



**General Order: 15.6
CRITICAL INCIDENT RESPONSE PLAN**

Effective: June 3, 2008
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PURPOSE

To provide guidance to Department staff regarding response considerations when the Incident Command System (ICS) is utilized during field response to critical incidents. This General Order augments and provides supplemental considerations regarding natural and manmade disasters, civil disturbances, as a supplement to the City's *Emergency Operations Plan and Annexes* and other critical incidents that are not previously discussed in other Department orders, policies, or procedures.

POLICY

It shall be the policy of this Department to respond to planned and unplanned, disasters or emergencies that occur within the City of Garden Grove, or when requested, in a professional and informed manner utilizing ICS as incorporated in both California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The Department's objective will be the restoration of pre-incident law enforcement status to the affected area(s) and to provide for the protection of life and property during a disaster

DEFINITIONS

Emergency Situation. An actual or potential condition that poses an immediate threat to life or property.

Critical Incidents. Situations, generally of an emergency nature, that result from disaster, both natural and man-made, that includes civil disturbances, earthquakes, floods, pandemics, explosions, riots, disorders, violence from dissident gatherings and marches, rock concerts, political conventions, labor disputes, and terrorist activities.

Exercise: Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation, and to discuss each agency's role in handling critical incidents. This could include table top, functional, and/or full field exercises.

Incident Commander: The most experienced or senior Department member in-charge at a field command post during an emergency or critical incidents. Incident Commanders may also be referred to as the Officer-in-Charge.

Incident Command System (ICS): A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property, and environment. There are five major components: command, operation, planning, logistics, and finance & administration.

National Incident Management System (NIMS): A comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines.

Standardized Emergency Management System (SEMS): An organizational framework and guidance for emergency operations at each level of the State's emergency management system. Provides the umbrella under which all response agencies may function in an integrated fashion. Required by the State of CA for managing response to multi-agency and multi-jurisdiction emergencies.

Unified Command: A procedure used at incidents that allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

CHAIN OF COMMAND

- A. Chief of Police: Maintains overall responsibility for and command of any law enforcement critical incident response.
- B. Community Policing Bureau Commander: Provides command over the units responsible for providing critical support during a crisis. These units include, but are not limited to, SWAT, Crisis Negotiations, Traffic Unit etc. In the absence of the Community Policing Bureau Commander, another Division Commander may assume command and responsibility.
- C. Incident Commander: A command level officer designated as the On-Scene Commander during an operation. The Incident Commander is responsible for directing the operation.
- D. SWAT/Tactical Commander: A command level or supervisory officer who has overall responsibility for the SWAT Team, its operations, and tactics. The SWAT Commander reports to the Community Policing Bureau Commander or Incident Commander during a deployment.
- E. Public Information Officer (PIO): A designated individual who has overall responsibility for the coordination of public information efforts during an operation. He/she is the PIO liaison with the Special Operations Division Commander, but is not part of the operational chain of command. The PIO is an assignment usually filled by the Department's Public Information Officer. In the absence of the designated PIO, the assistant PIO or a trained alternate familiar

with the Department's public information policies and procedures shall be assigned to fill the position. When more than one PIO is present or a unified Public Information Center is established, a lead PIO will be designated.

- F. Chain of Command: The Chain of Command is established through the normal course of business within the Department. At the scene of a critical incident, the Incident Commander will be the most senior officer or supervisor on scene until relieved by a more senior supervisor or member of the Garden Grove Police Department Command Staff. Designated supervisory staff shall coordinate employees and, if the incident is a mutual aid request, accept assignment from the Incident Commander. All employees committed to mutual aid shall remain under the control of the Police Department.

POLICE DEPARTMENT RESPONSIBILITY

A. Pre-Disaster

The Department will:

1. Review its Critical Incident Response Plan annually and update policy and procedures as required.
2. Meet with the City Emergency Management Coordinator, EMC, (FD Captain) to review the Police Department plan.
3. Train department personnel regarding emergency operations as necessary.

