

THURMONT POLICE DEPARTMENT

GENERAL ORDER

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Authority: Chief of Police

Gregory L. Eyer

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Rescinds:

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

To establish guidelines and procedures to be followed in the event of critical incidents, special operations, homeland security and unusual occurrences.

II. POLICY:

It is the policy of the Thurmont Police Department to take all possible measures to develop guidelines that will insure the protection of life and property in the event of an emergency or major disaster.

III. DEFINITIONS:

UNUSUAL OCCURRENCES: events, either natural or manmade, of a civil disturbance or high risk nature. Examples include floods, aircraft crashes, hazardous material spills, major fires, explosions, and hostage/barricade incidents.

INCIDENT COMMAND SYSTEM (ICS): a standardized on scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands if a single or multiple

incident(s), without being hindered by jurisdictional boundaries.

ACTS OF TERRORISM: the unlawful use or threatened use of force or violence against people or property to coerce or intimidate Governments or societies, often to achieve political, religious, or ideological objectives.

BARRICADED SUBJECT: any person in, or believed to be in, a location who resists being taken into custody. The person may have used, or threatened to use, firearms or other weapons to avoid apprehension. The person poses a threat to himself or others.

IV. AUTHORITY:

The Chief of Police recommends to the Mayor when to declare an emergency. The Chief of Police coordinates all emergency management activities, subject to the direction of the Mayor and Board of Commissioners. The Chief of Police will also be responsible for the development of unusual occurrence plans.

V. COORDINATING RESPONSES TO UNUSUAL OCCURENCES

- A. The Chief of Police, or designee, will be responsible for coordinating the Department's planning functions for response to unusual occurrences. He will maintain liaison with all necessary entities to ensure effective implementation of the Emergency Operations Plan.
- B. The Department will utilize the Incident Command System for operations management of all unusual occurrences and emergencies.

VI. TRAINING

- A. All sworn department personnel will receive Incident Command System training. Refresher training will be conducted as deemed appropriate by the Deputy Chief of Police. Additionally, supervisory members will receive, at minimum, advanced Incident Command training.
- B. If possible, on at least an annual basis, the Department will conduct a documented training exercise to test the effectiveness of this training. The Deputy Chief of Police will coordinate this exercise.

VII. EQUIPMENT AND OPERATIONAL READINESS

- A. Sworn personnel will maintain all equipment issued to them, and will have available any of this equipment necessary for use during an unusual occurrence.

- B. Equipment will be inspected monthly for operational readiness. Equipment inspections will be conducted and documented by the supervisor, and will be forwarded to the Deputy Chief of Police.
- C. In the event of an emergency or unusual occurrence, the Deputy Chief of Police will immediately assess the equipment needs of the situation and see that any equipment, in addition to that issued to every officer, is distributed. If specialized equipment is necessary, such as tear gas, specially trained personnel will be utilized. A request to allied agencies may be required.

VIII. NATURAL AND MAN-MADE DISASTERS

A. Procedures

1. Command and Control

- a. To provide for unity of command during unusual occurrences, operations, and/or emergencies, which may involve personnel from other agencies, a Commander on the scene is a necessity. This person exercises command and control over all law enforcement resources committed to the operation.
- b. The Deputy Chief of Police is designated as the on-scene Commander. If that Commander is off-duty, but able to be contacted, he will respond to the command post to assume command and control. If he is unavailable, the ranking supervisor on-duty will take command.

2. Situation Maps

- a. Maps of Thurmont are available for use in plotting operation commitments during unusual occurrences. Maps are to be kept for use when needed, and should be carried in all police vehicles.

3. Emergency Mobilization

a. Communications

- i. The highest ranking officer involved in the handling of the unusual occurrence will coordinate with the Communications Center to direct all personnel involved to switch to a designated channel.
- ii. The Communications Center will advise all personnel, who are

assigned to the incident, of the radio channel being utilized.

- iii. Notify supervisors and additional personnel are requested.
- iv. Communications personnel will ensure that appropriate measures are taken to communicate with the allied agencies when necessary.
- v. The on-duty supervisor will advise the Communications Center of the situation, request assistance, and establish a Command Post.
- vi. Standard radio procedures are to be utilized in emergency situations, except that radio traffic on certain frequencies may be restricted or moved to other frequencies as needed.
- vii. During all phases of the operation, the Command Post must be kept advised of the situation, of actions taken by various units, and of progress reports from emergency crews, morgue, first aid station, etc. Furthermore, the Command Post must be kept abreast of all information available from outside sources concerning the emergency.

b. Alert Stages

- i. The Chief of Police, his designee, or the highest ranking officer available will determine the amount/types of personnel needed to handle the incident, and will issue orders placing members of the Department on standby alert in cases of pending need or activate all members as the situation requires.
- ii. Upon notification of the "Alert" condition, employees will place themselves in readiness and maintain this condition until otherwise notified. They will immediately provide for or ascertain that transportation is available in case of recall, and at no time place themselves in a position whereby they are not able to be contacted by telephone or other means as conditions dictate, and respond immediately.
- iii. Employees will at all times maintain a complete uniform and associated equipment in readiness to report for duty, properly equipped, without delay.
- iv. To provide additional manpower during the incident, the Chief of Police or designee may designate alternate shifts, i.e. 12-hour

shifts.

