

# Truro Police Department

## UNUSUAL OCCURRENCES: ALL-HAZARDS RESPONSE PLAN

*Policy Number: OPS-6.17*

*REFERENCE: Emergency Mobilization Plan*

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*Accreditation Standards: 46.1.1., 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.8, 46.1.9  
Mass. Gen. Law Chap.*

*Other: Hostages, see Hostage Policy, OPS, 6.21; Homeland Security, ICS*

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### **POLICY:**

It is the policy of the Truro Police Department to maintain the peace and security of the Town by responding to planned and unplanned unusual occurrences using the procedures outlined below. As such, the Chief of Police is responsible for planning responses to critical incidents, and will annually review the Community Emergency Management Plan (CEMP), in conjunction with other town, county and state officials. The CEMP will be used and consulted as needed in conjunction with this and other department policies and procedures. Officers should also consult the department's Homeland Security Policy which deals with acts of terrorism, natural and manmade disasters and other unusual incidents, and the Hostage Policy dealing with procedures on how to handle hostages and/or barricaded subjects.

The Department will establish and utilize the Incident Command System (ICS), a component of the National Incident Management System (NIMS), whenever an incident requires more than a routine police response. The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure. The key concepts and principles of ICS include the following:

ICS is modular, scalable, and is readily adaptable to any emergency or incident;

ICS has interactive management components that set the stage for effective and efficient incident management and response;

ICS incorporates common terminology, standards and procedures enabling diverse organizations to work together effectively;

ICS establishes a Chain of Command and Unity of Command, clarifying reporting relationships and eliminating confusion; and

ICS incorporates measurable objectives to ensure fulfillment of incident management goals (Management By Objectives).

The ICS may be utilized to manage incidents regardless of cause, size, location, or complexity. Incident Command may consist solely of the responding Transit Police Supervisor (for smaller incidents) or a multi-agency Unified Command structure with identified Incident Commanders from several responding agencies (for larger, more complex incidents). The ICS can expand or contract as necessary to match escalating or diminishing situations. The level and/or type of ICS structure established would vary based on the size and complexity of the incident and response. In most cases, since emergencies occurring in Truro could invariably impact the surrounding neighborhood and require a response from both the Truro Police Department and the neighboring municipality, the ICS will involve the implementation of a Unified Command structure to facilitate the coordination of the various governmental or private agencies involved.

## **PROCEDURE:**

In order to ensure that the Truro Police Department complies with national standards governing the National Incident Management System (NIMS) and the Incident Command Structure (ICS) protocols for use in wide spread incidents, the following functions are defined. In each case, the tasks assigned to each function are found within the text of this policy and follows the past practice of this agency.

### **I. DEFINITIONS**

**BREACH OF THE PEACE** A violation of public order or decorum, which disturbs the public peace and tranquility or an act of disorderly conduct, which disrupts the public peace.

**CIVIL DISTURBANCES** A social activity, which is dangerous or hurtful to the public peace, decorum, sense of morality or welfare due to misconduct or vicious actions. They may include riots, bomb threats and emergency, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions and labor disputes.

**COMMAND.** Command is comprised of the Incident Commander (or Unified Commander) and the Command Staff positions.

**COMMAND POST.** A site or location, preferably removed from the immediate response area, where the Incident Commander can collect and analyze information as well as direct and coordinate the activities of the resources that have been activated in response to the incident or circumstance.

**COMMAND STAFF.** Key ICS activities (Safety Officer, Public Information Officer, Liaison Officer) required to support the command function that are not specifically identified in the General Staff functional elements.

**DISASTERS.** Includes floods, hurricanes, earthquakes, explosions, and tornadoes.

**EMERGENCY SITUATIONS SUPERVISOR (ESS)**

1. The Chief of Police shall designate a person (called the Emergency Situations Supervisor) to coordinate and oversee the planning functions for the department's response to unusual occurrences.
2. The Emergency Situations Supervisor shall ensure that written plans are prepared for responding to natural and manmade disasters, civil disturbances, and other unusual occurrences.
3. The ESS shall use any existing city, county, regional and state plans where appropriate.
4. The Emergency Situations Supervisor shall ensure that emergency operations plans are available to all command personnel and are reviewed and updated periodically.

**GENERAL STAFF.** The General Staff consists of incident management personnel (Section Chiefs) who represent the major functional elements of the ICS (Operations, Planning, Logistics, Finance/Administration).

**INCIDENT COMMAND SYSTEM (ICS).** A NIMS-approved management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure.

**INCIDENT COMMANDER (IC).** The person designated as being in charge of the overall incident for an agency or jurisdiction.

**INNER PERIMETER.** The inner perimeter is the immediate area of containment around an incident site.

**MANAGEMENT-BY-OBJECTIVES.** Establishing specific, measurable objectives for various incident management functional activities as well as directing efforts to attain them.

**MEDIA STAGING AREA.** The media staging area is a designated area outside the outer perimeter to which all responding media representatives will be directed. This area or a separately identified location may also be used to conduct media briefings.

**OUTER PERIMETER.** The peripheral control area surrounding the inner perimeter that provides a safe zone for access to and from the inner perimeter as well as defining the limit of access by unauthorized persons.

**STAGING AREA.** Staging areas are locations designated by the IC or Operations section Chief where resources are placed while awaiting a tactical assignment to the incident site.

**UNIFIED COMMAND (UC).** The command structure formed when ICs from some or all of the responding agencies or jurisdictions operate together to manage an incident.

**UNITY OF COMMAND.** Unity of Command means that every individual has a designated supervisor to whom they report at the incident scene.

**UNUSUAL OCCURRENCES.** Unusual occurrences connote situations, generally of an emergency nature, that result from disasters, both natural and man-made. Natural disasters include floods, snowstorms, hurricanes, etc. Civil disturbances include riots, political protests, or labor disputes, or any other events leading to mass arrests. Unusual occurrences also include such incidents as fires, train/trolley accidents, emergency evacuations, hostage/barricaded person situations, and acts of terrorism.

**ICS FUNCTIONS.** Generally, the ICS organization is comprised of the following functions and/or positions:

- Command Function {46.1.3};
- Operations Section {46.1.4};
- Planning Section {46.1.5};
- Logistics Section {46.1.6};
- Finance and Administration Section {46.1.7}; and
- Safety Officer, Public Information Officer and Liaison Officer (as needed).

