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Monroe County, New York

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Incident Management System: Standard Operating Guidelines

A Functional Annex to the

Monroe County Comprehensive Emergency Management Plan

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INCIDENT MANAGEMENT SYSTEM GUIDELINES

Revision Log

Date	Description of Revision	Date Revised	Date Distributed
9.96	Date Approved by the County Executive		10.2.96
1.07	Compliance with NIMS requirements	2.5.07	3.16.07
8.29.07	NIMS Review and housekeeping		
6.6.08	County Website Review	6.10.08	August 2008 – County website

INTRODUCTION

New York State municipalities are required to have a comprehensive emergency plan designed for response to natural and technological emergencies within their political subdivision. The scope of emergency plans in this community ranges from the required *Pre-Disaster Mitigation Plan*, and the *Monroe County Comprehensive Emergency Management Plan (CEMP)*, to hazard-specific plans identified by the County's risk analysis and documented as appendices in the CEMP.

In accordance with these plans, and from local experience, emergency service providers prepare their response by issuing Standard Operating Procedures/Guidelines (SOP/G's) and/or General Orders.

Emergency Management practice in Monroe County encompasses mitigation, readiness, response, and recovery, and follows guidelines established by the National Incident Management System (NIMS).

Monroe County municipalities and their responder agencies maintain high public safety standards. County residents are fortunate to have the service of highly skilled responders, a communications network to coordinate these services, and public/private-sector agencies that support the field response through an Emergency Operations Center (EOC). This community has an excellent record of combining and coordinating its resources to deliver Public Safety services.

This plan is intended to enhance emergency response by providing guidance to command staff who manage emergencies within our community.

AUTHORITY

Authority for planning is contained in NYS Executive Law, Article 2-B., "State and Local Natural and Man-Made Disaster Preparedness," and authorization for this plan is by consensus of the affected agencies through their municipal advisory boards (Law Enforcement Council, 9/5/96; Fire Advisory Board, 9/16/96; EMS Advisory Board, 9/17/96).

MISSION

The purpose and mission of this Plan is to establish a comprehensive emergency management framework that defines roles and establishes responsibilities for all public safety agencies. This framework meets all National Incident Management System guidelines and expectations as outlined in Homeland Security Presidential Directive – 5.

SITUATIONS AND ASSUMPTIONS

A. Situation

1. Monroe County is politically sub-divided into one city, nineteen towns, nine villages, and one town/village each having municipal autonomy in accordance with NYS Executive Law, Article 2-B.

2. The emergency response community includes 11 law enforcement agencies, 39 fire departments, and 30 EMS providers. Other responders whose jurisdiction includes

Monroe County are the NYS Police, the U.S. Coast Guard, the FBI and other Federal law enforcement agencies.

3. Monroe County's emergency response plans detail emergency notification and response to incidents within the county's boundary. They do not reference specific agencies or individual jurisdictions.

4. The community's individual responder agencies receive common training from central agencies like the Monroe County Public Safety Training Center, the Monroe County Fire Bureau, Monroe Community College's Homeland Security Management Institute, and their respective accredited New York State agencies.

5. The Monroe County "Incident Command System" was a model in the emergency management arena; and, local responders continue to receive training which was instituted here in 1985. All local training meets the requisite NIMS requirements and standards.

6. Local emergency response agencies want to enhance the effectiveness and efficiency of their response. They intend to capitalize on their experience, their training opportunities, and their common needs by developing and implementing a management framework for incident command.

B. Assumptions.

1. There have been and will continue to be emergencies which cross municipal boundaries and require response of multiple private and public-sector agencies.

2. The severity may be of such magnitude to require assistance from State and/or Federal resources.

3. The response and recovery operation may involve multiple agencies over a course of days or weeks.

4. The command structure must recognize all agencies that have a role in delivering Public Safety services. It must include a unified command concept, and it must support the Incident Commander for the duration of the incident.

