

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> <b>EMERGENCY OPERATIONS PLAN</b>	<b>Procedure:</b> General Order 24.1.2 CALEA 46.1.2	<b>Total Pages:</b> 8
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**I. POLICY:**

It is the policy of the Florence Police Department to assist and expedite emergency operations and to provide measures to minimize the effects of unusual occurrences and natural and man-made disasters; and when requested, to assist other agencies who have primary responsibility over an unusual occurrence. In these situations, the Department's goal is to protect life and property and to restore order. Coordination and deployment of resources shall operate within the mandates and recommendations of the Incident Command System (ICS), National Incident Management System (NIMS), and comply with provisions within the local emergency operations plan.

**II. AUTHORITY:**

The authority lies with the Chief of Police to implement the Emergency Operations Plan. However, this authority is delegated to the Shift Supervisors to implement the plan, when appropriate.

**III. DEFINITIONS:**

- A. **Acts of Terrorism** – Acts of terrorism are incidents directly caused by a person(s) that are "dangerous to human life," that are in violation of the criminal laws, and that appear to be intended to: 1) intimidate or coerce the civilian population; 2) influence the policy of government by intimidation or coercion; or 3) affect the conduct of a government by mass destruction, assassination or kidnapping.
- B. **Bomb Threat** – Any threat that a bomb or explosive device is set or will be set to explode.
- C. **Civil Disturbances** – Civil Disturbances are unlawful assemblies that constitute a breach of the peace, or any assembly of persons where there is imminent danger of collective violence, destruction of property, or other unlawful acts.
- D. **Command Post** – The Command Post is the location from which the Incident Commander oversees all incident operations. In multi-jurisdictional operations, a representative from each agency will be assigned to the command post.
- E. **Demobilization** – The orderly, safe, and efficient return of incident resources to their original location and status.
- F. **Incident Commander** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident

operations and is responsible for the management of all incident operations at the incident site.

- G. **Incident Command System** – A standardized on-scene emergency management system designed to provide an 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.
- H. **Man-made disasters** – Man-made disasters are large scale incidents that have been directly caused by deliberate or negligent human actions. They include but are not limited to incidents such as chemical spills, arsons, civil disturbances, acts of terrorism, and/or explosions.
- I. **Mass Arrest Incidents** – Mass arrest type incidents may include, but are not limited to: riots, civil disorders, violence arising from gatherings, marches, concerts, and/or labor disputes.
- J. **Natural disasters** – Natural disasters are large scale incidents that have been directly caused by acts of nature. They include but are not limited to incidents such as tornadoes, flooding, and earthquakes.
- K. **Other Unusual Incidents** – Other large scale incidents that require an expanded police response in order to protect life or property. Other than incidents already mentioned, these types of incidents might include hazardous material spills, nuclear accidents, aircraft accidents, public health emergencies, or other occurrences requiring an expanded emergency response.
- L. **Staging Area** – The Staging area is a location at which resources are kept while awaiting incident assignment. Most large incidents will require a staging area, and some incidents may have several. Alternate staging areas may need to be designated in exceptionally fluid or unusual emergency situations. Staging areas will be managed by a staging area manager who reports to the Operations Section Commander or to the Incident Commander if an Operations Section has not been established. Necessary emergency equipment shall be issued from the designated staging areas.
- M. **Unified Command** – An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

#### IV. **GENERAL PROVISIONS: EMERGENCY OPERATIONS PLAN ACTIVATION**

- A. The Emergency Operations Plan has been written to provide direction to officers when responding to critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, bomb threats, hostage/barricaded subjects, and

other unusual incidents. The Emergency Operations Plan will follow standard Incident Command System protocols.

- B. When responding to smaller scale incidents, the highest ranking supervisor present could serve as Incident Commander and handle the responsibilities of Operations, Finance, Logistics, Planning, and media, or the IC may choose to designate someone else to handle each of these roles.
- C. When responding to larger scale incidents requiring an expanded response of department personnel, the Incident Commander will designate others to fill the roles identified below.

**V. INCIDENT COMMAND:** Responsibilities of the incident commander include the following:

**A. ACTIVATING THE INCIDENT COMMAND SYSTEM:**

- 1. The highest ranking supervisor on the scene is the incident commander.
- 2. Anytime there is a transfer of command, it will be so noted over the radio.

**B. ESTABLISHING A COMMAND POST:**

- 1. Upon sizing up the situation, the incident commander, or his designee will establish a command post, which may initially be temporary, in a safe location, near the incident.
- 2. If mobilization is for an extended period of time, the Incident Commander will designate an officer or employee to mobilize the Mobile Command Post to the scene.
- 3. The command post will be positioned up-wind of any hazardous materials or substances that may be present.
- 4. Anytime a formal, rather than temporary command post is established, a person will be designated to provide security to the command post and limit unauthorized access.

**C. NOTIFICATION AND MOBILIZATION OF ADDITIONAL AGENCY PERSONNEL:**

- 1. In the event a disaster of this kind occurs the incident commander will notify:
  - a. His/her immediate supervisor;
  - b. Deputy Chiefs of Police;
  - c. Chief of Police;
  - d. Additional department personnel as needed;
  - e. Other agencies for support and/or assistance as needed.
- 2. Upon activation of the Emergency Operations Plan, the incident commander, or his designee, will inform dispatch to notify additional

personnel to respond. The notifications may be made by calling employee's home phones, cell phones, or any other manner necessary to affect the notification.