At smaller incidents, the Incident Commander may perform all of the needed functions him/herself. At more complex incidents, the Incident Commander will appoint personnel to General Staff (Operations, Planning and Logistics) and Command Staff (Safety Officer, Public Information Officer and Liaison Officer) positions as necessary.

**COMMAND FUNCTION**

The Command Function of the Truro Police Department for All Hazard Mitigation will include:

1. The activation of the Incident Command System by the Chief of Police or designee;
2. The establishment of a command post and field command post(s), as needed;
3. The notification and mobilization of all department personnel, as needed;
4. Requesting mutual aid from other agencies, as needed;
5. The establishment of a staging area(s) for responding personnel and equipment;
6. Assigning a Public Information Officer to maintain contact with the public and conduct media briefings;
7. The appointment of a safety officer to monitor activity in order to assure the safety of all personnel;
8. Preparation of an after action report that details the incident, steps for mitigation and critique of agency response.

**OPERATIONS FUNCTION**

The Operations Function of the Truro Police Department for All Hazard Mitigation will include:

1. The establishment of perimeters as soon after a hazard is identified as possible;
2. Conducting evacuations, as needed;
3. Maintaining security of the Command Post(s) and those areas within the perimeter (scene security);
4. Provision of transportation for detainees;
5. Processing detainees;
6. Confinement of detainees;
7. Traffic Direction and Control;
8. Conducting a post-incident investigation, as needed, to be included with the After Action report.

**PLANNING FUNCTION**

The Planning Function of the Truro Police Department for All Hazard Mitigation will include:

1. Documented Pre-planning for known or suspected hazards within the community;
  - a. Large scale multi-jurisdictional and multi disciplinary incidents require a written action plan and will include multi-operational periods. *(Revised Nov 19, 2009)*
2. Preparing incident action plans for response to unexpected hazards or incidents at the time of occurrence;

3. Gathering and disseminating information and intelligence to those persons with the “need to know” and as applicable to other sections of this policy;
4. Planning for de-mobilization.

### **LOGISTICS FUNCTION**

The Logistics Function of the Truro Police Department for All Hazard Mitigation will include:

1. Assuring electronic communications and alternative methods of communication;
2. Transportation for other than prisoners;
3. Medical support from area fire agencies and hospitals, as applicable;
4. Procurement and distribution of supplies, food, water, rehabilitation needs;
5. Procurement of Specialized Teams;
6. Procurement of specialized equipment, as applicable.

### **FINANCE AND ADMINISTRATION FUNCTION**

The Finance and Administrative Function of the Truro Police Department for All Hazard Mitigation will include:

1. Ensuring that all officers and staff called to duty submit necessary time payroll sheets. When out of town officers and staff are used, the Finance and Administration Function will also record time expended by those personnel;
2. Procurement of additional resources as dictated by the event;
3. Recording emergency expenditures;
4. Documenting injuries and liability issues, as applicable, and ensuring that affected personnel submit injury/exposure Forms.

**II. INITIAL INCIDENT RESPONSE PROCEDURES.** Personnel responding to or dispatching others to the scene of an incident shall comply with the procedures noted below.

**A. FIRST POLICE OFFICER ON THE SCENE.** The first Police Officer at the scene will:

- identify the nature of the emergency and notify the Police Dispatcher of the required response and the location of that response. If the emergency is not on, or limited to, the Authority's property, the Police Dispatcher will immediately notify the police agency having jurisdiction;
- request the use and isolation of a radio channel for the sole use of incident personnel;
- contain the situation to the smallest possible area consistent with officer safety and attempt rescue or treat any injured persons;

- establish an inner perimeter around the situation denying access to the area;
- secure all witnesses at a safe point outside of the inner perimeter.
- advise the Police Dispatcher of the need for back-up assistance and/or special equipment (e.g., utility companies, highway department, water department, fire apparatus, ambulance, medical examiner, etc.);
- take immediate steps necessary to protect life and property; and
- be prepared to brief responding personnel concerning any and all pertinent information.

**B. RESPONSIBILITIES OF THE TELECOMMUNICATOR.**

Immediately upon being advised that an emergency situation exists, the Telecommunicator will:

- dispatch an OIC and back-up units to the scene;
  - keep the radio channel clear of all unnecessary traffic and, if necessary, designate a separate radio channel for the incident;
  - notify other agencies that may require a response, such as the fire department, emergency medical services, other law enforcement agencies, public works, etc.
- i. maintain a log of events in the Department's Police computer system, including noting the time and names of any notifications made.

**C. RESPONSIBILITIES OF THE FIRST RANKING OFFICER/IC.**

Immediately upon arriving at the scene, the first ranking officer will, if necessary, activate the ICS. If ICS is activated, he/she will assume the duties of the IC and notify the Telecommunicator that he/she is the IC. Based on the nature and extent of the emergency situation the IC will:

- assume responsibility for overall operations at the scene and implement all appropriate Command functions ;
- estimate the number and type of injuries and/or deaths;
- confirm, if necessary, that the area is secure from electrical power;
- keep a traffic lane clear for use by emergency vehicles entering and exiting the secure area;

- coordinate with responding emergency medical technicians regarding areas for emergency medical operations, including a collection station near the scene for triage and an ambulance loading area;
- request special units, teams or equipment, as needed;
- The IC will maintain control of the scene. Operational command of a particular function (component) will fall with the team/unit leader of that function (component).
- Assess the need for tactical team deployment in support of other operational components.
- The IC will maintain coordination between tactical teams and other operational functions (components) through their respective team leaders.
- update the Dispatch Supervisor with incident information;
- develop and implement strategies to keep the situation under control and prevent injury to patrons or bystanders;
- assess the transportation needs related to the incident and contact Authority transportation officials to provide any necessary vehicles;
- designate a public information area at a location convenient to the command post, but outside the inner perimeter; and
- maintain overall control of the personnel on the scene until relieved.

### **III. SPECIAL EVENTS**

1. Upon learning of a special event, The Chief of Police may designate an officer to be the Special Event officer-in-charge and coordinate the planning for the event.
2. The Special Event officer-in-charge shall obtain a written estimate of traffic, crowd control and crime problems for the event
3. All access and egress routes will be determined and coordinated with other public service officials and transportation agencies, including those businesses to be affected, so as to provide an opportunity for adjustment.
4. The perimeter streets of the special event should be used to maximum advantage by eliminating or increasing parking space, making temporary

one-way streets, and assigning officers to key intersections for traffic control.