ORGANIZATION

A. The Incident Commander has the authority to direct and control emergency actions. A unified command system will be employed to facilitate a coordinated response by all local, state and federal agencies.

B. The Incident Commander will establish a Command Post from which to direct and oversee all emergency operations. The Incident Commander will secure the site with the aid of law enforcement and other available agencies.

C. The County Emergency Operations Center (EOC) will be activated for incidents identified and prescribed by emergency plans and/or as requested. The activities of the EOC will be coordinated by the Office of Emergency Management Administrator.

D. The Fire Service will assist the Incident Commander to ensure effective and efficient utilization of mutual-aid, equipment and resources.

E. Law Enforcement will assist the Incident Commander by securing and controlling access to the scene for the duration of the incident.

F. EMS will assist the Incident Commander with on-scene triage, treatment, and transportation of victims of the incident.

CONCEPT OF OPERATIONS

A. Preparedness

1. Preparedness involves actions designed to save lives and minimize damage. It is mitigation, planning and training for appropriate response when an emergency occurs.

2. All responders will:

   a. Maintain a NIMS resource-typed inventory of equipment and personnel which can be utilized.

   b. Train personnel in their responsibilities and emergency duties based upon NIMS standards and as required by this plan.

   c. Conduct periodic NIMS-certified exercises to test the effectiveness of this plan.

   d. Review and update their SOP/G's, and/or General Orders, as needed based on exercises, emergency response or changes in policy.

   e. Follow the established communications network identified in this plan.

B. Emergency Response

Emergency Response begins as soon as an incident is identified or reported. The numbering sequence is not meant to establish priority as all actions should be done as soon as possible.

1. The first responder on scene will make a preliminary assessment and notify the 911/ECD Dispatcher, giving all available information. The Dispatcher will immediately notify agencies according to established protocols and communications plans.

2. Several Monroe County emergency plans specify the Incident Commander. They are:

Monroe County Plan	Lead Agency
Comprehensive	County Executive
HAZMAT	Fire
Radiological	County Executive

Plan	Lead Agency
GRIA: AEP	Fire
Aircraft (off-site GRIA)	Fire
Railroad	Fire
Marine	shared

Individual municipalities (towns, villages, and the city) may also have emergency plans which designate the Incident Commander.

3. Upon arriving at the scene, the Senior Officer of these identified agencies designates or becomes the Incident Commander and will command and direct all emergency response actions.

4. If these plans are not appropriate for the emergency, the first responders should designate a lead agency.

5. The Senior Officer of this agency designates or becomes the Incident Commander.

6. In addition to responsibilities assigned to the Incident Commander by individual emergency response plans, the Incident Commander must initiate the Incident Command System.

C. Recovery

Recovery immediately follows emergency response. It involves direction from the Chief Executive to restore the community to normal conditions. Recovery considerations are enumerated within the context of individual emergency plans.

D. Direction and Control

The Incident Commander will control and direct all activities at the scene.

The Command Post will be established at or near the scene. This is the center from which all emergency operations will be directed. Staffing for the Command Post, as directed by the Incident Commander, should be limited to the Command and General Staffs and others who may be appointed by the Incident Commander.

If a disaster is declared, the Chief Executive will exercise Executive Authority over all disaster operations in the municipality in accordance with mission assignments contained in the emergency plan.

Lines of succession within the command structure will follow standard municipal practice.

A Joint Information Center (JIC) will be established at the direction of the Chief Executive Official.

MISSION ASSIGNMENTS

A. Incident Commander is responsible to implement the command structure for the incident, including but not limited to the following functions:

1. Assess the magnitude of the scene and report this to the 911/ECD Dispatcher, and assume overall responsibility for determining the status of the emergency.

2. Establish and staff an Incident Command Post as needed.

3. Develop and implement an Incident Action Plan (IAP).

4. Assign Command Staff Officers as needed:

   Safety Officer. A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

   Liaison Officer. A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

   Public Information Officer. A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

   Scribe(s). This person will maintain an accurate time log of all activities surrounding the emergency to include decisions made in the Command Post/Operations Post and actions taken to resolve the emergency.

