702.00 NATURAL AND MAN-MADE DISASTERS

702.01 The Initial Police Response

- Duties of the initial officer on scene:
  - Quickly and accurately assess the scope of the incident and notify the patrol supervisor or command officer concerning:
    - Injuries and fatalities, if known.
    - Continuing hazards.
    - Logistical problems including but not limited to:
      - Vehicular traffic flow including emergency personnel approach to the scene.
      - Crowd control and possible evacuation routes.
  - Scope of the scene: This may help in establishing inner and outer perimeters.
  - Request immediate assistance as identified to include:
    - Fire Department,
    - HazMat Team,
    - Additional police officers, or
    - Medical personnel.
  - Assume command for the departmental response and direction of resources at the scene until relieved by a supervisor.
  - Render aid if safe and possible.
- Duties of the initial police supervisor on scene:
  - The initial supervisor on scene will manage the situation until relieved or reassigned. This supervisor will obtain a briefing from the initial responding officer and continue assessment to include:

- The nature of the occurrence.
- The scope of the operation including:
  - The geographical area,
  - The ability to effectively contain the incident with manpower and equipment immediately available to the watch,
  - The need for evacuation, and if necessary, the scope,
  - The number and severity of injuries and/or the number of fatalities, and
  - The immediate community impact.

- The initial supervisor will brief the Watch Commander who will determine the level of response.
- If it is determined that a Level One response strategy is appropriate, the initial supervisor on scene will continue as the Incident Supervisor, until relieved, and proceed as follows:
  - Establish an Inner Perimeter and evacuate all non-essential personnel from it. Render aid, if possible, to those who cannot be evacuated. Post Inner Perimeter security.
  - Establish an Outer Perimeter and post security.
  - Locate and establish a Field Command Post and Command Post staff as needed.
  - Locate and establish a Staging Area for equipment and personnel and staff it.
  - Coordinate response of additional police response or other emergency service response, and re-evaluate operational needs as required.
  - Brief other Emergency Service personnel concerning the incident and provide assistance as needed.
  - Manage the full range of police service at the scene and command all police operations on scene.

- The initial supervisor will provide the Watch Commander with sufficient situational updates to allow re-evaluation of the occurrence ensuring the response level is appropriate.
    - The initial supervisor will keep the Watch Commander informed of any changes in the nature of the occurrence and will periodically report on operational progress.
    - The initial supervisor will be responsible for recommending termination of the department's emergency response to the occurrence.
    - If the Watch Commander escalates the response level, command hierarchy will proceed per General Order 702.00.

- Duties of the Watch Commander: The Watch Commander will be responsible for recommending activation of the Emergency Response Plan. Upon activation of the Emergency Response Plan the Watch Commander will be responsible for management of the delivery of primary police services for the City of Greeley.
    - The Watch Commander will monitor the activities of the initial responding supervisor and become familiar with the scope of the occurrence and will begin implementing the Incident Command System.
    - The Watch Commander will determine if containment of the occurrence is outside the capabilities and the resources immediately available through on-duty personnel.
        - The situation requires more manpower than is immediately available, and/or
        - The occurrence requires specific technical expertise than is immediately available, and/or
        - The scope of the occurrence is such that it encompasses a large geographic area or will require liaison with numerous agencies or organizations.
    - The Watch Commander will contact the on-duty Patrol Commander or the on-call Division Commander and follow the Emergency Mobilization procedures outlined in General Order 701.00.
    - If the Emergency Response Plan is activated, the Watch Commander will maintain contact with the Incident Commander to coordinate resources especially when services overlap their areas of responsibility.

- The Watch Commander will monitor the delivery of service to modify manpower allocation as needed.

- The Watch Commander will be aware of the location of emergency relief stations and schedule relief for his manpower as necessary.

- The Watch Commander will periodically report service delivery status to the Incident Commander so that information of a public safety nature can be reported to the media.

- The Watch Commander will route requests for additional resources through the Incident Commander.

- When the Emergency Response Plan is activated, the Watch Commander may suspend some primary police service delivery as necessary to maintain higher levels of response. The Watch Commander will consider suspension of primary police service in the following order:

  - Non-criminal user specific service including, but not limited to:

    - Non-injury traffic accidents,

    - Civil disputes/Standbys.

  - Investigation of cold criminal activity involving property but no personal injury or risk of personal injury and no suspect on scene.

  - Investigation of ongoing criminal activity involving property but no personal injury or risk of personal injury.

  - The Watch Commander will maintain primary police response to all reports of criminal activity involving personal injury or risk of personal injury on a manpower available basis.

  - Service delivery can be restored as manpower becomes available.

- The Watch Commander will participate in the after-action reporting process, filing a report detailing needs, capabilities, and training requirements.

