

# **MERIDIAN TOWNSHIP POLICE DEPARTMENT GENERAL ORDER**

Subject: <b>CRITICAL INCIDENT AND SPECIAL EVENT PLANNING AND MANAGEMENT</b>	General Order: 501
Effective Date: April 20, 2018 Revision Date: July 3, 2024	Distribution: Command and Supervisory Staff

## **I. PURPOSE**

This general order establishes procedures for management of critical incidents.

## **II. POLICY**

It is the policy of the Meridian Township Police Department to plan and prepare for response to critical incidents and to use the incident command system when appropriate.

Under the Meridian Township Emergency Management Resolution the Township has provided for the mitigation, preparedness, response and recovery from natural and man-made disasters by being part of the Ingham County Emergency Management Program. This program provides a means to coordinate local resources with those of the County.

Once a local State of Emergency or a Governor's State of Disaster has been declared by the authorized official, the operations of this Department shall be governed by the Ingham County Emergency Operations Plan and the Michigan Emergency Management Plan as appropriate.

Meridian Township Police Department directives will be used to supplement those plans and to guide the responses of the Meridian Township Police Officers. Incident management concepts addressed in this directive apply to related incident response types such as bomb/explosive incidents, hostage/barricaded situations, natural/man-made disasters, civil disorder responses, and Homeland Security matters.

## **III. PROCEDURES**

### **A. Planning**

1. The Chief of Police or his designee is responsible to plan for the Department's response to critical incidents and unusual occurrences.
2. The Chief of Police or his designee will review and update the Police Department plans and policies for critical incidents as needed.
3. Emergency operations and critical incident plans shall be available to all command and supervisory personnel. At a minimum, emergency operation plans and situation maps will be maintained in the following locations:

- a. Office – Chief of Police
- b. Office – Uniform Division Commander
- c. Office – Services Division Commander
- d. Both Patrol Supervisor Vehicles
- e. In addition, floor plans for area school buildings will be maintained in the Patrol Plan folders.

Revised

4. Copies of critical incident directives are available to all personnel in the Department's Administrative Operations Manual and as an electronic resource on mobile computers or PowerDMS.

B. Command Authority/Chain of Command: If a critical incident occurs within the jurisdictional boundary of this Department, the Chief of Police or his designee, will maintain command over all law enforcement activity during the critical incident. Should a State of Emergency be declared, the Chief of Police or his designee will coordinate departmental resources in accordance with the Meridian Charter Township Emergency Operations Plan.

1. The chain of command from the Chief down through the ranks, and the line of authority from the Patrol Officer up through the ranks will be in accordance with the Department Organization Chart. Ranks should not be by-passed except under emergency or unusual situations, which demand it.
2. The Incident Commander is responsible for overall incident activity and retains all vested authority in the incident. The Incident Commander is normally located at a command post.
3. The responsibility to direct and coordinate the activities of all resources toward a common objective requires UNITY OF COMMAND. This is best achieved by naming an INCIDENT COMMANDER. The Incident Commander will have authority to take whatever actions necessary to properly direct and control the resources under his command.

C. Equipment

1. The assigned supervisors, as listed in the appendix, will maintain equipment lists showing the numbers, types and locations of equipment available for response to critical incidents. (Note: Examples are barricade materials/tape, traffic cones, specialized weapons, portable lighting, megaphones, equipment to shut off municipal utilities or anything the Department identifies as available, or may have, to help manage the critical incident.)

2. All equipment designated for use in critical incidents should be audited monthly to verify operational readiness.

D. Incident Command System

The Incident Command System organizational structure develops in a modular fashion based upon the type and magnitude of a critical incident. Not every critical incident will have individuals assigned to each section, but every critical incident requires some form of activity in each section.

As the need exists, five separate functions can be developed and each may have several sub-units. Responsibilities may be combined depending upon the scope of the incident and availability of personnel to staff those functions.

1. **Command:** manages the critical incident, which includes establishing the strategic objectives of the operation and ordering and releasing resources.
  - a. This includes the ability to muster additional Meridian Township Police Officers as established in General Order 502 Emergency Mobilization of Police Personnel.
2. **Operations:** directs all critical incident tactical resources to accomplish the strategic objectives developed by command. In smaller operations, the Operations Chief may be the Incident Commander. The Operations Chief assures that the resources committed to the critical incident are used effectively to carry out overall incident objectives.
  - a. The Operations Section shall be responsible for the establishment and supervision of staging areas when staging is deemed necessary by the Incident Commander.
  - b. The Operations Section shall maintain a manageable span of control. This shall be generally defined as being between a ratio of 1:3 and 1:7 Supervisors to subordinates with 1:5 being optimal.
  - c. The Operations Section shall additionally be responsible for managing evacuations from affected areas when necessary and handling traffic control and management as it pertains to the incident.
3. **Planning:** is responsible for gathering, analyzing, and disseminating information and intelligence important to the on-going and future operations in the critical incident. The information developed leads to the development of oral or written action plans while coordinating with Ingham County Emergency Management and state officials as necessary.