5. Assign General Staff as Section Chiefs to implement the Incident Command System framework of Sections, Branches and Units as needed. Deputy Fire and EMS Coordinators, Senior Law Enforcement Officers, and Senior Staff from Public Safety agencies are available to the Incident Commander to become part of the General Staff:

   Operations Section Chief

   This person activates and supervises elements in accordance with the Incident Action Plan (IAP) by directing the execution of the IAP, activating and executing the Site Safety and Health Plan, directing the preparation of unit operational plans, requesting or releasing resources, making expedient changes to the Incident Action Plans as necessary and reporting to the Incident Commander.

   Planning Section Chief

   This person is responsible for working closely with the Incident Commander in formulating the best possible picture of the current situation, working closely with the Incident Commander in determining the incident strategy and tactical objectives, staffing, organizing, and supervising the planning section. Other responsibilities include planning for relief and replacement of staff as appropriate, preparing for and participating in planning meetings, completing necessary ICS forms for the IAP, ensuring the IAP is

constructed, copied, and disseminated to all incident personnel, communicating and implementing the IAP and providing periodic status reports to the Incident Commander.

Information and Intelligence (usually within the Planning Section)

The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information critical to effective incident mitigation. Traditionally, information and intelligence functions are carried out as part of the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. Within the scope of NIMS, the intelligence and information function may be organized in one of the following ways:

Within the Command Staff: This option may be most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting Agency Representatives, through real time reach-back capabilities.

Unit within the Planning Section: This option may be most appropriate in an incident with some need for tactical intelligence and when no law enforcement entity is a member of the Unified Command.

Branch within Operations Section: This option may be most appropriate in incidents with a high need for tactical intelligence (particularly classified intelligence) and when law enforcement is a member of the Unified Command.

Separate General Staff Section: This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze large volumes of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle.

Regardless of how it is organized, the information and intelligence function is also responsible for developing, conducting, and managing information related to security plans and operations as directed by the Incident Commander.

Logistics Section Chief

This person is responsible for working closely with the IC in anticipating and providing all incident support requirements, ordering of all resources through appropriate procurement methods, providing and establishing all incident facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. Other responsibilities include staffing, organizing, and supervising the logistics section, planning for relief and replacement of staff as appropriate, preparing for and participating in planning meetings, completing necessary ICS forms for the IAP and providing periodic status reports to the IC.

Finance/Administration Section Chief

The Finance/Administration Section Chief is responsible for working closely with the IC in estimating, tracking and approving all incident expenses, monitoring and coordinating funding from multiple sources, and ensuring that all local, state, and federal rules and laws are followed. Other responsibilities include staffing, organizing and supervising the Finance Section, planning for relief and replacement of staff as appropriate, preparing for and participating in planning meetings, completing necessary ICS forms for the IAP and providing periodic status reports to the Incident Commander.

6. Describe the area affected by the emergency.

7. Assess the need for additional resources.

8. Assess the need to incorporate specific response plans in the emergency response, i.e. Hazardous Materials, Bomb, and Air Crash.

9. Command and Control and direction for incident strategy and incident management through the Command Post.

10. Confer with the Chief Executive as requested.

11. Evacuation of public from the emergency site and the affected area.

12. Designate a staging area for the press/media representatives.

13. When transferring command, include a briefing that captures all essential information for continuing safe and effective operations.

B. If a State of Emergency is declared, the Chief Executive is responsible for, but not limited to, the performance of the following functions:

1. Participate with the County EOC which coordinates the efforts of volunteer agencies, state and federal authorities, public utilities and other support agencies during emergency response, and the recovery/re-entry phase.