702.02 Emergency Response Plan Activation Strategies: If events require additional resources beyond the limit established by a Level I alert/response, then the following procedures should apply. Procedures may be included or excluded depending upon the nature of the event.

- Command

  - Headquarters Command Post: The Headquarters Command Post is the post of the Chief and his/her staff. The post is responsible for the overall provision of law enforcement services to the City, as well as resolving the unusual occurrence. At this post, outside department heads (under mutual aid or unified command), other City department heads, City leaders, and government officials may be present. A Division Commander will be assigned to this post to assist the Chief of Police. A logistical support officer in charge (a lieutenant or sergeant) will be assigned to this post to provide necessary support services to this post's operations as well as the operations of the Incident Command Post. The Public Information Officer will be assigned to this site to conduct press releases and media briefings.

  - Incident Command Post: The Incident Command Post is established for the operations of the Incident Commander and/or the site of a unified command structure. Assigned to this post will be:

    - The Incident Commander is charged with field operations; the post will also staff additional personnel as determined by the Incident Commander.

    - Mutual agency representatives: These are operational personnel, agency heads will be directed to the Headquarters Command Post.

    - Field Observer: The Incident Command staff may make this assignment, as required, to aid in information gathering.

    - Casualty Information: Casualty information provides and establishes a centralized location for recording all incident related casualties. Information sources for casualty information may include, but are not limited to: the Coroner's Office, Fire Service, Red Cross, etc. Casualty information shall ensure:

      - Accurate reporting of information concerning deaths, injuries, missing and found persons.

      - That casualty information will not be released to the press or public without authorization of the Incident Commander.

      - Information concerning law enforcement, fire service, or other involved agencies shall be segregated from other casualty information.

- Liaison should be established with American Red Cross, Coroner's Office, Fire Service, Ambulance Service, and local medical providers.

- Sector Operations Post(s)

  - The Sector Operations Post(s) are established for the Team Leader in charge (lieutenant or sergeant). A major incident may have multiple Sector Operations Posts. An example of this type of post would be a SWAT Command Post.

  - Unity of Command: All supervisors, field operators, and/or support personnel will be accountable and responsible to only one supervisor with regard to direction, supervision, and reporting. Strict adherence to chain of command will assist in facilitation and implementation of this mandate.

- Duties of the <u>Chief of Police</u>

  - Monitoring, overseeing and directing the overall functioning of the department.

  - Providing regular updates to City Leaders regarding the Police Department's response to the emergency and current status of the situation.

  - If the Emergency Operations Center has been activated, respond there to coordinate departmental activities as they relate to other City departments.

  - The Chief of Police will order a full call-out as needed.

  - The Chief of Police will make recommendations to the City Leaders on requests for large scale mutual aid assistance.

- Duties of the <u>Incident Commander</u>

  - Obtain a briefing from the prior Incident Commander/Watch Commander. Assess the situation.

  - Establish the Incident Command Post and assign command staff as needed.

  - Determine level of activation of the Emergency Response Plan.

  - Conduct initial briefing.

- Develop, approve, and authorize the implementation of an incident action plan. A written plan is not necessary until the organization becomes so large that personal contact is impossible or the duration of the incident so requires.
- Ensure that planning and intelligence activities are conducted, if necessary.
- Assign command staff as needed, implementing the Incident Command System.
- Establish a flow of information with the Headquarters Command Post.
- Approve requests for additional resources and request the release of resources from the Headquarters Command Post.
- Authorize the release of information to the news media.
- Approve the plan for demobilization.

- Duties of the <u>Deputy Incident Commander</u>
  - Assist the Incident Commander as directed.
  - Assume interim command if the Incident Commander is unavailable.
  - Appoint departmental personnel as agency representatives to be located at command centers of outside agencies.
  - Request participating agencies provide liaison personnel to the Command Post.
  - Maintain a current situation assessment.

- Communications
  - Under the direction of the Incident Commander, the Information Management Commander or his/her designee will be responsible for developing plans for the effective use of communication resources such as available frequencies or communication capabilities, distribution of communications equipment, and the maintenance and repair of communications equipment. He/She will prepare and implement an incident communications plan, if appropriate. The plan should address the following:
    - Set up telephone and public address systems.

