



# SYKESVILLE POLICE DEPARTMENT

## Unusual Occurrences

General Order 6-21      Effective: 08/24/17

Authorized by: *Michael A. Spaulding* Chief of Police

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### I. PURPOSE

To provide the procedures for dealing with unusual occurrences such as large scale emergencies and natural disasters.

### II. POLICY

It shall be the policy of the Sykesville Police Department to develop guidelines that will insure the protection of life and property in the event of an emergency or major disaster. All responses to such incidents by members of the Sykesville Police Department shall be conducted in accordance with the National Incident Management System, Incident Command System (ICS), which will be covered in General Order 6-22.

### III. PROCEDURES

#### A. Planning Responsibilities

The Chief of Police shall be responsible for the development of unusual occurrence plans and overseeing all field operations for the Sykesville Police Department during any unusual occurrence. The Chief of Police shall be the principal advisor and shall keep the Mayor and Town Manager informed of action taken, directed, or recommended.

#### B. Natural and Man Made Disaster Plan

##### 1. Definitions

- a. Emergency - An occurrence, threatened or actual, which requires immediate action to meet potential or existing threat to life or property.
- b. Disaster - Any natural or man-made disaster, civil disturbance, or hostile attack. A hazardous occurrence of unusual or severe effect, threatening or causing extensive damage to life or property, and requiring extraordinary measure to protect lives, meet human needs, or achieve recovery.

2. The Sykesville Police Department maintains a written plan for responding to natural and man-made disasters that is a part of the Town's plan developed for such emergencies. Refer to the Sykesville Emergency Operations Plan.

3. The plan includes provisions for the following:

- a. Communications
  - b. Field Command Posts
  - c. Casualty Information
  - d. Community Relations/Public Information (media briefing)
  - e. Allied Agency Support
  - f. Military Support (martial law)
  - g. Public Facility Security
  - h. Traffic Control
  - i. Equipment Requirements
  - j. De-escalation Procedures
  - k. Rumor Control
  - l. Availability of Command (order of precedence)
  - m. Post occurrence (aftermath) Duties
  - n. After action Reports
  - o. Transportation
  - p. Situation Maps
4. Procedures
- a. Command and Control
    - (1) To provide for unity of command during unusual occurrence operations, which may involve personnel from other agencies, an on-scene Incident Commander (IC) is a necessity. This person exercises command and control over all law enforcement resources committed to an operation within the Town.
    - (2) The Chief of Police is designated as the on-scene Incident Commander. If the Chief is off-duty, but able to be contacted, he will respond to the command post to assume

command and control. If he is unavailable, the order of contact will be as follows: Patrol Sergeant, then Corporal, then senior Patrolman First Class. If none of these officers are available, the ranking officer on-duty will take command.

- (3) The Chief, or in his absence the on-scene IC, shall designate an officer to coordinate all phases of the operation, including initial notification, regular contacts throughout the operation, and notification of the operations termination.

b. Situation Maps

- (1) Detailed sectional maps of the Town of Sykesville are available for use in plotting operation commitments during unusual occurrences. These maps indicate street names, and are sectioned and numbered in grids and beats. The maps are located in the PowerDMS under “charts.”
- (2) Maps are to be kept current and made available to all personnel through the PowerDMS.

c. Emergency Mobilization

In the event of an unusual occurrence, the response of the Sykesville Police Department includes the following provisions for an emergency mobilization:

- (1) Communications
  - i. Direct all personnel involved with the emergency incident to switch to a separate, designated channel.
  - ii. Notify supervisory personnel as directed.
  - iii. Dispatch additional personnel as directed.
  - iv. Make other notifications as requested.
  - v. It will be the responsibility of each officer to report immediately all events or situations which have or may evolve into conditions beyond the capability of a normal watch to effectively control.
  - vi. The on-duty supervisor shall advise the Communications Center of the situation, request assistance, and establish a command post.
  - vii. Prior to the arrival of sufficient communication facilities, Patrol vehicles may be assigned to

locations within the operation and their radios utilized as means of maintaining communications.