2. Brief municipal officials about the nature of the emergency.

3. Designate a municipal spokesperson who is prepared and authorized to establish a Joint Information Center (JIC), and discuss the emergency with the media. The municipal spokesperson and the Public Information Officer shall make joint news releases as appropriate and coordinate media requests through the JIC.

4. Request state and/or federal aid through the Office of Emergency Management if the emergency is beyond local capability.

5. Ongoing communication and support with the Incident Commander regarding all on-scene activity.

C. The Fire Service is responsible for, but not limited to the following:

1. Assume responsibilities as Incident Commander when the incident has a prescribed emergency plan designating the fire service as the lead agency.

2. For those incidents without a prescribed emergency plan, immediately confer with law enforcement and EMS to ensure the activation of an Incident Command Post which is appropriately located and staffed.

3. Assume and/or assist Incident Command System roles as directed by the Incident Commander.

4. Assist the Incident Commander to ensure the effective and efficient utilization of fire mutual-aid, equipment and resources.

5. Deputy Fire Coordinators should be available to the Incident Commander to become part of the Command and/or General Staffs.

6. The Incident Commander may also request Deputy Fire Coordinators to staff operational Branches and/or Units. These roles and responsibilities may include:

   Staging Area Manager. This person is responsible for the orderly assembly (in a designated area) and on-scene dispatch of vehicles, equipment and personnel. The Staging Area Manager reports to the Operations Section Chief.

   Fire Branch Director. This person is responsible for the direct management of all tactical activities conducted by fire department personnel.

   Resources Unit Leader. A Resources Unit Leader is responsible for the Resources Unit and reports to the Planning Section Chief.

   This person is responsible to acquire all tactical resources or equipment needed by the Incident Commander. This function also includes the preparation and maintenance of displays, charts, or lists which reflect the current status and location of tactical resources.

   Situation Unit Leader. This person should obtain briefing and special instructions from the Planning Section Chief, prepare and maintain Incident Situation Display(s) that may include maps, forms, weather reports, victim or damage assessment information and other reports for technical specialists, collect and maintain current incident data as required by the Public Information Officer, and receive briefings and information from field observers.

   HAZMAT Branch Director. This person is responsible for the direct management of all tactical activities conducted by the HAZMAT Team.

D. Law Enforcement is responsible for, but not limited to the following:

1. Assume responsibilities as Incident Commander when the incident has a prescribed emergency plan designating law enforcement as the lead agency.

2. For those incidents without a prescribed emergency plan, immediately confer with the fire service and EMS to ensure the activation of an Incident Command Post which is appropriately located and staffed.

3. Assume and/or assist Incident Command System roles as directed by the Incident Commander.

4. Senior Law Enforcement officers shall be available to the Incident Commander to become part of the Command and/or General Staffs.

5. The Incident Commander may also request Senior Law Enforcement Officers to staff operational Branches and/or Units. These roles and responsibilities may include:

   Law Enforcement Branch Director. This person is responsible for the direct management of all tactical activities conducted by law enforcement personnel.

   Information and Intelligence Unit Leader. These responsibilities are described beginning on page 6.

   Special Operations Branch Director. This person is responsible for the direct management of law enforcement's Special Operations tactical teams, e.g. Bomb Squads, SWAT Teams, Canine and Mounted Units.

   Security Unit Leader. This person should provide a site security plan for the scene including all facilities and any necessary perimeters within the secured area. This person reports to the Logistics Section Chief.

E. Emergency Medical Services is responsible for, but not limited to the following:

1. Assume responsibilities as Incident Commander for incidents that are EMS specific, and do not initiate a law enforcement or fire service response.

2. For those incidents without a prescribed emergency plan, immediately confer with law enforcement and the fire service to ensure the activation of an Incident Command Post that is appropriately located and staffed.

3. Assume and/or assist Incident Command System management roles as directed by the Incident Commander.

4. Assist the Incident Commander to ensure the effective and efficient utilization of EMS mutual-aid, equipment and resources.

