



**Division of State Patrol
Policy and Procedure**

Number
1-3

Subject INCIDENT COMMAND/INCIDENT MANAGEMENT TEAM	
Author/Originator Bureau of Field Operations	Approved by Superintendent <i>Timothy L. Carnahan</i>
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1. POLICY

This policy formally establishes a Division of State Patrol (DSP) statewide Incident Management Team (IMT). The IMT is responsible for responding to and assisting regional command staff with the management of major, complex incidents and events that may occur throughout the state.

2. BACKGROUND

The DSP is responsible for responding to natural or man-made emergencies throughout the state consistent with its emergency response mission. All state agencies have been directed to be compliant with the National Incident Management System (NIMS) pursuant to Wisconsin Executive Order 81 signed by Governor Jim Doyle in December 2004 and Wisconsin Statute 323.13(1). One of the requirements of NIMS compliance is the use of the Incident Command System (ICS) during emergency response deployments and other complex incidents/events. Furthermore, the implementation and use of ICS is legally required under OSHA 29 CFR 1910.120(q)(3)(i) for hazardous materials incidents. The DSP command staff has been trained in and will implement ICS.

3. OBJECTIVE

As a statewide law enforcement agency, the DSP has a statutory obligation to respond to conditions that threaten life and property. The DSP will provide the necessary security, protection, and maintenance of law and order during an emergency response (i.e., natural or man-made disasters and catastrophic events) and other complex critical incidents or events. The DSP is also responsible for assisting with relevant inspection and security of Wisconsin Department of Transportation (DOT) infrastructure, including bridges, highways, etc. The objective of this policy is to ensure an efficient and effective means to manage response efforts during these incidents and circumstances.

4. DEFINITIONS

- 4.A **Emergency Operations Center (EOC)** – the physical or virtual location where the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.
- 4.B **Incident Command System (ICS)** – a standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be effective. ICS is the combination of procedures, personnel, facilities, equipment, and communications operating within a common organizational structure, designed to aid in the management of on-scene resources during incidents. It is used for all kinds of incidents and is applicable to small, as well as large and complex, incidents, including planned events.
- 4.C **Incident Management Team (IMT)** – a rostered group of ICS-qualified personnel consisting of an Incident Commander, Command and General Staff, and personnel assigned to other key ICS positions that deploy in support of affected jurisdictions and/or on-scene personnel.
- 4.D **National Incident Management System (NIMS)** – a systematic, proactive approach to guide all levels of government, non-governmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated federal response.
- 4.E **Operational Period Planning Cycle** – the process used in the incident to develop the Incident Action Plan for the next operational period. The Incident Action Plan is completed each operational period utilizing the progression of meetings and briefings shown in the Planning P.
- 4.F **State Emergency Operations Center (SEOC)** – The Emergency Operations Center for the State of Wisconsin and operated by Wisconsin Emergency Management.

5. GENERAL PROVISIONS

The IMT will assist and advise the DSP region(s), other DOT entities, and outside agencies as directed in setting up and implementing an incident command. When aiding local units of government as a cooperating or assisting agency during significant events, disasters, and emergencies, the DSP shall establish its own incident command system with an operations section, logistics section, and planning section or integrate into existing ICS structures, as established on-scene by other agencies or units of local government.

6. INCIDENT MANAGEMENT TEAM QUALIFICATIONS AND REQUIREMENTS

IMT personnel shall be selected and appointed by the Director of the Bureau of Field Operations (BFO) based on geographic and other considerations. IMT personnel shall possess a thorough understanding of the Incident Command System and be experienced in responding to emergencies. IMT personnel shall meet the following minimum requirements:

- 6.A Completed the following coursework or their equivalent as determined by the Director of BFO or his/her designee:
 - 6.A.1 Independent Study (IS) level classes:
 - 6.A.1.a IS-100: Introduction to the Incident Command System, ICS 100
 - 6.A.1.b IS-200: Basic Incident Command System for Initial Response, ICS-200
 - 6.A.1.c IS-700: An Introduction to the National Incident Management System
 - 6.A.1.d IS-703: National Incident Management System Resource Management
 - 6.A.1.e IS-706: NIMS Intrastate Mutual Aid - An Introduction
 - 6.A.1.f IS-800: National Response Framework, An Introduction
 - 6.A.1.g IS-2200: Basic Emergency Operations Center Functions
 - 6.A.2 In-person ICS training:
 - 6.A.2.a ICS-300 - ICS-300 Intermediate Incident Command System for Expanding Incidents
 - 6.A.2.b ICS-400 - ICS-400 Advanced ICS, Complex Incidents
 - 6.A.2.c G191 - ICS/EOC Interface
 - 6.A.2.d O-305 - USFA O-305, Type 3 All-Hazards Incident Management Team or O-337 C&G - Command & General Staff Functions for Local/Tribal Incident Management Teams

- 6.A.3 It is recommended that IMT members attend the Enhanced Incident Management Unified Command training through a recognized training facility when time and resources allow.
- 6.B Additional requirements:
 - 6.B.1 Due to the nature of complex critical incidents, disasters, or other emergencies, IMT members shall be prepared to deploy for extended periods of time on short notice.
 - 6.B.2 IMT members shall be considered available for deployment at all times and must notify the BFO Director or his/her designee of any significant change in status.
 - 6.B.3 IMT members shall commit to a minimum three-year appointment on the team.

7. IMT RESPONSIBILITIES AND DUTIES

The IMT will be responsible for assisting the regional State Patrol command or other DOT entities with the administration of the ICS in circumstances where the implementation of ICS has occurred or is likely to be deemed necessary. Examples of these duties and responsibilities include:

- 7.A Assist with the development of an ICS organizational chart
- 7.B Ensure proper documentation of incidents using ICS accepted forms
- 7.C Manage the planning process using the Operational Period Planning Cycle (Planning P)
- 7.D Ensure that effective liaison occurs between field command and the local and/or state emergency operations center (EOC) as applicable
- 7.E Assist the region with the completion of an after-action report
- 7.F All other duties as assigned by the BFO Director or his/her designee

8. REGION REQUIREMENTS

- 8.A Sworn Supervisors and Law Enforcement Dispatch Supervisors shall complete IS-700, IS-800, IS-2200, IS-100, IS-200, ICS-300, and ICS-400 level training courses.
- 8.B Non-supervisory sworn officers and Law Enforcement Dispatchers shall complete IS-700, IS-800, IS-100, and IS-200 level training courses.
- 8.C All training shall be recorded in employee training files in the manner designated by the Director of the Wisconsin State Patrol Academy.

- 8.D Sworn supervisors shall have access to ICS forms and shall be familiar with the use and completion of such forms.
- 8.E The region will ensure that an after-action report is completed once the DSP response and involvement in an incident has ended when requested by the BFO Director or his/her designee. The after-action report will be submitted by the respective region to the BFO Director for review and approval before any release to outside entities.

9. DEPLOYMENT

The BFO Director or designee will determine when an IMT deployment will occur. The regional incident command structure will liaison with the BFO Director or his/her designee when determining an IMT deployment. When deployed, IMT personnel will notify the DSP incident commander of their operational location(s) and will coordinate the implementation and utilization of IMT resources consistent with both the needs of the DSP and, if applicable, those of other governmental agencies. In the event of a partial IMT deployment, all IMT personnel shall immediately be notified of the incident as a matter of information by the BFO Director or his/her designee.

10. REFERENCES

[FEMA ICS Resource Center \(website\)](#)

OSHA 29 CFR 1910.120

U.S. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents

Wis. Stat. Ch. 110

Wis. Stat. Ch. 323

Wisconsin Executive Order 81(December 20, 2004)