B. During Disaster

The Police Department shares operations responsibilities with the Fire Department and Public Works Department. The Chief of Police, or the Community Policing Bureau Commander, is responsible for planning and coordination of all law enforcement related critical incidents. Specifically, the responsibilities assigned to the Police Department in the City Emergency Plan are:

1. Provide security for facilities and resources.
2. Enforce laws, rules, and regulations.
3. Enforce vehicular traffic laws and regulations.
4. Establish alternate routes.
5. Provide surveillance and intelligence.
6. Assist in light rescue.
7. Assist with medical response.
8. Maintain liaison with the Coroner.
9. Provide for evacuation, as necessary.

C. Post-Disaster

The Department will:

1. Coordinate demobilization of law-enforcement resources.
 - a. Survey the affected areas and determine the continued need for police personnel at the scene.
 - b. Access the number of personnel and equipment at the scene and determine when and how much to reduce them.
 - c. Ensure that all personnel and equipment are accounted for.
 - d. Ensure that all involved personnel report to the field command post for debriefing before leaving the scene.
2. Assist affected neighborhoods with special law-enforcement needs.
3. Provide the City Manager with an incident critique.
 - a. The Commander/Incident Commander will prepare a documented after action report, per incident, detailing all aspects of the operation including analysis and recommendations for future events, to include logs, reports, recommendations for change, deletions, and/or updates to any City, or Department policy. The after action reports will be forwarded to the Chief of Police and a copy sent to the Accreditation Manager.
4. Provide the Chief of Police with a financial summary of Police Department expenditures.

D. Emergency Operations Center

An emergency of a large magnitude will necessitate the activation of the City Emergency Operations Center (EOC). The Emergency Operations Center is activated at the direction of the City Manager or his designee.

The EOC is located in the third floor of City Hall, and is where the City Manager, Department Directors, and their assistants gather to exercise management and control functions related to the incident. The Field Incident Commander may recommend an alternate EOC location if the emergency or threat is in the vicinity of the primary EOC.

1. Primary Location - The Emergency Operations Center (EOC) is located at City Hall, 3rd floor, 11222 Acacia Parkway.
2. Alternate Location - The alternate site is located at Public Works, 13802 Newhope.

E. Levels of Involvement

Some unusual occurrences may be found to be relatively minor in nature and can be handled by on-duty field personnel. Others might require all available on-duty and off-duty personnel, and still others may require mutual aid assistance. The following levels of involvement have been designated:

1. Level A – These incidents can be handled by on-duty patrol members, supervisors and Field Commanders.
2. Level B – These incidents are handled by on-duty patrol personnel with the assistance of some special units, which may be on or off duty. Typically, these incidents can be handled by personnel in the field with minimal assistance from off-duty personnel.
3. Level C – There are two levels of deployment for this type of recall. The first is a Limited Emergency Deployment (LED) or the highest degree of deployment which is a Full Emergency Deployment (FED).

- a. Limited Emergency Deployment – This level places all responding officers on 12 hour shifts, The hours and shifts of these units will be determined on a case-by-case basis depending on the current need.

Use of this plan would be limited and may be utilized upon initiation of a Code Red by the Office of Homeland Security and/or should there be a credible and imminent threat identified by the California Anti-Terrorism Center (CATIC) or Joint Terrorism Task Force (JTTF).

- b. Full Emergency Deployment – This level places all units on 12-hour shifts. The only exception would be Internal Affairs and Vice/Intelligence. The hours and shifts for these units will be determined by the need. Officers assigned to the 12-hour shifts may be required to work seven days per week. Initiating this plan is extremely rare and is limited to those situations when there is a direct attack on the city by way of large-scale rioting, acts of terrorism, or military conflict. Under this type of deployment 55% of Department personnel will be assigned to "A" shift and 45% assigned to "B" shift.

