

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>		Number: O2802
			Page: 1 of 10
			Distribution: All
Title: ALL HAZARDS PLAN		Section: Inter-agency Coordination	
Issued: 05/08/2012	Effective: 05/16/2012	Revised: 3/10/2016	
Rescinds: All Previous		Amends:	
CALEA References: 46.1.1 – 46.1.9, 46.2.7, 46.3.1 – 46.3.4, 2.1.3, 2.1.4			
Review: Semi-Annual	Authority: Chief Michael A. Keller		

## I. Purpose

The purpose of this General Order is to establish the department's All Hazards Plan as a supplement to the City of Andover Emergency Operations Plan.

## II. Policy

The department shall utilize the National Incident Management System/Incident Command System (NIMS/ICS) protocols in conjunction with other agency policies and procedures as outlined in various General Orders for natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb emergencies, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.

## III. Definitions

- A. All Hazards:** Are natural and man-made disasters, to include but not limited to pandemics, civil disturbances, mass arrests, bomb emergencies, hostage/barricaded person situations, acts of terrorism, and other unusual incidents resources.
- B. National Incident Management System (NIMS):** A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for state, local, and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for the interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the incident command system; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.
- C. Incident Command System (ICS):** A standardized on-scene emergency management system that provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It can be used in all kinds of emergencies, and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-incident management operations.
- D. Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 2 of 10

Section: Interagency  
Coordination

identification of operational resources and assignments, as well as plans and contingencies for the demobilization of resources at the conclusion of the operation. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

- E. **Section Chief:** The title for individuals responsible for management of one of the General Staff functional sections: operations, planning, logistics, finance/administration. A section chief reports directly to the incident commander and works with the command and general staff to develop and implement IAPs.
- F. **General Staff:** The general staff is a group of incident management personnel organized according to function and reporting to the incident commander. The general staff normally consists of the section chiefs of the main functional activities.
- G. **Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be located jointly with the incident base or other incident facilities.
- H. **Staging Area:** Staging areas are established to assemble resources while awaiting a tactical assignment. The operations section manages staging areas.

#### IV. Regulations

(This section is intentionally left blank).

#### V. Procedures

##### A. All Hazard Plan – General

1. The procedures listed in this General Order are a supplement to the City of Andover Emergency Operations Plan. All personnel should be familiar with this General Order, the City of Andover Emergency Operations Plan, O2401 Bomb Threats, O2404 Civil Disturbances/Civil Disobedience, O2413 Hostage, Situations, O2414 Barricaded Subjects and O2415 Severe Weather Procedures.
2. The Chief of Police is the City of Andover Deputy Emergency Preparedness Coordinator and is tasked with planning a police department response to critical incidents and is the principal planner and advisor on critical incidents (46.1.1).
3. The primary responsibilities of the police department in a critical incident occurring within the City of Andover is to ensure adequate communications, controlling crowds, enforcing curfews, assisting with emergency medical services, evacuations, criminal investigations, and crime control.
4. In a city wide critical incident emergency responders (police department, fire department, EMS, public works/utilities) will use the incident command system. One of the first responder disciplines will provide the initial incident commander which will be determined by the incident. Incident command may be handed off to another department as incident priorities change.



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 3 of 10

Section: Interagency  
Coordination

5. A department response to a critical incident will follow standard Incident Command System protocols and will include, as necessary, functional provisions for command, operations, planning, logistics and finance/administration (46.1.2).
6. Not all components of the Incident Command System found within this General Order need to be activated when the system is operational; only those that are needed in the situation should be used. Component activation and deactivation depends on the changing circumstances.

