

Bowie City Police Department - General Orders



TITLE: EMERGENCY OPERATIONS PLAN	NUMBER: 809
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AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS 46.1.1 46.1.2 46.1.3 46.1.4 46.1.6 46.1.8 46.1.9 46.1.10	TOTAL PAGES 12
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I. POLICY

A. The City of Bowie Police Department recognizes the importance of planning for natural and man-made disasters as well as active threats of criminal mass casualty incidents and will have appropriate plans from a first-responder's perspective so that Department members responding to such disasters and threats will have written guidelines and procedures to follow.

B. A copy of the Emergency Operation Plan shall be made available:

1. To all agency personnel
2. As well as a copy to be maintained in the Emergency Operations Center.

II. PURPOSE

A. To define a procedure to handle emergency operations in the field, this may require additional public safety departments, resources and personnel. (CALEA 46.1.10 b)

B. To delineate an incident chain-of-command, this allows for command of any critical incident.

C. This plan should be considered or utilized when supervisory level personnel, or higher, recognize that a situation or event will require a major commitment of Departmental resources for an extended period of time.

III. ACTIVATION

A. The EOC for the City of Bowie is located in the City of Bowie City Hall, 15901 Excalibur Road, Bowie.

B. All supervisory personnel shall read and become familiar with the City of Bowie's Emergency Operations Plan, which is available through the Operation Services Section.

C. The Mayor has the ultimate overall responsibility for actions taken to control an emergency within the City.

D. Authority to activate the EOC lies with the City Manager or his/her designee. The City Manager or his/her designee will also direct and control emergency operations.

G. Police personnel assigned to EOC shall include:

III. APPLICATION

A. There are many instances where the term “critical” can be applied, below are some examples, and, while the list is not exhaustive, it encompasses events normally encounter in law enforcement, as well as extreme circumstances. :

- i. Hostage/Barricade
- ii. Terrorism
- iii. Bomb Threats
- iv. Search and Rescue
- v. Suspicious Mail
- vi. Weather Related Emergencies
- vii. Aviation Incidents
- viii. Severe Flooding
- ix. Construction Accident
- x. Earthquakes
- xi. Environmental Incident
- xii. School Violence
- xiii. Train Derailment
- xiv. Hazardous Material
- xv. Major Fire
- xvi. Explosions
- xvii. Mass Arrest
- xviii. Mass Causality Incident
- xix. Power Outage
- xx. Radiological Incident
- xxi. Evacuation
- xxii. Pandemic Influenza Plan
- xxiii. Active Shooter, threats / rapid deployment

B. Other applications include: Homicides, fatal motor vehicle collisions; officer involved shootings; serious injury or death of an on-duty City employee; and other incidents involving critical incidents.

IV. OBJECTIVES

- A.** Respond to threats when lives are in imminent danger; (46.1.10 c)
- B.** Reduce or minimize the loss of life and property;
- C.** Provide public sheltering and containment of an incident (46.1.10 d)
- D.** Notify public for safety and awareness (46.1.10 a)
- E.** Care for injured and maintain public health;
- F.** Alleviate suffering and hardship;
- G.** Maintain law and order;
- H.** Restore essential services and provide vital resources to affected areas;
- I.** Provide for continuity of government; and,
- J.** Provide the basis for subsequent recovery.

V. ORGANIZATIONS

A. The Chief of Police shall appoint a permanent Emergency Operations Coordinator. The Emergency Operations Coordinator, unless otherwise assigned by the Chief of Police, shall be the Investigative Services Division Commander. (CALEA 46.1.1)

1. This person shall be responsible for:

- a. Assisting the Chief of Police in planning for responses to critical incidents and act as the Department's liaison with City, County, State and Federal emergency management authorities.
- c. The physical operation within the EOC to ensure that all equipment and appropriate information is available in the EOC.
- d. Act as principal advisor to the Chief of Police and the Command Staff in dealing with critical incidents.
- e. Review and make recommendations for updating the critical incident plan and policies on a continuing basis.
- f. Review and update resource lists, on an as needed basis, that are used in any critical incidents.
- g. Maintain contact with other municipal, county, state and

federal emergency management agencies and authorities on a regular basis.

h. Organize, in conjunction with the City's Emergency Manager a documented annual training and biennial training of the Emergency Operations Plan (All Hazards Plan) for affected agency personnel. (CALEA 46.1.9)

(1) The exercise can be either a table top exercise or a practical exercise. It can also be done in conjunction with either City, County, State or Federal law enforcement authorities.

