ALBANY, NEW YORK
POLICE DEPARTMENT
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1789

EMERGENCY OPERATIONS PLAN/CRITICAL INCIDENTS
GENERAL ORDER NO: 3.9.00

Issue Date: June 14, 2017	**Effective Date:** December 13, 2015
Revision Date: December 13, 2015	**CALEA:** 2.1.4, 17.5.2, 41.2.4, 46.1.1 - 46.1.9
Volume 3: Operations	**Chapter 9:** Critical Incidents
Distribution: All Personnel	**NYSLEAP:** 43.1, 58.1, 58.2, 58.4
Issuing Authority: Chief Eric Hawkins	**Page:** 1 of 25

PURPOSE: The purpose of this policy is to establish procedures for the use of the Incident Command System (ICS) that comply with the National Incident Management Systems (NIMS) response to critical incidents and special operations, such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, hostage/barricaded subject, bomb threats, acts of terrorism, and other unusual circumstances which threaten the public safety.

POLICY: It is the policy of the Albany Police Department to respond to emergency/critical situations within the City of Albany that pose a threat to public safety and requires the department's response; to reduce the danger to life and property.

DEFINITIONS: **National Incident Management System (NIMS)** – The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards - regardless of cause, size, location, or complexity - in order to reduce loss of life, property and harm to the environment.

Incident Command System (ICS) – The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured to facilitate activities in five (5) major functional areas: command, operations, planning, logistics, Intelligence & Investigations, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system.

Emergency Situation – Emergency situation means a situation that presents a threat of danger to public safety, life, and/or property.

Accidental Disaster – Accidental disaster means any major fire, explosion, transportation accident, hazardous material incident, or other major occurrences, which places the lives, safety or property of numerous persons in jeopardy.

Natural Disaster – Natural disaster means an incident in which the forces of nature threaten the lives, safety, or property of numerous persons (e.g., flood, tornado, hazardous snowfall/blizzard, or ice storm).

Hazardous Material – Hazardous material means any substance that might cause risk to health, property, or the environment. Hazardous material substances are not only found in transportation accidents or manufacturing areas. The following areas can, and often do contain hazardous material substances: automobile body shops (welding gases, paints, etc.), water treatment plants (chlorine, etc.), construction sites (explosives, flammable liquids, etc.), metal plating facilities (acids, bases, etc.), household and garages (flammable gases, detergents, drain cleaners, etc.).

Civil Disorder – Civil disorder means an action by any group that poses a substantial threat to peace, life or property, or any tumultuous or violent activity that creates a grave risk of causing public alarm and/or results in a mass arrest situation.

Terrorist Action – Terrorist action means a politically motivated, hostile action taken by a person or group whose intent is the commission of violent acts designed to instill fear, communicate a message and/or demand some government action.

Inner Perimeter – Inner perimeter means the site and immediate zone of danger encompassing the inner area of containment around an incident site, and is often referred to as the "Hot Zone".

Outer Perimeter – Outer perimeter means the peripheral control area surrounding the inner perimeter, providing a safe zone for access to or egress from the inner perimeter, as well as defining the limit of access by unauthorized persons.

Emergency Operation Center (EOC) – EOCs are the physical location where multiagency coordination occurs. EOCs help form a common operating picture of the incident, relieve on-scene command of the burden of external coordination, and secure additional resources. The core functions of an EOC include coordination, communications, resource dispatch and tracking and information collection, analysis and dissemination. EOCs may be permanent organizations and facilities that are staffed twenty-four (24) hours a day, seven (7) days a week, or they may be established to meet short-term needs. Standing EOCs – or those activated to support larger, more complex incidents – are typically established in a central or permanently established facility. Such permanent facilities in larger communities are typically directed by a full-time emergency manager. EOCs may be organized by discipline (fire, law enforcement, medical services, etc.), by jurisdiction (city, county, region, etc.), by Emergency Support Function (communications, public works, engineering, transportation, resource support, etc.) or, more likely, by some combination thereof.