3. The mobilization of additional personnel initiated by implementation of the Emergency Operations Plan may consist of two levels:
  - a. Limited – during which the call out of additional personnel applies only to specific individuals or groups such as CID, SWAT, or EOD.
  - b. Department-wide – During which all personnel will be required as directed by the Incident Commander or his designee.
4. Mobilization of additional personnel may occur in stages. Limited mobilization may occur initially, then, if it is later determined that additional personnel are required, additional notifications for mobilization may be initiated.
5. Department personnel responding to an incident upon activation of the Emergency Operations Plan will report to the Staging area for deployment, unless otherwise directed.

**D. OBTAINING SUPPORT FROM OTHER AGENCIES:**

1. The incident commander has the authority to contact other agencies for support or assistance.
2. The incident commander, or his designee, may make requests for additional support by:
  - a. Instructing dispatch to contact other agencies and make the notification for assistance;
  - b. May contact other agencies directly over the radio;
  - c. In the event it becomes necessary, personnel may be asked to physically respond in person to other agencies and make notifications that assistance is required.

**E. ESTABLISHING A STAGING AREA:**

1. The incident commander or his designee will establish a staging area, if necessary, and will designate a staging area manager.
2. The incident commander may choose to serve as the staging area manager if necessary.
3. The staging area will be in a safe location that is accessible both to the command post and the incident location.
4. The staging area will have enough physical space to accommodate additional responding personnel and equipment.

5. Units responding to the staging area will:
  - a. Check in with the staging area manager;
  - b. Stand by, with emergency equipment turned off, facing the designated exit when possible, prepared to respond when directed;
  - c. Receive instructions from the staging area manager or his designee;
  - d. Not respond to the scene until directed to do so by the staging area manager or his designee.
6. The staging area manager or his designee will:
  - a. Not assign resources until ordered by the Incident Commander or Operations Chief;
  - b. Maintain a log of available resources;
  - c. Document when an available resource is given a job and becomes an “assigned resource.”
  - d. Use radio call sign “Staging.”
7. The staging area will be up-wind of any hazardous materials or substances that may be present.

F. PUBLIC INFORMATION AND MEDIA RELATIONS:

1. A “media staging” area will be designated when necessary;
2. The media staging area will be in a safe location near the scene, however, away from the command post and the staging area.
3. The incident commander will designate a public information officer or may choose to personally serve as the PIO.
4. If acting under unified command, all public information will be coordinated through unified command.
5. Only recognized news media representatives with credentials will be granted access to the media staging area.
6. As circumstances allow, the designated PIO will release information to the news media during regular intervals. News media representatives will be given advance notice of the press releases.
7. Post-incident press conferences will also be arranged as necessary in order to respond to questions and requests from recognized news media representatives.
8. Only persons designated by the incident commander may make statements or release information to members of the news media.

**G. MAINTAINING THE SAFETY OF ALL AFFECTED PERSONNEL:**

1. The safety of all affected personnel at or near the scene is of utmost importance. The incident commander or designee will ensure that dispatch notifies EMS and has emergency medical personnel on scene at the staging area.
2. All personnel are to report any hazardous condition to the incident commander via the chain of command.
3. The incident commander will ensure all unauthorized personnel are kept away from hazardous conditions and that the proper personnel respond to mitigate all known hazardous conditions.

**H. DOCUMENTATION:**

1. The incident commander will ensure that all necessary paperwork is completed during and after the incident. The proper paperwork may include:
  - a. Any necessary incident/offense reports and supplements;
  - b. After Action Reports;
  - c. All appropriate paperwork regarding personnel (time sheets, first report of injuries, etc.);
  - d. Appropriate specialized unit deployment forms; and/or
  - e. Appropriate mutual aid forms.

**VI. PLANNING:** The incident commander will designate a person to perform the planning function, or may oversee the planning function personally. Responsibilities of the person overseeing the planning function may include:

**A. PREPARING A DOCUMENTED INCIDENT ACTION PLAN:**

1. The action plan will document the following:
  - a. The personnel and equipment required to establish a perimeter;
  - b. The personnel and equipment required for search and rescue;
  - c. The personnel and equipment required to provide scene security;
  - d. Additional resources that may be required;
  - e. Provisions regarding how each task should be completed.

**B. GATHERING AND DISSEMINATING INFORMATION AND INTELLIGENCE:**

1. Personnel will be designated to gather and properly disseminate information regarding important aspects of the operation.
2. Personnel will be designated to gather necessary intelligence such as:

- a. Those within the perimeter that may or may not have been accounted for.

C. PLANNING POST INCIDENT DEMOBILIZATION

1. At the conclusion of every incident requiring implementation of the Emergency Operations Plan, all personnel will be accounted for.
2. All equipment will be accounted for and returned to its original location.