(2) Training can also be unannounced to evaluate the Department's preparedness and response procedures.

B. The Chief of Police shall be in command of all law enforcement resources committed to a critical incident, within the City limits, unless he designates or delegates that authority to another individual or agency.

VI. PRIMARY DUTIES DURING A CRITICAL INCIDENT-OPERATION FUNCTION

A. Immediate Actions: During critical incidents, the Department will respond to threats when lives are in imminent danger (46.1.10 c), initiate, assist or expedite emergency operations. All available resources will be applied to the extent necessary to effectively control the incident. The following primary duties shall be performed:

1. Assess and report the approximate nature, size and location of the incident scene.
2. Containment of the incident in an attempt to lessen the severity (i.e., close a gate/door, turning off utility supply, etc.) when the task can be performed without undue risk to the officer.
3. If the event of a Hazardous Material, or other hazard capable of being borne by the wind or other atmospheric condition, officers should remain upwind, upstream and uphill from the incident. The Shift Supervisor should immediately consider the need for evacuations and protective equipment. (CALEA 46.1.4.b)
4. The following information should be forwarded as soon as possible to the on- duty Communications Specialist and Shift Supervisor.
 - a. Locate injured and dead;
 - b. Attempt to establish control of the scene, shelter the public and establish appropriate perimeters, inner and outer; (CALEA 46.1.4.a) (46.1.10 d)
 - c. Establish a field command post and scene security (CALEA 46.1.4.c)
 - d. Mobilize sufficient resources to control of the situation; (CALEA

46.1.3.c & 46.1.10 b) This could include but not limited to:

- i. Additional Law Enforcement agencies;
 - ii. Fire Department and EMS personnel;
 - iii. Department of Public Works;
 - iv. Utility Companies
- e. Prevent loss of life and property;
- f. Notify public for awareness and safety purposes (46.1.10 a)
- g. Evaluate as necessary;
- h. Provide for detainee transportation, processing and confinement: (CALEA 46.1.4.d)
- (1) Detainees should be removed from the scene as quickly as possible.
 - (2) Detainees should be transported in accordance to Prisoner Transport.
 - (3) Detainees should be processed and confined in accordance with Order Prisoner Processing.
- i. Preserve the scene for evidence collection; (CALEA 46.1.4.f)
- j. Maintain access routes to and from the scene as necessary; (CALEA 46.1.4.e)
- k. Direct and control traffic around the incident scene; and, (CALEA 46.1.4.e)
- l. Conduct post-incident investigation. (CALEA 46.1.4.f)

VII. COMMUNICATIONS

A. During the response to, and at the scene of any disaster, effective communication is perhaps the single most important element to a successful resolution.

B. Members of the Department will keep the on-duty Communications Specialist and Department supervisors and commanders informed of any situation to which they need to respond, with frequent updates, when possible.

C. Members utilizing radio communications are cautioned that citizens, member of the media and inquisitive bystanders have scanners and will not hesitate to respond to a scene where police activity is in progress, therefore officers will use appropriate radio codes and professional communications between themselves and the on-duty Communications Specialist.

D. Members will not use cellular phones or other methods of communications to transmit important information about the on-going event, as long as the police communication system is up and running. It is imperative that communications during

a disaster are recorded to provide a clear record of when and how the situation unfolded. However, there are instances when the use of both cellular phones and police radios is ill-advised because of possible detonations. If explosives are involved in any disaster situation, officer should use telephone land-line communications, when available.

E. All communications should remain on the City of Bowie's Main Channel unless instructed to move to a designated alternate channel during a disaster situation.

F. If practical, to ensure that communications are coordinated, the supervisor will designate a communications officer or car whose responsibilities include, and may not be limited to:

1. Being centrally located and recognizable;
2. Relaying radio messages to the on-duty Communications Specialist, as necessary and appropriate; and,
3. Tracking disaster activities on a map(s).
4. Keeping a log or record of the:
 - a. Location of participating officers;
 - b. Identities and identification numbers of officers deployed;
 - c. Time that certain request were made and by whom;
 - d. Time the situation was declared to be under control; and,
 - e. Any other appropriate duty assigned by the Incident Commander.

VIII. FIELD COMMAND POST (CALEA 46.1.4.c)

A. A field command post can be anything from a police vehicle, to a formal structure, to allied agencies Command Bus.

B. The first arriving officer's vehicle, as a first responder, is the incident's temporary "field command post" until a supervisor determines that it is necessary to establish a formal field command post.

