

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number ENF-029
	Subject Emergency Notification – Staff	
	Special Instructions Replaces ENF-054 dated January 1, 2012	Effective Date March 30, 2015

I. PURPOSE

Establish guidelines for emergency notification of the Staff (Superintendent, Chief of Staff, Assistant Chiefs of Staff and Major Subordinate Commanders) by the Operations Center.

II. POLICY

The Operations Center shall notify the Staff on all matters of a significant nature involving state police personnel, state emergencies, or disasters.

III. PROCEDURE

A. When an emergency or emergencies occur that involve Indiana State Police participation the Operations Center shall utilize both email and the telephone to make contact with the Assistant Chief of Staff (AC/S) Operations.

B. After initial contact is made with the AC/S Operations, additional updates may be emailed to the AC/S Operations and other command personnel as directed.

C. The AC/S Operations shall then make the necessary notifications to the major subordinate commanders, Primary Staff, the Chief of Staff, and the Superintendent. Such emergencies include, but are not limited to:

1. Hostage situations;
2. State natural disasters;
3. Prison riots;
4. Strike violence;
5. Weather related emergencies;
6. Death or injury to any Department employee;
7. A Department employee causes death or injury to another person; and
8. Incident involving Department personnel that could result in liability issues.

D. Additional notifications involving the death of an employee:

1. The Legal Office;
2. Human Resources Division;
3. The Department’s Honor Guard Commander; and
4. The OSHA Safety Coordinator.

C. Other notifications:

1. The Legal Office shall also be notified when:

- a. Injury occurs to any Department employee;
- b. A Department employee causes death or injury to another person; and
- c. Any incident involving Department personnel that could result in liability issues.

2. The OSHA Safety Coordinator shall be notified in the event of an injury to an employee that involves:

- a. Hospitalization (overnight stay);
- b. The amputation (medically necessary or accidental) of any body part; and
- c. The loss of an eye.

D. Operations Center shall be staffed 24 hours a day and maintain close liaison with the Superintendent's Staff, the Primary Staff, and as necessary the major subordinate commanders.

E. Zone, area, division, section and district commanders shall forward necessary information and requests to the Operations Center who shall advise the AC/S Operations as described in sub-section A, above.

F. The members of the Primary Staff shall be responsible for assigning acting commanders in their absence and notifying Operations of their replacements.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.