**VII. LOGISTICS:** The incident commander will designate a person to perform the logistics function, or may oversee the logistics function personally. Responsibilities of the person overseeing the logistics function may include:

A. COMMUNICATIONS:

1. A radio channel will be designated for sole use by those responding to the incident. Other, un-related radio traffic will operate on a different frequency.
2. “Plain talk” will be permissible, particularly when communicating with outside agencies or personnel over the radio.
3. If the Mobile Command Post is deployed during extended operations, a dispatcher will be called in and assigned to the Mobile Command Post.

B. TRANSPORTATION: Arrangement will be made for the following:

1. Transports of detainees;
2. Transports of personnel;
3. Transports of equipment;
4. Other transportation needs as determined.

C. MEDICAL SUPPORT:

1. The safety of all affected personnel at or near the scene is of utmost importance. The incident commander or designee will ensure that dispatch notifies EMS and has emergency medical personnel on scene at the staging area.

D. SUPPLIES:

1. Obtaining equipment and supply needs that have been identified.
2. Requests for various supplies will be made by contacting those in possession of the equipment and supply needs and the required documentation will be completed necessary to procure said supplies.

E. SPECIALIZED TEAM AND EQUIPMENT NEEDS:

1. SWAT

- a. The SWAT Commander makes the final determination regarding the equipment and vehicles necessary for the SWAT response.
2. EOD
  - a. The EOD Unit Commander makes the final determination regarding the equipment and vehicles necessary for the EOD response.

**VIII. FINANCE/ADMINISTRATION:** The incident commander will designate a person to perform the finance/administration function, or may oversee the finance/administration function personally. Responsibilities of the person overseeing the finance/administration function may include:

- A. RECORDING PERSONNEL TIME:
  1. Time sheets will be submitted reflecting each officer's time spent working during the incident.
  2. Each officer's supervisor is responsible for seeing that the time sheets are completed correctly and submitted for compensation.
- B. PROCURING ADDITIONAL RESOURCES:
  1. When additional resources are needed, all receipts or other documentation will be maintained and submitted to the incident commander for proper reimbursement or payment.
  2. The person making the purchase will clearly sign the receipt and turn the original receipt in.
  3. Only authorized purchases may be made.
- C. RECORDING EXPENSES:
  1. Receipts are submitted to the person overseeing the finance/administration function, or their designee.
- D. DOCUMENTING INJURIES AND LIABILITY ISSUES:
  1. Employees supervisors will complete a first report of injury anytime they are notified of an employee being injured.
  2. Department employees are required to immediately report any injuries to their supervisor.
  3. Employees will report to their supervisor any incident that may create a liability to the city.

# ACTIVE SHOOTER

At the scene of an active shooter, the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event of an active shooter, the first officer on the scene should:
1. Assess the scene and inform dispatch, other officers and supervisors of their first assessment over the radio.
  2. Direct other responding officers to an area where a first response/entry team can be formed safely.
  3. Call for all available assistance.
  4. Once 3 to 4 officers are on the scene, this group will make entry. Entry will be done by using any one of the team formation methods including diamond, "T", or "Y" formations.
  5. If entry locations are blocked then breached entry will occur. Breaching may be accomplished anyway necessary including through the use of a vehicle to force open doorways.
  6. A radio channel will be designated for this incident only. All other radio traffic will occur on another channel.
  7. Entry teams will maintain radio contact with incident command and other responding officers.
  8. The next 3 to 4 officers that arrive will form and make entry. This team will use information obtained from the first entry team to determine where entry should be made.
  9. The second team will inform the first entry team and incident command where they are making entry at and the direction they are going.
  10. As additional officers arrive and are able to form additional teams of 3 or 4, the incident commander, or designee, will direct each additional team to make entry.
  11. Additional teams may be formed into rescue teams at the direction of the incident commander or designee.
  12. During the search for hostile persons, any team that comes upon any device that could be an IED will notify incident command of a description and location of the device. Incident command will direct EOD to respond and coordinate any required assistance.
  13. Teams finding a suspected device will continue to move past the device and continue to look for hostile persons.

# ACTIVE SHOOTER

14. If during the search a team finds a hostile person holding others hostage, the team will secure the area, establish a perimeter and notify incident command. Incident command will inform and deploy SWAT and the Crisis Negotiation Unit.
15. Entry teams will not cease clearing the area/building until the active threat has been resolved. Once the shooter(s) has been stopped and rendered safe, personnel may begin assisting the injured and helping conduct evacuations. Officers will not stop to render aid to victims until the active shooter has been stopped.

## B. Supervisory responsibilities at the scene of an active shooter include:

1. Establish a command post and direct operations from a safe area, but still near the affected area.
2. Notify dispatch to make the following notifications:
  - a. Immediate supervisors;
  - b. Deputy Chiefs of Police;
  - c. Chief of Police;
  - d. SWAT Commander;
  - e. Medical support personnel; and
  - f. Other personnel as required.
3. Establish a staging area for responding officers to stage for deployment.
4. Instruct dispatch to notify local hospitals of possible gunshot victims.
5. Direct and control both vehicular and pedestrian traffic:
  - a. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - 1) Prevents unauthorized access to the scene;
    - 2) Promotes orderly evacuations;
    - 3) Promotes the efficient flow of traffic around or away from the scene.
6. Form officers into entry and rescue teams.
7. Direct officers to establish perimeters around any “hot zones” or other areas that require limited access.