5. Adequate emergency service access will be provided to the scene of the event for other law enforcement agencies, fire, ambulance, and tow personnel.
6. The size and scope of the event will guide the total number of officers to be deployed.
7. Crowd control barriers may be used as needed.
8. The Special Event officer-in-charge shall ensure that the department's assigned media officer is informed of the event.
9. The Special Event officer-in-charge shall prepare a report after the event.
10. For special events consisting of strikes and/or labor disputes, see the departmental policy on *Strikes and Labor Disputes*.

#### **IV BOMB THREATS AND RELATED EMERGENCIES**

1. Receivers of any information concerning a bomb or threat thereof shall obtain as much detail as possible. Information should be acted on immediately, and should not be taken as a joke or prank.

- Officers and/or Telecommunicators shall immediately notify on duty personnel, the Chief of Police, The emergency Situations Supervisor and surrounding community police departments. Depending on the information known at the time, the MSP Bomb Unit shall be notified as soon as possible. Depending on the circumstances, the Shift Commander, or the Emergency Situations Supervisor may mobilize personnel.
- The Emergency Situations Supervisor, shall, in concert with the MSP Bomb Unit, establish and organize an evacuation plan for the area where the bomb emergency is concentrated. Transportation provisions, medical services and temporary shelter shall also be planned.
- Depending on the information received, a security perimeter shall be established under the direction of the Emergency Situations Supervisor.
- The MSP Bomb Unit shall, upon their arrival, have full command of the incident, including the investigations function. The Truro Police

Department shall closely assist them in this area, and shall act as community and media relation's liaisons.

## V SPECIAL CONSIDERATIONS

### **Perimeter and Traffic Control**

- The ingress and egress of vehicle and pedestrian traffic can have a significant impact on public safety, first responder safety, and the duration of an event. Controlling such traffic is an integral part of public safety as well as the swift and successful mitigation of a dangerous event.
- The first on-scene supervisor must set up a series of perimeters known as “inner perimeter” and “outer perimeter”.
- Typically, the inner perimeter is of such close proximity to the event that officers assigned to those locations are able to report actions that they can see and hear without the aid of sensory enhancing equipment; but, the inner perimeter may be extended to whatever distance is needed to ensure officer safety. No one but specifically assigned officers are permitted within the inner perimeter.
- The outer perimeter is established at a greater distance so that police/public safety operations can be accomplished without interference from the media or the general public, and so that the public safety is ensured. Generally, no one but police officers and other specifically assigned public safety officials are permitted within the outer perimeter. A limited number of exceptions may be made at the discretion of the Command Post.
- Considerations for establishing perimeters:
  1. Nature of the original CFS?
  2. Is the subject of the cause for a perimeter armed? What type of weapon(s)?
  3. Wind direction?
  4. Neighborhoods, Schools, Intersections and Cross Streets?
- Remember, when establishing perimeters, **public safety**, *not public convenience*, must be the final determinant of location and duration. For instance, for weather events, flooding, wild fires, plane/train crashes, chemical or biological plumes, etc. the inner or outer perimeter may cover several square miles and may require evacuation of homes/schools/businesses, the closing of major thoroughfares, and the limitation of basic services for an undetermined period of time.
- Traffic control points will be established for any unusual event as needed to control the flow of persons to, from or around an affected area. Traffic control points will be selected by the Chief of Police or designee at the time of the event. Consideration must be given to using alternate methods of traffic control, such as blocking roads with barricades or vehicles, utilizing public works employees, national guardsmen, or civilian volunteers. Whenever a traffic control point is established, the command post shall ensure that any assigned personnel are provided with a reflective vest, lights or

lighting, and any other personal safety devices necessary. Traffic control points will be closed as part of the de-escalation process as described within this policy.

### **Communications**

- Regardless of whether the command structure has been forewarned of an event, or a critical incident occurs without warning, the establishment of uninterrupted electronic communication between officers, staff, Town government, and outside agencies is of paramount importance.
- For all unusual occurrences, the primary radio frequency shall be TRUR PD. The secondary radio frequency shall be ADMIN 1; with the tertiary frequency being statewide LP-2.
- The on-scene commander must request that the primary radio frequency be used only for the emergency event related radio traffic and all other traffic be switched to another frequency.
- In the event that radio communications is disrupted due to the temporary or permanent destruction of the Truro Communications Center and its' alternate location at Truro Public Library, the on-scene commander shall request assistance from the Barnstable County Sheriff's Department's Communications Center and advise all on-scene units of any changes.
- Whenever possible, cellular telephone communications is a permitted alternate electronic communications method. Commanders should consider, however, that such communications will not be recorded for playback at a future date/time.
- In the event that all area radio and cellular communication has been disrupted due to catastrophic failure, the on-scene commander shall assign officers, staff or properly identified civilian volunteers as "runners". Verbal and written communication will be passed from the commander, to the runner and then to officers assigned to field duties.
- For naturally occurring events that are foreseen, such as hurricanes or ice storms, the Chief of Police or designee shall order that the generator at the Truro Police Department be tested to ensure long-term operations during power outages. Consideration should be given to the possibility that the Truro Police Station may be destroyed and the emergency purchase of portable generators, power cords and surge protectors required.

**Field Command Posts**

- Particularly during instances when electronic communications may be disrupted, the establishment of a field command post at or near to the scene of occurrence is of high priority.
- Typically, at events that are localized, a command post location is fairly easy to identify. In all instances, however, consideration must be given to wind direction, high ground, and anticipated weather, the proximity of rivers, ponds, and bodies of salt water.
- In no instance involving high winds or the possibility of floods shall a field command post be established next to bodies of naturally occurring water, next to or under water towers and power lines.
- Whenever applicable, the field command post must be established up wind.
- The field command post must have a vehicle(s) at immediate disposal that is capable of moving all personnel and equipment to alternate locations should circumstances require that the initial command post be abandoned.
- The Truro Emergency Operations Center (EOC) located at the Truro Public Safety Facility shall be the primary COMMAND POST for the Town Government, Department Heads and designees. The COMMAND POST should not be confused with the Field Command Post, the former having over all command of the incident, the latter being a forward observation area and middle management control point.
- Alternate COMMAND POST locations may include, the Community Room at the Truro Public Library or the Community Center. Should an event affect the entire Town, the Command Post may be moved to another location.
- Locations selected as the alternate COMMAND POST must have radio and telephone communications capabilities and an alternate power source.
- Whenever a command post location is selected or moved, the communications center and all personnel shall be advised of the new location.
- At a minimum, the command post shall be equipped with one or more multi-frequency radio(s), street maps of the Town, and a scribe who shall record in writing what personnel are present (in and out times), activities, assignments, dates/times, and observations.
- A sealed Rubber Maid container of supplies (one case of duty ammunition, one case of shotgun ammunition, one case of rifle ammunition, pads of paper, staples, tape, paper clips, highlighters, scissors, pens and pencils) shall be maintained in the

Armory of the Truro Police Station. Should an evacuation be ordered, the container will be moved to the designated command post. Also, the Communications Evacuation Plan and Policy shall be consulted and implemented.