5. Deputy EMS Coordinators should be available to the Incident Commander to become part of the Command and/or General Staffs.

6. The Incident Commander may also request Deputy EMS Coordinators to staff operational Branches and/or Units. These roles and responsibilities may include:

   EMS Branch Director. This person is responsible for the direct management of all tactical activities conducted by EMS personnel.

Triage Division Supervisor. This person is responsible for sorting patients to establish priorities of treatment and transportation. The Triage Division Supervisor reports to the EMS Branch Director.

Treatment Division Supervisor. This is the person with the highest emergency medical training designated by the EMS Branch Director and is responsible for the definitive on-scene stabilization and treatment of the patients. The Treatment Division Supervisor is responsible for the establishment of the treatment area in a suitable location, and reports to the EMS Branch Director.

Transportation Division Supervisor. This person is responsible for the management of patient transportation from multiple patient medical incidents. In consultation with the Treatment Division Supervisor, the Transportation Unit Leader also allocates patients to appropriate medical facilities. This person reports to the EMS Branch Director.

Medical Unit Leader. This person will activate the Medical Unit and prepare the Medical Plan for all responders. The Plan will include procedures for major medical emergencies, response to requests for medical aid, medical transportation and medical supplies, and the process to prepare and submit medical reports.

F. Other Responders. The Incident Commander may request other agencies to respond to the scene. These agencies will typically provide resources which will aid and/or support response activities.

1. These agencies will be involved in response as directed by the Incident Commander.

2. Each such responding agency may become an Operations Branch within the Incident Command System. If an Operations Section Branch is established, each such responding agency will designate a Branch Director.

3. All responders may become members of Task Forces and/or Groups as defined by the Incident Action Plan and designated by the Incident Commander.

G. The OEM Administrator/Emergency Manager has responsibility for, but is not limited to the following:

1. Assume and/or assist Incident Command System roles as directed by the Incident Commander.

2. Establishing an EOC in accordance with emergency plan protocols or by request of the Incident Commander and/or the Chief Executive.

3. Coordinating staffing and functions of the EOC.

4. Coordinating with the State Emergency Management Office regarding support from State and Federal Agencies.

5. Coordinating support from private agencies and volunteer groups.

6. Collecting, displaying and disseminating emergency information in the EOC.

7. Keeping the Chief Executive fully informed of all operations.

8. Supporting emergency response forces to the fullest extent.

H. The Command Post will function as:

1. The place for direction and control of all on-scene activities under the supervision of the Incident Commander.

2. The on-site headquarters for the Incident Commander and the Command and General Staffs.

3. The central, site information link with the EOC and 911/ECD.

I. The Emergency Operations Center is responsible for, but not limited to, the following areas:

1. Constant communication with the Incident Commander to coordinate and provide support as required.

2. Coordinate regional, State and Federal support through the State Emergency Management Office.

J. 911/ECD is responsible for, but not limited to, the following:

1. Activate dispatch/notification protocols for appropriate responders.

2. Maintain communication with the Incident Commander.

3. Relay critical information to responders on their operating channels.

4. Maintain 911/ECD communication services for the duration of the incident.

K. Public Safety Communications will:

1. Upon notification, respond to the scene with communication resources.

2. Assume responsibility as the Communications Unit Leader within the Incident Command System. This person shall advise the Logistics Section Chief about site communications capabilities/limitations. Responsibilities include: prepare and implement the Incident Radio Communications Plan; set-up telephone and public address systems; establish appropriate communications distribution/maintenance locations; ensure the proper functionality and distribution of communications systems and equipment; provide technical support, testing and repairs of equipment as needed; and, maintain an activity log.

3. Support communication needs at the Command Post and the EOC.

4. Integrate communications for local, state, and federal agencies as necessary.

L. The Joint Information Center (JIC)

1. The Chief Elected Official shall designate a manager for the JIC operation.

2. Once established, the JIC will be the focal point for all media interface.

3. The Incident Commander will immediately be notified when the JIC is ready for operation.

4. All agency Public Information Officers will be notified of the Joint Information Center (JIC) location, and they will be encouraged to participate with the JIC operation.

