

**University of Maryland
Department of Public Safety
Police Headquarters
College Park, Maryland 20742-6011**

NOTICE ORDER: **03-0022**

SUBJECT: **Incident Command Board**

EFFECTIVE DATE: March 10, 2003

ORDERED BY: Kenneth W. Krouse
 Chief of Police

.10 Incident Command Board

- A. An Incident Command Board has been purchased by the Department of Public Safety.
- B. The ICB will be used by patrol supervisors for small scale incidents or during the initial response to larger incidents prior to permanent DPS or fire department command posts being established. Small scale incidents for which it might be used include, but are not limited to:
 - 1. Major gas leaks
 - 2. Searches for missing persons
 - 3. Minor structural collapses
 - 4. Minor HAZMAT incidents
 - 5. Fires
- C. The ICB is designed so that it can be placed over the hood/trunk of a patrol vehicle or, using the included hooks and straps, secured to a fence. Included with the system is a green strobe light which is to be placed on the roof of the supervisor's vehicle as the universal symbol identifying the command post vehicle.

.20 Procedures

- A. The ICB and strobe will be stored in the trunk of the vehicle being used by the patrol supervisor at all times.
- B. Once a decision is made to establish a command post, the supervisor will deploy the command board by either placing it on the vehicle or securing it to an appropriate location. The strobe will be placed on the roof of the supervisor's vehicle and activated.
- C. When finished, the supervisor may leave any notes inside the board until after any reports or CIS's are completed. The supervisor will then replenish any depleted items, clean the system and return it to the vehicle.
- D. On the first day of each shift rotation, the day shift sergeant will inspect the forms in the ICB to ensure that it contains the most recent information. Departmental forms that are outdated, such as phone lists, will be replaced with the most recent updates. Depleted items will be restocked. The supervisor will make appropriate notifications to get replacements for items that are not readily available.

.30 ICB Contents

The ICB contains, at a minimum, the following items:

- 1. Emergency Operations Log forms
- 2. Incident Scene Access Registry forms
- 3. Critical Incident Initial Response Considerations sheet
- 4. Copy of **2.700 – Emergency Operations and Unusual Occurrences**
- 5. Copy of **2.442.50 – Notification List**

6. DPS Phone List
7. Incident phone list, which includes numbers for such agencies as the FAA, BATFE, Verizon
8. DPS Employee ID List
9. Unit Assignment Sheet forms
10. 2 dry erase boards
11. Campus Parking maps
12. Post-it pad
13. Dry erase markers in various colors
14. Eraser and eraser cloth
15. Pens and Pencils
16. Straps and hooks for securing unit to a fence
17. Emergency Response Guidebook (HAZMAT book)
18. Faculty/Staff Directory

.40 Distribution & Access of Notice

- A. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
- B. Printed copies of this Special Order are retained in:
 - a. Accreditation files;
 - b. Master Notice files; and
 - c. The Duty Office Manual.
- C. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.