- The Incident Commander shall appoint a “Safety Officer” who shall have the authority to immediately suspend operations if safety violations are observed or suspected. Whenever possible, however, the Safety Officer should attempt to consult with the Incident Commander before taking the drastic step of suspending operations.
- The Incident Commander shall appoint one person responsible for collecting and analyzing the value and validity of intelligence information (Intelligence Officer). The Intelligence Officer shall analyze information in an effort to determine its’ validity before it is disseminated. Intelligence information may be gathered from a variety of sources, including patrol, detectives, media, fire and EMS service employees, witnesses, etc.
- The Incident Commander, after consultation with the Chairman of Selectmen, Town Administrator and other Department Heads, as applicable, shall determine whether non-government organizations or private enterprises should have representatives at the Emergency Operations Center. Included in the list of possible groups or organizations to be invited is the American Red Cross, school representatives, clerics, etc.

### **Chain of Command**

- In all instances, the Truro Chief of Police or designee shall have overall command of all police personnel called to the scene to assist. In the rare instance that the Chief of Police, Lieutenant or other command level officer is unavailable to assume command of police personnel, **command responsibility falls to the senior most Truro Police Supervisor/Officer on-duty.**
- In cases when the use of outside personnel is planned, the Chief of Police or designee shall ensure that the Chain of Command is clearly established, and that both department and assisting personnel are aware of their supervisory and reporting requirements.
- Generally, when outside agency personnel are utilized, the Truro Police Department will attempt to adhere to contributing agencies command and supervisory protocols by assigning those supervisory personnel to leadership functions involving their personnel. However, it may be necessary for outside agency supervisors to be subordinate to Truro Police Department personnel; and, they will always be subordinate to the Command Post.
- The chain of command for departmental personnel is defined by organizational chart and policy and will not deviate by situation.

- "To promote adequate supervision, guidance, and coordination for employees under normal day-to-day operation of the Truro Police Department, no Sergeant shall supervise more than seven (7) patrol officers. Should the number of Patrol Officers assigned to a shift, detail, or planned emergency exceed seven (7), a second Sergeant shall be assigned and the supervisory responsibility will be shared with the number of patrol officers divided equally."

### **Mutual Aid**

- Implementation of the Mutual Aid Procedures established below for law enforcement support, as well as consideration of the necessity for military support in those cases where such support is deemed necessary and appropriate.
- When mutual aid is called, police departments shall be called depending on the location and type of the incident. Additional agencies shall be called for assistance as needed.
- Notification of fire and emergency medical personnel as appropriate. Specific instructions should be given regarding streets that should not be used for approach to the scene, as well as for appropriate staging locations for equipment.
- For instances requiring outside agency assistance, an invitation may be extended to the Chief Executive Officer of the responding agency to report to the COMMAND POST to observe operations and act as liaison to their respective community government.
- In extreme conditions when it is anticipated that there will be substantial disruption of basic services to the Town of Truro, the Chief of Police or designee must consider alerting law enforcement agencies that fall outside the anticipated area of affect that they may be needed immediately following the passage of a storm, wild fire, or other wide spread event. The Chief or designee may ask those outside agencies to ready themselves for immediate search and rescue operations and/or security missions within the town. When such steps are taken, agencies that have been put on "standby" should be asked to prepare for self-sustained operations; they should be reminded to bring transportation, food, water, shelter and first aid gear to sustain themselves without assistance from local authorities for a pre-determined period of time.

### **Military Support**

- Should the National Guard be needed to mitigate an emergency, the Chief of Police or designee shall consult with the Chairman of Selectmen, who in turn shall contact the Governors Office to make such a request. Requests for National Guard assistance must be specific in terms of the anticipated mission (Security, Search and Rescue, or Recovery along with consideration of land or water based missions). It shall be the responsibility of the command staff of the National Guard to determine the number of

soldiers and types of equipment that will be needed to fulfill the mission requirements.

- If the National Guard is called to duty in the Town of Truro, soldiers will be subject to their chain of command and will not be subordinate to the Town of Truro or the subdivisions thereof. National Guard commanders will be requested to report to the COMMAND POST and participate in the Incident Command process.

### **Situation Maps**

- For planned events, wall maps may be obtained through the MIS Department of the Town of Truro.
- For unplanned events, wall maps are stored in the records room of the Truro Police Department. If the station is evacuated, these shall be removed.
- Whenever possible, enough maps should be procured so that each primary emergency services agency can use a map to record their situation and location of personnel/equipment, however, one map should be maintained and updated in the Command Post to ensure an overall picture of the situation is available.

### **Public Information**

- The Chief serves as the department Public Information Officer (PIO). The Chief may appoint a PIO if he deems it necessary. In times of critical events, the Media may be allowed in the outer perimeter area if appropriate to the situation and if authorized by the Chief. Caution must be utilized to ensure the safety of the media as well as the security of the police operation. Consideration should be given to limiting the number of media and whether they should be escorted at all times? If multiple media outlets are present, consideration should be given to a “pool” reporter, photographer and videographer.
- During an unusual occurrence, officers and staff are prohibited from making comments to the media; all inquiries must be directed to the PIO. Additionally, if media representatives are present, officers and staff should be cautious of comments that could be inadvertently overheard and/or recorded.
- The PIO shall ensure that regular media briefings are held as appropriate to the emergency situation. In situations where there is a long-term crisis, briefings may be scheduled to report significant developments, or at regularly scheduled times to discuss progress in resolving the crisis.
- Regular press releases and/or media briefings serve to inform the public and eliminate, or minimize, rumors within the community that are sparked by a lack of public information. To that end, it is critical that media briefings be regularly scheduled throughout the crisis situation.

