



IR40

EMERGENCY COMMAND

IR40

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POLICY

1. The Delta Police Department (Department), in partnership with the Delta Fire Department (DFD) and the City of Delta Emergency Management Office, will provide a Disasters/Command Post in the Delta Police Command Vehicle (ECV) to facilitate effective and coordinated responses to emergencies and disasters occurring in Delta.
2. The Department will provide emergency planning, preparedness and response function that will:
 - a) provide an emergency operations manual;
 - b) be described and maintained in writing;
 - c) be administered under the authority of Deputy Chief Constable and the responsibility of the Patrol Inspector responsible for the ECV; and



- d) be evaluated regularly and revised if necessary.
3. The disaster planning, preparedness and response function will provide a current, written plan including:
- a) availability for command;
 - b) communications;
 - c) field command posts;
 - d) casualty information;
 - e) court and crown counsel liaisons;
 - f) community relations, public information and media briefings;
 - g) general liaison with other departments;
 - h) legal considerations;
 - i) other police support;
 - j) military support;
 - k) public facility security;
 - l) traffic control;
 - m) equipment requirements;
 - n) de-escalation procedures,
 - o) arrest and confinement procedures;
 - p) transportation;
 - q) debriefing and documentation; and
 - r) medical and fire services.
4. The Department will maintain liaison with emergency program authorities.



REASON FOR POLICY

5. To provide guidance regarding the deployment of the ECV within the City, and elsewhere both for emergencies and planned events. (All activation protocols will adhere to Incident Command System (ICS) and British Columbia Emergency Response Management systems (BCERMS) principles.)
6. To comply with Provincial Emergency Preparedness programs.
7. Effective emergency response is a product of good planning, preparedness and response.

PROCEDURES

Deployment of ECV

Within Delta for Unplanned or Tactical Operations (Emergencies)

8. For operational deployments only, the Incident Commander or Unified Commanders may request the ECV.
9. The Duty NCO has the authority to deploy the ECV to the Incident Commander(s).
10. A call will be placed to the Duty Officer advising of the nature of the deployment and who the Incident Commander(s) is/are.

Outside Delta for Unplanned or Tactical Operations (Emergencies)*

(*but bounded by Metro Vancouver and FVRD Areas)

11. The Duty Officer has the authority to deploy the ECV to the Incident Commander(s).
12. The LMD Emergency Response Team – All calls for the request of the asset must come from the Duty NCO or Duty Officer as per the ICS.
13. The Deputy Chief of Operations is to be advised by the Duty Officer of the nature of deployment and who the Incident Commander(s) is/are.

Outside Delta for Planned Events (Normal State)

14. Requests for the ECV for planned events must first go through the Patrol Inspector responsible for the ECV, who will:



- a) coordinate routine planned events; and
- b) coordinate maintenance of the ECV through Fleet Maintenance and other contractors as needed.

Any Other Areas for Unplanned or Tactical Operations (Emergencies)

15. If a request is received, the request must be forwarded to the Deputy Chief of Operations. A number of requirements must be satisfied:
- a) requesting Department/Agency will sign an MOU of accepting responsibility for the ECV;
 - b) Provincial Emergency Program (PEP) task number if needed/available;
 - c) enough trained staff to adequately deploy safely;
 - d) all logistical and resourcing requested administered;
 - e) briefing on how the ECV will be deployed and if for operational deployment identify short, medium and long term issues;
 - f) ensure overtime and coverage issues and any continuity issues are addressed; and
 - g) as per BCERMS, an asset such as the ECV, that once deployed belongs to Incident Command/EOC Director and cannot be released without prior approval of that agency or authority.

Roles & Responsibilities

ECV Drivers/Operators

16. Only members who are appropriately licensed and trained may be utilized to drive and operate the ECV. A list of currently licensed drivers can be found through the IT Manager.
17. The responsibility of maintaining the list of licensed drivers is that of the IT Manager.
18. All licensed drivers/operators must have the following qualifications:
- a) Enhanced Class 5 with a Code 7; and



- b) Incident Command System (ICS 100) certificate.
19. In addition, each licensed driver/operator has committed to:
- a) once a month, taking the ECV out for driving familiarity; and
 - b) having a working knowledge of all systems on board after a familiarization program.

