


Fort Collins Police Services

Policy Manual

 FORT COLLINS POLICE	POLICY	206
	TITLE	Emergency Operations Plan

206.1 PURPOSE AND SCOPE

This policy has two purposes. The first is to support the City-wide Emergency Operations Plan (EOP) which acts as a guide for response to all hazards that may impact or threaten the community. The EOP was developed by the City of Fort Collins Office of Emergency Management (OEM) in conjunction with other City departments, including Fort Collins Police Services (FCPS). The EOP provides guidance and is to be used by all work groups and employees in the event of an emergency event such as a major natural disaster, civil disturbance, mass arrest, other emergency event whether natural or man-made. These types of events are typically defined by multi-jurisdictional responses. The plan provides for a strategic response by City of Fort Collins employees and assigns specific responsibilities in the event the plan is activated. This is further outlined in Chapter 2, Article IX (all sections) of the City Municipal Code and CRS § 24-33.5.707

The second purpose is to act as a guide for operational responses to incidents other than those outlined in the EOP. These could include major incidents from riots and large-scale tactical responses, to smaller tactical responses by Patrol, managing a crime scene, or supporting another agency with FCPS resources.

Regardless of incident type or scope, critical incident response will follow the Incident Command System (ICS). This system is also used by local, regional, state and federal partners, ensuring efficient and effective interoperability and cooperation.

206.2 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY

A lieutenant, selected by the Community and Special Services Division (CSSD) Assistant Chief, will serve as the Emergency Preparedness Coordinator (EPC) for FCPS. The EPC will be supervised by the CSSD Assistant Chief. The responsibilities of this position include planning, coordinating, and managing FCPS responses to large emergency events or disasters within the City, and acting as a liaison for FCPS with the OEM and other partners. EPC responsibilities also include updating policy and training for FCPS personnel relating to the EOP and other incident response issues.

In a time-critical response, the ranking, on-duty supervisor will fill this role using the ICS model until such time as they are relieved or the incident is concluded.

206.2.1 ACTIVE THREAT/EMERGENCY RESPONSE

Emergency Management and Homeland Security responsibilities are coordinated by the City EOM, FCPS, Poudre Fire Authority and other City services, a response that requires coordination between agencies and regional partners shall follow protocols as outlined in the City of Fort Collins EOP.

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The designated EPC is responsible to work with the OEM to ensure that when needed, community threat assessments are completed, and response plans are developed to address homeland security threats. This will also be coordinated with the City Office of Safety, Security and Risk Management reference potential impact of event on City services of facilities.

All responses that require coordinated efforts to deal with operational issues such as evacuations, transportation and sheltering evacuees, logistical support for long-term operations, and other non-police specific issues, will be managed using the ICS and unified command models as outlined in the City of Fort Collins Emergency Operations Plan.

206.3 ACTIVATION OF EOP AND INCIDENT RESPONSE PROTOCOLS

The EOP can be activated by the Chief of Police or a designee. If the activation is made by an on-duty supervisor below the rank of deputy/assistant chief, every effort should be made to notify the chain of command as soon as practical. Other City officials may also be authorized as set forth in the EOP and the City Code, triggering appropriate FCPS support and notification.

In the event of an operational incident response that does not necessitate a full EOP activation, the ranking on-duty supervisor or designee can implement the recall of needed resources including additional staffing and specialty units such as SWAT and those of the Criminal Investigations Division (CID). The ICS will be used, and the on-duty supervisor will be the incident commander until such time as he/she is relieved, or the incident is concluded. As soon as practical, the on-duty supervisor should notify the chain of command.

206.3.1 RECALL OF PERSONNEL

In the event the EOP is activated or an incident is deemed critical, all employees of the Agency are subject to recall, or an immediate call to duty. Employees subject to immediate call to duty have been provided an Agency-issued phone and are required to the immediate call of duty if able. If unable to respond, employees are to immediately notify the appropriate supervisor if they were contacted specifically or their immediate supervisor if the call to duty was general in nature. This expectation excludes those on approved leave or light-duty unless specifically notified.