- In certain cases, the immediacy of short-term emergency situations will not allow for media conferences. In these cases, a media conference or meetings with individual reporters shall be held as part of the post-occurrence duties of the PIO.
- In cases of disaster, arrangements shall be made to advise the public of casualty information. Under no circumstances will information relative to the names of injured or killed persons be released without prior notification to the next of kin.
- For instances when mass injuries and fatalities occur, identification of injured or deceased persons may be delayed or may require extraordinary scientific methods of identification. Under those circumstances, the Town of Truro shall request that the Office of the Chief Medical Examiner for the State of Massachusetts to properly identify the deceased and notify the next of kin; the Town of Truro will not release the names of the deceased until authorized by the Chief Medical Examiner. For injured persons, once identification has been made and next of kin notified, media notification shall be consistent with other sections of this manual.
- For planned or anticipated events, the Chief of Police may notify the public of plans for emergency mitigation. For instance, should a weather event be forecast that may require evacuation, the Chief of Police would consult with the Chairman of Selectman or his designee and other emergency services agencies and report to the public how plans for orderly evacuation will be implemented. Notification may be made by numerous methods, including but not limited to a media release, faxed notices, mass e-mail through the town's list serve, a posting on the Police and Town's website and hand delivered letters.

### **Transportation**

- For instances limited to a small geographical area within the town, "routine" transportation of officers to and from the incident locale will be accomplished through the use of the pre-existing department fleet. Injured persons and police officers will be transported by ambulance from the site to an area hospital for treatment.
- For instances requiring mass transportation for a planned event, such as an evacuation of the town or of an evacuation center to an alternate location, the Police Department will work with other town officials to ensure that busses are sought.
- If the mass transportation need also includes mass casualty transportation, the Police Department will coordinate EMS services with the Fire Department.
- For anticipated events that may substantially damage or destroy roads, the department may contact MEMA and/or FEMA and arrange to have as many 4x4 vehicles staged in close proximity to the town as would be needed to fulfill the departments' mission.

- Extraordinary transportation needs, such as the need for watercraft in the event of anticipated flooding, will be met through an appeal to MEMA and/or FEMA for boats to be placed on standby and staged in an area safe from the event but in such proximity that response will not be delayed. An appeal for assistance may also be made to town residents that have boats registered in their names.
- In extraordinary life safety situations, the Chief of Police may order that adequate numbers of vehicles, boats, and/or other methods of transportation be commandeered for public safety use if ordinary methods of acquisition prove fruitless or inadequate, as provided for under Massachusetts General Laws.
- Should the use of watercraft become necessary, officers assigned to the boats shall be required to wear a personal flotation device of the size and fit needed for safe operation. Exceptions to this rule may be made at the discretion of the assigned officer when inaction could result in the loss of life. However, no exception will be made for missions involving property, pets, livestock or other non-human rescues.
- To ensure the safety of the Truro Police Department vehicle fleet, when a weather event or other occurrence is anticipated that could adversely affect the safety of the fleet, arrangements shall be made to move portions of the fleet to a safe place, preferably a police or fire station outside the anticipated area of affect.

### **Evacuation**

- If sections of the town are expected to flood, or may be in danger of destruction by other means (wild fire, wind, chemical or biological hazard, etc) an evacuation may be suggested to and/or ordered by the Chairman of Selectmen.
- The Truro Police Department will provide whatever personnel and/or resources are needed to ensure an orderly and swift evacuation of the areas of anticipated impact.

### **Public Safety Security**

- In the event of civil unrest, the command post will assign officers in sufficient numbers to protect public buildings within the affected area. Additional consideration should be given to the security of the Truro Public Safety Facility due to the high profile nature of the facility as it relates to mass arrests.
- In the event of the opening of an evacuation center, the Truro Police Department will provide security to the center by assigning one police officer for every one-thousand evacuee's housed in the center. However, in no instance will less than two police officers be assigned to any evacuation center. Assigned officers must be provided with the equipment, food and water necessary to sustain them without additional provision for the anticipated duration of the event, or arrangements made for rotational relief.

- If an evacuation center is opened in another community on behalf of the Town of Truro, the Chief of Police or designee will ask the Chief Law Enforcement officer of the hosting community to provide security for that facility and will offer only a limited number of Truro Police Officers to assist with the security needs of that community, *if such an assignment is possible*.
- Officers will be assigned to evacuation centers in the first instance so that arriving evacuees will see uniformed officers and be assured that law and order will be maintained under the extreme, emotional, and/or harsh conditions associated with evacuation.
- Officers assigned to public facility security will regularly update the Command Post with changes in condition at the facilities.

### **Looting**

- In the midst of a regional natural or man made disaster, looting of stores and businesses within the Town of Truro may be attempted. Officers that witness looting or that respond to calls for service involving reports of looting must act swiftly and definitively to stop looters, conduct investigations, and make arrests as applicable. Lawlessness shall not be permitted.
- If life safety is threatened by the lack of food, water or shelter, the Command Post may attempt to contact local business owners to get permission to open their store for emergency distribution of food and water, or to use their building as a temporary shelter. In such an instance, an adequate number of police officers shall be assigned to provide security and prevent unauthorized removal of goods from the business.
- In no instance may a Truro police officer remove any property from a business without the express consent of the owner, manager or employee in charge of the business.

### **Staff Rotation**

- For unusual events that are anticipated, a rotation of personnel will be established and distributed to all personnel before the event occurs, as applicable.
- Generally, a twelve-hours on and twelve-hours off rotation schedule will be established for events that are anticipated to exceed a twenty-four hour period and will require a substantial increase of police officer presence. However, un-anticipated longer-term emergencies may require longer shifts.
- Facilities will be established to house and feed off-duty officers for the duration of the emergency. Such facilities will be established at secure locations away from evacuation centers to ensure that officers can be rehabilitated and made ready for long shifts when called upon.

- The emotional trauma associated with a far-reaching event that may impact the homes and family of the Truro Police Officers (such as hurricanes, flooding, ice storms, etc) cannot be understated. If family members cannot be evacuated to a safe location before the event occurs, in order to ensure that staffing needs are met, the Truro Police Department will provide basic food and shelter to the immediate families of officers and staff for the duration of the event and/or for the length of the officers extended duty. This simple provision of support will serve to extend the longevity of employee's ability to sustain police services to the Town during an extreme event.

### **Equipment Availability**

- Officers shall ensure that they have all of their issued uniforms and assigned equipment available for use during a planned unusual occurrence, as applicable.
- For incidents of civil unrest, all assigned officers must have issued helmets, eye protection, body armor, and gloves available.
- All requests for equipment will be forwarded through normal chain of command; final authorization will be made by the Chief of Police or designee.