C. If the highest ranking officer determines, upon his/her arrival, that there is a need for a field command post, he/she will ensure that one is established as follows:

1. It must be located in an area near the scene and its security and the safety of the personnel manning it must be assured.
2. In the event of a hazardous materials incident, the command post may need to be located a safe distance from the scene and its placement must be contingent upon wind direction.
3. It must be equipped with suitable communications equipment.

D. IF the incident is one for which Fire/Rescue personnel have established a field command post, the police filed command post should be located in close proximity to Fire/Rescue filed command post to ensure coordination and information sharing.

IX. CASUALTY INFORMATION

A. Information pertaining to those injured or killed as the result of the disaster will be maintained at the field command post, by a person designated by the Incident Commander, so that:

1. Supervisors/commanders are aware of it;
2. All persons are accounted for, and,
3. It can be used by investigators.

B. In most cases, this sort of information is considered to be public domain, however, the names of those injured and/or killed will not be released to the media or anyone not directly involved in the incident until:

1. The next-of-kin is notified; and,
2. The release of the information is cleared with the appropriate investigators.

C. Prior to the notification of the next-of-kin, information that may be released will be of a general nature, such as a victim's sex, approximate age and nature of injuries.

D. There will never be speculation of a cause of death released.

E. All casualty information will be included in the Incident Report.

X. COMMUNITY RELATIONS AND PUBLIC INFORMATION

A. The release of information to members of the public and media will be coordinated to ensure that:

1. Accurate information is provided by a reliable source;
2. Information not considered to be in the public domain is protected from disclosure;
3. Information that the public has a right to know is provided;
4. The release of certain information will not compromise the investigation of the disaster; and,
5. The release or refusal to release information is in accordance with applicable laws and General Orders.

B. Members responding to questions will not state opinions, speculations, conjecture, or make any statements not supported by facts, as this can lead to rumors and unnecessary

panic in the area.

C. If a member does not know the answer to a question, he/she should say that they do not know the answer. If the member does know the answer, but its disclosure should not be made public, the member should indicated that “ at this particular time an answer cannot be provided.”

D. Representative of the media will be allowed closer access to the scene than persons not affiliated with the media, as long as the access will not hinder police/fire/rescue efforts, and it is safe.

E. Under no circumstances will any member of the Department cover or attempt to cover a media representative’s camera lens or interfere with said representative’s lawful activities.

F. The person designated as the spokesperson or media liaison person will designate an area away from the scene, but still in close proximity to it, where periodic media briefings/press conferences can be held to update the media representative covering the incident.

G. The media will be advised of alternative traffic routes around the incident so that this information can be broadcast.

XI. SUPPORT FROM ALLIED LAW ENFORCEMENT AGENCIES (CALEA 46.1.3.d) (46.1.10 b)

A. As necessary and appropriate, other law enforcement agencies will be contact pursuant to and consistent with the existing Mutual Aid Agreement. Other allied agency should be considered and contacted when they can provide a needed resource.

B. The following allied law enforcement agencies can provide assistance, and should be considered:

1. Maryland State Police-can provide specialized air support;
2. United States Park Police-can provide specialized air support;
3. Prince George’s County Police-can provide specialized air support; K9 Teams; specialized equipment; staffing.
4. Prince George’s Fire Marshall and Hazmat EOD

XII. MILITARY SUPPORT (MARTIAL LAW)

A. If it is determined that military support is necessary, only the Mayor may request such support through the Governor of Maryland. Only the Governor can order the National Guard into service. This will be all done at the City level through the EOC Activation.

B. The National Guard will stay mobilized until the Governor orders de-

mobilization.

C. When the National Guard is ordered into service by the Governor, pursuant to the provisions of 13-402 of the Maryland Public Safety Act, its members shall have the same power as police officers to enforce the law.

XIII. PUBLIC FACILITY SECURITY

A. The Incident commander will arrange for public facility security, if it is deemed necessary. Obviously, not every emergency situation will require public facilities to be guarded or patrolled, but if the Incident Commander determines that certain facilities require security during the emergency, he/she will so order the level of security and at which facility(s).