Command Post – Command post means the post from which the Incident Commander and their staff coordinate the department's response to a major emergency.

Field Command Post – Field command post means the on-scene location for the command staff where the primary operational functions are coordinated and administered.

Command Staff – ICS Command Staff is utilized when an incident grows and provides Information, Safety, and Liaison services for the entire organization.

General Staff – ICS General Staff is part of the organizational structure of the Incident Command System and is assigned functional authority for Operations, Planning, Logistics, and Finance/Administration.

Staging Area – Staging area mean a location selected generally within the outer perimeter to facilitate arriving resources and personnel responding for assignments.

Evidentiary Perimeter – Evidentiary perimeter means the area for potential consideration of physical evidence documentation, collection, processing, and preservation. This area may involve areas of the inner and outer perimeters.

Incident Commander (IC) – Incident Commander means the most qualified supervisor, or designee, at the scene. This individual is responsible for all incident activities, including the development of strategies, tactics, and ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Unified Command (UC) – Unified Command means the application of the ICS used when there is more than one (1) agency with incident jurisdiction, or when incidents overlap jurisdictions. Agencies work together through the designated members of the UC, often a senior person from agencies and/or disciplines participating in the UC to establish a common set of objectives, strategies, and a single Incident Action Plan.

I. PURPOSE

A. This purpose of this policy is to establish guidelines for the Emergency Operations Plan, NIMS, and ICS. This policy is not all inclusive, nor is it capable of being all inclusive. Department personnel are strongly encouraged to use additional resources and review updates as they are available.

II. EMERGENCY OPERATIONS PLAN

A. The department utilizes the <u>City of Albany Emergency Preparedness Operations Plan</u> for responding to critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.

1. The Emergency Operations Plan follows standard Incident Command System (ICS) protocols, which outline provisions for Command, Operations, Planning, Logistics, and Finance/Administration Functions.
2. Per <u>Article 2-B of the Executive Law</u>, the Mayor of the City of Albany has the ultimate responsibility for command and control of emergency operations in preparing for, responding to, and recovering from catastrophic events related to all hazards/critical incidents.

   a. An Emergency Management Coordinator for the City of Albany shall serve at the direction of the Mayor.
   b. In absence of a named Emergency Management Coordinator, the Mayor may designate the Police and Fire Chiefs as the Emergency Management Coordinators, with the responsibility for coordinating all Disaster Preparedness and Emergency Management within the City of Albany.

B. Police Department Planning Responsibility:

1. The Chief of Police, or his/her designee, in conjunction with other City department heads and the City Mayor, shall be responsible for planning the department's response to critical incidents.

III. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

A. <u>National Incident Management System (NIMS)</u> was developed by the United States Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) to provide a system that would assist emergency managers and responders from different jurisdictions and disciplines in handling emergencies and disasters more effectively.

IV. INCIDENT COMMAND SYSTEM (ICS)

A. <u>Incident Command System (ICS)</u> is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

B. There are five (5) major management functions that are the foundation upon which the ICS organization develops. These functions apply whether handling a routine emergency, organizing for a major non-emergency event, or managing a response to a major disaster. The five (5) major management functions are Command, Operations, Planning, Logistics, and Finance/Administration Sections.
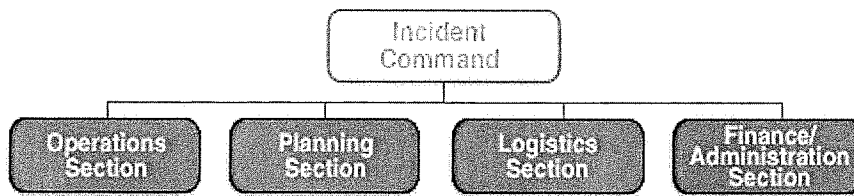
1. Command Functions:

    a. Sets incident objectives and priorities and has overall responsibility at the incident or event;
    b. Activates the Incident Command System;
    c. Establishes a Command Post;
    d. Initiates the notification and mobilization of additional agency personnel;
    e. Obtains support from other agencies;
    f. Establishes a staging area, if necessary;
    g. Provides public information and maintain media relations;
    h. Maintains the safety of all affected personnel; and
    i. Prepare a documented After Action Report.