ECV Manager

20. Drivers will be the manager of the ECV and responsible for all aspects of its daily operation. The driver will:
- a) determine the best access route and site setup ensuring operational effectiveness, site security and responder safety;
 - b) be site security officer;
 - c) understand chain of command for release of the vehicle, the authorities and obligations of the ECV;
 - d) ensure all contact information is correct and any changes are incorporated into our database;
 - e) ensure the vehicle is operationally ready after every deployment; and
 - f) submit a written report for every deployment, this will be submitted to the master file on PRIME.
21. The Incident Commander is the only person authorized to approve the separation of the truck from the ECV.

Emergencies

22. The Emergency Management Sergeant will be responsible to the Inspector i/c of the Event for advance planning as follows:
- a) will arrange for Command/Operations location;
 - b) in consultation with the Inspector, will determine the number of police personnel required, deployment, call-out, etc. If available personnel are not considered sufficient, the Deputy Chief of Operations will



contact the Chief Constable in order that other arrangements may be considered. Assistance to be considered shall include:

- i) immediate assistance from neighbouring jurisdictions,
 - ii) specialty units,
 - iii) other government agencies, and
 - iv) military support;
- c) will furnish the Incident Commander with all available information concerning the event, and outline of arrangements, prior to finalization of plans; and
- d) will establish a liaison with other Divisions and make necessary logistic arrangements including:
- i) transportation of personnel,
 - ii) welfare of assigned personnel,
 - iii) assembly areas for personnel,
 - iv) relief system for personnel,
 - v) operational codes,
 - vi) medical services,
 - vii) ambulance services, and
 - viii) reservation of portable radios and equipment.

Department Operations Centre (DOC)

- 23. A DOC will be established at Headquarters or Public Safety Building (PSB).
- 24. DOC staff will maintain a chronological log of field developments as information is received and dispatched by telephone and radio.
- 25. An NCO on the DOC Staff will brief stand-by personnel deployed from DOC and ensure they are properly supervised and equipped.



Incident Command Post (ICP)

26. A fixed or mobile field command (this may be the ECV) will be established depending on the location and nature of the disaster.
27. Stand-by personnel will generally function from a nearby location.

Emergency Mobilization

28. In the event of a disaster, members are subject to call-in. The Duty Officer will assess the requirements of the situation as per the directions laid out in the Mobilization Plan.
29. All members will immediately provide the Human Resources Inspector and their NCO with any change of address and/or phone number. The Officer in Charge of each Branch and all NCO's shall keep an accurate phone list of all members on their respective platoon or section.
30. Whenever possible, a mass call-in should be conducted by platoon/section in order that the members and supervisors who normally work together do so in the same fashion during the emergency. Patrol Branch members should be assigned operational tasks. Support Services and Administration branch members should be assigned logistic and specialty duties.
31. The Duty NCO shall liaise with Inspector i/c Patrol to determine the platoons or sections to be called, alert stages (immediate call in, scheduled call in, stand by), primary and secondary assembly locations, supervision and reportability, and the function to be performed by the members being called in. This information will be recorded and relayed verbatim.
32. The Duty NCO or designate shall call the senior NCO (or next in line) if unavailable with instructions to call in the personnel and brief them on the situation and information identified in #35.
33. Special Forces activation such as the LMD - ERT will follow established procedures.
34. The Duty NCO will designate a member to distribute equipment and allocate transportation. Consideration should be given to utilizing the vehicle resources listed in Annex G of the Delta Emergency Plan.
35. The senior NCO of each platoon/section shall ensure that its activities are recorded, any new equipment requirements are requested and progress reports are communicated to the Inspector i/c Patrol Branch.



36. The Inspector in charge of the Patrol Branch shall conduct an annual communications exercise to test the Department's ability to reach employees out of hours and the system's ability to relay the emergency assignments.

Emergency Plans

37. Copies of the Department Emergency Management Plan and all related and/or event specific emergency plans are maintained in the Duty NCO's Office. They are also stored on the Intranet under Resources/ Emergency Management and Resources/ Policy & Procedure Manager.
38. The Officer with oversight of Emergency Management, or their designate shall conduct an annual review of the above noted plans and make such amendments as required.

*Revised Dates:
20 June 2013