- a. The Planning Section during a critical incident will manage the planning process, compile the incident action plan and manage any technical specialists.
  - b. When an incident is nearing its end, the Planning Section shall be responsible for preparing a demobilization plan.
- 4. **Logistics:** provides the services and supplies needed to support incident tactical operations. Logistics shall additionally be responsible for the following:
  - a. Communications such as portable radios, cellular telephones, or other electronic communication devices.
  - b. Medical support to incident personnel.
  - c. Supplies for all functions to include food and water for all incident personnel
  - d. Facilities to be used for response to the incident.
  - e. Ground support such as transportation for personnel, civilians, and other persons affected by the incident.
- 5. **Finance/Administration:** maintains records regarding expenditures associated with the incident. Specifically the Finance Section shall be responsible for the following tasks:
  - a. Financial analysis and summaries of associated costs.
  - b. The overseeing of contract negotiations when applicable (typically referring to lease agreements, supplies and contractual labor).
  - c. The tracking of personnel, equipment, consumable supplies, and the time and costs associated with these items.
  - d. The processing of claims for accidents, injuries, and liability issues.
- E. Incident Commander (IC)
  - 1. Is responsible for the overall incident activity and retains vested authority in the incident.
  - 2. Is responsible to establish a Command Post and identify a Staging Area for additional responding resources. The Incident Commander will normally be located at the Command Post.

3. Is responsible to develop an incident action plan. The plan should be documented at all stages and include the ability to document the entire incident as it unfolds. This should all be forwarded to the Chief of Police when the incident is over.
  - a. It is important to keep the plan flexible.
  - b. The plan should be continually evaluated to ensure it meets the changing dynamics of the incident.
4. Is responsible to order the resources needed to meet the objectives of the incident response.
5. Is authorized to establish any position or function necessary to efficiently manage the critical incident at hand.
6. Is authorized in complex or long duration critical incidents to select those persons to fill the key subordinate command functions.
  - a. **Safety Officer:** This position is to monitor and assess the incident for unsafe situations and initiate measures for ensuring personnel safety.
  - b. **Liaison Officer:** This position is the contact person for assisting or coordinating agencies.
  - c. **Information Officer:** This position is responsible to manage the media and provide them with accurate and pertinent information consistent with the provisions of General Order 321 News Media Relations.
7. Is to accomplish the objectives of the operation with consideration for the safety of personnel assigned to the incident.

F. Operations

The Incident Command System (ICS) is designed to start small and grow as the critical incident requires more resources, becomes more complex or is lengthy in duration. The following guidelines are intended to guide officers in the application of the ICS when responding to critical incidents where the coordination of additional police departments and/or support resources may be required.

1. The need for control and organization at any type of incident makes the ICS applicable in most situations,
  - a. Provides for effective use of additional police assistance and fire, EMS or utility units.

- b. Can grow with scope of the incident due to modular expansion.
- c. Is applicable to day-to-day operations and routine emergencies.
- d. Any rank of employee trained in the application of the system can, and is encouraged, to use the Incident Command principles.

2. Initiation of Incident Command at Police Related Events

- a. The first officer on the scene of a critical incident should identify the type and scope of the incident and notify dispatch of the need for assistance and other units. If possible, an incoming response route should be identified.
- b. The first officer on the scene will assume the role as Incident Commander until relieved by a ranking officer.
- c. As soon as it is practical, the Incident Commander (IC) should notify dispatch:
  - 1) That Incident Command has been established
  - 2) The identity of the Incident Commander,
  - 3) The location of the Command Post for responding assets.
  - 4) Select a descriptive identifying name for the incident.
  - 5) The location of the Staging Area and safest response routes.
- d. The IC will manage the critical incident by outlining the incident action plan to other responding units and assets that will then be responsible to carry out their assignments. The action plan should remain flexible to respond to changing dynamics of the incident and availability of assets. The plan must prioritize:
  - 1) Life safety and aid to victims
  - 2) Incident stabilization
  - 3) Property conservation
- e. To direct and coordinate the activities of all resources toward a common objective, an Operations Section Chief should be appointed. If necessary, Branches can then be created for each classification of assets participating in the incident. Examples include Police, EMS/Fire, and utility or life services.
  - 1) The Operations Section Chief should then have the incident action plan explained to them.