F. Preparing the After Action Report

It is critical that each unit in the system keeps track of incoming requests and be able to submit documentation. The Incident Commander will prepare a documented after-action report, per incident, detailing all aspects of the operation, including analysis and recommendations for future events, including logs, reports, recommendations for changes, deletions, and/or updates to any City, or Department policy. The after-action report shall be forwarded to the Chief of Police with a copy sent to the Accreditation Manager.

G. Outside Agency Support

1. The on duty Watch Commander(s) or Field Supervisor(s) should determine the need for additional personnel and/or need for additional resources from other agencies (Fire Department, Sheriff's Department, CHP, Anaheim Police Department, Santa Ana Police Department, etc.). This response should be coordinated through Emergency Management Personnel from the applicable agency and should include the type of assistance needed (K-9, Air Support, etc.)

2. Mutual Aid: State government may provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the State has been divided into six mutual aid regions and three administrative regions. The City of Garden Grove is located within Mutual Aid Region I; their office phone is (805) 445-1166. Mutual Aid is requested through the City of Garden Grove City Manager or his/her designee to the Mutual Aid Region I Coordinator.

PROCEDURE

ADMINISTRATION:

- A. The City's Emergency Management Coordinator (FD Captain), in coordination with the Administrative Lieutenant, is the principal planner and advisor on critical incidents to the Chief of Police.
- B. The City of Garden Grove *Emergency Operations Plan and Annexes* shall serve as the primary guide for planning the response to critical incidents. The plan will be reviewed annually and updated as needed.
- C. Copies of the complete *Emergency Operations Plan and Annexes*, *The Garden Grove Area Plan* and the Police Department's *General Orders Manual* are available in the Watch Commander's office and the Administrative Lieutenant's office.
- D. The Emergency Management Coordinator or the Administrative Lieutenant will complete an inspection of all equipment designated for use in critical incidents situations quarterly for operational readiness.

COMMAND:

- A. The Command Function, whether utilizing a single Incident Commander or functioning as part of a Unified Command Team is responsible for the overall management of the emergency, the development and implementation of strategic goals and objectives, and for approving the ordering and release of City or mutual-aid resources during an emergency.
- B. The Command Function has the responsibility for operating and coordinating all emergency operations within the City's jurisdiction utilizing SEMS, NIMS and ICS.
 1. Requesting mutual aid assistance with the approval of the City's Emergency Operations Executive;
 2. Providing a liaison with nearby jurisdictions and appropriate State and Federal agencies; and
 3. The effective operation and coordination of the Incident Command Post (ICP).

- C. When the Chief of Police, the Deputy Chief, The Captains, the Lieutenants, the Emergency Management Coordinator, or in their absence, the on-duty Watch Commander has determined an emergency or critical incident is about to occur or is occurring, he or she will implement notification procedures and call in, as determined. Recall of all necessary and available Department personnel may be directed. All available staff that receives notification is expected to respond to the designated staging area for briefing, equipment issue, and assignment.
- D. The Incident Command System, pursuant to SEMS and NIMS regulations, shall be implemented during incidents, which require multiple agencies or multiple jurisdictional involvement, whether they are single discipline (*e.g. all fire services or all law enforcement*) or multi-discipline.
- E. Establishing the ICS would therefore be required whenever an emergency incident involves more than one response agency to assure coordination.
- F. The criteria for ICS activation is as follows:
 - 1. Any unusual or emergency occurrence or incident that requires a multiple agency response within the City.
 - 2. Major incidents, when directed by the Chief of Police, the Deputy Chief, The Captains on-duty Lieutenant, or Watch Commander, such as large planned events, concerts, festivals etc; or, unplanned events that cause or have the potential to cause a major disturbance, terrorist events, or a safety concern to the City. Some additional examples of these incidents include, but not limited to, the following:
 - a. Unplanned events:
 - 1) Officer involved shooting.
 - 2) Civil Disorder.
 - 3) Active Shooter
 - 4) Hostage/Barricaded situation.
 - 5) Aircraft accident.
 - 6) Hazardous material spills.
 - 7) Fires and Explosions.
 - b. Planned events:
 - 1) Dignitary visits.
 - 2) Festivals/Parades
 - 3) Large sporting/Concert event.
 - 4) Marches.
 - c. Disasters and major emergencies:
 - 1) Earthquake.
 - 2) Flood.
 - 3) Pandemic events. (Refer to General Order 15.7)
 - 4) Wide spread rioting.