### **Emergency Purchases**

- The acquisition of specialized equipment, food, clothing, and shelter may be necessary in order to resolve a crisis, or to provide for the support of personnel involved in extended operations or disaster situations.
- For anticipated events that may limit the ability of the department to acquire or provide basic food and water for staff during the event, the following items should be considered. Enough dry non-perishable food and water to sustain police officer's, staff and displaced family members for the anticipated duration of the event. Also, enough cots and sleeping bags should be sought from the American Red Cross or other vendor to adequately provide shelter for officers, staff and displaced family.
- If the event is expected to damage or destroy the Truro Public Safety Facility and surrounding areas so that basic shelter needs cannot be met otherwise, arraignments shall be made to adequately provide shelter for officers, staff and displaced family.

### **Mobilization and Implementation of Alert Stages**

- Upon verification of an unusual occurrence requiring activation of the command post, the dispatcher shall immediately notify the Chief of Police. The Chief of Police may notify the Town Administrator as necessary.
- The Chief of Police shall ensure that appropriate command and control is exercised over all law enforcement resources committed to the incident or operation within the jurisdiction of the agency consistent with other sections of this policy.

- The Emergency Operations Center (EOC) is located within the Truro Public Safety Building (or other location, as necessary), and is equipped to allow town government officials to coordinate emergency operations in situations that affect the safety of the community.
- Upon activation of the EOC, designated Town emergency management officials will report to the Command Center. The Chief of Police must report to the EOC and maintain control of police department operations.
- Alert Stages may be put into effect as ordered by the Chief of Police. There are three alert stages (See attached Emergency Mobilization Plan)
- Personnel shall be assigned a reporting/assembly area. This area may be an established Field Command Post or other operational area, or may be a staging area where personnel will remain on alert status.
- In the event of a fluid situation where extreme changes are taking place within the community, an alternate assembly area shall be identified should access to the primary area be impossible or unsafe.
- The Chief of Police may authorize specialized units or “task forces” to deal with specific matters during an emergency or unusual situation.
- The Chief of Police may assign “key personnel” to deal with the specific matters or to coordinate particular functions such as media/community relations, provision of medical services, evacuation, transportation, or liaison with an assisting agency, as applicable and in compliance with other sections of this procedure.
- The Chief of Police or his/her designee shall prepare and review annually a written emergency mobilization plan.
- The officer-in-charge shall immediately consult the Mobilization Plan, and/or notify the Chief of Police should the need occur to mobilize officers to a specific location for situations of a serious or urgent nature.
- If it is determined by the Chief of Police that the need for assistance from federal law enforcement agencies, or the National Guard is needed, he shall make such request for assistance through the communications division to contact such agency. In the case of requesting National Guard assistance, the request will be made through state police headquarters.

### Emergency Plan Activation Control Procedures

- In the event of a man-made or natural disaster where the Town Emergency Response plan is activated, the following provisions will apply:
  1. Control of Communications will remain in the Dispatch Center under the control of the Chief of Police, as applicable and consistent with other sections of this policy.
  2. Operational command decisions will emanate from the Emergency Operations Center.

### Procedures Concerning Civil Disturbances

#### Crowd Dispersal

- If a crowd begins to create an unlawful disruption, either through violent or passive means, the On Scene Commander shall notify any other supervisors present that a warning to disperse will be given. Whenever possible, mass arrests shall not be initiated until the crowd has been advised that they are in violation of a law(s) or ordinance(s), they have been ordered to disperse, and that they will be subject to arrest if they do not disperse. However, the emergency nature of the crowd behavior may dictate immediate intervention and arrest, such activities may be ordered by the on-scene commander at their discretion. The following procedure shall be followed:
- If circumstances permit, the warning shall be given by means of the public address system or "bullhorn" and shall be repeated at least three (3) times over an approximate five-minute period in order to allow time for those not desiring to be arrested to leave the area. Commanders are authorized to deviate from the requirements of this section should circumstances dictate immediate intervention.
- The actual time frame involved to allow for dispersal of the crowd should be determined by the size of the crowd and the availability of exit routes. Adequate time must be given to allow the crowd to leave. Exit routes shall also be announced at this time.
- The entire warning process shall be recorded by audio or videotape whenever possible. The audiotape can be accomplished either by using a hand held recorder or by keying the cruiser radio microphone. If the radio microphone is used, the dispatch center shall be advised before the announcement is made that this will be the method of recording.
- The following information should be documented and supplemented by video description, if available, at the Command Post:

1. Number of warnings given,
  2. The method used,
  3. The exact time the warnings were broadcast,
  4. The time interval between the last warning and the order to arrest,
  5. A description of the exit routes made available to the crowd,
  6. An approx. number of people who leave when ordered to disperse.
- An example of a warning to be used is:

"This is (rank/name) of the Truro Police Department. This assembly is hereby declared an unlawful assembly in violation of Massachusetts State Law. Each of you is hereby commanded to cease and desist such unlawful activity and peaceably disperse from the area. You may leave the area freely at this time (describe exit routes). Those of you remaining in the area shall be subject to arrest for Disorderly Conduct, or Riot, or possibly other charges."

### **Arrests and Mass Arrest During Disturbances**

- Truro Police Officers shall adhere to the Arrest Policy of this department as well as any additional procedures established by this policy.
- The on-scene commander shall make every effort to identify the person(s) that are inciting riotous behavior. When those persons are identified an effort shall be made to "surgically" remove these persons from the crowd by placing them under arrest. This is done in an effort to quiet the disturbance by taking action against those persons responsible for the continued civil unrest.
  - ❖ To "surgically" remove a suspect, the on-scene commander shall assign a detachment of 4 or 5 officers to enter the crowd and remove *individual* suspects. The detachment shall make every effort *not* to engage other people in the crowd unless it becomes necessary for self-defense.
  - ❖ If it is necessary to arrest more than one suspect, the detachment shall return to the crowd to remove other suspects rather than engage more than one suspect at a time.
  - ❖ If an arrested person is seated and agrees to walk, they shall be led from the crowd by the detachment and taken to the temporary detention area. If the arrested person refuses to walk, they will be carried from the crowd by the detachment. If an arrested person needs to be dragged, caution should be used to prevent the suspects' head from being dragged.
  - ❖ When a detachment of officers is assigned this arrest responsibility, the main body of officers shall maintain a high level of alert. The on scene commander or designee shall monitor the detachment first-hand and shall have the sole

responsibility for ordering the main body of officers to advance to provide security for or rescue the detachment.

