

<i>TYPE OF ORDER</i>	<i>NUMBER/SERIES</i>	<i>EFFECTIVE DATE</i>	<i>ISSUE DATE</i>
General	#24 Series 2003	9/18/03 at 7:00 A.M.	9/18/03
<i>SUBJECT TITLE</i>		<i>PREVIOUSLY ISSUED DATES</i>	
Emergency Mobilization Plan			
<i>REFERENCE</i>		<i>RE-EVALUATION DATE</i>	
<i>SUBJECT AREA</i>		<i>DISTRIBUTION</i>	
		All Personnel	

The following Emergency Mobilization Plan shall be put in place for the Providence Police Department:

I. PURPOSE

To establish guidelines for a rapid and well-coordinated response to unusual occurrences, civil disturbances, extraordinary emergency situations, and natural and manmade disasters.

I. DEFINITIONS

- A. CIVIL DISTURBANCE - A social activity which is dangerous or harmful to the public's peace, decorum, sense of morality, or welfare by reason of misconduct or aggressive or dangerous actions.
- B. COMMAND STAFF INCIDENT MANAGEMENT TEAM (CSIMT). The CSIMT will provide for the management of the Department's role during certain emergencies. The group will include any combination of the Chief of Police, Deputy Chief and Commanding Officers of the Uniform, Investigative, and Administrative Divisions, or in their absence their designees.
- C. STATE OF EMERGENCY - official declaration by the Mayor that an unexpected and/ or sudden situation of an emergency nature exists and demands immediate action.
- D. HIGHLY UNUSUAL OCCURRENCES - situations, generally of an emergency nature that result from natural or man-made disasters or civil disturbances. Disasters include floods, hurricanes, blizzards, earthquakes, explosions, tornadoes, etc. Civil disturbances include riots, disorders, and acts of violence or

potential violence arising from large gatherings, such as marches, rock concerts, political conventions, festivals or labor disputes.

II. POLICY

Highly unusual occurrences are extraordinary emergency situations that generally result from natural or man-made disasters or civil disturbances. The Department realizes the necessity to control, and respond to such situations through the prudent use of available resources. In all emergencies, the Department's objective is to whenever possible quickly contain the situation, effectively render emergency services, protect lives and property, reduce injuries, deaths, and property damage and restore the peace.

III. EMERGENCY OPERATION PROCEDURES

At the onset of any highly unusual occurrence or extraordinary situation it shall be the responsibility of the highest ranking officer on duty to evaluate the situation and determine an immediate suitable response to minimize any disruption to public safety. The ranking officer shall then notify the Chief of Police or his designee of the incident.

The Chief of Police or designee shall implement the applicable provisions of the city's Emergency Management Agency's Emergency Operations Plan (EOP) when ordered to do so the Mayor or when a situation exists that demands such a response.

- A. Upon the declaration of a state of emergency, the Chief of Police has the authority to commit any resources of the Department, in any amount deemed necessary, to mitigate the effects which caused the emergency and to minimize any threat or disruption to public safety.
- B. The Command Staff Incident Management Team (CSIMT), under the direction of the Chief of Police shall review the general responsibilities for managing the emergency situation, to include:
 - 1. Assessing incident priorities;
 - 2. Determining strategic goals;
 - 3. Determining tactical objectives;
 - 4. Developing the incident action plan;
 - 5. Managing incident resources;
 - 6. Coordinating overall emergency activities;
 - 7. Ensuring personnel safety;
 - 8. Coordinating the activities of any assisting outside agencies;
 - 9. Authorizing the release of information to the media.
- C. The Chief of Police shall coordinate emergency planning activities with Providence Emergency Management Agency (PEMA) and assisting federal and state agencies, along with establishing any interagency agreements.

IV. EMERGENCY CALL BACK PROCEDURES

- A. The Chief of Police or his designee shall determine the appropriate Department response, the number of Department members needed to respond to the emergency situation and any required equipment.

- B. The Chief of Police or his designee shall delegate callback duties and responsibilities for any equipment requirements to the Commanding Officers of the Uniform, Investigative and Administrative Divisions, who, in turn, shall notify members under their respective commands. Officers called back shall be given instructions regarding any special equipment or uniform requirements and the location, and time to respond. Equipment requirements shall include, but not be limited to, soft body armor, portable radio, asp, cap-stun, flashlight, emergency operations bag (including gas mask).
- C. The following shall be a guideline for levels of call-back.
 - 1. Level 1 Call-Back - shall be a call-back of 50 or less members of the Uniform Division for the incident or event.
 - 2. Level 2 Call-Back - shall be a call back of more than 50 members but less than 100 members from any Division of the Department.
 - 3. Level 3 Call-Back - shall be a call back of more than 100 members and may be from any Division of the Department.