- G. When ICS is activated a Safety Officer position will be activated and will be responsible for maintaining the safety of all affected personnel, to include developing and recommending measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe operational conditions or situations.
1. One Safety Officer will be assigned for each incident. Associated Public Health and Radiological personnel may be assigned by the Safety Officer, as needed. Assistants may represent assisting agencies or jurisdictions.
 2. When the Incident Command Post is activated, the Safety Officer will report to the ICP to provide overall safety oversight. The safety officer's primary duties are to ensure the safety of all affected personnel.
 3. In the event of a hazardous materials incident, the Hazmat Incident Response Team-Safety Officer will be assigned as an Assistant Safety Officer, and will report to the Safety Officer.
- H. The Incident Commander will begin the incident action planning of the event by making immediate and necessary staff assignments/missions.
1. The *Emergency Operations Plan and Annexes* will serve as the primary guide to planning responses to critical incidents, natural and manmade disasters, as well as, civil disturbances.
 2. The Incident Commander assigned to any critical incident shall utilize the ICS Form 201, Incident Briefing, as a reference to document notifications and actions taken during any unusual occurrence.
 - i.
- I. As time permits, the Incident Commander will then begin implementing the ICS organization specific to the incident. Not all incidents require all sections listed below; however, in a full ICS incident, these sections would be required to be activated at some point:
1. Command Section (*Incident Commander*).
 2. Operations Section.
 3. Planning and Intelligence Section.
 4. Logistics Section
 5. Finance/Administration Section
- J. Supervisors or patrol officers may find that they may personally be required, due to staff shortages or assignments, to perform all duties listed above until such time as sufficient personnel have arrived.
1. All sworn personnel will be issued copies of all forms needed to begin the basic planning of an emergency or critical incident until relieved. Copies of all ICS documents are on the GGPD Intranet Web Page.

2. Each unit leader will be responsible for completing all applicable ICS forms for their respective teams.
 3. An ICS binder will be placed in the following locations:
 - a. Watch Commander's Vehicle(s)
 - b. Sergeant's SUV's
 - c. Communications
 - d. Emergency Operations Center (EOC)
 - e. Mobile Command Post(s)
 4. All ICS computer based ICS forms are available on:
 - a. Any patrol unit Mobile Computer Terminals
 - b. The mobile command post computer, and
 - c. EOC laptop computers.
 - d. GGPD Intranet Web Site
- K. At the time personnel are notified to respond for deployment they will be provided with the location of the staging area, where they are to report and the supervisor or commander they will be reporting to.
1. Primary Assembly Areas – The Garden Grove Police Department will be utilized as the primary assembly area.
 2. Secondary Staging Areas – Alternate assembly areas can include a field command post or the EOC.
 3. It is imperative that an accurate accounting of all personnel and their assignments is being made. This serves two basic necessities. First, it allows the Incident Commander to know where all staff and equipment are assigned; and, it allows for tracking for billing and reimbursement purposes later.
- L. In incidents where ICS has been set up, a command post with an identified chain of command will be established with all participating agencies having equal input; however, the final authority rests with the Garden Grove Police Department, the Garden Grove Incident Commander for actions taken within the City of Garden Grove.
1. Consideration may be given to utilizing the Sergeants SUV as a mobile command vehicle, the Emergency Operations Center, or the establishment of a command post in a location closer to the reported incident.
 2. All available communications equipment, radio frequencies, unit designators, and etc., will be identified and employed as needed (including joint-use equipment).