- 2) The Operations Section Chief is responsible to command the response to the incident within the context of the overall plan.
  - 3) If Branches are created, the Operations Section Chief will have the responsibility to explain the Incident Action Plan to the Branch Directors.
- f. Assign a Command Post Log Officer, Command Post Security Officer, and Staging Area Security Officers as appropriate.
  - g. Notify the Chief of Police or his designee, as directed by Department policy.
  - h. Dispatch shall be notified anytime there is a change in Incident Commander or location of the Command Post.
3. Expansion of Incident Command

If the scope of the Incident Command System is expanded, the following needs should be assessed in preparation for the transition.

- a. Notify the Meridian Township Emergency Management Liaison (Fire Chief) and ask for consideration to activate the Emergency Operations Center. The Meridian Township Emergency Management Liaison will consult with the Township Manager regarding the activation of the center, the need for a local or county level activation, and any pending local state of emergency declaration.
- b. Document the latest incident action plan.
- c. List all units and assets currently involved in the incident, including their location and function.
- d. If possible, make a rudimentary sketch of the scene including buildings, trees, cover areas, and identify escape routes and staging areas.

G. Establishing Protective Perimeters

Inner and outer perimeters will be established appropriate to the incident.

Perimeters are established to contain suspects and to prevent the movement of unauthorized persons into the site.

- 1. The Inner Perimeter is the area immediately surrounding the crisis site and is cleared of civilians and non-essential police/public safety

personnel. The size and shape of the inner perimeter will depend upon the danger radius and nature of the incident.

- a. Officers assigned to the inner perimeter shall keep the Command Post informed of all observations and information pertinent to the crisis.
2. The Outer Perimeter prevents entry into the site by unauthorized persons and protects the surrounding public by providing a buffer zone between the public and the crisis area; outside the zone of the threat.
    - a. The outer perimeter will allow the responding resources to operate in an unhindered manner at the crisis site.
    - b. Outer perimeter personnel shall also facilitate the safe, orderly, and efficient flow of authorized emergency traffic to and from the sites.
    - c. The outer perimeter should be staffed by uniformed officers.
    - d. Access through the outer perimeter shall not be allowed, except as specifically authorized by procedure and/or the Incident Commander.

#### H. Post Incident Reports

1. The Incident Commander will coordinate preparation of post-incident reports.
2. The incident report will be prepared as required by Department policy. Following are examples of the kind of information that should be included:
  - a. Chronological order of events.
  - b. Description of the incident; size, location, nature, reason, casualties, property damage, etc.
  - c. All incident logs, incident reports, use of force reports, and any citizen complaints.
  - d. All damage reports (police, public & civilian property) and a list of equipment that needs repair/replacement.
3. The Incident Commander will facilitate a post-incident debriefing, if warranted.



New

## I. Special Events Plan

1. The Uniform Division Commander shall be responsible for developing a written special events plan whenever a large scale event is planned. Examples of large scale events may include but are not limited to large parades, community events such as Celebrate Meridian, sporting events such as a large scale road race, planned demonstrations, and other events as directed by the Chief of Police or his or her designee.
2. The Uniform Division Commander shall be responsible for mustering personnel and equipment during the planning phase as well as ensuring proper supervision is available to command the event.
3. The special events plan shall include direction for the following:
  - a. Ingress and egress for vehicles and/or pedestrians
  - b. Parking locations
  - c. Control of spectators
  - d. Public transportation needs
  - e. Relief of assigned personnel
  - f. News media handling
  - g. Alternative traffic routes
  - h. Temporary traffic controls
  - i. Parking prohibitions
  - j. Emergency vehicle access

## J. Mutual Aid

The Chief of Police or his designee may request assistance from other local county, or State agencies under established Mutual Aid Agreements. Upon implementation of the Ingham County Emergency Management Program, those requests will be at the discretion of the Emergency Management Director.

## K. Federal Law Enforcement Aid

If the emergency requires the response of Federal Agencies, the Chief or his designee will meet with the Federal authorities to jointly determine control of the scene and any subsequent investigations.

L. Officers Assigned To Other Agencies

Officers of this Department assigned to or assisting other law enforcement agencies will be guided by this procedure.

