




City of Manassas Police Department General Duty Manual



Effective Date: 12-29-2008	GENERAL ORDER	Number: 07-10
Subject: Contingency Planning		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 02-12-2015 General Order # 7-10 Dated: 05-05-2004		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 46.1.1 / 46.2.7	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 4

PURPOSE:

To provide expedient, effective and efficient response to unusual occurrences, including the following:

- A. Natural / Man-Made Disasters.
- B. Civil Disturbances.
- C. Mass Transportation Accidents.
- D. VIP Protection.
- E. Special Events.
- F. Mass Arrests.
- G. Other Active Threats.

POLICY:

It is necessary to plan in advance for the efficient and expeditious handling of foreseeable incidents that by their nature and scope can affect the health, welfare and safety of the citizens of the City. It is the policy of the Department to effectively and efficiently respond to various types of disturbances. Disturbances may take various forms and vary in size and level of danger that they may pose to the public.

Of primary importance in any civil disturbance is the defusing of the situation and the restoration of order. The Department should be able to respond to any civil disturbance call, isolate it from the general community, protect life and property, maintain control and order and enforce the laws of the City and the Commonwealth of Virginia.

DISCUSSION:

The objective of the City's Emergency Operations Plan, published separately, and the Department's contingency plans, is to prepare the Department:

- A. To handle and control an event and bring it to a safe conclusion.
- B. To facilitate the collection and appraisal of sufficient intelligence data to determine the cause of any given incident.
- C. To provide for the orderly and efficient assembly of necessary personnel, supplies and equipment to ensure the proper and expeditious handling of such incidents.
- D. To determine the need for training and education of Department members to include techniques and procedures for the successful handling of each incident.
- E. To provide for the orderly and efficient coordination of all agencies, departments or organizations considered necessary and appropriate to the successful handling of such incidents.
- F. To provide the means whereby experience gained in the handling of such incidents may be used in the prevention of future incidents.

PROCEDURE:

I. Responsibilities

- A. The City Manager is the Director of the City's Emergency Services, and is responsible for the total emergency response of the City, in accordance with the City Emergency Operations Plan, published separately, and the Commonwealth of Virginia Emergency Services and Disaster Law of 1973 as amended.

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- B. The Chief of Police is the City Manager’s liaison to the Department, and also has tactical command of all emergency responses exclusive of those that involve fire / rescue response only.
 - 1. The Fire Chief commands all emergency responses that require fire / rescue response only, as well as the fire suppression phase of all emergency situations.
- C. The Commander of Patrol Services in consultation with the Chief is responsible for planning the Department’s response to unusual occurrences in accordance with the City Emergency Operations Plan (hereafter referred to as the EOP).
- D. Supervisors are responsible for making the appropriate command notifications subsequent to situations requiring the implementation of contingency plans and for implementing such plans pending the arrival of command officials. Situations that may require a plan to go into effect include:
 - 1. Hurricanes.
 - 2. Tornadoes.
 - 3. Severe thunderstorms and winter storms.
 - 4. Floods.
 - 5. Major fires.
 - 6. Dam failures.
 - 7. Explosions (industrial, nuclear, transportation).
 - 8. Major accidents (vehicles, trains or aircraft) or tank farm spills.
 - 9. Civil disorders, riots, sabotage, prison escape, etc.
 - 10. Resource shortages.
 - 11. Biological hazards and various HAZMAT incidents.
 - 12. Nuclear attack.
 - 13. School emergencies.
 - 14. Mass arrests, civil protests / demonstrations.
- E. The Commander of Patrol Services is responsible for designating command responsibility for pre-planned special events. These events may include annual or regularly occurring events for which pre-planning is possible. Examples include, but are not limited to: parades, sporting events, road construction, picketing, and demonstrations.
 - 1. The responsibilities of the event supervisor include the development of a written plan preceding the event and an after-action report.
 - 2. The pre-event written plan should include, but is not limited to the following elements:
 - a. Designation of the person responsible for supervision of the event.
 - b. A written estimate of traffic, crowd control, and crime problems associated with the event.
 - c. A contingency plan for traffic direction and control.
 - d. Manpower Roster, including special operations personnel, to effectively cover the event.
 - e. Logistical requirements of police personnel at the event.
 - f. Coordination of the event inside and outside the agency.