## B. Responsibilities

1. The Chief of Police, or his designee, will have primary responsibility for the command function of police department personnel at any critical incident, however, the first supervisor on scene shall assume the responsibilities of the command function until properly relieved.
2. The responsibilities of the command function will include, as necessary:
  - a. Activating the Incident Command System (46.1.3a);
  - b. Establishing a command post (46.1.3b);
  - c. Initiating the notification and mobilization of additional agency personnel (46.1.3c);
  - d. Obtaining support from other agencies (46.1.3d);
  - e. Establishing a staging area, if necessary (46.1.3e);
  - f. Providing public information and maintaining media relations (46.1.3f);
  - g. Maintaining the safety of all affected personnel (46.1.3g); and
  - h. Preparing a documented after action report (46.1.3h).
3. A Patrol or Special Services Commander will be designated as the Operations Section Chief at any critical incident. The Operations Section, which is overseen by the Operations Section Chief, and comprised of Patrol and School Resource Officers, is responsible for the management of all tactical operations directly related to the mission and preparing recommendations for release of resources.
4. The responsibilities of the Operations Section will include, as necessary:
  - a. Establishing perimeters (46.1.4a);
  - b. Conducting evacuations (46.1.4b);
  - c. Maintaining command post and scene security (46.1.4c);
  - d. Providing for detainee transportation, processing and confinement (46.1.4d);
  - e. Directing and controlling traffic (46.1.4e); and
  - f. Planning post-incident demobilization (46.1.5c).
5. The Investigations Section Commander will be designated as the Planning Section Chief at any critical incident. The Planning Section, which is overseen by the Planning Section Chief, and comprised of Investigation Section personnel, is responsible for preparation of a documented incident action plan, collecting and

Rev. 03102016

Rev. 03102016



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 4 of 10

Section: Interagency  
Coordination

evaluating information about the incident, the status of resources and anticipated manpower and equipment needs.

6. The responsibilities of the Planning Section will include, as necessary:
  - a. Preparing a documented incident action plan for each operational period as determined by the command function (46.1.5a);
  - b. Gathering and disseminating information and intelligence (46.1.5b); and
  - c. Conducting post-incident investigation in incidents involving criminal activity (46.1.4f).
7. The Communications Director will be designated as the Logistics Section Chief at any critical incident. The Logistics Section, which is overseen by the Communications Director, and comprised of Communications Section personnel, is responsible for providing manpower, facilities, services and materials in support of the critical incident.
8. The Logistics Section is responsible for:
  - a. Establishing a communications plan for each operational period and locating, dispatching and tracking communication resources (46.1.6a);
  - b. Locating, dispatching, and tracking transportation resources (46.1.6b);
  - c. Locating, dispatching, and tracking medical support (46.1.6c);
  - d. Locating, dispatching, and tracking supplies (46.1.6d); and
  - e. Locating, dispatching, and tracking specialized team and equipment needs (46.1.6e).
9. The Administrative Assistant to the Chief of Police, or designee, will have primary responsibility for assuming the role of Finance/Administration Section Chief at any critical incident. The Finance/Administration Section is responsible for all financial and cost analysis aspects of the critical incident.
10. Responsibilities of the Finance/Administration Section include:
  - a. Recording personnel time (46.1.7a);
  - b. Purchasing additional resources (46.1.7b);
  - c. Recording expenses (46.1.7c); and
  - d. Documenting injury and liability issues (46.1.7d);

### C. Incident Assessment

1. The first responder shall assess the operational situation immediately upon arrival and proceed according to applicable policies and procedures.
  - a. The initial responsibility for management of assigned resources lies with the first responder on scene. The initial incident commander (IC) will be responsible for the following duties:
    - i. Assess the situation;
    - ii. Establish the command organization based on the needs of the incident and the assets available;
    - iii. Establish immediate priorities;



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 5 of 10

Section: Interagency  
Coordination

- iv. Ensure adequate safety measures are in place;
    - v. Coordinate with key people and officials; and
    - vi. Authorize release of information to the media.
  - b. The first responder shall maintain command and control of the incident or event until relieved by a higher authority, if necessary.
  - c. The Chief of Police or designee shall exercise command and control over all law enforcement resources committed to an incident or event that is citywide or multijurisdictional in nature.
2. Determining which incidents warrant ICS implementation is a matter of good judgment, although the use of ICS is encouraged on small or routine events to gain experience. Factors to consider for implementation include the following:
  - a. Size. How large the geographical area is or will be affected?
  - b. Scope. How many resources are likely to be involved? What will be necessary to achieve stabilization and/or containment?
  - c. Duration. How long can one reasonably expect the event or incident to last with or without ICS intervention?
  - d. Multi-Agency Involvement. Will other police agencies and emergency responding departments, such as the fire department, be involved?
  - e. Will specialized teams be deployed, such as SWAT or search and rescue?

#### D. ICS Activation

1. The Watch Commander or ranking officer shall determine whether the incident warrants an ICS response.
2. The first responder shall serve as the initial IC. Prior to being relieved, the first responder shall have the latitude and authority to assign any person to any assignment or task, regardless of rank.