3. Available situational maps for the incident location will be obtained as soon as practical. In those instances where no maps are available, the Incident Commander will direct that a map be prepared by the person most knowledgeable of the area and/or situation.
- M. The Chief of Police is responsible for coordinating operations with any on-site emergency management personnel.
1. The Emergency Management Coordinator will normally be delegated the responsibility for liaison with emergency management personnel.
 2. The City's EOC Team (*personnel trained in support functions related to emergency management*) will be activated when required and directed to report to the Emergency Operations Center.
 3. The Chief of Police, or the Emergency Management Coordinator, when functioning as the EOC Manager, will supervise the team and make assignments.
- N. In the field, mutual-aid support and agency liaison will be coordinated through the assigned Liaison Officer.
1. When utilizing resources from other agencies, the Liaison Officer will have the ultimate responsibility to identify and report the names of personnel and the type of equipment used by the other agencies, to the Finance/Administrative Section.
 2. When practical, the integrity of individual agency personnel from mutual-aid resources will be maintained. This is normally accomplished by providing specific unit assignments to other agency personnel.
- O. The request for any federal law enforcement or National Guard assistance, or any form of military support, will be made by the Chief of Police, and will adhere to California State Government Code, Sections 8555-8561.
1. Assistance from federal sources shall be of last resort and only requested after regional resources are incapable or available.
 2. Requests for Martial Law will be made by the Chief of Police. The Governor of the State of California will make the final determination if Martial Law will be declared.
- P. The senior member of each unit assigned a task will, upon conclusion of the incident; complete an after-action report, which will be forwarded to the incident Plans Section for inclusion into the overall incident after-action report. The overall after-action report will be completed by a responsible person identified by the Chief of Police or Incident Commander.

- Q. There shall only be one central point for information release on any incident. The responsibility falls upon the Incident Commander who shall conduct all briefings, or delegate that authority to a single responsible person.
1. When activated, a public information officer will be identified and will perform those duties in accordance with General Order 2.15 Media Relations.
 2. The Public Information Officer (PIO) will be kept informed in an effort to control rumors, and facilitate community relations through periodic media releases as appropriate.
 3. The use of the City's internet web site, local television and radio, or newspaper can also be used to accomplish rumor control.
 4. Press conferences will be conducted by the PIO in an area established by the Incident Commander.
- R. When dealing with casualties or the potential for casualties, immediate consideration must be given to the safe evacuation of casualties, as well as the removal of any deceased persons.
1. Coordination must be maintained with emergency medical personnel and any Coroners representative's on-scene.
 2. A location for triage as well as a temporary morgue needs to be identified as soon as practical after the incident occurs.
 3. An accounting of all casualty information will be maintained and relinquished to the Orange County Coroner's Office, unless otherwise directed by that office.

OPERATIONS:

- A. The Operations Section, which includes on-scene field response personnel, assists in formulating and interpreting strategy established by the Incident Commander; and implements it tactically according to the Emergency Operations Plan, Department operating guidelines, and the provisions within this document.
- B. The Operations Section Chief, a member of the general staff, activates and supervises organizational elements in accordance with the Incident Action Plan, and is responsible for coordination of all GGPD response elements for the duration of the incident, as well as directs its execution and requests additional resources as needed. The Operations Section Chief also directs the preparation of unit operational plans and requests for releases of resources,

makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander and the Planning / Intelligence Section Chief.