EMERGENCY RESPONSE

A. Dispatch/Notification Protocol established in prescribed emergency plans and in hazard-specific appendices will be followed when the incident is identified as such.

If the incident is not identified as having a prescribed emergency plan, the Incident Commander will advise the 911/ECD Dispatcher about agency notify and dispatch.

B. Agency Communications

Upon notification and dispatch, Public Safety Communications resources will respond to the scene and assume the Incident Command System role as Communications Unit Leader.

The Incident Commander and/or the Communications Unit Leader are responsible to designate communication frequencies for the incident.

SUPPORT

Emergency response operations will be initiated by local forces with support from regional, State and Federal resources as required and requested.

SPECIAL REQUIREMENTS

Upon completion and approval of this plan, it should be duplicated in sufficient quantity for response agencies. Municipalities should request key departments and agencies to familiarize themselves with this plan and their local response plan. Accurate records and logs must be kept of all actions, purchases, and resource expenditures. All expenses must be accounted with receipts and written records.

The Office of Emergency Management (OEM) will serve as a focal point for revising this plan, providing assistance to municipalities, and assisting in training and exercises.

OEM will coordinate and facilitate a debriefing and/or a critique of all incidents which activate County emergency plans.

SUMMARY

This plan is integrated with the *Monroe County Comprehensive Emergency Management Plan*.

Glossary of Terms

Finance/Administration Section

The Finance/Administration Section is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Agency Representative

A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Branch

The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chief Executive

The Chief Elected Official of the political subdivision, i.e. County Executive, City or Village Mayor, Town Supervisor.

Command

The act of directing, ordering and/or controlling resources by virtue of explicit statutory, regulating, or delegated authority.

Incident Command Post (ICP)

The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Command Staff

In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have assistants, as needed.

EMS Agency

Within its jurisdiction an EMS Agency shall coordinate and direct all victim triage, treatment, transportation and Advanced Life Support needs, as well as medical personnel safety.

EMS Communications

EMS must establish and maintain contact with the hospitals and all pre-hospital providers, and relay information between the hospitals and the EMS Branch Director.

EMS Branch

That function within ICS that provides on-scene triage, treatment and transportation of any victim(s) as a result of the incident.

Emergency Operations Center (EOC)

The physical location that coordinates information and resources to support community emergencies and domestic incident management activities. An EOC may be a temporary facility or may be a permanently established facility. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), by some combination thereof, or as a Multi-Agency Coordination Center.

Fire Service Branch

An operational Branch of ICS that is responsible for fire service resources to support incident response.

Fire Department

Within its jurisdiction a Fire Department shall coordinate and direct all fire department activities with responsibility for (but not limited to), rescue and fire suppression, scene stabilization and management, protection of exposures, agency notifications, scene safety, and personnel protection.

General Staff

The group of incident management personnel comprised of:

Operations Section Chief	Logistics Section Chief
Planning Section Chief	Finance/Administration Section Chief

HAZMAT Branch

That function within ICS that provides technical expertise and response tactics for a hazardous materials incident. It is directed by a HAZMAT Team Officer and principally deals with the technical aspects of the HAZMAT portion of the incident.

Incident

A natural or human-caused event, which requires an emergency response to protect life or property. Incidents may include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan

An oral or written plan reflecting the overall strategy for managing an incident. It prescribes objectives to be accomplished during a specified timeframe. It may identify operational resources and assignments. It may also include attachments that provide direction and important information for managing the incident during one or more operational periods.

Incident Commander (IC)

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command System (ICS)

A national framework for managing emergencies. It defines standards for participant roles and responsibilities, and prescribes an organizational structure to manage and direct emergency operations.