#### E. Establishing Command

1. As soon as practical following ICS activation, the responsibility of the initial IC shall be assumed by a ranking member, if necessary. Most often, this will be an on-duty patrol supervisor. However, depending upon the nature of the incident, command may be first assumed by a higher ranking or more qualified member.
2. Various components of the ICS should be activated depending on the size and complexity of the incident or event. Operational need is the primary factor in determining which components or functions are activated. In addition to establishing a command post and function, the IC, utilizing the standardized ICS structure shall activate those components necessary for the particular incident.
3. The IC shall specify the components to be activated and designate an officer in charge of each component if the normal person with section chief



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 6 of 10

Section: Interagency  
Coordination

responsibilities is unavailable. If a section is not activated for the incident, the IC shall be responsible for performing the function.

4. Sworn personnel and select support staff shall be activated and assigned by the IC, or a designee, as warranted. Additional agency personnel, assistance from other localities, or assistance from federal law enforcement shall be requested by the IC as necessary (2.1.4).
5. Should the IC determine the need for Kansas National Guard assistance, the IC will communicate the need to the Chief of Police, if not already the IC. The Chief of Police will assess the need and if necessary will request the Mayor contact the Governor of Kansas for National Guard assistance. Only the Mayor is authorized to make this request from the Governor (KSA 48-242) (2.1.4).
6. All section chiefs will report to the IC.
7. All requests for additional staffing or specialized units shall be authorized by the IC.
8. The IC shall establish an Incident Command on the radio and determine an incident designator to be used by all responders. This designator shall be one or two geographical words, such as the street name or specific place name of the incident (e.g. Andover Road Command, Lake George Command, etc.). The designator chosen shall clearly distinguish the event and not be easily confused with other locations.
9. The IC will determine the incident command post (ICP) location. This location should be carefully chosen based on such factors as incident size, need for security, proximity to the incident, and support issues such as communications, shelter from the elements, and related considerations. The ICP can be moved at a later time if necessary.
10. The IC will determine if a staging area is needed and the location of the staging area. The location of the staging area should be carefully chosen based on such factors as distance from the incident, location, need for security and support issues such as communications, shelter from the elements, and related considerations.
11. The IC will inform Communications of the establishment of command and the ICP and staging area's specific location.
12. Personnel Accountability
  - a. The IC, or designee, shall maintain strict personnel accountability and shall be continually updated by the section chief in order to keep an ongoing, accurate assessment of the entire operation.
  - b. If the IC establishes command after units are already actively deployed, the IC should conduct, or have conducted, a radio roll call to determine their positions. In ICS mode, Communications shall maintain and keep the IC apprised of the location of all deployed units.



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 7 of 10

Section: Interagency  
Coordination

- c. During major incidents, the IC may appoint a safety officer who shall have the responsibility and authority to stop an operation or part of it if safety requirements are not being met.
  - d. Depending on the size and duration of the incident, consideration should be given to relief provisions for operations personnel.
13. Transfer or Assumption of Command
- a. Incident command can be transferred to an officer of higher rank, to a more qualified member, an individual with particular expertise, or to a larger incident management team in order to help maintain a manageable span of control. Transfer of command may also be necessary in order to relieve a member who has been in command for an extended period of time. Prior to the transfer of command, the following actions are required:
    - i. Assess the current situation with the current IC;
    - ii. Receive a briefing from the current IC and document the transfer. At a minimum, the incoming commander should be apprised of the current situation, assignment of resources, and tactical and strategic needs;
    - iii. Determine an appropriate time for the transfer of command;
    - iv. Notify others of the change in incident command; and, if appropriate,
    - v. Assign the outgoing IC to another position in the incident organization (such as operations).
  - b. There shall be a transfer of command briefing wherein all sections are briefed and all involved personnel are advised of the new command.
14. Demobilization
- a. The operations section shall develop a demobilization plan for large incidents or events.
  - b. When the incident has been resolved or stabilized to such a point that command is no longer necessary, the IC shall notify Communications that the incident is being terminated.
  - c. Communications shall rebroadcast the message, and members will return to their normal supervisory chain of command unless otherwise advised.

