



# POLICY & PROCEDURE

## PORTAGE POLICE DEPARTMENT

SUBJECT: **EMERGENCY MOBILIZATION PLAN/ NIMS** NUMBER: 13.02  
ISSUED: 03/03/2026  
SCOPE: All Department Personnel EFFECTIVE: 03/03/2026  
DISTRIBUTION: Policy & Procedures Manual  RESCINDS  
 AMENDS  
REFERENCE: WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 13.2.1

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**PURPOSE:** The purpose of this Policy & Procedure is to identify and establish an Emergency Operations Plan for the Portage Police Department for use by officers and other department members.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. EMERGENCY OPERATIONS MANUAL
- IV. ANNUAL REVIEW
- V. ANNUAL TRAINING

### I. POLICY

- A. The Portage Police Department utilizes the National Incident Management System (NIMS) as the basis for incident management of all hazards in the City of Portage.

The Incident Command System (ICS), a component of NIMS, shall be integrated into functional and system-wide emergency operations policies, plans, and procedures.

Incident managers and response resources at the Portage Police Department shall train, exercise, and use the ICS in response operations to scheduled events and emergencies. All response activities will be based on incident priorities in the following order of importance.

## II. DEFINITIONS

- A. EMAC: Emergency Management Assistance Compact.
- B. FEDERAL COORDINATION OFFICER (FCO): The Federal Officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.
- C. INCIDENT: An occurrence, caused by either human action or natural phenomena, that may cause harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response. (NIPP, DHS Risk Lexicon)
- D. INCIDENT COMMANDER (IC): The Incident Commander is responsible for the overall management of the incident. Overall management includes Command Staff assignments required to support the incident command function. **The Incident Commander is the only position that is always staffed in ICS applications.** On small incidents and events, one person—the Incident Commander—may accomplish all management functions. The Incident Commander establishes the incident objectives that guide incident action planning and operations.
- E. INCIDENT COMMAND POST (ICP): The field location at which the primary tactical-level, on-scene incident management command (Incident Commander or Unified Command and Staff) functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
- F. INCIDENT COMMAND SYSTEM (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. (NIMS)

- G. **INCIDENT OF NATIONAL SIGNIFICANCE (INS):** An INS is declared by the Secretary of Homeland Security. These may or may not be federally declared disasters and emergencies. It is declared when State and local resources are overwhelmed and Federal resources are requested or when the President directs the Secretary of the Department of Homeland Security to assume responsibility for managing the domestic incident.
- H. **INCIDENT MANAGEMENT TEAM (IMT):** Incident Management Teams (IMT) are a rostered group of ICS-qualified personnel composed of an Incident Commander, other incident leadership, and personnel qualified for other key ICS positions. IMTs are established at local, regional, state, tribal, and national levels with formal notification, deployment, and operational procedures in place, typed based on the team member qualifications and assigned to manage incidents or to accomplish supporting incident-related tasks or functions.
- I. **INCIDENT TYPING:** Incidents are categorized by five types based on complexity. Type 5 are the least complex incidents; and Type 1, the most complex. Incident typing is used to order Incident Management Teams.
- Type 1: The most complex, longest duration, incident where national resources are needed, possible Incident of National Significance and NRP activation
- Type 2: Regional and/or national resources are needed; up to 200 personnel are needed per operational period; and the total doesn't exceed 500.
- Type 3: Some or all of the Command and General staff positions are activated as well as Division, or groups or Units; and may extend into several operational periods.
- Type 4: Command or General staff functions are activated only if needed. Limited to one operational period and no written IAP is required, except Hazmat incidents. This may include several resources, task forces, or units.
- Type 5: Least complex, shortest duration, up to six personnel and the Incident Commander are used. Incident is handled within the first operational period and often within a few hours.
- J. **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. (NIMS)
- K. **PLANNED EVENT:** A planned event is a premeditated, non-emergency activity, ICS can be used as the management system for a wide range of events (e.g., parades, fairs, or sporting events).

- L. PRINCIPAL FEDERAL OFFICIAL (PFO): The Federal official designated by the Secretary of Homeland Security to act as their representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.
- M. UNIFIED COMMAND: In a Unified Command there is no single "Commander." Instead the Unified Command manages the incident through jointly approved objectives. Unified Command allows agencies with different legal, geographic, and functional responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Unified Command is typically established when no single jurisdiction, agency or organization has the authority and/or resources to manage the incident on its own. This can include incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement.

### III. EMERGENCY OPERATIONS PLAN

- A. The City of Portage Emergency Operations Plan has been developed to provide procedures for Portage government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since Portage is part of the Columbia county emergency management program. This municipal plan is to be used in conjunction with the Columbia County Emergency Operations Plan (EOP).

The City of Portage Emergency Operations Plan will be maintained in accordance with current standards of the Columbia County EOP and in accordance with the local/municipal government. Review of the City of Portage Emergency Operations Plan should be accomplished concurrently with the county plan.

The City of Portage Emergency Operations Plan consists of the following documents:

1. City of Portage Administrative Policy for Emergency Management.
2. Various procedures enacted and resources available.
3. Columbia County Emergency Operations Plan.

### IV. ANNUAL REVIEW

- A. The Emergency Management Director will conduct a periodic review of the Department's Emergency Operations Manual and will share with the Chief of Police any update(s) the manual requires as necessary to ensure all procedures are in accordance with the needs of the department.

### V. TRAINING

- A. Training related to the City of Portage Emergency Operations Plan will be under the guidance and direction of the Emergency Management Director.

Keith J. Klafke  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 03/03/2026