II. The Plans

- A. Department plans for unusual occurrences are reviewed at least annually by the Commander of Patrol Services. The plans should include, at a minimum, the location, amount, maintenance and procedures for inspection of items of equipment kept for use in unusual occurrences.
- B. The City EOP is reviewed and updated periodically by the City’s Emergency Planner/Coordinator. The Police Department reviews and makes recommendations if any through the Planning and Resource Management Lieutenant. These recommendations would focus on the Police Department’s role in the city wide plan.
- C. The Chief of Police and the Commander of Patrol Services maintain a copy of contingency plans. The EOP is available to all personnel on the City’s intranet website and in hard copy in the above mentioned locations.
- D. The Office of Professional Standards maintains the Department’s Mutual Aid agreements.
- E. Supervisors should review this material periodically for familiarization. Supervisors are encouraged to make appropriate recommendations concerning contingency plans during staff meetings.

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III. Alert Stages

- A. Some situations do not require a major mobilization and may be handled by on duty members by holding over shifts or reassigning sections for brief periods.
- B. Alert stages are ordered by the Chief of Police to prepare the Department for a predictable event or to mobilize and respond to an incident. Also see General Order 1-20.
- C. Alert stages are as follows (also see Section FA-1 of the EOP):
 - 1. Normal Operations: Situations that may be handled members already on duty.
 - 2. Increased Readiness: Begins when an emergency or other unusual situation is forecasted. Certain personnel may be required to stay within a specified distance of the Department.
 - 3. Mobilization: Where the Chief of Police or designee orders members to respond to the scene of an incident or to Headquarters.
- D. Members are responsible for providing any change in their home address, telephone number(s) or other information affecting the plans to the appropriate Division Commander. Members are also required to remain on stand -by or be in any state of readiness as called for in the plans.

IV. Mobilization

- A. The Department is mobilized according to the following priorities:
 - 1. 1st Priority: Holding over the squad (that was) scheduled for normal relief, or calling in the squad that is responsible for the next shift. The use of other non-patrol members who are on duty.
 - 2. 2nd Priority: Calling in off duty squads as needed.
 - 3. 3rd Priority: Calling in all other members as needed.
- B. Members shall respond immediately to the conditions of these priorities. Situations may develop quickly and without warning. It is anticipated that 1st Priority members, once notified, should arrive at Headquarters or other designated location, within thirty minutes or as soon as possible. The entire Department should be mobilized within two hours when required. Equipment is distributed to the responding members at Headquarters or the designated location.
- C. Once mobilization is ordered, the EOC makes the appropriate call-out notifications from the current plans. It may be necessary for the EOC supervisor on duty or the Duty Supervisor to temporarily detail members to EOC for this task to be expedited.
- D. The mobilization plan is tested as a part of the Department’s participation in the City’s periodic Disaster Drills as scheduled by the City Manager.

V. Mass Notification / Everbridge Notification System

Everbridge is a web and phone based program system for selecting households to call using geographic criteria. It is used to notify communities of emergencies or important information.

- A. The following are examples when Everbridge should be considered based on the totality of the circumstances:
 - 1. Environmental / Natural Disasters i.e., snow emergencies, fires, severe weather conditions.
 - 2. Search and Rescue – Missing children, missing elderly adults, endangered citizens
 - 3. Prisoner escapes – Adult detention center, Hospital, CPAT
 - 4. School emergencies – Lockdowns, active violence, bomb threats
 - 5. Any other incidents or unusual emergency situations can be used based upon the risk of public safety.
- B. **Authorization for Everbridge System Notifications**
 The duty supervisor will have the responsibility of contacting the appropriate On-Call Captain or Chief of Police to inform them of the incident and the mass notification request. Once the determination has been made to make the notifications, the duty supervisor will inform PSCC to make the notification through Everbridge and will provide PSCC with the wording of the message.
 - 1. All PSCC members will be trained on the use of the Everbridge system.

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Attachments: N/A

Index as: Contingency Planning
Disaster Planning
Emergency Operations
Mobilization Plans
Priority Call-Out Listing
Mass Notifications
Everbridge Notification System

References: Commonwealth of Virginia Emergency Services and Disaster Law of 1973 as amended, available at:
<http://leg1.state.va.us/000/src.htm>.