Failure to promptly respond to an order to report for duty may result in discipline.

206.3.2 MOBILIZATION, DEMOBILIZATION, AND RECOVERY

The incident commander will initially designate a mobilization supervisor, who will have specific stating locations and critical information available for personnel responding to recall. This will include a plan tracking what personnel have responded and assignments made. All personnel and resources will be tracked, including when they are relieved, up to when demobilization of the event is concluded.

Upon conclusion of the event, the incident commander will coordinate demobilization efforts to facilitate the transition back to normal daily operations.

206.4 FUNCTIONS AND RESPONSIBILITIES

206.4.1 COMMAND FUNCTION

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Initially, the first responding officer will be the incident commander until relieved by a supervisor. As soon as practical, the highest ranking on-duty supervisor, who is properly trained, will assume command and be the designated incident commander. That supervisor will decide when circumstances of the incident make that formal transfer of responsibility and authority practical. He/she should be on scene or at a designated Command Post before formally taking command.

At a minimum, the incident commander is responsible for the following:

- (a) Activating the ICS. The incident commander will determine the degree to which the Agency's ICS is implement and if FCPS should initiate operations using the City EOP
- (b) Establishing a command post best suited for the incident at hand
- (c) Initiating the notification and mobilization and tracking of additional personnel and assignments, and establishing a staging area if necessary
- (d) Obtaining support from other agencies if needed
- (e) Creating/approving an Incident Action Plan (IAP)
- (f) Providing, or designating, personnel for public information and maintaining media relations.
- (g) Maintaining the safety of all affected personnel
- (h) Preparing a documented after action report

206.4.2 OPERATIONS FUNCTION/TACTICAL COMMAND

The Operations Function is responsible for the management of all operations directly related to the primary mission of the incident. If the incident is large enough, this role could fall to another lieutenant, but may also be filled by a designated sergeant. The Operations Function should be implemented when the incident commander is faced with a complex incident having major demands in one or more of the functional areas. FCPS commonly refers to this responsibility as tactical command. If SWAT is deployed, this responsibility will usually fall to the SWAT Commander as outlined in FCPS Policy 408.

As the incident dictates, the operations commander may appoint another supervisor or designee to assist him/her with the responsibilities of the Operations Function.

At a minimum, the Operations Function will be responsible for:

- (a) Establishing a perimeter in order to isolate and protect the site of the incident as well as protect the community at large.
- (b) Evacuating or warning people in the area of the incident as necessary.
- (c) Maintaining a command post and scene security.
- (d) Providing for detainee transportation processing and confinement. Detainees will be transported and processed according to FCPS policy.
- (e) Directing and controlling traffic. It is important to establish a traffic control plan which redirects the flow of civilian traffic around the incident area and provides controlled access in and out of the area for emergency responder vehicles.
- (f) Conducting a post-incident investigation. This function may be delegated to the Investigations section as appropriate.

The circumstances of the incident may dictate that some of the listed responsibilities will be designated to either the incident commander or operational commander as agreed upon at the

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time of the incident. For instance, in a mainly tactical operation, traffic control or scene security may become the responsibility of the incident commander at his/her discretion.

206.4.3 PLANNING FUNCTION

The Planning Function is responsible for the preparation of a documented incident action plan and for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. During major incidents, this position will likely be held by a patrol lieutenant designated at the time of the incident. In the event that the City EOP is activated, roles and responsibilities will be defined using that plan.

At a minimum, the Planning Function will be responsible for:

- (a) Assisting with the preparation of a documented Incident Action Plan and updating it as needed.
- (b) Collecting, managing, and disseminating, as appropriate, all incident-related information and intelligence.
- (c) Determining the need for specialized resources to support the incident.
- (d) Providing the status of resources, and anticipated equipment and manpower needs to the incident and operational commanders.
- (e) Managing mobilization and relief for long-term incidents, as well as post-incident demobilization.