An appropriate number of supervisory personnel shall be called back for each of various levels of members called back for duty.

- D. The Chief of Police may direct all officers on details to be diverted from that assignment and to respond to the emergency or any location determined by the Chief of Police.
- E. The Chief of Police during any of these call-back levels may make a determination to place officers called-back as well as other necessary Department members on 12 hour work shifts as needed depending on the duration of the incident or event.
- F. The Chief of Police shall determine if any special communication needs are required. If so, the Director of Communications shall be contacted to assist with those needs, be it personnel or equipment needs.
- G. The Chief of Police shall determine if any special vehicles are needed for the emergency (eg. Mobile Command Post, Special Events Van, SRU Van, Bomb Squad Truck or BCI Mobile Crime Lab). Providence Emergency Management shall be requested to assist in obtaining any other type vehicles needed including but not limited to other city or state agency vehicles needed for the emergency.
- H. The Chief of Police shall also determine the number of members to be placed on "stand-by" status. The contingent of personnel placed on "stand-by" status shall be kept in place for relief purposes, to be used as needed. The personnel on "stand-by" shall be contacted and advised of the emergency situation. They shall be given specific instructions as to when and where they may be needed for duty.

- I. The Chief of Police shall designate the staging areas, both primary and secondary, to which sworn members will respond, as well as location(s) for members laced on “stand-by” status. The following locations shall be staging areas and designated primary or secondary depending on the location of incident or event.
 1. Location #1 - Public Safety Headquarters at 325 Washington Street
 2. Location #2 - Providence Police Training Academy at 200 Chad Brown Street
 3. Location #3 - Any other location that may be designated and deemed necessary by the Chief of Police.
- J. In situations involving a prolonged Department presence, the Chief of Police may consider invoking mutual aid agreements to provide additional resources to relieve active Department members.

V. ESTABLISHING A COMMAND POST

In certain emergencies it may be necessary to establish a command post as a location from which to command and direct operations. In such emergencies, the CSIMT shall designate the location of the command post.

- A. The officer designated as the commanding officer shall report to the command post. While en route he shall contact the command post by telephone or radio to receive an assessment of the of the situation.
- B. Upon arrival at the command post the commanding officer shall designate a mobilization point, ensuring that the location is secure and that personnel responding may do so in an expeditious manner.
- C. Upon being debriefed by the highest ranking officer on scene, determine the initial level of callback necessary to contain the situation.
- D. The commanding officer shall then organize a command post staff to include an operations officer, intelligence officer, personnel and administrative officer and logistics officer.
- E. Determine what special vehicles and equipment may be needed to assist the command post with containing the situation (Mobile Command Center, Special Events Van, SRU Van, Bomb Squad Truck, or BCI Mobile Crime Lab).
- F. **MOBILE COMMAND POST**

In certain unusual occurrences or disorders it may be necessary to utilize the city’s Mobile Command Center as either a primary or secondary command post. The commanding officer of any unusual occurrence or disorder shall have the authority to activate the MCC.

 1. The Mobile Command Center (MCC) is housed at the RIPTA vehicle inspection station located at 325 Melrose St (at the corner of Cadillac Dr.).

2. Keys to the MCC shall be maintained in the office of the Director of Communications, the radio repair garage, the communications department police crew chief, and the commanding officer of the Uniformed Division.
3. The MCC has multi channel police dispatching capability, and may be staffed by police dispatcher personnel as a secondary communications facility during any unusual occurrence or disorder.
4. To facilitate telephonic communications, the MCC is also equipped with four (4) cellular phone lines (including fax line).

VI. **COMMUNICATIONS**

- A. The commanding officer shall determine through the Communications Department the appropriate method to facilitate communications between all personnel responding to the unusual occurrence.
- B. Determine if operations need to operate off separate channel/s, and if so, coordinate with communications police crew chief.
- C. Determine, through communications crew chief, if additional dispatchers are required for dual channel communications.
- D. Utilize department cell phones to facilitate communications with responding supervisory personnel.
- E. If circumstances dictate, utilize a separate channel for communications between supervisors charged with separate command functions.
- F. The Chief Radio Engineer of the Communications Department may be called to provide additional communications equipment (radios, batteries, chargers, etc.)

VIII. **PERSONNEL DUTIES AND RESPONSIBILITIES**

All members of the department shall be responsible for certain duties and responsibilities during any unusual occurrence or civil disorder.