**IV. CANCELLATIONS**

None

Authorized by:



Rick Grillo, Chief of Police

Index as:

Critical Incident Planning

Emergency Planning

Special Event Planning

Incident Command System

Incident Management

Standards 3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6, 3.7.7

*Application: This directive constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.*

**APPENDIX A**

A. Outer Perimeter Supervisor Briefing.

The outer perimeter supervisor should be briefed on the following at a minimum:

1. Your initial personnel assignments should be to secure the entrance route(s) into and exit route(s) out of the incident area.
2. The general boundaries of the area to be isolated are:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

3. Emergency vehicles, personnel and support equipment will be routed as follows:

a. Entry point: \_\_\_\_\_

b. Safe approach to the entry point \_\_\_\_\_

Safe routes through the outer perimeter to: \_\_\_\_\_

c. Staging area \_\_\_\_\_

d. Command post \_\_\_\_\_

e. Other \_\_\_\_\_

f. Exit point \_\_\_\_\_

4. Radio frequencies used: \_\_\_\_\_

B. Outer Perimeter Personnel Briefing.

The outer perimeter personnel should be briefed on the following at a minimum.

1. Their radio/car number.
2. The location and nature of their assignment.
3. Who their immediate supervisor is.
4. Known information about what has occurred.
5. A warning about known hazards.
6. They are to remain on post until relieved.
7. No unauthorized persons may enter the perimeter.
8. All unauthorized persons leaving the incident area will be stopped and questioned.
  - a. Officers should approach anyone inside of the perimeter with caution.
  - b. Officers should attempt to determine the following:
    1. Their identity
    2. Why they are there (suspects, witnesses, residents, onlookers, injured).

3. Can they provide any intelligence about the incident.
9. They are to contact their supervisor if they become aware of any conflict between their instructions and an incident occurring in their tactical area of responsibility.
10. When relieved, they are to report to the Staging Area, unless otherwise directed.
11. What equipment is required to handle the assignment.

## **APPENDIX B**

The Command Post Log Officer should be briefed as listed below before beginning his duties:

1. Your notes may become the basis from which a formal report called the Chronological Log of Events will be written, it is important that your notes be accurate as well as legible.
2. You should structure your log using the time of entry near the left margin and the narrative of entry to the right (see example provided below).
3. While the Incident Commander or other personnel may instruct you to write specific information in the log, it is important that you pay attention to what is going on in the Command Post and on the radio. On some occasions the Command Post staff may be busy and may not provide you with valuable information to enter into the log. During those times you should anticipate what information needs to be entered and log it.
4. At the end of your shift, you should log the fact that you are being relieved of duty and write the name of the officer relieving you in the log.
5. You are responsible for briefing your replacement on what has occurred in the incident up to the time of your relief and to ensure that the new log officer understands the log officer's duties.
6. Before leaving the Command Post at the end of your tour of duty, you should know what time and the location you are expected to report to when returning to duty.
7. LOG EXAMPLES:

0931            Officer X reports the odor of natural gas from the SE corner of

0934            Fire Department, Michcon, and Incident Commander notified of the above.

- 0937 Sergeant Y reports locating two persons trapped in the basement of Extraction, Rescue, and MTFD Ambulance dispatched.
- 0955 Sergeant Z reports the outer perimeter has been secured. A roster has been sent to the Operations Officer.

### **APPENDIX C**

#### **COMMAND POST SECURITY OFFICER OPERATIONS CHECKLIST**

1. You are to maintain a position where you can restrict entry into the CP to only those persons that are authorized entry.
2. The CP Security Officer should be given a list, similar to the below, that lists the individuals authorized to enter the Command Post:

##### Persons Authorized To Enter The Command Post

Police Chief

Patrol Commander

Incident Commander

Investigations Supervisor

SRT Supervisors

Negotiators

Log Officer

List Others:

3. If anyone not on the list requests to enter the CP, you are to instruct them to wait outside and then notify the CP staff of their name and function. You will be informed whether entry is authorized or not.
4. You are to remain on post until relieved. You shall brief the officer replacing you on your duties.

**APPENDIX D****STAGING AREA SECURITY OFFICER**

The Staging Area Security Officer is responsible for the security of the Staging Area and its contents. He should be briefed as follows, at a minimum:

1. Prevent the entry of all unauthorized persons and vehicles into the Staging Area.
2. Provide security for all unattended vehicles and equipment in the Staging Area.
3. You will be provided with a list of persons, vehicles and equipment that are authorized to enter into the Staging Area.
4. If anyone not on the authorized list requests entry to the Staging Area, have them wait outside and check with the Staging Area Supervisor.
5. Your direct supervisor is the Staging Area Supervisor.
6. You are to remain on post until relieved. You shall brief your replacement on the duties for this position and any other information pertinent to his duties.