


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Emergency Management and Critical Incidents		ACCREDITATION CALEA 46.1.10
	PROponent UNIT Patrol Support Bureau		PRIOR REVISIONS 2/08/2007, 5/20/2008
			ATTACHMENT:
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- I. **PURPOSE:** This Order establishes responsibility for developing and reviewing the Department's unusual occurrences, critical incident response, and emergency management policies.
- II. **POLICY:** The Gainesville Police Department shall develop a set of policies to manage emergency and unusual occurrences. The Department works with the overall framework of the City of Gainesville's Emergency Management Team.

III. **DEFINITIONS:**

Emergency/Disaster/Unusual Occurrence (terms may be interchangeable): Any severe weather event (e.g., hurricane, tornado, flood), hazardous materials spill or intentional release, explosion, fire, major mass-transportation accident or incident, acts of terrorism or other similar incident that results in people being endangered and/or property being damaged.

Emergency Manager: The City of Gainesville has a dedicated EM Director, normally this person works for Gainesville Fire Rescue, and it the lead person in directing all Emergency Response.

Department Emergency Management Coordinator: The Department's EM Coordinator will normally be the Patrol Support Commander. Their responsibility is to assure the Department's readiness for both events with and without warning and to directly collaborate with the City EM.

Incident Command Systems (ICS): FEMA definition - The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, Intelligence & Investigations, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system.

Continuity of Operations Plan (COOP) FEMA definition - Continuity of Operations (COOP), as defined in the National Continuity Policy Implementation Plan (NCPIP) and the National Security Presidential Directive 51/Homeland Security Presidential Directive 20 (NSPD-51/HSPD-20), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

City of Gainesville – Emergency Operations Plan (EOP) - has been developed to establish the special policies, guidelines and procedures that will provide City personnel with the information and equipment required to function quickly and effectively in a disaster situation. A copy of this plan can be found [HERE](#). (CALEA 46.1.2)

Event with Warning – events where specific event planning can occur. Examples: hurricanes planned large protests.

Event without Warning – events where specific event planning cannot occur. Examples: tornados, flash floods, terrorist acts, fires, explosions, plane crashes

Active Threats - Situations involving active threats are serious in nature and can occur in any environment. This may include such settings as educational campuses, malls, businesses, special events, the general workplace, and can include physical or virtual threats. The agency, along with other public safety agencies and response resources, should develop specific plans and actions for responding to these situations.

IV. PROCEDURE

A. Planning: The Patrol Support Bureau Commander, in consultation with the other Bureau commanders, shall, pursuant to Departmental policies and procedures, as well as, City Emergency Management operational needs for managing emergencies/disasters/unusual occurrences, advise the Chief on response to and resources needed. (CALEA 46.1.1)

1. Chief's Office Responsibilities: The Chief, along with both Assistant Chiefs, will ensure the department's overall readiness at all times.

i. Normally the Chief or Assistant Chief's would assume the role of Incident Commander during an event with warning. They may assume direct control of any event, including relieving those initially in command of an event without warning.

ii. In the current ICS diagram for the City, the Chief/ Designee will assume unified command within the Operations Section of City Emergency Operations.

2. Patrol Support Bureau Commander's Responsibilities: The Patrol Support Commander, as the Department's EM Coordinator, shall ensure that the Department and all Department members are prepared in the event of an emergency occurrence. The Patrol Support Commander is also responsible for planning for these types of events, both with and without warning.

i. The Logistics Division/ Section Commander shall identify the sources for the purchase and/or restocking of necessary equipment.

3. Operations Bureau Commander's Responsibilities: The Operations District Commanders shall ensure that recommendations are forwarded to the Patrol Support Bureau Commander for operational needs.

Normally, he/she would assume the role of Law Enforcement Branch Commander using the ICS model, during event with warning.

4. Stored and Other Equipment: The Logistics Division shall identify and store equipment and supplies in sufficient quantity to ensure readiness for emergency/unusual occurrences. Equipment and supplies to be stored would be those items used in quantity and/or for atypical situations. Some examples include:

- i. Police vehicles, radios, and radio batteries,
- ii. Flashlights, tarps, blankets, batteries, crime scene tape, tape evidence tags, evidence tapes, gloves, etc.
- iii. Chain saws, pull straps, raincoats, shovels, machetes, etc.

B. Procedure:

1. The Incident Commander (IC) will be determined by what type of event:

- i. **Events with Warning:** for these planned events, the Patrol Support Commander will normally assume the role of IC; however, the IC serves at the sole discretion of the Chief of Police.
- ii. **Events without Warning:** normally the on-duty Shift Commander will assume incident command until relieved by someone of higher rank.

iii. At a minimum, the IC will address the following: (CALEA 46.1.3)

- a. Activating the incident command system;
- b. Establishing a command post;
- c. Initiating the notification and mobilization of additional agency personnel;
- d. Obtaining support from other agencies;
- e. Establishing a unified command, if necessary;
- f. Establishing a staging area, if necessary;
- g. Providing public information and maintaining media relations;
- h. Maintaining the safety of all affected personnel; and
- i. Preparing a documented after action report.

