a tabletop or full-scale exercise for the agency's utilization of the ICS and the Emergency Management Plan.