206.4.4 LOGISTICS FUNCTION

The Logistics Function provides manpower, facilities, services and materials in support of the critical incident. During major incidents, this position will likely be held by a designated lieutenant or sergeant if primarily an FCPS managed incident. In the event that the City EOP is activated, roles and responsibilities will be defined using that plan.

At a minimum, the Logistics Function is responsible for:

- (a) Communication Plans, ensuring proper communication between units and teams responding to the incident, other involved agencies, and ongoing normal Agency operations. This will be coordinated with the on-duty Dispatch supervisor.
- (b) Transportation including any issues related to personnel, involved parties, and community members that may need to be relocated.
- (c) Ensuring that the on scene UC Health EMS and PFA Fire supervisors are actively engaged in planning for immediate and anticipated needs, assisting them as requested to fill their resource responsibilities. All coordination related to hospital resources will be handled by UC Health EMS.
- (d) Providing incident specific equipment and supplies, including the appropriate protective equipment for personnel responding to the incident.
- (e) Providing necessary supplies for the relief and rest of responders.
- (f) Identify and obtain any additional equipment required by teams working the incident, some of which may be specialized in nature.

206.4.5 FINANCE/ADMINISTRATIVE FUNCTION

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The finance and administrative function is responsible for all financial and cost analysis aspects of the critical incident. During major incidents, this position will likely be held by the Patrol Division Administrative Lieutenant who will coordinate efforts between the designated FCPS time managers and controller.

At a minimum, the Finance/Administration Function is responsible for:

- (a) Managing all financial aspects of the incident to include procuring additional resources and recording incident specific expenses.
- (b) Ensuring that all personnel time records are accurately completed and submitted to the appropriate agencies.
- (c) Developing an operating plan for the Finance/Accounting Function if the incident is large enough or likely to be prolonged past 48 hours.
- (d) Working with City risk personnel to ensure that all injuries are documented and the appropriate claims are filed. Ensure all other liability issues are documented and addressed.

206.5 ADMINISTRATIVE AND TRAINING ISSUES

206.5.1 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the plan are available in the Professional Standards Lieutenant's office, the Patrol Administrative Lieutenant's office, the EPC's office, and in Dispatch. All supervisors should familiarize themselves with the EOP and the roles personnel will play when the plan is implemented.

The State of Colorado Emergency Operations Plan and additional regional information can be found on the Colorado Department of Local Affairs, Division of Emergency Management website at <http://dola.colorado.gov/dem/index.html>.

206.5.2 REVIEWING AND UPDATING THE PLAN

The EPC or the authorized designee shall review and update, if necessary, the EOP at least once every year as it related to FCPs operations. This is to ensure it conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), and that any needed revisions are appropriately addressed. This review and update will occur with input and guidance from the Office of Emergency Management and the Chief of Police.

206.5.3 PLAN AND ICS/NIMS TRAINING

All designated Agency personnel will receive basic education and training regarding the City of Fort Collins EOP and ICS. This training will take place as part of scheduled, formal training or at line level trainings such as team meetings, shift briefings, or in the form of a digital training platform. All new affected Agency personnel will be trained on the plan during their initial job training, such as FTO. Affected Agency personnel will also receive documented refresher training related to the EOP and ICS annually.

All affected Agency personnel will become familiar with the National Incident Command System (NIMS). This system is designed for federal, state, and local jurisdictions to coordinate response to major incidents or disasters and share a common organizational foundation and common

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command language. All affected Agency personnel will complete IS-100 in addition to annually required refresher training.

In addition to IS-100, all affected Agency supervisors will complete IS-700.a followed by IS-200.b within 12 months of being promoted. Lieutenants and above will also complete ICS-300.

All affected Agency command level supervisors will participate in at least one emergency response training exercise annually to ensure familiarization of the Incident Command Structure and the City EOP.