- In the event that it becomes necessary to make a large number of arrests so that the normal capacity of the department to transport, process, or detain the arrests is exceeded, the following procedures shall apply.
  1. Transportation following mass arrests may be accomplished by requesting mutual aid assistance from other departments, by the use of additional department personnel in police vehicles or, in extreme cases, by utilizing larger vehicles, such as school busses.
- The processing of prisoners shall be consistent with established procedures for completing booking, arrest reports, and fingerprinting, except that in all cases an identification photograph shall be taken.
  1. When necessary for arrest identification purposes, the normal booking photograph may be replaced by a Digital photo of the arrested person taken with the arresting officer.
  2. No person shall be held without having first been handcuffed or secured with flex-cuffs and thoroughly searched for weapons.
- If necessary, one officer may be assigned responsibility for the management of the detention and processing procedures.
  1. Arrests shall be brought to the Truro Police Department holding facility until such time as the capacity of that facility is exceeded.
    - a. The Neighboring Police Departments shall be notified. Additional detainees shall be brought to the other facilities and detained at those locations.
  2. Food, water, and sanitation shall be provided to all detainees, regardless of the facility at which they are held, in accordance with established procedures.
  3. Immediate medical treatment shall be afforded to any seriously injured prisoner. Truro Fire Department, EMT's or other qualified personnel shall be called to treat minor injuries at the facility or to transport more seriously injured persons to a hospital. If an arrested person must be transported to a hospital for treatment they will be accompanied by a police officer. In all cases, the booking officer must first properly identify and photograph the injured person before they are transported unless such a delay would create a life safety issue for the arrested person.

- a. During ongoing disturbances a temporary and/or mobile medical facility may be established specifically for the treatment of minor injuries. The Police Department shall assign a security detail as necessary.
  - b. Any arrested person that is treated while in custody shall remain under the constant supervision of Law Enforcement personnel.
4. Defense counsel visitations will be permitted only if the staffing level permits the adequate supervision of the visitation and the safety and security of all persons.
- Persons being “booked”, bailed and released may see their attorney/defense counsel *after they have been released*; in no instance may defense be permitted into the booking area of the Truro Police Department.
- ❖ In no instance may a prisoner be allowed visitors of any kind if they are being held at a temporary "holding" area at the scene of an incident or while being booked at the Truro Police Department.
5. Arrested juvenile's shall be handled, processed, and released in accordance with established departmental procedures.

#### **Additional Arrests Procedures at Pre Planned Events**

- ALL ARRESTS MUST BE MADE BY TRURO, MASSACHUSETTS STATE POLICE OFFICERS. Mutual Aid police officers should pass on probable cause to Truro or MSP officers before an arrest is made unless failure to intervene would create a life safety hazard.
- Arrest teams will be assigned by team leaders to target specific offenders. Those offenders will be taken into custody by the arrest teams ONLY. Officers not assigned to arrest teams are prohibited from making arrests accept for immediate defense against personal injury.
- Arrests will be made for serious misdemeanors and felonies only. Officers shall exercise alternatives to arrest as described in the *Arrest Policy* for violations, except as directed by incident command.
- Arrest teams will use flex cuffs to secure suspects.
- Once a suspect is arrested, the entire arrest team will walk the suspect to the nearest transportation van.

- At the van, transport officers will digitally photograph the arresting officer and the offender. The photograph will be marked with the name of the arresting officer, the offense being charged and the specific location of the arrest.
- Booking forms will be completed and the number in of the photograph in the digital camera will be recorded on the form. Once the photo is taken and the form completed, the arrest team may return to the skirmish line.
- Transportation vans will remain in place until such time as they are COMPLETELY full. At the direction of Incident Command, the assigned deputies will then transport the prisoners to the Truro Police Department. At the Truro Police Department, the transport Officers will guard the prisoners IN THE VANS, until the officers assigned to booking call for prisoners to be processed.
- AT NO TIME SHALL THERE BE MORE THAN THREE (3) PRISONERS IN THE BOOKING AREA.

### **Identification of Prisoners**

- Before a prisoner is brought into the booking area, the assigned officer(s) will check the booking form and the Digital photograph to ensure that the person being processed is the correct person being turned over to them by the transport team. Transport and booking officers must DOUBLE CHECK forms to ensure that the time, date, location, offense and arresting officers' name is legible on the forms.
- Positive identification must be made before an arrested person shall be subjected to bail proceedings.
- All persons arrested shall be subject to bail.
- Arrested persons that require transport to another facility shall be stored and guarded in a transport van until such time that the van is completely full unless circumstances require immediate transportation.
- Officers assigned to booking shall ensure that proper booking forms are completed and accompany the prisoner to the another facility when appropriate.
- These procedures must be followed by all involved enforcement teams to ensure uniform prosecution!

### **Court Liaison**

- The Lieutenant or a Sergeant shall be assigned as liaison to the Orleans District Court and the Barnstable County District Attorney's Office for the purpose of prosecution of persons arrested during a civil disturbance or man made/natural disaster.

**Security of Holding Facility**

- The On Scene Commander shall be responsible to ensure the security of any holding facility utilized during mass arrest situations.
  - In extreme cases, a security detail shall be provided to the facility where prisoners are held.
- In cases of mass arrest, the On Scene Commander shall ensure that prosecutor support is included in the personnel callback.
  - A bail commissioner or court magistrate should be requested at the holding facility for bail purposes.

**Use of Force**

- All use of force during a civil disturbance or mass arrest shall be within the guidelines set forth in the Use of Force Policies of this Department.

**Evidence Collection**

- As a general statement, police officers are required to substantiate the legal elements of all offenses charged in mass arrest situations, and to gather evidence as appropriate during criminal investigations.
  - It is strongly suggested that the incident be video taped with emphasis placed on the evidentiary value of the images. An effort shall be made to video tape the actions of those persons that have been identified as inciting riotous behavior.
- Officers are not required to place themselves or others in physical danger during the evidence collection process. In certain cases of violent or unruly civil disturbances, the collection of evidence and documentation of criminal activity may not be a viable alternative until after the disturbance has ended.
  - Officers may witness criminal activity and not be in a position to take enforcement action based upon the volatility of the situation. In cases such as this, the officer should make every attempt to note the specifics of the offense and the identification of the offender so that enforcement action may be taken at a later time.
    - Officers should initiate incident numbers as appropriate and complete reports documenting the offense.