2. The Operations function will be determined by what type of event:

- i. **Events with Warning:** for these planned events, the Operation District Commander(s) will normally assume the role of Operations; however, they serves at the sole discretion of the Chief of Police.
- ii. **Events without Warning:** normally the on-duty Shift Commander will appoint someone to the Operations function, until relieved by someone of higher rank.

iii. At a minimum, the Operations function will address the following:
(CALEA 46.1.4)

- a. Establishing perimeters;
- b. Conducting evacuations;
- c. Maintaining command post and scene security;
- d. Providing for detainee transportation, processing, and confinement;
- e. Directing and controlling traffic; and
- f. Conducting post-incident investigation

3. Planning function will be determined by what type of event:

i. Events with Warning: for these planned events, the Chief/Designee would assign the role of Planning;; however, they serves at the sole discretion of the Chief of Police.

ii. Events without Warning: normally the on-duty Shift Commander will appoint someone to the Planning function, until relieved by someone of higher rank.

iii. At a minimum, the Planning function will address the following: (CALEA 46.1.5)

- a. Preparing a documented incident action plan;
- b. Gathering and disseminating information and intelligence;
- c. Participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG); and
- d. Planning post-incident demobilization

4. Logistics function will be determined by what type of event:

i. Events with Warning: for these planned events, the Logistics Division Commander/Designee would assign the role of Logistics; however, they serves at the sole discretion of the Chief of Police.

ii. Events without Warning: normally the on-duty Shift Commander will appoint someone to the Logistics function, until relieved by someone of higher rank.

iii. At a minimum, the Logistics function will address the following: (CALEA 46.1.6)

- a. Communications;
- b. Transportation;

- c. Medical support;
- d. Supplies; and
- e. Specialized team and equipment needs.

5. Finance function will be determined by what type of event:

- i. Events with Warning:** for these planned events, the Chief Inspector/Designee would assign the role of Finance; however, they serves at the sole discretion of the Chief of Police.
- ii. Events without Warning:** normally the on-duty Shift Commander will appoint someone to the Finance function, until relieved by someone of higher rank.
- iii. At a minimum, the Finance function will address the following:** (CALEA 46.1.7)
 - a. Recording personnel time;
 - b. Procuring additional resources;
 - c. Recording expenses;
 - d. Documenting injuries and liability issues; and
 - e. Preparing appropriate reimbursement documents, if applicable

C. Inspection of Equipment: The Logistics Division is responsible for equipment used for an emergency/unusual occurrence and shall inspect it for operational readiness periodically, but at least quarterly. (CALEA 46.1.8)

- 1. Inspections:** The inspection shall identify the presence of listed equipment and supplies in the expected quantities, as well as any deficiencies. All inspections shall be kept within the Bureau.
- 2. Identifying Needed Equipment:** Any bureau commander/designee, via an Inter-Office Communication (IOC) or e-mail, shall report deficiencies in existing equipment, as well as any additional equipment needed, to the Patrol Support Bureau Commander.
- 3. Restocking or Adding Equipment:** The Administrative Services Bureau Commander shall brief the Chief on procurement and replacement of needed equipment contemporaneous to the time the notice is received.

D. Accessibility of Procedural Information: The City of Gainesville – Emergency Operations Plan (EOP), as well as, Department policies and procedures shall be accessible to personnel via the Department Manual

- 1. Emergency Operations Training:** (CALEA 46.1.9)

i. Documented annual training on the agency's All Hazards Plan, to include the Incident Command System (ICS) for affected agency personnel; and

ii. Documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.

iii. **Crowd Control Training:** sworn members shall receive crowd control training. (CALEA 46.1.12)

E. Plan/Policy Review: The command staff or other assigned personnel shall, at least biennially, review the Department's emergency and unusual occurrence policies and make changes, as necessary.

The assigned personnel shall consult with bureau and special team commanders to ensure the best product.

F. Dealing with Active Threats: The Department will use the following procedure to handle active threat (event without warning) situations (CALEA 46.1.10) (See General order 46.3, IV, A, 2):

1. Public notifications for awareness and safety;
2. Notification of additional public safety departments and other resources;
3. Response to threats when lives are in imminent danger;
4. Public sheltering and containment of the incident; and
5. Documented annual review of policy and training needs.

By Order of

*Signed Original on File in the
Accreditation Unit*

**Tony R. Jones
Chief of Police**