

Emergency Management Plan

201.1 PURPOSE AND SCOPE

The purpose to this policy is to serve as a guide for supervisory and command staff. This Policy also establishes the roles and duties of those involved in emergency response planning and operations.

201.1.1 PRINCIPLES

In order to implement the plans and procedures contained herein, sound planning and preparations must be made in the following areas:

- Liaison with other agencies
- Intelligence
- Police-community relations
- Continuity of key personnel
- Facilities and equipment
- Fundamental tactics
- Mobilization
- Training

201.1.2 EMERGENCY OPERATIONS PLANNER

The Chief of Police shall fulfill the role of the Emergency Operations Planner. The Chief shall routinely review the Department's emergency plan, otherwise known as the Continuity of Operations Plan (COOP). He/she shall be responsible for providing the training for all Department employees concerning emergency and disaster preparedness and response. The Chief shall be the Department's representative in inter-departmental emergency planning and coordinated planning with other agencies such as the Emergency Management Agency (EMA).

201.1.3 EMERGENCY OPERATIONS COMMAND

The City of Urbana has established an Emergency Operations Center (EOC). The command of a situation and the City's response to it shall be coordinated from that location or any alternative location designated should the primary be unusable.

201.1.4 CONTINUITY OF OPERATIONS PLAN (COOP)

The Chief or his designee shall work with other City Department Directors (especially the Fire Chief) to review and update the COOP. Upon completion of this review and update, the Chief shall provide training for the Department Command Staff on the provisions of this plan. The disaster plan shall be kept in notebooks and distributed appropriately. This plan has the full force and authority of Department Policy when it is in place. All Department Supervisors are required to

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read and be familiar with the COOP as well as be familiar with the National Incident Management System (NIMS)

201.1.5 EMA RELATIONS

The Urbana Police Department shall cooperate with the Champaign County and State of Illinois Emergency Management Agencies. Many of the telecommunications functions between agencies during disasters will either fall to METCAD or EMA.

201.1.6 EQUIPMENT READINESS

It is the responsibility of all Department employees to constantly check equipment for readiness and proper maintenance. The Chief shall appoint a Command Officer with the responsibility for maintaining equipment that is stored and not used on a regular basis to ensure that it is in good working order.

201.1.7 DISCIPLINE OF ASSIGNMENT

During emergencies, it is imperative that all officers and supervisors adhere to the principle of "discipline of assignment". When sent to a post and given a responsibility, it is very important that the officer complete the assignment and remain at the post until properly relieved. Nowhere is this more important than Field Command Post duties. When assigned to the Field Command Post, it is very important that the officer remain there.

201.1.8 HAZARDOUS MATERIALS

The responsibility of hazardous materials rests with the Fire Department. Officers are to be familiar with hazardous materials and their effects. The primary responsibility of officers when dealing with hazardous materials is to set up an appropriate perimeter and keep people and vehicles from entering the area until the Fire Department arrives to take charge.

201.2 ACTIVATING THE EMERGENCY PLAN

Stage 1 - Normal Operations

A Stage 1 emergency exists when an incident or situation occurs requiring the presence of a Supervisor and all available officers. It should be noted that a Stage 1 emergency exists when the incident is predicted to consume an inordinate amount of time, wherein the normal flow of calls to be handled will be obstructed to a great degree or stopped altogether due to the emergency. This type of call includes, but is not limited to: multiple alarm fires, major accidents, train derailment, hazardous materials spill or explosion, homicides, aggressive civil disturbances, critical labor disputes and hostage or barricaded subject situations.

Stage 2 - Partial Mobilization

A Stage 2 emergency exists when the incident or situation described above requires, in the opinion of the Watch Commander, partial mobilization of off-duty personnel. The Watch Commander should request assistance from other local agencies pursuant to the Directives in this manual for help until off-duty personnel arrive. A situation may start out as a stage 2 emergency. All responding off-duty personnel should report to the Urbana Police Department for

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assignment. METCAD should be notified to hold all non-emergency calls for service and notify the Shift Commander of emergency calls. The Watch Commander should consider establishing a command post for communications purposes. The Patrol Division Commander should respond to a Stage 2 emergency.

Stage 3 - Full Mobilization

A Stage 3 emergency exists when, in the opinion of the Chief of Police or his designee, the emergency or disaster has reached such proportions that a total mobilization of the Department is in order. Unless otherwise notified, all off-duty personnel shall attempt to contact the police department immediately upon learning of the event in order to obtain further instructions. If the employee is unable to make contact with someone from the department, they shall report to the Urbana Police Department. Failure to do so shall be deemed neglect of duty.

When the Chief of Police arrives, he/she shall be in complete control of police resources and may delegate as he/she sees fit. When the EOC is in operation, supervisors and other personnel should refer to the COOP. All sworn employees, regardless of assignment, shall maintain a full and complete uniform ready for use at all times in cases of emergencies.

Notifications shall be made for each stage of emergencies. They should be made in accordance with the procedures outlined in the COOP.

201.3 FIELD COMMAND POST

In many instances, the creation of a Field Command Post is beneficial. There should be a clearinghouse of information where Command Officers are present and in communication with the rest of the units and the station. The station is not a good command post unless the incident occurs very close to it. For details on how to establish a Field Command Post, see the COOP.

