

EMERGENCY RESPONSE PLAN

Incident Command Post Procedures

SECTION 7

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Incident Command Post Procedures

The Incident Command System was developed by the Federal Emergency Management Agency (FEMA) to provide emergency services such as police, fire and emergency medical services (EMS) with a means of managing an incident and establishing cooperation and coordination of all agencies involved in an incident from the initial stages to a return to normal operations. It is the generally accepted method both locally and nationwide for resolving emergency incidents. It was mandated that it be used by State agencies under NYS Executive Order # 26 and through HSPD #5

The Incident Command Post is the location on scene from which all incident planning and tactical operations are directed. There should be only one incident command post although there may be other satellite support areas such as a staging area for personnel and equipment and an Emergency Operation Center at which the Emergency Resources Response Group will convene to remain informed of the sequence of events.

In a Unified Command Structure, where several jurisdictional agencies and college departments are involved, designated individuals assigned by the Incident Commander, the jurisdictional authority, or by the University Comprehensive Emergency Management Plan, gather at this location to:

- conduct initial evaluation of incident
- set priorities
- define objectives
- form a plan to mitigate the incident
- identify, acquire and deploy resources as needed
- stabilize the scene
- continually evaluate conditions
- carry out the necessary objectives for reaching a return to normal operations

The location of the Incident Command Post should be chosen based on:

- access by responders
- safety from the incident site (a minimum of one solid core fire door should separate the command post from the site of the incident)
- access to needed elements such as phone lines and lighting
- access to a primary and secondary exit

Personnel gathered at the Incident Command Post may include:

- an incident Commander (typically a University Police OIC)
- an aide who is familiar with emergency operations to record events as they unfold
- a safety officer who is familiar with the subject of the emergency to identify hazards and prevent hazardous actions
- a representative from the area(s) affected to provide technical and occupancy information in addition to providing chemical information such as material safety data sheets and chemical inventories
- an operations section chief whose main objective is to oversee the activities of trained personnel assigned to directly resolve the incident (i.e. clean up a chemical spill or flood)

- a staging area manager whose responsibility is to set up and manage a staging area and coordinate the movement of personnel and equipment from the staging area to the incident
- College Facilities supervisors knowledgeable of all utilities such as electrical, plumbing, compressed gases, heating and ventilating systems, and structural components
- a medical group supervisor to direct patient movement when a patient care area is involved in the incident
- the administrator-on-call to assist in making consequential operational decisions
- a public information officer will gather factual information about the incident and provide this information to the press and establish a joint information center
- a University Police Supervisor to coordinate crowd and access control

Each key representative should be issued proper identification. All other personnel should be directed to the staging area or to the Emergency Response Center if such an assignment is appropriate. All others should be directed to leave the area.

Equipment which may be needed at the Incident Command Post includes:

- a minimum of two phone lines with outside access and cellular backup
- building plans for the affected area
- a campus map
- an emergency radio network with access to all operational channels,
- emergency lighting
- a personnel directory, including cell phone numbers
- clerical supplies including a tape recorder
- a first aid kit
- a copy of the College's Emergency Response Plan
- a status board with markers or chalk
- an AM/FM radio and, if possible, a TV set

Authority to establish an Incident Command Post is contained in the SUNY Oneonta Comprehensive Emergency Management Plan. In addition, all emergency services agencies which respond to the College use such a concept and fully expect to interact with College personnel through such a system.