Inner Perimeter

The site and immediate zone of danger encompassing the incident.

Joint Information Center (JIC)

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdictional Agency

The agency having statutory authority and responsibility for a specified geographic area.

Law Enforcement Agency

Within its jurisdiction the local Law Enforcement agency shall coordinate and direct all scene/accident investigation, traffic flow, alternate route selection, crowd control and officer safety.

Law Enforcement Branch

That function within ICS that provides investigation and enforcement of all statutory regulations and scene security. Law Enforcement is responsible for scene/accident investigation, traffic flow, alternate route selection, crowd control and officer safety.

Line of Succession

In the event of an attack or public disaster, each local government, through appointment by the Chief Elected Official, shall designate individuals (usually three) to serve as Emergency Interim

Successors, whereby said individuals shall assume the powers and duties of the Chief Elected Official in his/her absence.

Logistics Section

The section is responsible to provide communications, facilities, services, and material support for the incident.

Medical Examiner

The Medical Examiner's office is responsible for the investigation and certification of deaths in the community which are suspected to be unnatural in manner. The office also investigates deaths which are medically unattended, deaths in jail, and those which may be of public health significance.

Office of Emergency Management (OEM)

OEM is the focal point of emergency management in Monroe County for natural, technological, human-caused and national security emergencies and as such develops, maintains and administers emergency management plans designed to save lives and protect property through prevention/mitigation, response and recovery from any emergency or disaster. OEM is the operational arm for the County Executive's statutory authority during emergencies.

Operations Section

The Operations Section is responsible for managing tactical operations at the incident site to reduce immediate hazards, save lives and property, establish situation control, and restore normal conditions.

Outer Perimeter

Traffic control points designed to limit and control access to the incident area.

Plain Language

The use of plain English in radio communications transmissions. No ten-codes, or agency specific codes are used with plain language.

Planning Section

The Planning Section is responsible for collecting, evaluating, disseminating, and using information about the incident and status of resources. Information is needed to understand the current situation, predict probable course of incident events and prepare alternative strategies for the incident. The Planning Section writes the Incident Action Plan for the Incident Commander's review and approval.

Public Information Officer

A member of the Command Staff responsible for interfacing with the public and media or with other agencies for incident-related information requirements.

Public Safety Communications Division

A division of the County Public Safety Department dedicated to providing professional service and support for governmental users of communication systems including repairs, installations, licensing, planning and system designs and 24-hour emergency service.

Rehab Area

This is an area established to provide for the rest, rehydration and medical monitoring of members engaged in the incident. When activated it should be located to facilitate the medical monitoring of personnel.

Resources

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resources Unit

A functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipates resource needs.

Safety Officer

A member of the Command Staff responsible to monitor and assess safety hazards and/or unsafe situations, and to develop measures to ensure personnel safety.

Scribe

This person maintains an accurate time log of all activities surrounding the emergency to include decisions made in the Command Post and actions taken to resolve the emergency.

Staging Area

An established location where resources await a tactical assignment. The Operations Section manages the Staging Area.

State of Emergency

In the event of a disaster, rioting, catastrophe or similar public emergency, or in the event of reasonable apprehension of immediate danger, and upon a finding by the Chief Executive that the public safety is imperiled within the territorial limits of the county, city, town or village, the Chief Executive may declare a State of Emergency within any part or all of the territorial limits of such local government. Following such declaration, the Chief Executive may promulgate local emergency orders to protect life and property or to control the emergency (reference NYS Executive Law, Article 2-B.)

Triage Division

The Triage Division is responsible for sorting patients to establish priorities of treatment and transportation.

Treatment Division

The Treatment Division is responsible for the definitive on-scene stabilization and treatment of the patients.

Transportation Division

The Transportation Division is responsible for the management of patient transportation from multiple patient medical incidents to appropriate medical facilities.

Unified Command (UC)

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through their designated member to establish a common set of objectives and strategies for the Incident Action Plan.