**Evidence shall be collected as soon as possible. Witnesses shall be requested to provide statements according to standard procedures, as applicable.**

### **De-escalation-Demobilization**

- The On Scene Commander may authorize the de-escalation of the police response to the disaster or disturbance when:
  1. It appears that the disaster situation is resolved, disorder has discontinued and/or the public safety is no longer in jeopardy; and
  2. The effects of the disturbance or disaster (i.e. vandalism, injuries, etc.) no longer present a danger to the community.
- De-escalation procedures may involve the reassignment of personnel from the field to:
  1. Detention areas to facilitate the processing of prisoners.
  2. Directed Foot Patrols of the affected area by a detachment of officers.
  3. Emergency Medical facilities, morgue facilities, etc.
  4. Report writing assignments.
  5. Maintenance and return of specialized operational equipment.
- In the event of wide-spread damage or destruction, the Command Post may request the Massachusetts State Police to conduct an aerial/helicopter reconnaissance of the area. Should such a request be made, a Truro Police Officer shall be assigned to the helicopter reconnaissance for the purpose of taking photographs to assist command post personnel in post-occurrence decision-making.

### **After Action Reports/Critique**

This review and critique shall take the form of a mandatory meeting of all involved officers. The Chief of Police may invite a representative(s) from each outside agency that was directly involved in the incident.

- All department personnel involved in the response to civil disorder and/or disaster situations shall complete a detailed report of their actions during the situation consistent with department reporting procedures.
- The Chief of Police shall assign a review and critique of the department's response to the disaster or emergency disturbance, as well as the effectiveness of actions,

procedures, and planning. A report of the findings shall be made, including any recommended changes in procedures.

- Support staff must ensure that all officers assigned to hazard mitigation complete a payroll sheet. And, if applicable, an accounting of equipment purchased or replaced as a result of hazard mitigation. And, if applicable, shall solicit bills from mutual aid agencies for their costs for hazard mitigation. And, if applicable, receive and report bills from vendors for emergency purchases and equipment/supply replacement.

### **Equipment**

- Patrol and some specialized equipment is issued to all officers. As such, all equipment specifically designated for hazard mitigation or for that equipment specifically maintained in support of this operational plan will likely be brought in from outside the agency and is not owned by the Truro Police Department. All issued equipment is conducted on the monthly cruiser and equipment check sheet by sworn personnel as described in the Administrative/Field Reports Policy and Use of Force Policy. Any stored agency equipment, such as firearms, weapons, and trailer equipment will be inspected monthly by those assigned to those functions.

### **Training**

- The Chief of Police is an ICS Certified Instructor and will coordinate and conduct all training in this policy. All Truro Police Officers shall be trained on the contents of this policy annually through either in part at in service training updates, MEMA trainings and in-house training classes.

**EMERGENCY MOBILIZATION PLAN**

There are different situations that may present the need for additional personnel necessary to assure the public safety. It is the practice of the Truro Police Department to call back to duty the necessary personnel to meet the demands of emergency or special situations.

**1. Mobilization, Call-back, Alert Phases**

- a. In any emergency/special operations situation where additional officers are required, the Officer-In-charge may:

Alert Phase I	Utilize on duty personnel and contact Investigator Lieutenant and Chief if needed.
Alert Phase II	Hold over the shift which is due to go off so that personnel of two shifts are available and/or call back additional personnel as needed. Other off duty personnel may be put on standby if necessary.
Alert Phase III	All police officers of the department shall be called back to duty. All superior officers shall be assigned to a specific command responsibility for the duration, with overall command being assumed by the Chief of Police and direct command being assumed by an Operations Commander assigned by the Chief for that incident. Should Emergency Management and/or the national Guard be involved in the operations, the Chief of Police will work as liaison to the respective agencies. All officers shall perform their assigned responsibilities until officially relieved by order of the Operations Commander.

- b. Any time that an OIC determines that there is reason to activate an Alert Phase II or III and there is not a Sergeant or above on duty the OIC shall request a supervisor to be called back. Upon the arrival of a called back supervisor, that supervisor shall assume command and shall remain in command until relieved by a supervisor of higher rank.

- c. Each time that an Alert Phase is activated the Lieutenant and the Chief shall be notified.
- d. The OIC may request specially trained officers or negotiators as appropriate. This includes contacting the State Police for special assistance such as the special weapons team or bomb squad for example.
- e. As part of the call back procedure, all personnel called back shall be instructed as to the time and place to report, special uniforms, equipment, or personnel needs. Officers with assigned take-home cruisers shall report to the instructed location with their cruisers. When necessary, the OIC will ensure that adequate transportation is provided from the designated assembly areas.
- f. Some special operations are planned in advance and, where possible, additional personnel required will be given advanced notification of time, place, uniform, duties, etc.
- g. The OIC will assign personnel called back as required.
- h. Whenever possible, called back Officers will be fully briefed and/or rehearsed.
- i. Call-back time is paid time and will be strictly controlled and will adhere to the requirements of the collective bargaining agreement.
- j. When Phase III is activated a minimum of two Telecommunicators shall be assigned to the Communications Section. In addition, when Phase III is activated, a police officer will be assigned to the station as Officer-In-Charge of the Station. The officer shall act as liaison between the Communications Section and the Command Staff.

2. The following resources are available:

Massachusetts State Police	
So Yarmouth	508-398-2323
Troop D HQ	508-947-6510
Bomb Disposal	978-576-3310
SP Main HQ Framingham	508-820-2300
Barnstable County Sheriffs Office	508-375-6111
Truro Police Department	
Administrative Line	508-487-8730
PSAP One Way (recorded)	508-487-2533
PSAP Two Way (recorded)	508-487-8819

**CHECKLIST - UNUSUAL OCCURRENCES/SPECIAL OPERATIONS**

- Patrol Supervisor assigned to scene
- Identify type of Emergency
- Location of Emergency
- Type of structure(s) and/or vehicles involved
- Size of the involved area (actual and potential)
- Number of additional officers required
  - Call back or hold over personnel
  - Mutual aid from other depts., State Police
- Activate field/mobile command post
  - Field command post kit loaded in wagon and enroute
  - 911 dispatcher needed/called?
- Field/Mobile Command Post location
  - Strategically located to incident
  - Accessible to responding personnel
  - Defensible
  - Sufficient space
  - Notify station/units of Command Post location
    - Helicopter landing site if needed
  - Designate radio channel to be used
- Staging Area location
- Access routes for emergency vehicles
- Assistance required-ambulance \_\_\_ fire\_\_\_ other\_\_\_\_\_
- Number and type of casualties
- Perimeter traffic control
- Control of emergency vehicle access routes
- Evacuation, if necessary
- Type of specialized equipment/units necessary
- Set up map board
- Arrange for cleanup of area after use