        - Establish appropriate communications equipment distribution/ maintenance locations.
        - Provide for adequate communications staffing and equipment.
        - Ensure multi-agency communications systems operate effectively.
        - Ensure that equipment accountability is established.
    - Generally, all sworn personnel responding to a Level II event will utilize GPD talk group 1 for primary communications regarding the emergency situation at hand. All non-event police radio traffic will be routed to GPD talk group 2 and the GPD clearance channel.
    - If SWAT, EOD, or Hostage Negotiations respond to a Level I event, they will utilize GPD tactical talk groups. All other routine and emergency police traffic will remain on GPD talk groups 1 and 2.
    - Other means of communication needed for conducting emergency operations, which are not already available, will be provided by and/or arranged through the Information Management Division.
- Community Relations/Public Information
    - The Public Information Officer (PIO) will be contacted immediately after any level of alert or response is authorized and will be responsible for the formulation and release of information about the incident to the news media. All press releases will be reviewed and authorized by the Incident Commander.
        - Coordinate his/her activities with other involved agencies.
        - Establish a separate incident information center whenever possible.
        - Provide copies of press releases to the appropriate command personnel.
        - Provide meetings to update media representatives.
        - Arrange for meetings between the media and the incident personnel when directed to do so by the Incident Commander.
        - Provide escort services to the media.
        - Maintain a press log.

- Rumor Control is a responsibility of the PIO.

- Other Agency Support

  - It is important that each agency designate an agency representative. Agency representatives will report to the Incident Commander or the liaison officer, if one is designated. Agency representatives will:

    - Ensure all agency resources have checked in.

    - Obtain a briefing/assignment from the liaison officer or the Incident Commander.

    - Provide input regarding use of agency resources.

  - Liaison Officer: The Liaison Officer, if appointed (usually the Deputy Incident Commander), is a member of the Incident Command Post and is a point of contact for mutual aid agency representatives.

    - Provide a point of contact for assisting/mutual aid agency representatives.

    - Identify agency representatives from each agency including the communications link and their location.

    - Respond to requests from incident personnel for their inter-organizational contacts.

    - Monitor the incident operations to identify what might be potential inter-organizational problems.

  - Mutual Aid: All requests for mutual aid beyond a Level II response will be routed through the Incident Commander and forwarded to the Headquarters Command Post for approval and action. A Headquarters Command Post member, designated the personnel officer, will, upon receiving the notification that mutual aid resources will be responding, will coordinate notifications with the liaison officer at the Incident Command Post. The personnel officer's/liaison officer's responsibilities as they relate to mutual aid include:

    - Ensuring that mutual aid forces report to the staging areas.

    - Arranging to have mutual aid forces briefed.

    - Ensuring these units are released as soon as possible, consistent with proper incident management.

        - Ensuring that mutual aid personnel are provided with subsistence items, i.e., food and shelter.

    - Military Support: Military support during these situations is available under two circumstances.

        - If mutual aid is required, the Governor has the authority to order National Guard Troops to assist local law enforcement. A request of this type will be made through the Headquarters Command Post, specifically the Chief of Police, to the City Manager, to the Mayor.

        - If the incident is connected to counter-drug operations, the Incident Commander may contact the National Guard Counter-Drug Coordinator of the Joint Support Operations Command and request military support directly.

    - Volunteer Services: Volunteer services may be utilized when authorized by the Incident Commander. The personnel officer and the liaison officer will:

        - Coordinate all aid offered to the incident by volunteer personnel.

        - Ensure that volunteers are advised of and report to a suitable staging area.

        - Refer to the appropriate charitable organizations all offers of aid from volunteer services not consistent with law enforcement.

- Field Operations: The Incident Commander will oversee field operations.

    - He/she will be responsible for the coordinated tactical response to the incident. This may include:

        - the deployment of personnel in response to civil disorder,

        - coordinated response to an evacuation,

        - support of fire services, and

        - a coordinated response to rescue operations.

    - The supervisor(s) in charge will be responsible for the implementation of their assigned portion of the incident action.

    - Traffic Control: Traffic control around the area of operations during an extended tactical response to an unusual occurrence is usually critical to

the integrity of the secure perimeter. This function may be accomplished using police personnel or by establishing temporary barricades.

- Evacuation: The officer commanding the evacuation will ensure:
  - Local evacuation (information needed):
    - Number of people to evacuate.
    - Medical condition of evacuees.
    - Where they will be moved.
    - How they will be moved.
    - Names/addresses of evacuees (to be completed at the shelter by the Red Cross).
  - Large scale evacuation:
    - Must be ordered by the Chief Elected Official on the recommendation of the Chief of Police or his designee.
    - Incident Commander must select group(s) to be evacuated and communicate this information to the Headquarters Command Post.
    - Use of sirens and/or public address to alert population is dependent upon location and local policy.
    - Use of EBS (Emergency Broadcast System) is an option to be used as well as cable television audio override once in operation.
    - It is the responsibility of local government to be aware of the needs and location of special populations. Special handling must be considered in planning for evacuation.
    - Reverse 911 in involved areas.
    - The Office of Emergency Management will coordinate mass evacuation through the County evacuation plan at the request of the local municipality.
  - Legal considerations:

- Local government will provide security to the area evacuated until such time residents are allowed to return.

- Security will be provided to areas designated as shelters or temporary evacuation centers.

- Evacuation consideration will be given to whether the population is safer in the home or to move them out and away from the hazard.