A. **COMMAND STAFF**

1. Members of the department command staff and/or incident commanding officer shall be responsible for formulating a plan of action by estimating the size, motivation and intent of any disorderly group.
2. Identify participants and the area involved, while identifying any future targets.
3. Designate different areas of disorder.
4. Utilize all available department resources (mobile and foot patrols, mounted, canine units, etc.) to contain the situation, while effecting arrests when appropriate.
5. Secure the area so that civilians are not endangered by the actions of the group.
6. Keep commanding officer informed of all events within containment area.
7. Insure that all supervisors are informed of the nature of the disorder, the mission and objectives, tactics and equipment to be used. They should also

- know the location of the command post and any arrest processing areas, as well as appropriate phone numbers for effective communications.
8. Debrief fellow command staff members who provide relief in the event of a prolonged situation. Such information should include changing patterns and strengths of the groups, any police related incidents as well as recommendations for strategy changes.

B. LIEUTENANTS

1. Upon notification of call back for an unusual occurrence or disorder lieutenants shall contact the command post by radio or telephone and determine the location of the mobilization point.
2. Lieutenants shall then respond to this location and assume command of field operations.
3. Lieutenants may also be assigned to assist the incident commanding officer in the field command post. If so, their duties and responsibilities may include, but not be limited to, assignment as Operations, Personnel, Intelligence, or Logistics Officer.
4. Be outfitted with proper uniform and all unusual occurrence issued equipment, i.e., riot helmet, baton, soft body armor, flashlight, gas mask.
5. Be responsible for organization of department vehicles at the mobilization point.
6. Following the orders of the Incident Commanding Officer, delegate assignments to sergeants and other officers.
7. Complete assignment sheets and submit them to the Incident Commanding Officer in the command post.
8. Instruct sergeants and ensure all personnel are tuned to the appropriate radio channel. Ensure that all subordinates maintain the proper radio discipline.
9. Inspect sergeants for proper uniform and unusual occurrence equipment.
10. Explain all orders and directions to sergeants, including but not limited to, the nature of the disorder or occurrence and the mission to control it, location and telephone number/s of command post and arrest processing area, identity of all participating commanding officers, designation of appropriate radio call signs and channel/s.
11. Instruct all subordinates on the response/reaction to the incident, i.e., proper use of force.
12. Ensure that subordinates do not congregate on post.
13. Do not permit unauthorized radio transmissions by subordinates.

C. SERGEANTS

1. Respond to a location as designated by the incident commanding officer or lieutenant along with officer personnel.
2. Assume supervisory duties as deemed appropriate by superior officers.
3. Sergeants may also be assigned to assist the incident commanding officer in the field command post. If so, their duties and responsibilities may include, but not be limited to, assignment as Operations, Personnel, Intelligence, or Logistics Officer.
4. Be outfitted with proper uniform and all unusual occurrence and disorder equipment, i.e., riot helmet, baton, soft body armor, flashlight, gas mask.

5. Conduct inspection of all subordinate personnel to ensure similar proper uniform and equipment compliance.
6. Prepare and submit officer assignment sheets to lieutenant.
7. Instruct all personnel as to appropriate radio channel/s dealing with the disorder while directing all to maintain proper radio transmission discipline.
8. Maintain command and control of all vehicles assigned to the mobilization point.
9. Explain all orders and directions to subordinates, including but not limited to, the nature of the disorder or occurrence and the mission to control it, location and telephone numbers of the command post and arrest processing area, identity of all participating commanding officers, designation of appropriate radio call signs and channels.
10. Instruct personnel on appropriate response and reaction to the incident, i.e., proper use of force.
11. Ensure that personnel do not congregate on post.
12. Do not permit unauthorized radio transmissions by personnel.

D. POLICE OFFICERS

1. Upon a call back to duty for an unusual occurrence or disorder the officer shall report to the designated location (command post, mobilization point, or any other locations as designated by the incident commanding officer).
2. Officers shall respond with proper uniform and all special equipment designated by the commanding officer (riot helmet, baton, soft body armor, flashlight, gas mask.)
3. Tune radio to appropriate radio channel dealing with the disorder and record all appropriate unit call signs. Officers shall also maintain proper radio transmission discipline.
4. Officers shall not drive through any area of disorder when responding to their designated location.
5. Officers shall follow directions and orders relative to the proper and directed placement of any department vehicle.
6. Officers shall follow all orders and instructions of all supervisors, including proper response/reaction to the incident, i.e., proper use of force.
7. Record all information disseminated, including the nature of the disorder and the mission to quell it, the location and telephone numbers of the command post and arrest processing area, the identification of immediate supervisor and other commanding officers, the outlines of post or area responsibility.
8. Officers shall not congregate on post, nor shall they make any unauthorized radio transmissions.

APPROVED:

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