# ACTIVE SHOOTER

- a. Perimeters may be established by:
    - 1) Running crime scene tape;
    - 2) Blocking roadways or other access points with vehicles; and/or
    - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
  - b. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.
8. Direct rescue teams to conduct evacuations by:
- a. Evaluate the situation and determine if evacuations need to occur or if affected persons should “bunker in place” then determine methods and routes to be used during evacuations.

NOTE: Teachers have been taught to bunker in place by locking themselves and their students in their classroom. Once the immediate threat has been eliminated, SWAT will conduct a systematic search of the building, ensuring no additional threat exists. During this time, teachers and students have been instructed to remain locked in their classrooms until a safe and coordinated evacuation can occur.
  - b. Assign personnel to conduct the evacuations and verify that complete evacuations have occurred.

NOTE: As evacuations begin to occur, the incident commander will direct all evacuations towards a designated “marshalling” area that has been set up a safe distance from the scene. As available, an officer will be designated to limit access to that area, and another officer to direct parents away from the scene to the designated “marshalling” area. This will allow officials to account for all students and ensure students are released to their parents.
  - c. Identify those with special needs and arrange for the proper assistance required to conduct the evacuation.
9. Directing personnel to conduct post-incident investigations:
- a. Personnel will be assigned to conduct necessary follow-up investigations into any criminal activity that has been identified.

# ACTIVE SHOOTER

- b. Appropriate supervisory personnel will be assigned to conduct any post-incident investigations into any reported misconduct.
  - c. All investigations will follow standard preliminary and follow-up investigation procedures.
10. A complete debrief will be conducted with representatives from all entities involved in the incident, preferably within one week.

# ACTS OF TERRORISM

At the scene of an act of terrorism the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event of an act of terrorism, the following will occur:
1. First responding officers will assess the situation and report to dispatch their immediate assessment.
  2. The on-scene supervisor, or designee, will notify the following:
    - a. Immediate Supervisors;
    - b. Deputy Chiefs of Police;
    - c. Chief of Police;
    - d. EOD personnel;
    - e. Fire & EMS; and
    - f. Other necessary personnel.
  3. Personnel should be aware of secondary devices that may be present.
  4. Perimeters will be established around any “hot zones” or other areas that require limited access.
    - a. Perimeters may be established by:
      - 1) Running crime scene tape;
      - 2) Blocking roadways or other access points with vehicles; and/or
      - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
    - b. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.
  5. Conduct evacuations by:
    - a. Evaluating the situation and determine if evacuations need to occur and determine methods and routes to be used during evacuations.
    - b. Evaluating how the evacuation message will be conveyed without causing panic and delivering such message.
    - c. Assigning personnel to conduct the evacuations and verify that complete evacuations have occurred.

# ACTS OF TERRORISM

- d. Identifying those with special needs and arrange for the proper assistance required to conduct the evacuation.
6. Maintain command post and scene security by:
  - a. Assigning an officer to limit unauthorized access to the command post and to provide security to those at the command post.
7. Provide for detainee transportation, processing, and confinement by:
  - a. Designating personnel, as needed, to make any necessary transports including:
    - 1) Transports of detainees;
    - 2) Transports of personnel;
    - 3) Transports of equipment;
    - 4) Other transportation needs as determined.
  - b. Designating personnel, as needed, to process the following:
    - 1) Detainees;
    - 2) Crime scenes;
    - 3) Other persons, items, or locations as determined.
  - c. Designating personnel, as needed to oversee confinement of the following:
    - 1) Persons and/or detainees;
    - 2) Hazardous or dangerous conditions;
    - 3) Other persons, items, or locations that require confinement.
8. Directing and controlling traffic by:
  - a. Designating personnel to direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - 1) Prevents unauthorized access to the scene;
    - 2) Promotes orderly evacuations;
    - 3) Promotes the efficient flow of traffic around or away from the scene.
9. Conduct post-incident investigations by:

# ACTS OF TERRORISM

- a. Assigning personnel to conduct necessary follow-up investigations into any criminal activity that has been identified.
- b. Assigning appropriate supervisory personnel to conduct any post-incident investigations into any reported misconduct.
- c. All investigations will follow standard preliminary and follow up investigation procedures.

# BOMB THREATS

The incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event of a bomb threat, the on scene supervisor, or designee will notify the following:
  - 1. Immediate Supervisors;
  - 2. Deputy Chiefs of Police;
  - 3. Chief of Police.
  
- B. Dispatch personnel receiving information of a bomb threat situation must make every effort to determine the following:
  - 1. The location and description of the bomb as well as the anticipated time of detonation if applicable;
  - 2. Any and all information about the bomb threat caller to include both identifying information as well as information relative to motive;
  - 3. If responding officers request radio silence in the area of the bomb threat, this information will be relayed to all involved personnel.
  