#### **F. After Action Report**

- 1. The IC shall prepare an after action report which should include, but may not be limited to, the following:
  - a. A brief description and outcome of the incident;
  - b. A statement of personnel and equipment utilized;
  - c. Cost analysis to include salaries, equipment, food and incidentals;
  - d. A copy of incident/event logs and all submitted reports;
  - e. Any maps, forms, or related documentation;
  - f. A summary of deaths and injuries to members and citizens and an assessment of damage to private and public property;



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 8 of 10

Section: Interagency  
Coordination

- g. Any information relating to the status of criminal investigations and subsequent prosecutions; and
- h. A final evaluation and any subsequent conclusions relating to the agency's overall response to the critical incident or event to include:
  - i. Any problems encountered regarding personnel, equipment, resources or multiagency response;
  - ii. Suggestions to revise policy or improve training and equipment; and
  - iii. Any other consideration that would improve the department's response to critical incidents or events in the future.

### G. Pre-incident Preparedness

1. All employees will receive National Incident Management and Incident Command System training appropriate for their position and responsibilities within the department and as required by the Department of Homeland Security.
2. All affected agency personnel will receive annual training on the City of Andover Emergency Operations Plan and on this General Order. Training can and should include any of the following: review of the documents, table top exercises, actual exercises, and multiple agency involvement (46.1.9).
3. All sworn personnel will receive awareness level training for events involving hazardous materials as part of the department's field training program (46.3.4).
4. Incident Command System Forms approved for use by the Federal Emergency Management Agency should be used when the City's Emergency Operations Plan is activated. Members should have forms applicable for their responsibilities in stock and they should have a working knowledge of the form's purpose.
5. Quarterly, persons listed as being responsible for an incident command system function shall conduct, or direct to be conducted, a quarterly inspection of equipment unassigned but available for operational readiness designated for use in support of the City's Emergency Operations Plan and this General Order. Documentation of the inspections will be submitted to the Office of the Chief of Police. (46.1.8).
  - a. The Communications Director will conduct a documented quarterly inspection of radios, emergency operation centers, and generators.
  - b. The department armorer will conduct a documented quarterly inspection of firearms and ammunition, including an inspection of less lethal weapons.
  - c. Department vehicles will be inspected for operational readiness bi-monthly pursuant to General Order O2113 Patrol/Special Use Vehicles.

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: All Hazards Plan	Number: O2802
		Page: 9 of 10
		Section: Interagency Coordination

## H. Homeland Security

Rev. 03102016

1. The Investigations Commander, or designee, will serve as the primary liaison between the department and the Federal Bureau of Investigation Joint Terrorism Task Force (JTTF) and the Kansas Bureau of Investigation Threat Integration Center (KSTIC). Terrorism information and intelligence will be relayed to the JTTF and KSTIC in accordance with General Order O2509 Criminal Intelligence. Terrorism information received from JTTF or KSTIC will be distributed to officers and department members as appropriate (46.3.1).
2. The department will provide terrorism awareness information to the community through the department web site. The information should encourage and identify methods for reporting suspicious activity that may be related to terrorism (46.3.3).

## I. Special events

1. A written plan will be prepared for special events such as parades, entertainment/sporting events, picketing/demonstrations, Greater Andover Days, etc. (46.2.7).
2. The plan will be prepared by the person designated by the Chief of Police as the supervisor/coordinator of the police department's response to the special event. The plan will address the following problems and special circumstances as applicable:
  - a. Ingress and egress of vehicles and pedestrians;
  - b. Parking;
  - c. Spectator control;
  - d. Public transportation;
  - e. Relief of personnel assigned;
  - f. News media;
  - g. Alternate traffic routes;
  - h. Temporary traffic controls and parking prohibitions;
  - i. Emergency vehicle access; and
  - j. Other matters as deemed appropriate.
3. The plan will be submitted to the Chief of Police for approval and shared with involved personnel as deemed appropriate by the supervisor/coordinator.

## J. Policy Review/Training Needs (46.1.10e)

1. All affected agency personnel will receive annual training on the department's "Rapid Response & Deployment" General Order. Training can and should include any of the following: review of the documents, table top exercise, actual exercise, multiple agency involvement, and may be conducted in conjunction with training on the City of Andover's "Emergency Operations Plan."



ANDOVER POLICE DEPARTMENT  
GENERAL ORDER

Title: All Hazards Plan

Number: O2802

Page: 10 of 10

Section: Interagency  
Coordination

2. Twice a year the All Hazards Plan General Order will be reviewed as a part of the regular policy review schedule.
3. In November of each year, the department's Training Committee Chairman will conduct a documented annual review of the "All Hazards Plan" and "Rapid Response & Deployment" General Orders. The documented review process will include a review of recent active threat training to determine any additional or different training needs.