
Emergency Management Plan Procedures

210.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide members guidance in the operation of emergency management.

210.2 EMERGENCY MANAGEMENT PLAN

In accordance with the Emergency Operations Plan Policy, this plan shall supplement the policy for operations in emergency situations with the primary source being the county, state, or federal emergency operations plan enacted by the responsible emergency management agency.

This plan will supplement the plans of county, state, or federal agencies, and may be used for unusual occurrences or critical incidents, which may include:

- (a) Natural disasters.
- (b) Manmade disasters.
- (c) Pandemics.
- (d) Civil disturbances.
- (e) Significant criminal incidents.
- (f) Terrorist incidents.
- (g) Other large-scale events.

210.3 RESPONSIBILITIES

The Emergency Operations Plan shall use the established protocols of the Incident Management System (ICS) and the National Incident Management System (NIMS) that contain command and control protocols for the following major functions:

- (a) Command
- (b) Operations
- (c) Planning
- (d) Logistics
- (e) Administration

210.3.1 COMMAND SECTION

The Command Section shall account for the following functional areas or responsibilities:

- (a) Establishing an incident commander
- (b) Establishing a field command post
- (c) Determining if additional resources are required
- (d) Requesting mutual aid, when necessary, in accordance with the Outside Agency Assistance Policy

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1. If an incident exceeds the limits of this department, the county or state Emergency Management Agency should be notified, and additional resources coordinated through them.
 - (e) Establishing a Public Information Officer in accordance with the Media Relations Policy
 - (f) Establishing an official or functional safety officer
 - (g) Establishing an official or functional liaison officer
 - (h) Ensuring the incident is documented, reviewed, and forwarded to the Chief of Police

210.3.2 OPERATIONS SECTION

The Operations Section shall coordinate the organization, assignment, and supervision of tactical field resources to include:

- (a) Establishing and supervising any staging area, when necessary.
- (b) Establishing inner and outer perimeters.
- (c) Maintaining a manageable span of control.
- (d) Managing any evacuation of the affected area, when necessary.
- (e) Managing traffic.

210.3.3 PLANNING SECTION

The Planning Section shall be responsible for coordinating gathering, analyzing, and disseminating information and intelligence, and includes:

- (a) Managing the planning process.
- (b) Compiling the incident action plan.
- (c) Managing technical specialists.
- (d) Preparing a demobilization plan.

210.3.4 LOGISTICS SECTION

The Logistics Section shall be responsible for the following:

- (a) Communications
- (b) Medical support to incident personnel
- (c) Food and water for incident personnel
- (d) Supplies
- (e) Facilities
- (f) Ground support

210.3.5 ADMINISTRATION AND FINANCE SECTION

The Administration and Finance Section shall account for the following functional areas or responsibilities:

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- (a) Financial and cost summaries and/or analyses
- (b) Overseeing contract negotiations, when required
- (c) Tracking personnel and equipment time
- (d) Tracking costs of equipment and consumable supplies
- (e) Processing of claims for accidents, injuries, and liability issues