- C. Access Controls and Evacuations—When an area is considered unsafe or is to be evacuated, a perimeter will be set up and access controls will be established.
1. Access controls may be established prior to an evacuation in order to limit the number of persons in a hazardous area or to facilitate an evacuation.
 2. Control points will be established to ensure that only authorized personnel are permitted to enter, pass through, or remain within controlled areas.
 3. Various personnel and devices will be required to control access, such as the following:
 - a. Control point(s),
 - b. Personnel to direct traffic and staff control points,
 - c. Patrols within and outside the secured areas,
 - d. Two-way radios to communicate with personnel inside and outside of the secured area,
 - e. Signs to control or restrict traffic,
 - f. Adjacent highway markers indicating closure of area, and
 - g. Markers on surface roads leading into the secured area.
 4. Evacuations
 - a. Garden Grove Police will have primary responsibility for safe and orderly evacuation of the affected area. The Emergency Management Coordinator may assist the Law Enforcement Coordinator (Watch Commander) in constituting and briefing the evacuation teams (*Police, Community Service Officers, CERT & Volunteers, etc.*).
 - b. The Law Enforcement Coordinator or Officer in Charge will, upon receiving notification of an impending critical incident, immediately begin constituting the evacuation teams as identified above and establish a staging site near the EOC for personnel deployment and information. The Law Enforcement Coordinator or Officer in Charge will:
 - 1) Determine which team members can initiate evacuation procedures from their work area;
 - 2) Establish evacuation teams and assign them to specific evacuation zones;
 - 3) Assign team leaders, confirm radio call signs;
 - 4) Ensure that all team leaders know who is assigned to their team; and

- 5) Ensure that all personnel are briefed thoroughly on their areas of responsibility
 - 6) Know what posture will be used to gain compliance from individuals to be evacuated.
 - 7) Ensure that a communications plan is put into effect for the teams and that dispatch is briefed on the evacuation procedures to be used.
- c. Evacuation Team Leaders, once selected will:
- 1) Marshal their individual teams and ensure all members understand their responsibilities and area to be covered,
 - 2) Assign team members to evacuation assignments on specific buildings or floors within their area of responsibility.
 - 3) Ensure that all team members have a working flashlight and adequate communications capability, and
 - 4) Confirm the method for transporting their specific teams to their area of responsibility
- d. Evacuation Team Members will respond to GGPD or stay at their workstation, as determined by the Law Enforcement Coordinator or Officer-In-Charge). After receiving a briefing from the Evacuation Team Leader on the current situation and the exact evacuation procedures to be used, the Team Members will ensure they have an operational flashlight; that they know what team they are assigned to and who their Team Leader is, and that they ask questions to avoid confusion.
- D. The Garden Grove Police will be responsible for public facility security unless otherwise directed by the Chief of Police, his/her designee, or the Incident Commander.
1. Since Garden Grove Police personnel are familiar with the buildings within the City, once a building, sector, or other location is secured, other agencies may be used to maintain the building, sector, or other location's security until relieved.
 2. Community Service Officers may be utilized for low-risk duties, such as security control of the Incident Command Post and the Emergency Operations Center.
 3. Scene security assignments are made dependent on the circumstances of the incident.
- E. Traffic Control will be the primary responsibility of the Traffic Unit.
1. CSO/Explorers and Auxiliary personnel may be utilized for low-risk traffic control duties.

2. In dangerous situations sworn officers or other agency staff will be used.
 3. Traffic control plans will be identified and adhered to in an effort to ensure vehicles are not allowed into incident areas.
- F. The Incident Commanders must understand that transportation of staff to or from incident locations may be limited by terrain, building collapses, etc.
1. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 2. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 3. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staffs are based, and the type and number of staff required to contain the incident.
 4. Alternate modes of transportation such as OCTA Buses, privately owned automobiles, other agency vehicles, or other vehicles assigned to the City may be used as required.
- G. All prisoners will be transported in authorized police vehicles unless otherwise directed by the Incident Commander or Operations Section Chief. General Order 10.9 Arrestee Transportation provides additional details on the transport of prisoners and General Order 10.4 Arrestee Procedures and General Order 15.5 Mass Arrests address processing and confinement information.
1. Plans must consider the use of a court and prosecutorial liaison if required.
 2. When available, a Deputy District Attorney of the Orange County District Attorney's Office, or an Assistant City Attorney for the City of Garden Grove should be requested to respond to the command post.
 3. The Incident Commander will identify those responsible for approving and processing all reports.
- H. The Incident Commander must ensure that all staff understands their legal authority in emergency or critical incidents. Section 409.5 of the California Penal Code defines the authority given to peace officers to close disaster areas, as well as exclusion from police command post areas, and unauthorized entry into disaster areas.
- I. The post-incident investigation duties will be assigned by supervisors within the chain of command and at the direction of the Operations Section. These duties will be identified based on the type of incident being handled.

