

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 04/11/2014
NUMBER: 8.03 – CRITICAL INCIDENTS
SUBJECT: INCIDENT COMMAND POSTS
RELATED POLICY: 8.02
ORIGINATING DIVISION: OPERATIONAL SUPPORT
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 8.03 – 08/23/2011

I. PURPOSE

This Department procedure establishes guidelines for command post operations during critical incidents.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

- A. Critical incidents often involve multiple disciplines (fire, police, medical, public works, etc.) and, in some cases, multiple jurisdictions. To ensure that the incident is effectively managed, a single location of command should be established. This “point” is the Incident Command Post (ICP). It is at this location that the primary incident command functions (Command, Planning & Intelligence, Operations, Logistics, and Finance & Administration) are performed.
- B. Only one ICP should be established per incident. However, the ICP may include numerous vehicles (i.e., SDPD van, San Diego Fire-Rescue Department motor home, etc.). This ensures that those disciplines and agencies involved in the management of an incident are co-located. When the San Diego Fire-Rescue Department is also involved in an incident, the senior SDPD officer involved will coordinate with the Fire-Rescue Department to determine the site location of the ICP.

IV. TYPES OF INCIDENT COMMAND POSTS

Incident Command Posts can utilize a variety of locations and/or vehicles. These may include, but are not limited to, the following:

- A. A supervisor's vehicle - in most cases, the initial ICP will be the first supervisor's vehicle;
- B. Fixed sites such as park and recreation centers, schools, libraries, police stations, etc.; and,
- C. Mobile vehicles – the SDPD has several types of vehicles available for use as, or to augment, the Incident Command Posts. These include:
 1. A 40-foot Mobile Command Post Vehicle (Mobile 1);
 2. A 24-foot Mobile Command Post Vehicle (Mobile 2);
 3. A 44-foot Mobile Decontamination/Prisoner Processing Vehicle with two holding cells (Mobile 3); and,
 4. A Portable Restroom Trailer with four toilets (Mobile 8).
 5. Mobiles 1 and 2 are completely self-contained command posts designed to provide the Incident Commander with a mobile base of operation. These vehicles contain specialized command, control, and communications equipment to assist with this mission. In the event of a catastrophic communications breakdown, Mobile 1 may be used as a back-up communication center. **Personnel from Critical Incident Management Unit/Homeland Security, or their designees, will operate, maintain, and remain with these vehicles when they are deployed.** Mobiles 1 and 3 require a Class B license to operate.
 6. Mobile 3 is a custom-built 44-foot vehicle designed for Decontamination and Prisoner Processing. This vehicle is typically deployed during pre-planned events and staffed by the requesting command. Mobile 3 requires a Class B license to operate.
 7. All mobile command vehicles are maintained by CIMU/HS and can be reserved for pre-planned events using the Mobile Equipment Reservation Form found in the LAN system, on the "F" drive at F:\Critical Incident Management Unit\ Equipment & Vehicle Reservation Form. Completed forms should be faxed to (619) 525-8454. In emergency situations, the mobile command vehicles can be requested through the Watch Commander.

V. INCIDENT COMMAND POST SET UP

- A. When selecting a site for the establishment of an ICP, the following factors should be considered:
1. Strategic, but safe site (resist setting up too close to the incident);
 2. Upwind and uphill (if possible) of incident;
 3. Accessible to responding personnel and vehicles;
 4. Defensible against crowds, snipers, fire, bombs, weather elements, etc.;
 5. Sufficient space for responding personnel, equipment, and room for growth;
 6. Accessible to restroom facilities;
 7. Communication capabilities or access to telephones, radios, television, etc.;
 8. Accessible to electricity and water service;
 9. Contains areas for personnel briefings and protection against weather; and,
 10. Storage space and area for vehicles to park.
- B. When establishing the ICP, the following information needs to be considered:
1. Advise Communications Division of:
 - a. Location of the ICP and staging area;
 - b. Name of incident commander;
 - c. Name of the Incident (i.e., "Market Street command"); and,
 - d. Radio frequency for contacting the ICP.
 2. Request sufficient personnel for the ICP staff;
 3. Identify routes to the ICP and the staging area;
 4. Appoint ICP staff;

5. Request additional assistance needed (air support, mutual aid, other departments/agencies, etc.);
6. Identify and isolate the ICP area with banner tape or ropes;
7. Identify an area for the Public Information Officer (PIO) to coordinate news media activities;
8. Maintain communications with dispatcher(s);
9. Keep all concerned personnel briefed on the status of the problem; and,
10. Notify other concerned agencies (fire, schools, public agencies, hospitals, etc.).

VI. STAFFING THE INCIDENT COMMAND POST

- A. Department Procedure 8.02, Incident Command System (ICS), outlines the various positions within the ICS and their general duties.
- B. The incident commander determines the ICS positions to be filled.

VII. STAGING AREA

- A. Whenever an ICP is established, a Staging Area should also be designated. The Staging Area should not be located immediately next to the ICP to avoid the noise and interference associated with incoming resources.
- B. Initially, resources are committed directly to the incident. However, as soon as practical, incoming resources should be directed to the Staging Area for check-in, briefing, and assignments.
- C. The Staging Area should be large enough to accommodate personnel, equipment, and growth.

VIII. ICP SETUP DIAGRAM

The type of incident, weather, terrain, and other factors will determine the exact set up in each incident.

NOTE: Whenever possible, the Emergency Negotiations Team (ENT) Command Van shall be set up within 300 yards of a barricaded individual.

SAMPLE INCIDENT COMMAND POST SET UP