201.4 MEDIA

The Command Officer in charge, should consider that the media will be present and will be a factor in most emergencies. There should be a special area set up for them, they should be kept at a safe distance and a particular officer assigned to liaison with them and keep media issues in mind.

201.5 RESPONSIBILITIES

These are the responsibilities of the responders to such emergencies.

- First Contact

As much accurate information about the incident as possible should be gained at the outset. The priority here is on accuracy. Responding to calls with inaccurate information or intelligence seriously hinders an effective planning and response. This responsibility falls to the first responding officers and supervisors.

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- Command Officer Responsibilities

The affected area should be isolated and shut off. The first responding supervisors are responsible for the outer perimeter of a situation. The first duty is to evaluate the extent of the emergency and then limit it geographically if possible. Officers should be given specific direct orders about perimeter control and it should be secure. A leaky perimeter can exacerbate an emergency. Supervisors should consider the use of maps to assist in perimeter development and control. The Command Officer should consider appropriately staffing the station during a significant emergency. Oftentimes, there is only one Police Services Representative during emergencies, he/she may also need assistance.

When necessary and possible, assign the following responsibilities (they do not necessarily have to all be different people)

- Communications
- Supplies/equipment
- Liaisons with other agencies
- Investigations
- Appropriate staffing for the rest of the City
- Log
- Media
- Intelligence
- Mass arrest processing

201.6 MOBILIZATION

Once a stage 2 emergency is declared, the designated personnel shall be directed to the station for assignment. The Command Officer in charge may call back personnel pursuant to the appropriate labor contract provision. All off-duty personnel called back shall report to the station and have available with them a complete uniform and required equipment. Officers should not respond to a stage 2 or 3 emergency expecting to wear civilian clothes unless directed to do so. It is the responsibility of the Command Officer in charge to arrange for proper relief of employees in the field.

201.7 ARRESTS

The Urbana Police Department shall arrest and seek the prosecution of those apprehended for looting. When this is a factor, special squads of officers shall be assigned the task of looting

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prevention and apprehension. Mass arrests should be organized as smoothly as possible and staffed appropriately. A Command Officer shall be assigned the responsibility of operating a mass arrest booking facility near the Field Command Post if it becomes necessary.

201.8 PHOTOGRAPHS/VIDEO

Command Officers at such emergencies shall endeavor to document arrests, damage and other aspects of the emergency with cameras and available video equipment. Squad cars equipped with video cameras should be assigned to the scene and the officers in them directed to utilize the video as much as possible. The crowds, looting, disaster damage, etc., should all be videotaped and photographed.

201.9 METRO TEAM

The Urbana Police Department participates in a mutual tactical team with the University of Illinois and the Champaign County Sheriff's Office. In situations where the METRO team is activated, the command functions shall operate as described in the METRO Team Policy. Other pertinent provisions of this policy will still apply.

201.10 NATURAL AND MAN-MADE DISASTERS

The Urbana Police Department shall respond as described in this policy to natural and man-made disasters. However, initially it may be that the primary department responsible will be the Fire Department. The Police Department will cooperate with the Fire Department on all levels. Officers may be the first on the scene and the gathering of accurate information on the extent and type of disaster is crucial to appropriate Fire Department response. Officers should concern themselves with immediate lifesaving and rescue if possible. However, once the Fire Department is on the scene and their resources, usually more trained in triage and life support, are operating, the role of the responding officers may fall back to security and perimeter. These are prevention roles and are very important.

It is an incumbent and required responsibility that the Police Command Officer at the scene have a "face to face" conversation with Fire Command in order to specifically delineate responsibilities between Departments. This communication should be early and on-going.

201.11 MOBILE FIELD FORCE

With regards to civil disorder and other emergency situations, the Urbana Police Department utilizes the ILEAS regional mobile field force team who is specially trained in Mobile Field Force tactics.

201.12 AIRPORT

The only airport for which the Urbana Police Department is responsible is Frasca Field. Incidents at Frasca could be under the jurisdiction of federal authorities.

- Crashes

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If there is an incident at Frasca which involves the crash of an aircraft, the Fire Department will respond to provide rescue/fire services. The FAA should be notified by calling the tower at Willard Airport. Urbana Police will cooperate as necessary with the scene and the follow-up investigation.

- **Bomb Threats/Hijacking**

If there is a bomb threat, hijacking or other threat or use of force on an aircraft at Frasca or en route to Frasca, the Shift Supervisor shall cause the FBI to be notified. Upon the arrival of an FBI official, they are to be considered in charge of the situation. The Urbana Police Department shall offer whatever assistance is required. Until they arrive, the situation should be handled as if it were Urbana's responsibility. These types of cases should be considered at least stage 2 emergencies.

In cases of bomb threats, the Command Officer in charge shall notify the Explosives Ordinance Unit at the University of Illinois and request their assistance if necessary.

In cases of hostage, hijacking or threats of force on incoming aircraft, the Command Officer in charge should consider activating METRO depending on the specifics.

According to Federal procedures, if the aircraft is in the air, the FAA is in charge. When it is on the ground, it is the FBI. The Command Officer in charge should notify both of these agencies of a hijacking, bomb or hostage taking on an aircraft.

201.13 DOCUMENTATION

Documentation such as logs, lists of arrests, narrative describing the entire incident and operation, copies of all offense reports generated by the incident, a financial impact statement to include costs for equipment, damage and overtime should be collected.