- v. The Chief of Police or designee may also restrict leave as needed.
- vi. In case of immediate recall, the Communications Center will immediately contact all members as ordered by the most expedient means available and order them to report for duty.
- vii. Once the request is made for additional assistance, the following shall be accomplished:
 - (a) A brief analysis of the situation including the nature of the incident, the specific location of the incident, and the approximate number of additional personnel required will be determined.
 - (b) The on-duty supervisor shall be responsible for designating a specific location where the responding units will meet.
 - (c) The supervisor will ensure that the Chief of Police and Deputy Chief of Police are notified and apprised of all pertinent information relative to the situation.
 - (d) In addition, the supervisor will be responsible for the following:
 - (1) Establish a Command Post, defined as the hub for all manpower and equipment deployment, and serves as a communication center. It should be close enough, in a safe location, to provide adequate command and control over the incident.
 - (2) Establish police lines, and ensure that adequate uniformed personnel are requested to control the movement of vehicles and pedestrian traffic, and to serve the outer perimeter.

Outer Perimeter - provides public safety. The distance of the outer perimeter from the scene is determined by the location of the disturbance, if weapons are used, and the number of officers available for control purposes.

Inner Perimeter - is the immediate area surrounding the scene which officers can seize and control without endangering their own safety. The scene must be isolated

so that physical movement into, from and around the inner perimeter is controlled.

(3) Designate a location for media personnel. (Away from Command Post.)

(4) Request ambulance and fire equipment as necessary.

(5) Ensure firearms discipline is maintained.

viii. Primary and Alternate Assembly Areas: the primary assembly area for unusual occurrences will be the Police Headquarters unless designated otherwise by the Deputy Chief of Police or Chief of Police. All personnel responding will be advised of the staging area location and any alternate staging areas. Responding personnel will be instructed to report to a supervisor at a primary or alternate assembly area, and not at the scene of the unusual occurrence. Personnel will be in uniform of the day, unless otherwise instructed.

ix. Tactical Unit: The Thurmont Police Department is not equipped with a tactical unit. In the event a tactical is required, the Deputy Chief of Police, Chief of Police, or their designee will contact an allied agency for assistance.

x. Key Personnel Designations: The Chief of Police or designee will designate Key personnel and their responsibilities based upon the circumstances surrounding the unusual occurrence, e.g., media liaison, recorded of official notes, etc.

xi. Coordination with Emergency Management Personnel: The On-Scene Commander will ensure coordination is maintained between the Department and any representatives from other agencies, such as fire personnel, the Frederick County Sheriff's Office, the Maryland State Police, the State Fire Marshall's Office, the State of Maryland Emergency Management Agency, the Federal Emergency Administration, and all other allied law enforcement agencies.

xii. Transportation Requirements: Members with assigned vehicles responding to an unusual occurrence will utilize their assigned vehicles unless otherwise notified. The on-duty supervisor will manage the assignment of fleet vehicle and other vehicles. Supervisors may authorize on-duty members to pick up other

members as needed.

xiii. Rehearsals: Rehearsal of emergency mobilization plan will be conducted by the Chief of Police-.

c. Management Control:

- i. The Chief of Police, or designee, will be responsible for Department activities and personnel.
- ii. All unusual occurrences will be managed using the Incident Command System.
- iii. Supervisors, Commanders, and the Chief of Police will be updated by those they supervise to ensure that tasks assigned have been performed.
- iv. Depending on the nature of the unusual occurrence, personnel may be temporarily reassigned.
- v. Supervisors will coordinate necessary relief for personnel assigned to the unusual occurrence.

d. Media:

- i. An area shall be set aside and supervised by the Deputy Chief of Police or designee. It should be:
 - (a) Separate from the Command Post.
 - (b) Adequate for handling a large number of reporters.
 - (c) If possible, near a telephone.
 - (d) Kept advised of developments.
- ii. Law Enforcement personnel shall be advised of the location of the media.
- iii. Representatives of the media will be restricted to the designated area unless otherwise directed by the Chief of Police or Deputy Chief of Police.

- iv. Under no circumstance will any member of the Department, either directly or indirectly, give any information concerning the situation to any unauthorized person(s) or the media, without authorization from the Chief of Police or Deputy Chief of Police.
 - v. Coordination of rumor control activities will rest with the designated Public Information Officer for all agencies involved. Information and reports relating to the incident will be released to the media in a timely manner.
- e. Military Assistance:
- i. Request for military assistance will only be made by the Chief of Police or Deputy Chief of Police. The request will go through the Civil Defense Bureau to the Governor. No member of the Department is to request military assistance on his/her own.
 - ii. Military will support local law enforcement activities, provide additional communications equipment, assist in evacuation operations, and provide other assistance as requested.
- f. Mutual Aid Agreements:
- i. Should local government resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and private organizations in accordance with existing or emergency negotiated mutual aid agreements. Such assistance may take the form of personnel, equipment, supplies, or other capabilities. All agreements will be entered into by duly authorized officials, and will be formalized in writing whenever possible. Copies of the Mutual Aid Agreements will be maintained by the Department.
 - ii. If another jurisdiction has an unusual occurrence and requests mutual aid, the Chief of Police and Deputy Chief of Police will be notified immediately. Assistance may be provided as dictated in the Mutual Aid Agreement.
- g. De-Escalation:
- i. De-escalation process will be the responsibility of the Deputy Chief of Police or designee, who will ensure that the following measures are taken:

- (a) All personnel in the incident will be accounted for, and an assessment made of personal injuries.
 - (b) All personnel will be debriefed as required.
 - (c) Witnesses, suspects and others will be interviewed or interrogated.
 - (d) All written reports will be completed immediately following the incident, to include a comprehensive documentation of the basis for and officer's response to the incident.
 - (e) Assist in the damage assessment.
 - (f) Assist in the return home of evacuees.
 - (g) Maintain records of all financial expenditures and use of law enforcement resources.
 - (h) Ensure on-duty officers return to normal patrol operations/assignments.
 - (i) Ensure that department equipment is collected.
 - (j) Ensure that department policy is being followed concerning any arrests made during the incident.
- h. Reporting:
- i. The Deputy Chief of Police will ensure that all After Action Reports, Use of Force, or administrative reports are completed.
 - ii. The initial report of the incident will be the responsibility of the officer first assigned to the incident.
 - iii. Supplemental reports will be submitted by all participating personnel outlining their assignments.
- i. Evacuation
- i. The Thurmont Police Department will direct all law enforcement activities while conducting an evacuation within the corporate limits

of Thurmont. Support will be requested from the local fire company, Maryland State Police, Frederick County Sheriff's Office, and allied municipal law enforcement agencies, as needed. The Deputy Chief of Police or designee will coordinate the evacuation process.

- ii. Law Enforcement will, but not limited to, perform the following functions:
 - (a) Participate in the warning process by sweeping assigned areas, reinforcing information provided through mass media.
 - (b) Provide back-up communications.
 - (c) Assist with selection of evacuation routes, assembly points, and traffic control points.
 - (d) Provide security for evacuated areas.
 - (e) Provide security for shelter/reception centers.
 - (f) Provide traffic control to facilitate evacuation and return movements.
- iii. Once the decision to evacuate has been made, the boundaries of the evacuation area must be determined.
 - (a) This includes the area of actual damage and the area of potential damage due to drifting gases, radioactivity, subsequent explosions, etc.
 - (b) Downwind and low level areas shall be considered as first priority movement areas when gaseous clouds are involved.
 - (c) When dealing with fire/explosion, consider all areas as first priority movement areas.
 - (d) Obtain a current weather briefing and forecast briefing to determine wind direction and magnitude.
 - (e) Inform Communications Center and the Command Post of the area to be evacuated.
- iv. Isolate the Area:

(a) All approaches to the incident must be closed to prevent additional people from entering the danger zone.

v. Additional Factors to be Considered, include:

(a) The approximate number of people to be evacuated and the number of transportation vehicles needed.

(b) The sick, aged, and infirmed:

(1) Hospitals

(2) Nursing Home

(3) Private Residences

(c) Pets and Animals: Animal Control Officers will be notified to assist with the evacuation of animals and pets.

vi. Temporary Shelters:

(a) Establish liaison with the Red Cross for assistance.

(b) Shelter sites shall be located far enough away from the affected area to preclude a second evacuation.

(c) Law Enforcement Personnel will be assigned to each designated shelter site to establish communications and maintain liaison.

(d) The assigned officer will ensure that an accurate list of persons reporting to the shelter is maintained. In some cases, the officer may have to compile the list. In more serious cases, this should be handled by the Red Cross.

(e) Additionally, law enforcement personnel will maintain law and order. After the danger has passed, all law enforcement personnel will maintain their assignment until an orderly reoccupation of the evacuated area has been completed.

(f) Names, addresses, and birth dates of all individuals refusing to be evacuated shall be documented and maintained at the

Command Post for future reference.

vii. Casualty Information:

- (a) Local first responders (fire and rescue services, police) will determine the number of casualties, request additional assistance, establish staging area, and initiate triage procedures.
- (b) The Incident Commander, or individual designated by the Incident Commander, will coordinate the emergency medical care and transport of the critically ill and injured to the appropriate specialty referral centers, and the less seriously injured to the nearest medical center.
- (c) The Medical Examiner will activate and supervise temporary or permanent morgues.
- (d) The Medical Examiner will take charge of all bodies or parts of bodies, and provide for the identification and disposition of the deceased.
- (e) The County Health Officer will obtain information concerning the medical facilities to which the injured were taken, list of the deceased, and descriptions of the unidentified.
- (f) The County Health Officer will coordinate with the P.I.O. and the Red Cross to provide information to friends and relatives of the injured.
- (g) Local and allied agencies will assist in notification of next of kin.

ATTACHMENTS :

DOCUMENT DATES :

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Chief Gregory L. Eyler

Order Edited and Approved By: Chief Gregory L. Eyler

Accreditation Standards Included in this Order
CHAPTER 46