PLANNING: & INTELLIGENCE:

- A. The Planning & Intelligence Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.
 - 1. The Section Chief, a member of the general staff, is also responsible for:
 - a. Assembling information on alternative strategies,
 - b. Providing periodic predictions on incident potential,
 - c. Reporting significant changes in incident status,
 - d. Compiling and displaying incident status information and
 - e. Overseeing the preparation of the incident demobilization plan.
 - 2. Under SEMS guidelines, the Intelligence function is performed by this Section.
- B. Information is needed to:
 - 1) Understand the current situation,
 - 2) Predict probable course of incident events, and
 - 3) Prepare alternative strategies and control operations for the incident.
- C. The Planning & Intelligence Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the ICP Director). The Planning Section Chief activates and supervises units within the Planning Section.
- D. The Incident Action Plan is prepared by the Planning & Intelligence Section, with input from the appropriate Sections and Branches of the Command Post. It should be written at the outset, and revised continually throughout the response.
 - 1. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary.
 - 2. Larger, more complex incidents will require an Action Plan to coordinate activities.
 - 3. The level of detail required in an Action Plan will vary according to the size and complexity of the response.
 - 4. The Incident Commander may direct that a written Incident Action Plan be developed for any incident.
 - 5. The Plan must be accurate and completely transmit the information gathered during the planning process.

6. The plan must be prepared and distributed prior to the Operations Shift Briefing.
 7. A plan should be prepared for each operational period.
 8. A planning process has been developed as part of the Incident Command System to facilitate the development of an Action Plan in an orderly and systematic manner.
- E. Situation Analysis will be needed to gather, organize and disseminate information and intelligence regarding incident status. This function is also responsible for the evaluation, analysis, and display of that information for use by the Incident Command Post staff.
- F. Establish a protocol that will allow for the immediate de-escalation of the reported incident. De-escalation procedures shall include:
1. Post-occurrence duties (i.e., equipment used, injuries reported, and cost factors determined);
 2. Continued contact with court and prosecutor's office;
 3. After-Action Report and review; and
 4. Critical Incident Stress Management De-briefing.

LOGISTICS:

- A. The Logistics Section is responsible for providing facilities, services, and materials in support of the emergency incident.
1. The Logistics Section Chief, a member of the general staff, ensures that the logistics functions that support the response structure are carried out. These include telecommunications, transportation, supplies, facilities, personnel, food, and ground support.
 2. The Logistics Section Chief reports to the Incident Commander on all matters pertaining to Section activities.
- B. The Logistics Section provides logistical support to all other Sections within the Incident Command Post; activates and supervises the Service and Support Branches and the Units within the Logistics Section and participates in development and implementation of the Incident Action Plan.
- C. The Garden Grove Police, as well as the City as a whole, has a limited amount of equipment available in the event of an emergency or critical incident.
1. Logistics staff must communicate field needs to the appropriate on or off-campus personnel to ensure equipment needs are met.

2. The Chief of Police, and Emergency Management Coordinator all possess Department credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incidents.
- D. To assist with communications for critical incidents the Command Post will be activated and an additional Dispatcher will be called in to assist with communications coordination.
1. All responding personnel will either be issued radios on the Department frequency or will provide the Communications Center with a radio for monitoring of their radio traffic.
 2. The incident commander will designate which radio frequencies will be utilized by different assisting components.
- E. The Logistics Section will procure transportation for staff to/from incident locations may be limited by terrain, building collapses, etc.
1. When able, staff will be transported in Department vehicles, marked or otherwise, to or from the incident location.
 2. Due to the limited amount of Department vehicles, vehicles will be occupied to the maximum safe capacity based on incident requirements.
 3. The number and types of vehicles/staff will be governed by the incident size, terrain, distance from where staff is based, and the type and number of staff required to contain the incident.
 4. Alternate modes of transportation such as other agency vehicles, privately owned automobiles, or other vehicles assigned to the City may be used as required.
- F. Medical Support will be provided for by the activation of the Medical Unit by responding Paramedics, contracted EMS Services or a staff physician from the Garden Grove Medical Center.
1. A medical plan will be put in place to directly support the needs of the Incident Command Post Staff and all field responders.
 2. Individuals tasked with this role will first obtain information on any injuries that occurred during initial response operations, identify and coordinated planning with the Safety Officer and determine:
 - a. Level of emergency medical activities performed prior to activation of the Unit.
 - b. Number and location of aid stations.
 - c. Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.