B. If necessary, the Incident Commander will assign appropriate personnel to provide security for the following:

1. The Field Command Post;
2. City Hall;
3. The Public Works facility; and,
4. Properties owned by Public Utilities.

XIV. TRAFFIC CONTROL (CALEA 46.1.6.e)

A. Those officers assigned to direct or control traffic at or around the scene of the incident will:

1. Position their police vehicles in such a manner that the officer(s) is protected, the scene is protected, and motorist and pedestrians are alerted to the officer's presence;
2. Wear high-visibility clothing;
3. Allow media representative's closer access to the scene than private citizens, as long as the access will not jeopardize police/fire/rescue operations and/or the media representative's safety.
4. Effectively use flares, traffic cones, and portable signs, depending upon the nature of the incident.
5. Be aware at the scene of a hazardous materials leak/spill, or a natural gas leak, the ignition of flares may be prohibited.
6. Consider all downed power lines to be energized, unless you positively know differently.
7. Keep traffic moving, unless the incident necessitates traffic stoppage, and not allow motorist to stop unnecessarily. If possible notify motorist of alternate routes.

8. Place a traffic light on flashing at an intersection where the officer will be manually controlling traffic.

B. The Incident commander will arrange for relief of officers assigned to direct/control traffic.

C. An officer relieving another officer will advise the command post or the on-duty Communications Specialist and the relieving officer's location.

D. The officer being relieved will advise the command post or on-duty Communications Specialist that he/she has been relieved and their status.

XV. EQUIPMENT REQUIREMENTS: The Department has available at any given time, emergency equipment that can be utilized in the event of a critical incident. All supervisors shall be aware of this available equipment and its locations.

A. Vehicles:

Equipment	Location
Patrol Vehicles	Assigned/Rear lot
Animal Control Truck	City Hall
4 Wheel Drive Vehicles	Public Works
4 Wheel Drive Vehicles (Police)	Assigned /Station
Patrol Bicycles	Garage Unmarked
Vehicles	Assigned
HUMVEE	Rear Lot

B. Other Equipment

Equipment	Location
Extra Ammunition	Armory Extra
Weapons (standard issue)	Armory
Handcuffs and Restraints	Assigned
Aid Kits	All Cruisers
Traffic Cones	Trailer/Public Works
VMS Boards	Department of Public Works

C. Other needed specialized equipment needs may be met by the Department of Public Works; allied police agencies; and/or, the Prince George's County Fire Department.

XVI. DE-ESCALATION PROCEDURES

A. De-escalation from any incident will be done systematically and gradually to ensure an appropriate level of staffing until all incident participants are entirely clear from the scene.

B. Police officers no longer required on the scene will be released by the Incident Commander.

C. Officers who have been released from the scene will advise the command post or the on-duty Communications Specialist of their status.

XVII. RUMOR CONTROL

A. With any major situation rumors develop and spread throughout the affected community and beyond. Rumors can not only be counterproductive, but can also pose a danger to incident participants.

B. Members of the Department, when dealing with members of the media and/or members of the public, will refrain from:

1. Speculation about the cause(s) of the incident.
2. Stating opinions as to fault.
3. Releasing the names of those injured or killed.
4. Disclosing any information about the incident which is sensitive in nature and/or in unsupported by facts, and/or,
5. Releasing information which could compromise or jeopardize any investigation into the incident.
6. A very important part of the media liaison's job during the incident will be to provide accurate information during periodic briefings with media representatives to dispel any rumors before they are spread, and to attempt to quell any rumors that are being spread.
7. A concerted effort on everyone's part will make rumor control much easier.

XVIII. POST OCCURRENCE DUTIES/RESPONSIBILITIES

A. The Incident commander, or designee, will ensure that post-occurrences duties are carried-out by officers participating in the incident, and/or those released from it, and will include and may not be limited ensuring that:

1. Adequate law enforcement officers remain in the area to keep peace and order;
2. Roadway and other thoroughfares are re-opened, as appropriate;
3. Information is available to the media; and,
4. All areas of the City that were affected by the incident are inspected either by police officers or those with expertise to determine damage estimates, the nature of repairs/clean-up needed, and what, if any other role would be appropriate for law enforcement to undertake.

B. The Incident commander will set a date in the near future in order to meet with all participants to critique the incident from a law enforcement perspective.

C. All Department members who participated in the incident will complete and submit a supplement report or witness statement detailing what they did during the

incident.

XIX. AFTER-ACTION REPORT

As a result of the critique, a formal report will be prepared by the Incident commander and submitted to the Chief of Police for review.

XX. ANNUAL REVIEW

Annually, the Chief of Police or his/her designee will conduct a documented annual review of this policy and related training needs. (46.1.10 e)