- C. On-scene responsibilities include:
  - 1. Immediately contact the management of the reporting agency, school, or location and then interview the person who received the bomb threat information.
  - 2. If it is determined that no device has thus far been located, officers will advise management to decide whether to evacuate the affected area:
    - a. If evacuation is decided upon, officers should allow the evacuation to proceed according to the reporting agency's management procedures.
    - b. When there are no evacuation procedures for the facility, the evacuation order and supervision of the evacuation will be conducted by the reporting agency's management.
    - c. Once evacuation has been ordered, officers will insure that a security perimeter is established at least 200 feet from the location and officers will maintain the perimeter until released.
  - 3. Establishing a perimeter:
    - a. Officers will establish perimeters around any "hot zones" or other areas that require limited access.

# BOMB THREATS

- b. Perimeters may be established by:
  - 1) Running crime scene tape;
  - 2) Blocking roadways or other access points with vehicles; and/or
  - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
- c. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.
- 4. Conducting any necessary evacuations:
  - a. Evaluate the situation and determine if evacuations need to occur and determine methods and routes to be used during evacuations.
  - b. Evaluate how the evacuation message will be conveyed without causing panic.
  - c. Assign personnel to conduct the evacuations and verify that complete evacuations have occurred.
  - d. Identify those with special needs and arrange for the proper assistance required to conduct the evacuation.
- 5. Directing and controlling traffic, both vehicular and pedestrian:
  - a. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - 1) Prevents unauthorized access to the scene;
    - 2) Promotes orderly evacuations;
    - 3) Promotes the efficient flow of traffic around or away from the scene.
- 6. Identifying and locating witnesses;
- 7. Establishing a command post and staging area for other responding personnel;
- 8. Gather necessary information and intelligence such as:
  - a. Location of any suspicious or “out of place” items;
  - b. Phones and phone numbers involved in the incident;
  - c. Description and demeanor of the caller;

# BOMB THREATS

d. Detailed statement as to what the caller actually stated.

D. Responding supervisors will:

1. Ensure initial on-scene responsibilities have occurred;
2. Deploy additional personnel as they respond;
3. Provide a complete status report to Incident Command and other responding agencies, as needed;
4. Designate an officer to limit unauthorized access to the command post and to provide security to those at the command post.
5. Make provision for detainee transportation, processing, and confinement by:
  - a. Designating personnel, as needed, to make any necessary transports including:
    - 1) Transports of detainees;
    - 2) Transports of personnel;
    - 3) Transports of equipment;
    - 4) Other transportation needs as determined.
  - b. Designating personnel, as needed, to process the following:
    - 1) Detainees;
    - 2) Crime scenes;
    - 3) Other persons, items, or locations as determined.
  - c. Designating personnel, as needed, to oversee confinement of the following:
    - 1) Persons and/or detainees;
    - 2) Hazardous or dangerous conditions;
    - 3) Other persons, items, or locations that require confinement.
6. Conduct post-incident investigations by:
  - a. Assigning personnel to conduct necessary follow-up investigations into any criminal activity that has been identified.

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- b. Assigning appropriate supervisory personnel to conduct any post-incident investigations into any reported misconduct.
  - c. All investigations will follow standard preliminary and follow up investigation procedures.
- 7. Request other, additional resources as needed.
- E. Search of the scene:
  - 1. Once the decision has been made to search the location for a suspicious device, personnel from the location will be requested to assist in the search as they are more familiar with the premises and normal contents.
  - 2. If a search is made and no suspect device is located, the adequacy of the search and a determination of the safeness of the location will be determined by management of the facility.
  - 3. A “no-touch” policy is the guideline for suspicious or unidentified objects as well as a known bomb. If any suspicious device or actual explosive device is located, the facility will be evacuated and EOD will be contacted to respond.
  - 4. It will be the responsibility of EOD to remove or make safe any device or suspected device that is located.
- F. If activated due to the location of a suspicious device, EOD will:
  - 1. Report to the area designated by the EOD Commander or his designee;
  - 2. Operate under the command of the EOD unit commander;
  - 3. At the direction of the Incident Commander, in coordination with the EOD unit commander, will respond to situations involving suspicious packages, devices, or other circumstances involving possible explosive devices.
  - 4. The EOD unit commander makes the final determination regarding the equipment and vehicles necessary for the EOD response.
- G. Assisting personnel will:
  - 1. Those officers responding to assist will report to the designated Staging area for assignment.

# CIVIL DISTURBANCES

At the scene of a civil disturbance the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event of a Civil Disturbance of any kind officers will notify the following:
1. Immediate Supervisors;
  2. Others as required.
  3. **NOTE: Chain of Command notifications will include the Chief and Deputy Chiefs.**
- B. Initial on-scene responsibilities include:
1. ESTABLISHING PERIMETERS:
    - a. Officers will establish perimeters around any “hot zones” or other areas that require limited access. **The Incident Commander may choose to create an “inner” and “outer” perimeter as the need arises.**
    - b. Perimeters may be established by:
      - 1) Running crime scene tape;
      - 2) Blocking roadways or other access points with vehicles **or other improvised methods upon approval of the IC**; and/or
      - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
    - c. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.
    - d. At the scene of civil disturbances, persons **may** be allowed to leave the affected area, but no additional unauthorized persons will be granted access into the affected area.
  2. NOTICE TO DISBURSE:
    - a. Evaluate the situation and determine if the gathering is legal and permissible, if not a determination should be made to issue a Notice to Disburse.
    - b. Evaluate how the disbursal message will be conveyed and issue the notice.
    - c. The disbursal notice will include:

# CIVIL DISTURBANCES

- 1) A statement that the assembly is illegal;
  - 2) A statement that people will leave the area;
  - 3) Instructions that those who fail to leave the area may be subject to arrest;
  - 4) A time frame for the assembly to break and for people to leave.
3. Directing and controlling traffic, both vehicular and pedestrian:
- a. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - 1) Prevents unauthorized access to the scene;
    - 2) Promotes orderly evacuations;
    - 3) Promotes the efficient flow of traffic around or away from the scene.
4. Establishing a command post and staging area for other responding personnel.
- C. Responding supervisors will:
1. Ensure initial on-scene responsibilities have occurred;
  2. Request, via chain of command, additional personnel and resources, then subsequently deploy additional personnel as they respond;
  3. Provide a complete status report to Incident Command and other responding agencies, as needed;
  4. Designate an officer to control access to the command post and to provide security to those at the command post.
  5. Make provision for detainee transportation, processing, and confinement by:
    - a. Designating personnel, as needed, to make any necessary transports including:
      - 1) Transports of detainees;
      - 2) Transports of personnel;

# CIVIL DISTURBANCES

- 3) Transports of equipment;
      - 4) Other transportation needs as determined.
    - b. Designating personnel, as needed, to process the following:
      - 1) Detainees;
      - 2) Crime scenes;
      - 3) Other persons, items, or locations as determined.
    - c. Designating personnel, as needed, to oversee confinement of the following:
      - 1) Persons and/or detainees;
      - 2) Hazardous or dangerous conditions;
      - 3) Other persons, items, or locations that require confinement.
  6. Conduct post-incident investigations by:
    - a. Assigning personnel to conduct necessary follow-up investigations into any criminal activity that has been identified.
    - b. Assigning appropriate supervisory personnel to conduct any post-incident investigations into any reported misconduct.
    - c. All investigations will follow standard preliminary and follow up investigation procedures.
  7. Request other, additional resources as needed.
- D. Assisting personnel will:
1. Those officers responding to assist will report to the designated Staging area for assignment.

# OTHER UNUSUAL INCIDENTS:

At the scene of unusual incidents the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event other unusual events occur, first responding officers will:
1. Assess the situation and report to dispatch their immediate assessment and request a supervisor;
  2. Secure and protect the scene;
  3. Render first aid, when necessary;
  4. Establish perimeters around any “hot zones” or other areas that require limited access.
    - a. Perimeters may be established by:
      - 1) Running crime scene tape;
      - 2) Blocking roadways or other access points with vehicles; and/or
      - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
    - b. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.
  5. Conduct evacuations by:
    - a. Evaluate the situation and determine if evacuations need to occur and determine methods and routes to be used during evacuations.
    - b. Evaluate how the evacuation message will be conveyed without causing panic.
    - c. Assign personnel to conduct the evacuations and verify that complete evacuations have occurred.
    - d. Identify those with special needs and arrange for the proper assistance required to conduct the evacuation.
  6. Maintain command post and scene security:
    - a. An officer will be assigned to limit unauthorized access to the command post and to provide security to those at the command post.
  7. Direct and control traffic:

# OTHER UNUSUAL INCIDENTS:

- a. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - 1) Prevents unauthorized access to the scene;
    - 2) Promotes orderly evacuations;
    - 3) Promotes the efficient flow of traffic around or away from the scene.
- B. Supervisor responsibilities include:
1. Provide for detainee transportation, processing, and confinement:
    - a. Personnel will be designated, as needed, to make any necessary transports including:
      - 1) Transports of detainees;
      - 2) Transports of personnel;
      - 3) Transports of equipment;
      - 4) Other transportation needs as determined.
    - b. Personnel will be designated, as needed, to process the following:
      - 1) Detainees;
      - 2) Crime scenes;
      - 3) Other persons, items, or locations as determined.
    - c. As needed, personnel will be designated to oversee confinement of the following:
      - 1) Persons and/or detainees;
      - 2) Hazardous or dangerous conditions;
      - 3) Other persons, items, or locations that require confinement.
  2. Ensure post-incident investigations are conducted:
    - a. Personnel will be assigned to conduct necessary follow-up investigations into any criminal activity that has been identified.
    - b. Appropriate supervisory personnel will be assigned to conduct any post-incident investigations into any reported misconduct.

# HOSTAGE/BARRICADED SUBJECTS

At the scene of a hostage/barricaded subject the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event of a hostage/barricaded person, the on-scene supervisor, or designee will contact the following:
  1. Immediate Supervisors;
  2. SWAT Commander;
  3. Crisis Negotiation Unit Commander; and/or
  4. Others as required.
  5. NOTE: Chain of Command notifications will include the Chief and Deputy Chiefs.
- B. When SWAT arrives, the commander or his designee will assume command of the tactical operations aspect of the event. This will likely include, but is not limited to reinforcing containment, site preparation, and establishing communications. If possible, SWAT personnel will replace containment/perimeter officers.
- C. Initial on-scene responsibilities include:
  1. Establishing containment & a perimeter:
    - a. Officers will position themselves in locations that provide cover and concealment. These need to be positions where, as a group the officers can ensure that the suspect has not exited the structure/location.
    - b. Officers will establish perimeters around any “hot zones” or other areas that require limited access. The Incident Commander may choose to establish an “outer” and an “inner” perimeter as the need may arise.
    - c. Perimeters may be established by:
      - 1) Running crime scene tape;
      - 2) Blocking roadways or other access points with vehicles or other improvised methods upon IC approval; and/or
      - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
    - d. The purpose of establishing perimeters is to isolate the incident and limit access (egress and ingress) within the area of operation.