- d. Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
 - e. Additional Medical supplies needed.
- G. Supplies
- 1. The Garden Grove Police, as well as the City, has a limited amount of equipment available in the event of an emergency or critical incident.
 - 2. The established Logistics Section must communicate field needs to the appropriate section or EOC when established to ensure equipment needs are met.
 - 3. The Chief of Police and Emergency Management Coordinator all possess City procurement credit cards that are available for use to rent or purchase any equipment needed in an emergency or critical incident.
- H. Specialized teams participating in the critical incident response, such as the Orange County Bomb Squad, the O.C. Joint Hazard Assessment Team (JHAT) consisting of SWAT, Bomb Squad and Haz-Mat personnel, the Orange County Fire Authority/FEMA Task Force V, the Garden Grove Fire Department, and Light Urban Search & Rescue specialists will be responsible for providing and maintaining any specialized equipment needed for the response.

FINANCE & ADMINISTRATION:

- A. The Finance Section is responsible for all financial and cost analysis aspects of the incident. This includes maintaining an audit trail, billing, invoice payments, and documentation of labor, materials, and services used during incident activities.
- 1. The Finance Section Chief, a member of the General Staff, also has major responsibility for preparing documentation for cost reimbursement in the event of a federally declared disaster.
 - 2. The Finance Section Chief activates and supervises units within the Finance Section.
- B. A Compensation Branch position responsible for personnel time recording will be activated when required. This function will:
- 1. Ensure that an audit trail is maintained covering the billing, invoice payments, and documentation of labor and services used during emergency incident activities.

2. Track and record personnel time, ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
- C. Additional resources will be provided through the Procurement Branch, which is responsible for developing a procurement plan to ensure that goods and services are procured to meet the needs of the emergency incident.
1. The Procurement Branch, working closely with the Logistics Section will implement the procurement plan and perform all incident ordering.
 2. The Procurement Branch also manages the emergency incident petty cash funds.
 3. Due to the requirement for legal input, if possible, this Branch's function will be coordinated with The City attorney and/or the City Council.
- D. Expenses will be recorded in order to maintain an audit trail covering the billing, invoice payments, and documentation of services used during emergency incident activities ensuring all obligation documents initiated at the emergency incident are properly reported, prepared and completed.
- E. Injuries and liability issues arising from injuries, property damage, or deaths occurring during an emergency incident will be handled by the Compensation Branch Coordinator, who is responsible for administering financial matters. As a part of this responsibility, the Compensation Branch is responsible for gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the City of Garden Grove.

TRAINING:

- A. In order to enhance emergency response to hazards described in the Emergency Operations Plan, the Department will conduct tabletop exercises, mock training sessions and participate in regional drills annually. Exercises will be documented through the use of planning documents and an After Action Report evaluation. Participation with exercises facilitated by the local Urban Area Security Imitative (U.A.S.I.) or the State of California may be substituted for this training.
- B. All affected agency personnel will receive documented annual training on the All Hazard Plan.
- C. The Community Policing Bureau Commander and/or designee shall ensure that all equipment designated for use during critical incidents, including equipment located in the EOC and the Mobile Command Center, is inspected quarterly at a minimum. This quarterly inspection shall be documented on the appropriate

form signifying that all assigned equipment is maintained in a state of operational readiness. Copies of these logs shall be forwarded to the Accreditation Manager for proof of compliance.