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**Section: THREE  
Chapter: FIFTEEN**

**SUBJECT:** Emergency Incidents Response  
**ISSUE DATE:** 08-15-16  
**REFERENCE:** NYSA 58.2, 58.3, 58.4

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**I. DEFINITIONS**

- A. Accidental disaster is any major fire, explosion, transportation crash, hazardous material incident or other major occurrence in which the lives, safety, or property of numerous persons is in jeopardy.
- B. Natural disaster is an incident in which the forces of nature threaten the lives, safety, or property of numerous persons (e.g., floods, tornados, significant snowfall/blizzard).
- C. Community disorder is an action by any group that poses a substantial threat to peace, life, property, or any tumultuous or violent activity that creates a grave risk of causing public alarm.
- D. Terrorist action is a politically motivated, hostile action taken by a person or group that has as its intent the commission of violent acts designed to instill fear, communicate a message and/or demand some governmental action.
- E. Inner perimeter is the immediate area of containment around the incident site.
- F. Outer perimeter is the peripheral control area surrounding the inner perimeter providing a safe zone for access to and from the inner perimeter as well as defining the limit of access by unauthorized persons.
- G. Field command post is the on scene location for command staff who will be responsible for determining the exact status of the emergency, resources needed and incident strategy.
- H. Staging area is a location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.
- I. Commanding Officer is the officer in charge of the incident. All other officers and disciplines shall defer to that individual's authority regardless of rank or department.
- J. Liaison Officer is the administrative officer representing the Palmyra Police Department in a coordinated NIMS response

## II DUTIES OF RESPONDING UNITS

Note: Any emergency incident in the Village of Palmyra, especially an incident which calls for a coordinated response will be handled using National Incident Management System (NIMS) guidelines. In that vein, the first responding officer, regardless of rank or experience is, by default, the officer in charge of that incident. That officer, until relieved, is the commanding officer. That officer is responsible for the safety of himself and civilians, containment of the incident, notifications and is the representative of the Palmyra Police Department. Per NIMS, in the interest of public safety, that officer shall not hesitate to defer to better qualified or equipped individuals at the scene as part of a coordinated response. Specifically, the Fire Department and the Chief of that Department should be considered the incident commander in instances of structure fires or hazardous materials. The officer in the role of incident commander, if relieved of the responsibility of officer in charge shall immediately assume the duties of liaison officer.

A. When a responding officer or on duty supervisor believes an emergency situation is occurring, the responding office in charge of the situation shall:

1. Notify the dispatcher of the nature and location of the situation. Supervisory and administrative personnel should be notified. Additional personnel and disciplines should be requested.
2. Contain the situation when possible.
  - a. The containment should provide for officer safety.
  - b. The containment should be in as limited area as possible
  - c. The containment should allow for safe exit of citizens but limit the ability of suspects to escape.
  - d. The containment should prevent the situation, especially if a hostage is involved, from becoming mobile
3. Establish inner and outer perimeter
4. Direct and position responding personnel
5. Identify witnesses. If possible, conduct at least a preliminary interview or debriefing and make notes of contemporaneous statements by those witnesses.

B. Duties of officer at scene

1. Secure a radio station for the sole use of incident personnel. Unless another channel is specified by the incident commander, station number 5 (Admin 1) shall be used for incident communication.
2. Make immediate notification to the Chief of Police with as much information regarding the situation as possible. Do not delay initial notification in hopes of obtaining more timely information but rather make initial notification as soon as possible and provide for a means to transmit updates as they become available.
3. Request additional and specialized officers to address initial determined needs.
4. Request additional disciplines ( ie: Fire, EMS, Utilities, ect.)
5. Isolate and secure the area as an inner perimeter.

6. Specify a staging area for all responding units outside the secure inner perimeter.
7. As additional help arrives, establish an outer perimeter.
8. Establish a location for a command post. This should be the location of the incident commander, outside the inner perimeter.
9. Ensure that the dispatcher and all responding units are aware of the locations of the inner perimeter, the staging area, the command post and the identity of the incident commander.
10. The Officer in Charge may determine that additional notifications should be made (agency heads, supervisors, Village Officials ect.) The OIC will either personally make these notifications or arrange notification through dispatch so as not to burden the incident commander.

### **III CONSISTANCY WITH USE OF NIMS**

All procedures and assignments such as information release, personnel support, communication methods, documentation, transportation, and assignment changes shall conform to NIMS guidelines.

By order of

David B. Smith  
Chief of Police