# HOSTAGE/BARRICADED SUBJECTS

2. Conducting any necessary evacuations:
  - a. Evaluate the situation and determine if evacuations need to occur and determine methods and routes to be used during evacuations.
  - b. Evaluate how the evacuation message will be conveyed without causing panic.
  - c. Assign personnel to conduct the evacuations and verify that complete evacuations have occurred.
  - d. Identify those with special needs and arrange for the proper assistance required to conduct the evacuation.
  - e. Document which areas have been evacuated.
3. Directing and controlling traffic, both vehicular and pedestrian:
  - a. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - 1) Prevents unauthorized access to the scene;
    - 2) Promotes orderly evacuations;
    - 3) Promotes the efficient flow of traffic around or away from the scene.
4. Identifying and locating witnesses;
5. Gather necessary intelligence such as:
  - a. Location of the suspect;
  - b. Types of weapons;
  - c. Identification of suspect;
  - d. Suspect's purpose;
  - e. Identification and description of the hostages;
  - f. Numbers to telephones that might be near the suspect.

## D. Responding supervisors will:

1. Establishing a command post and staging area for other responding personnel;
2. Ensure initial on-scene responsibilities have occurred;

# HOSTAGE/BARRICADED SUBJECTS

3. Deploy additional personnel as they respond;
4. Provide a complete status report to SWAT upon their arrival;
5. Designate an officer to limit unauthorized access to the command post and to provide security to those at the command post.
6. Identify and document all officers that are on the scene and their locations.
7. Make provision for detainee transportation, processing, and confinement by:
  - a. Designating personnel, as needed, to make any necessary transports including:
    - 1) Transports of detainees;
    - 2) Transports of personnel;
    - 3) Transports of equipment;
    - 4) Other transportation needs as determined.
  - b. Designating personnel, as needed, to process the following:
    - 1) Detainees;
    - 2) Crime scenes;
    - 3) Other persons, items, or locations as determined.
  - c. Designating personnel, as needed, to oversee confinement of the following:
    - 1) Persons and/or detainees;
    - 2) Hazardous or dangerous conditions;
    - 3) Other persons, items, or locations that require confinement.
8. Conduct post-incident investigations by:
  - a. Assigning personnel to conduct necessary follow-up investigations into any criminal activity that has been identified.
  - b. Assigning appropriate supervisory personnel to conduct any post-incident investigations into any reported misconduct.
  - c. All investigations will follow standard preliminary and follow-up investigation procedures.

# HOSTAGE/BARRICADED SUBJECTS

d. Conduct a thorough debrief of the incident with representatives from all entities involved.

9. Request other, additional resources as needed.

E. Assisting personnel will:

1. Those officers responding to assist will report to the designated Staging area for assignment.

# Man-Made Disasters

At the scene of a man-made disaster the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally. Responsibilities of the person overseeing the operations function may include:

## A. ESTABLISHING PERIMETERS:

1. Officers will establish perimeters around any “hot zones” or other areas that require limited access.
2. Perimeters may be established by:
  - a. Running crime scene tape;
  - b. Blocking roadways or other access points with vehicles; and/or
  - c. Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
3. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.

## B. CONDUCTING EVACUATIONS:

1. Evaluate the situation and determine if evacuations need to occur and determine methods and routes to be used during evacuations.
2. Evaluate how the evacuation message will be conveyed without causing panic.
3. Assign personnel to conduct the evacuations and verify that complete evacuations have occurred.
4. Identify those with special needs and arrange for the proper assistance required to conduct the evacuation.

## C. MAINTAINING COMMAND POST AND SCENE SECURITY:

1. An officer will be assigned to limit unauthorized access to the command post and to provide security to those at the command post.

## D. PROVIDING FOR DETAINEE TRANSPORTATION, PROCESSING, AND CONFINEMENT:

1. Personnel will be designated, as needed, to make any necessary transports including:
  - a. Transports of detainees;
  - b. Transports of personnel;

# Man-Made Disasters

- c. Transports of equipment;
    - d. Other transportation needs as determined.
  2. Personnel will be designated, as needed, to process the following:
    - a. Detainees;
    - b. Crime scenes;
    - c. Other persons, items, or locations as determined.
  3. As needed, personnel will be designated to oversee confinement of the following:
    - a. Persons and/or detainees;
    - b. Hazardous or dangerous conditions;
    - c. Other persons, items, or locations that require confinement.
- E. DIRECTING AND CONTROLLING TRAFFIC:
1. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - a. Prevents unauthorized access to the scene;
    - b. Promotes orderly evacuations;
    - c. Promotes the efficient flow of traffic around or away from the scene.
- F. CONDUCTING POST-INCIDENT INVESTIGATIONS:
1. Personnel will be assigned to conduct necessary follow-up investigations into any criminal activity that has been identified.
  2. Appropriate supervisory personnel will be assigned to conduct any post-incident investigations into any reported misconduct.