- viii. Standard radio procedures are to be utilized in emergency situations, except that radio traffic on certain frequencies may be restricted or moved to other frequencies as needed.
- ix. During all phases of the operation, the command post must be kept advised of the situation, of actions taken by the various units, and of progress reports from emergency crews, morgue, first aid station, etc. In addition, the command post must be kept advised of all information available from outside sources concerning the emergency.

d. Alert Stages

- (1) The IC, his designee, or the highest ranking officer available, within a reasonable period of time, will issue orders placing members of the Office on standby alert in cases of pending need or activate all members as the situation requires.
- (2) Upon notification of the "Alert" condition, employees will place themselves in readiness and maintain this condition until otherwise notified. They will immediately provide for or ascertain that transportation is available in case of recall, and at no time place themselves in a position whereby they are not able to be contacted by telephone or other means as conditions dictate, and respond immediately.
- (3) Employees will at all times maintain a complete uniform and associated equipment in readiness to report for duty, properly equipped, without delay.
- (4) In case of immediate recall, the Administrative Assistant or on-duty supervisor will immediately contact all members as ordered by the most expedient means available and order them to report for duty.
- (5) Once the request is made for additional assistance, the following shall be accomplished:
  - i. A brief analysis of the situation including the nature of the disorder, the specific location of the incident, and the approximate number of additional personnel required will be determined.

- ii. The on-duty Group Supervisor shall be responsible for designating a specific location where the responding units will meet.
- iii. The supervisor will also ensure that the Chief is notified and apprised of all pertinent information relative to the situation.
- iv. The supervisor shall be responsible for establishing a Command Post, defined as the hub for all manpower and equipment deployment and serves as a communication center. It should be close enough to provide adequate command and control over the incident.
- v. The supervisor shall also establish police lines, and ensure that adequate uniformed personnel are requested to control the movement of vehicles and pedestrian traffic and to secure the outer perimeter.

(6) The Outer Perimeter provides public safety. The distance of the outer perimeter from the scene is determined by the location of the disturbance, if weapons are used, and the number of officers available for control purposes.

(7) The Inner Perimeter is the immediate area surrounding the scene which officers can seize and control without endangering their own safety. The scene must be isolated so that physical movement into, from and around the inner perimeter is controlled.

- i. Designate a location for media personnel (away from command post).
- ii. Request Fire and EMS as necessary.
- iii. Ensure firearms discipline is maintained.

e. Primary and Alternate Assembly Areas

Unless otherwise specified, all personnel will report to Headquarters for assignment in the uniform of the day.

f. Equipment Distribution

The IC, or his designee, will immediately assess the equipment needs of the situation and see that any equipment, in addition to that issued to every officer, is distributed. If specialized equipment is necessary, such as tear gas or automatic weapons, the request will be made to the Maryland State Police and/or Carroll County Sheriff's Office.

e. Tactical Unit

- (1) The Maryland State Team will not be called to the scene of a civil disturbance for the purpose of crowd control, unless the situation has become so severe that available manpower is not sufficient. The decision to request the Team in this situation will only be made by the IC.
- (2) Chemical agents will be utilized only upon the direction of the IC.

f. Essential Personnel Designations

The supervisory staff will be considered essential personnel in the event of an emergency mobilization. They shall be contacted and placed on standby or ordered to report for duty as required.

g. Transportation Requirements

The IC or his designee shall immediately assess the transportation needs of the situation, and take necessary action to secure the required transportation.

h. Management Control Measures

- (1) Depending on the nature of the mobilization and the duration of manpower commitment, personnel in department may be temporarily reassigned.
- (2) The IC may restrict the type of calls that will be responded to by the Police Department in an emergency situation. The Communications Center will be responsible for keeping the IC aware of the call load status. The IC, or his designee, is responsible for deciding when calls will be held and when normal operations will resume.
- (3) Supervisor's will attempt to permit adequate and timely relief to personnel assigned to the mobilization.

i. News media

- (1) An area shall be set aside and supervised by the IC or his designee. It should be:
  - i. Preferably separate from the command post.

- ii. Adequate for handling a large number of reporters.
  - iii. If possible, near a telephone.
  - iv. Kept advised of developments.
- (2) Police personnel shall be advised of the location of the press.
  - (3) Representatives of the press will be restricted to the designated area unless otherwise directed by the IC.
  - (4) Under no circumstances will any member of the Sykesville Police Department, either directly or indirectly, give any information concerning the situation to any unauthorized person(s) or the media without proper authorization from the IC, the Mayor or the Town Manager.
  - (5) Coordination of rumor control activities will rest with the designated Public Information Officer (PIO) for all agencies involved. Information and reports relating to the incident will be released to the media in a timely manner.

j. Military Assistance

- (1) Request for military assistance shall be made by the Chief and the Mayor. The request will go through the Carroll County Emergency Operations Center who will then contact MEMA. No member of the Sykesville Police Department is to request military assistance on his/her own.
- (2) Military will support local law enforcement activities, provide additional communications equipment, assist in evacuation operations, and provide other assistance as requested.

k. Mutual Aid Agreements

- (1) Should local government resources prove to be inadequate during an emergency, request will be made for assistance from other local jurisdictions, higher levels of government, and private organizations in accordance with existing or emergency negotiated mutual aid agreements. Such assistance may take the form of personnel, equipment, supplies, or other capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible. Copies of the existing mutual aid agreements are located on the

PowerDMS under “MOUs,” and shall accessible to all Command staff.

