

**East Lansing Police Department
Policy & Procedure**

Subject: Homeland Security and Critical Incidents	ELPD Policy #: 300-29
Effective Date: March 1, 2022 Revised Date:	Distribution: Departmental
MACP Accreditation Standard: Critical Incident Response Plan & Area Responsibilities	MACP Standard: 3.7.1, 3.7.2, 3.7.3, 3.7.4, 3.7.5, 3.7.6

I. PURPOSE

The purpose of this policy is to guide members of the East Lansing Police Department (ELPD) when responding to critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb threats, active violence incidents, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.

II. POLICY

It is the policy of the East Lansing Police Department that the Emergency Response Plans be maintained, periodically reviewed and tested to ensure they are up-to-date and follow the guidelines of the National Incident Management System (NIMS). The plan will follow standard Incident Command System (ICS) protocols, which include functional provisions for: command, operations, planning, logistics, and finance/administration.

The Chief of the East Lansing Fire Department serves as the Emergency Management Coordinator and primary planner for critical incidents. [3.7.1]

III. PROCEDURES

- A. The first responding officer shall assume command until relieved by a higher authority [3.7.2a]. The highest-ranking supervisor on duty, shall respond to the scene and serve as Incident Commander until relieved, and shall be responsible for activating the procedures listed below. Overall responsibility for the management and resolution of the incident rests with the Incident Commander. Duties and responsibilities shall include:
- B. Assess the situation for seriousness and danger. If the situation is minor, it may be handled with existing resources. Mutual aid may be requested.

- C. Provide the Dispatch Center with the following information, by radio if possible, unless there is risk of an explosion, otherwise a cellular telephone can be utilized:
 - 1. Nature of incident
 - 2. Scope of incident
 - 3. Weapon(s) involved, if any
 - 4. Any injuries or destroyed property
 - 5. Any outstanding suspect(s), if any
- D. Establish and announce the location of a command post using the police radio for communications. The command post may be moved to a more strategic position as additional personnel arrive on the scene. [3.7.2b]
- E. Notify the Chief of Police through the appropriate chain of command, or the on-call administrator during non-business hours. Provide an estimate of personnel and equipment necessary to control the incident, and possible activation of mutual aid. [3.7.2c,d]
- F. Maintain the safety of all affected personnel. This can be accomplished with assignment of a Safety Officer to oversee the safety of personnel. [3.7.2f]
- G. Establish areas of ingress and egress.
- H. Responding personnel must avoid emergency vehicle traffic jams. Ambulances, fire trucks, and police patrol and tactical vehicles will be given priority.
- I. Assign units to specific locations to re-direct vehicular and pedestrian traffic away from the affected area.
- J. Establish a staging area, if necessary. [3.7.3b]
- K. Provide the public and media, time permitting, with the following information: [3.7.2e]
 - 1. How to report suspicious activity relating to terrorism or criminal activity.
 - 2. Where to find terrorism awareness information such as the National Terrorism Advisory System (NTAS), if applicable.

3. Evacuation or shelter-in-place orders, if applicable.
- L. The Incident Commander will designate the following, as required: [3.7.2f]
1. Operations Chief
 2. Planning Chief
 3. Logistics Chief
 4. Finance Chief
 5. Safety Officer
- M. Identify and communicate the command structure to all involved personnel as soon as possible.
- N. Designate a scribe for the incident. The scribe shall be responsible for maintaining a chronological log of events, orders, etc. associated with the incident. If the incident requires additional personnel, dispatchers may serve as scribes.
- O. If needed, designate a Liaison Officer for coordination of activities. The Liaison Officer shall assist in coordinating agency needs and requests through the appropriate command and/or agency. [3.7.2g]
- P. Select a permanent site for the Command Post and staging area and initiate the opening of the Emergency Operations Center (EOC). The Command Post site should be in a secure area, but in close proximity to the incident to allow for effective operations. It should also be of such size as to allow for future staging of equipment and personnel. Location selection should be based on the following:
1. Area has acceptable ingress and egress.
 2. Area is receptive to radio, electrical and telephone communications.
- Q. Have a Public Information Officer (PIO) respond and select a press staging area.
- R. Provide briefings to the Command Staff and other stakeholders, as needed.
- S. Initiate and monitor demobilization of emergency call-out.

- T. Prepare and review a documented after-action report and ensure it is forwarded to the Chief of Police. [3.7.2h]

- U. The Operations Chief has the primary responsibility of the tactical operations and resolution of the incident to include the following, as necessary:
 - 1. Establish perimeters, inner and outer. [3.7.3c]
 - 2. Conduct evacuations. [3.7.3e]
 - 3. Organize, assign, and supervise tactical field resources. [3.7.3a]
 - 4. Maintain a manageable span of control. Recommended ratio 5:1. [3.7.3d]
 - 5. Direct and control traffic. [3.7.3f]
 - 6. Establish and supervise staging area(s). [3.7.3b]
 - 7. Appendices A and D are Operations resources for managing the above functions.