- Return of the evacuees is dependent upon the decision of the Incident Commander.

- It is local government's decision and responsibility to declare a state of emergency in order to activate emergency powers.

  - Security Operations: Security operations will be directed at providing controlled access and armed presence at command posts, staging areas, and support facilities. These operations are aimed at safeguarding equipment and personnel. During events involving civil disorder, public facilities will be provided with security operations.

- Logistics: Providing logistical support to the Incident Command Post will be an activity of the Headquarters Command Post. Requests for additional resources will be forwarded from the Incident Command Post to the Headquarters Command Post for action. The function of logistics is to provide support of all kinds to field forces (i.e., personnel, vehicles, etc.), as well as to develop sources of obtaining material support. At the Headquarters Command Post, a lieutenant will be designated the logistics officer in charge. This activity will provide facilities, services, manpower and material. Other City entities (i.e., Department of Finance) may participate in these activities.

  - Staging: Logistics personnel will maintain locations where personnel and equipment can be staged. Logistics personnel will monitor the staging area and:

    - Establish a staging area layout.

    - Determine support needs for equipment, feeding, sanitation and security.

    - Establish a check-in and check-out procedure for resources.

  - Facilities: Logistics personnel will arrange for rest area, food, and sanitation facilities for incident personnel. They will determine the

requirements of each facility to be established and obtain personnel to operate the site.

- Supplies/Equipment: This area of responsibility would include ordering equipment and supplies, receiving and storing all equipment/supplies for the incident, and maintaining an inventory of all equipment/supplies available during the incident.

- Transportation: This transportation group would be responsible for coordinating medical transports into and away from the area of operations for the transportation of personnel, supplies, food, and other ground support equipment.

- Personnel: The function of this activity is to establish check-in procedures and maintain timekeeping and assignment records.

- Finance/Procurement: The logistics function will arrange for emergency payments and ordering of equipment, if required.

- Medical: The liaison officer will work with fire and ambulance service to coordinate their activities with the police department.

- Temporary Morgue: If a temporary morgue is required, the following procedures should be adhered to:

  - The temporary morgue should be located in a safe area outside the immediately affected area.

  - The temporary morgue is staffed and directed by the Coroner or his designee:

    - The Coroner is responsible for directing and releasing information to the next-of-kin and the press.

    - Police personnel may be required to aid in the identification process. Officers should be aware of the following:

      - The collection of relevant papers and documents from the site may aid in the identification of the deceased.

      - Body tagging, photographing, and fingerprinting assistance can be provided by Field Evidence Technicians at the request of the Coroner.

      - Refrigerated trucks obtained from local private enterprise can be used as temporary storage for bodies.

- The area should be secured to effectively restrict access by the press, relatives and crowds.

- Investigative Section personnel may assist by interviewing relatives of victims to aid in the identification process.

702.03 De-escalation Procedures: At the point that a decision has been reached to de-escalate the emergency operations police response to an unusual occurrence, the Incident Commander should develop a plan that will facilitate a smooth transition to normal operations. The plan will include provisions for:

- Withdrawal of emergency response assets and personnel;
- Ensuring that personnel assigned to the emergency operations will have adequate rest prior to returning to duty;
- Directions to subordinates regarding preparation of required reports relating to the incident;
- Returning all emergency and private equipment to proper storage; and
- Scheduling a critique of the response to be concluded within seven (7) days of the termination of the incident.

702.04 After-Action Reports

- At the conclusion of emergency operations in response to man-made or natural disasters, after normal operations have been restored the Incident Commander will be responsible for collection of the following after-action reports:
  - Assignment rosters,
  - Equipment logs,
  - Command Post chronological log(s),
  - Personnel injury reports,
  - Equipment damage reports,
  - Press releases,
  - Casualty reports,
  - Sub-unit reports from Command Post staff, and

- Overtime reports.

- Utilizing information from the aforementioned reports, the Incident Commander will prepare an after-action summary for the Chief of Police within thirty (30) days following the conclusion of the event.

702.05 Post-Occurrence (aftermath) Duties

- The Incident Commander will schedule an after-action response critique to be conducted within fourteen (14) days of the termination of the incident. All command staff and participating supervisors will attend and provide input.

- The Greeley Police Department will ensure that the following steps are instituted, as is necessary, to deal with individual or collective situations resulting from post-traumatic stress:

  - Provide for incident debriefing, utilizing critical incident team members and/or the department psychologist;

  - Provide for peer support groups;

  - Provide for individual and/or individual family counseling by the departmental psychologist or through the EAP provider.

General Order 702.00 NATURAL AND MAN-MADE DISASTERS Reviewed: 04/16

Authorized by Jerry Garner, Police Chief

Effective Date: April 26, 2016

Jerry Garner **Date:** 4-26-2016

Signature