(2) Providing Aid to Allied Jurisdictions

If another jurisdiction has an unusual occurrence and requests mutual aid, the Chief will be contacted immediately. If the order to comply is given, the recall procedure described previously in this General Order will be followed to provide the necessary number of personnel required to the requesting agency.

l. De-Escalation

De-escalation process will be the responsibility of the IC, who will ensure that the following measures are taken:

- (1) All law enforcement officers engaged in the incident shall be accounted for and an assessment made of personal injuries.
- (2) All necessary personnel shall be debriefed as required.
- (3) Witnesses, suspects, and others shall be interviewed or interrogated.
- (4) All written reports shall be completed as soon as possible following the incident to include a comprehensive documentation of the basis for and the officer's response to the incident.
- (5) Assist in damage assessment.
- (6) Assist in the return home of the evacuees.
- (7) Maintain records of all financial expenditures and use of law-enforcement resources.

m. Reporting

- (1) The initial report of the incident shall be the responsibility of the officer first assigned to the incident.
- (2) Supplemental reports will be submitted by all participating personnel outlining their assignments.

n. Evacuation

- (1) As outlined in the Sykesville Emergency Operation's Plan, the Sykesville Police Department will direct all law enforcement activities, supported by the Maryland State Police, Carroll County Sheriff's Office, and the Howard County Police Department, as needed, to:
  - i. Participate in the warning process by sweeping assigned areas, re-enforcing information provided through mass media.
  - ii. Provide back-up communications.
  - iii. Assist with selection of evacuation routes, assembly points, and traffic control points.
  - iv. Provide security for evacuated areas.
  - v. Provide security for shelter/reception centers.
  - vi. Provide traffic control to facilitate evacuation and return movement.
  
- (2) Once the decision to evacuate has been made, the boundaries of the evacuation area must be determined.
  - i. This includes the area of actual damage and the area of potential damage due to drifting gases, radioactivity, subsequent explosions, etc.
  - ii. Downwind and low level areas should be considered as first priority movement areas when gaseous clouds are involved.
  - iii. When dealing with fire/explosion, consider all areas as first priority movement areas.
  - iv. Obtain a current weather briefing and forecast briefing to determine wind direction and magnitude.
  - v. Inform Communications Center and the Command Post of the area to be evacuated.
  
- (3) Isolate the Area

All approaches to the incident must be closed to prevent additional people from entering the danger zone.
  
- (4) Additional Factors to be considered, include:
  - i. The approximate number of people to be evacuated and the number of transportation vehicles needed,
  - ii. The sick, aged, and infirmed,
  - iii. Location and availability of hospitals, nursing homes and private residences

- iv. Pets and animals - Animal Control officials will be notified to assist with the evacuation of animals and pets.

(5) Temporary Shelters

- i. Established liaison with the Red Cross for assistance.
- ii. Shelter sites shall be located far enough away from the affected area to preclude a second evacuation.
- iii. Law Enforcement personnel will be assigned to each designated shelter site to establish communications and maintain liaison.
- iv. The assigned officer will ensure that an accurate list of persons reporting to the shelter is maintained. In some cases, the officer may have to compile the list. In more severe cases, this should be handled by the Red Cross or the Human Resources Department.
- v. Additionally, law enforcement personnel will maintain law and order. After the danger has passed, all law enforcement personnel will maintain their assignment until an orderly reoccupation of the evacuated area has been completed.

- (6) Names, addresses, and birth dates of all individuals refusing to be evacuated shall be documented and maintained at the Command Post for future reference.

o. Casualty Information

- (1) Local first-responders (Fire and EMS) will determine the number of casualties, request additional assistance, establish staging areas and initiate triage procedures.
- (2) The Incident Commander or an individual designated by the Incident Commander will coordinate the emergency medical care and transport of the critically ill and injured to the appropriate specialty referral centers, and the less seriously injured to the nearest available medical center.
- (3) The Medical Examiner will activate and supervise temporary or permanent morgues.
- (4) The Medical Examiner will take charge of all bodies or parts of bodies and provide for the identification and disposition of the deceased.

- (5) The County Health Officer will obtain information concerning the medical facilities to which the injured were taken, lists of the dead, and descriptions of the unidentified dead.
- (6) The County Health Officer will coordinate with the PIO and the Red Cross to provide information to friends and relatives of the injured.
- (7) Local and State Police agencies will assist in notification of next of kin.

#### **IV. CANCELLATIONS**

This General Order cancels and replaces the following policies: General Order 46.1, entitled Unusual Occurrences, dated December 21, 2001.