- V. The Planning Chief has the primary responsibility of preparation of a documented incident action plan. This position is also responsible for collecting and evaluating information about the incident, the status of resources, and anticipated equipment and manpower needs. The Planning Chief is typically tasked with managing the planning process, compiling an incident action plan which may include assembling information on current and alternative strategies, identifying needs for special resources or technical specialists, providing periodic predictions on incident potential, and preparing recommendations for release of resources, as well as the following [3.7.4.a,b,c,d]:
 - 1. Prepare a documented incident action plan establishing objectives for each operational period. [3.7.4c]

 - 3. Gather, analyze and disseminate information and intelligence. [3.7.4a]

 - 4. Plan post-incident demobilization. [3.7.4e]

 - 5. Maintain a liaison with other organizations for the exchange of information relating to, but not limited to, terrorism and other intelligence.

- W. The Logistics Chief provides manpower, facilities, ground support, services, and materials in support of the critical incident, as well as the following [3.7.5.e,f]:
1. Communications [3.7.5a]
 2. Transportation [3.7.5f]
 3. Medical support [3.7.5b]
 4. Supplies [3.7.5d]
 5. Food for incident personnel [3.7.5c]
- X. The Finance Chief shall be responsible for all financial, administrative, and cost analysis aspects of the incident, including: [3.7.6a]
1. Recording personnel and equipment time [3.7.6c]
 2. Overseeing contract negotiations, if necessary, to procure resources [3.7.6b]
 3. Tracking cost of equipment and consumable supplies. [3.7.6d]
 4. Processing of claims for accidents, injuries, and liability issues. [3.7.6e]
- Y. The PIO shall report to the Emergency Operations Center / Incident Commander and is responsible for all news releases and the following: [3.7.2e]
1. Coordinating release of sensitive information with the Incident Commander or his/her designee and a representative of the Emergency Operations Center.
 2. Forwarding copies of all press releases to the Incident Commander or his/her designee.
- Z. Once the incident is under control and the situation is returning to normal, the Incident Commander shall begin demobilization procedures to include:
1. Relieving supporting agencies prior to department personnel.
 2. Ensuring Commanders relieve assigned personnel on a gradual basis, as the situation will permit.

AA. Deactivating specialized units.

1. Ensuring the Logistics Chief or designee collects emergency equipment and supplies.
2. Directing Operations Chief to assign patrol units to the affected area to monitor and prevent any reoccurrence.
3. Opening routes of vehicular and pedestrian traffic after emergency equipment has cleared the area.
4. Discontinuing operation of the Command Post.
5. Returning radio communications to normal operations.

AB. TRAINING

Biannual table-top exercises will be conducted with the command staff to increase practical knowledge and skills.

AC. ADDITIONAL RESOURCES

Appendices A, B, C, and D – Operations Section Guidance sheets and Checklists

Refer to the ELPD Bomb Response Procedure for further guidance related to explosive related incidents.

Refer to the ELPD Active Violence Incident (AVI) Procedure for further guidance related to AVI related incidents.

V. CANCELLATIONS

None

Authorized By:



Kim Johnson, Chief of Police

APPENDIX A

Outer Perimeter Supervisor Briefing

1. The outer perimeter supervisor should be briefed on the following at a minimum:
 - a. Your initial personnel assignments should be to secure the entrance route(s) into and exit route(s) out of the incident area.
 - b. The general boundaries of the area to be isolated are:
 - North:
 - South:
 - East:
 - West:
2. Emergency vehicles, personnel and support equipment will be routed as follows:
 - a. Entry point:
 - b. Safe approach to the entry point:
3. Safe routes through the outer perimeter to:
 - a. Staging area:
 - b. Command post:
 - c. Other:
 - d. Exit point:
 - e. Radio frequencies used:

Outer Perimeter Supervisor Briefing – continued

4. Outer Perimeter Personnel Briefing

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

- a. Their radio/car number.
- b. The location and nature of their assignment.
- c. Who their immediate supervisor is and contact #.
- d. Known information about what has occurred.
- e. A warning about known hazards.
- f. They are to remain on post until relieved.
- g. No unauthorized persons may enter the perimeter.
- h. All unauthorized persons leaving the incident area will be stopped and questioned.
 - i. Officers should approach anyone inside of the perimeter with caution.
 - ii. Officers should attempt to determine the following:
 - Their identity
 - Why they are there (suspects, witnesses, residents, onlookers, injured).
 - Can they provide any intelligence about the incident.
- i. 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.
- j. When relieved, they are to report to the Staging Area, unless otherwise directed.
- k. What equipment is required to handle the assignment.

APPENDIX B

Command Post Log Officer

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.
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.

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
Incident Commander
Patrol Commander
Investigations Supervisor
IRSRT 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. They 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.