# MASS ARREST INCIDENTS

At the scene of a mass arrest incident the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally.

- A. In the event of a mass arrest incident of any kind officers will notify the following:
  - 1. Immediate Supervisors;
  - 2. Deputy Chiefs of Police;
  - 3. Chief of Police;
  - 4. The SWAT commander, and/or
  - 5. Others as required.
  
- B. Initial on-scene responsibilities include:
  - 1. ESTABLISHING PERIMETERS:
    - a. Officers will establish perimeters around any “hot zones” or other areas that require limited access.
    - b. Perimeters may be established by:
      - 1) Running crime scene tape;
      - 2) Blocking roadways or other access points with vehicles; and/or
      - 3) Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
    - c. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.
  - 2. No arrest will be made without until the determination has been made by the incident commander that sufficient personnel are present, or unless other exigent conditions exist.
  
- C. Responding supervisors will:
  - 1. Ensure initial on-scene responsibilities have occurred;
  - 2. Deploy additional personnel as they respond;
  - 3. Provide a complete status report to Incident Command and other responding agencies, as needed;
  - 4. Designate an officer to limit unauthorized access to the command post and to provide security to those at the command post.

# MASS ARREST INCIDENTS

5. Make provision for detainee transportation, processing, and confinement by:
    - a. Designating personnel, as needed, to make any necessary transports including:
      - 1) Transports of detainees;
      - 2) Transports of personnel;
      - 3) Transports of equipment;
      - 4) Other transportation needs as determined.
    - b. Designating personnel, as needed, to process the following:
      - 1) Detainees;
      - 2) Crime scenes;
      - 3) Other persons, items, or locations as determined.
    - c. Designating personnel, as needed, to oversee confinement of the following:
      - 1) Persons and/or detainees;
      - 2) Hazardous or dangerous conditions;
      - 3) Other persons, items, or locations that require confinement.
  6. Conduct post-incident investigations by:
    - a. Assigning personnel to conduct necessary follow-up investigations into any criminal activity that has been identified.
    - b. Assigning appropriate supervisory personnel to conduct any post-incident investigations into any reported misconduct.
    - c. All investigations will follow standard preliminary and follow-up investigations procedures.
  7. Request other, additional resources as needed.
- D. Assisting personnel will:
1. Those officers responding to assist will report to the designated Staging area for assignment.

# Natural Disasters

At the scene of Natural Disasters the incident commander will designate a person to oversee the operations function, or may oversee the operations function personally. Responsibilities of the person overseeing the operations function may include:

## A. ESTABLISHING PERIMETERS:

1. Officers will establish perimeters around any “hot zones” or other areas that require limited access.
2. Perimeters may be established by:
  - a. Running crime scene tape;
  - b. Blocking roadways or other access points with vehicles; and/or
  - c. Blocking roadways or access points by assigning personnel to keep unauthorized persons excluded.
3. The purpose of establishing perimeters is to isolate the incident and prohibit unauthorized access to the area.

## B. CONDUCTING EVACUATIONS:

1. Evaluate the situation and determine if evacuations need to occur and determine methods and routes to be used during evacuations.
2. Evaluate how the evacuation message will be conveyed without causing panic.
3. Assign personnel to conduct the evacuations and verify that complete evacuations have occurred.
4. Identify those with special needs and arrange for the proper assistance required to conduct the evacuation.

## C. MAINTAINING COMMAND POST AND SCENE SECURITY:

1. An officer will be assigned to limit unauthorized access to the command post and to provide security to those at the command post.

## D. PROVIDING FOR DETAINEE TRANSPORTATION, PROCESSING, AND CONFINEMENT:

1. Personnel will be designated, as needed, to make any necessary transports including:
  - a. Transports of detainees;
  - b. Transports of personnel;

# Natural Disasters

- c. Transports of equipment;
  - d. Other transportation needs as determined.
2. Personnel will be designated, as needed, to process the following:
    - a. Detainees;
    - b. Crime scenes;
    - c. Other persons, items, or locations as determined.
  3. As needed, personnel will be designated to oversee confinement of the following:
    - a. Persons and/or detainees;
    - b. Hazardous or dangerous conditions;
    - c. Other persons, items, or locations that require confinement.
- E. DIRECTING AND CONTROLLING TRAFFIC:
1. Personnel will be designated as traffic control and will direct and control the flow of vehicular and pedestrian traffic in a manner that:
    - a. Prevents unauthorized access to the scene;
    - b. Promotes orderly evacuations;
    - c. Promotes the efficient flow of traffic around or away from the scene.
- F. CONDUCTING POST-INCIDENT INVESTIGATIONS:
1. Personnel will be assigned to conduct necessary follow-up investigations into any criminal activity that has been identified.
  2. Appropriate supervisory personnel will be assigned to conduct any post-incident investigations into any reported misconduct.