2. Operations:

    a. Conducts tactical operations to carry out the plan;
    b. Develops the tactical assignments and organization, and directs all tactical resources;
    c. Establishes perimeters;
    d. Conducts evacuations;
    e. Maintains Command Post and scene security;
    f. Provides for detainee transportation, processing, and confinement;
    g. Direct and control traffic; and
    h. Conducting post-incident investigation.

3. Planning:

    a. Prepares a documented Incident Action Plan (ICS-202);
    b. Gathers and disseminates information and intelligence; and
    c. Plans post-incident demobilization.

4. Logistics:

    a. Plans communications services;
    b. Establishes transportation needs;
    c. Provides medical support;
    d. Maintains, gathers, and distributes equipment and supplies; and
    e. Provides support for specialized team and equipment needs.

5. Finance/Administration:

    a. Monitors costs related to the incident;

       b. Records personnel time;

       c. Procures additional resources;

       d. Records expenses; and

       e. Documents injuries and liability issues.

C. Incident Commander:

1. On small incidents and events, one person, the Incident Commander, may accomplish all five (5) management functions.
2. The Incident Commander is the only position that is always staffed in ICS applications. However, large incidents or events may require that other functions be set up as separate Sections within the organization.
3. The initial Incident Commander prepares the Incident Briefing (ICS-201), when applicable.

D. ICS Sections:

1. As incidents grow, the Incident Commander may delegate authority for performance of certain activities to the ICS Command Staff and General Staff.
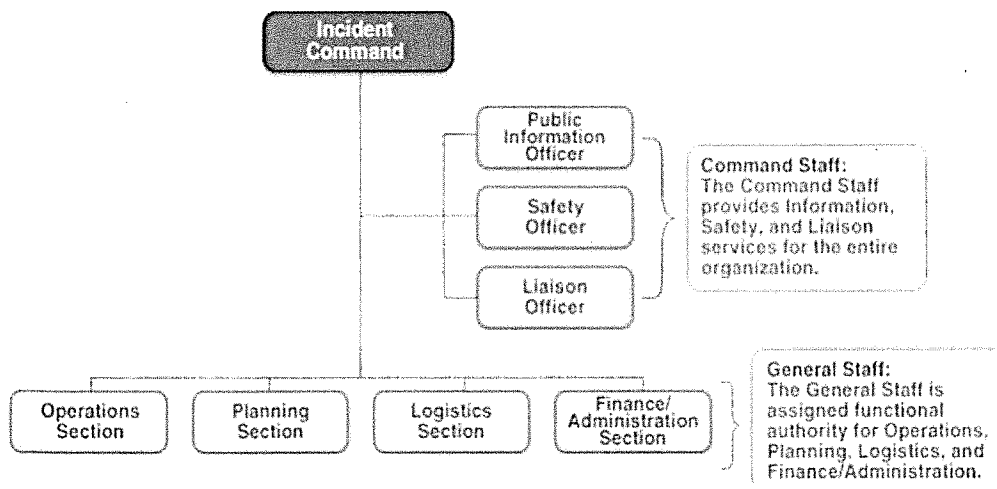

2. <u>Command Staff</u> - The ICS Command Staff provides Information, Safety, and Liaison services for the entire organization.

    a. <u>Public Information Officer</u> – Serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. Provide public information, rumor control, and maintains media relations.

    b. <u>Safety Officer</u> – Monitors safety conditions and develops measures for assuring the safety of all assigned personnel. Prepares the Safety Message/Plan (ICS-207) and the Incident Action Plan Safety Analysis (ICS-215A), when applicable.

    c. <u>Liaison Officer</u> – Serves as the primary contact for supporting agencies assigned to an incident.

3. <u>General Staff</u> - The ICS General Staff are assigned functional authority for Operations, Planning, Logistics, and Finance/Administration.
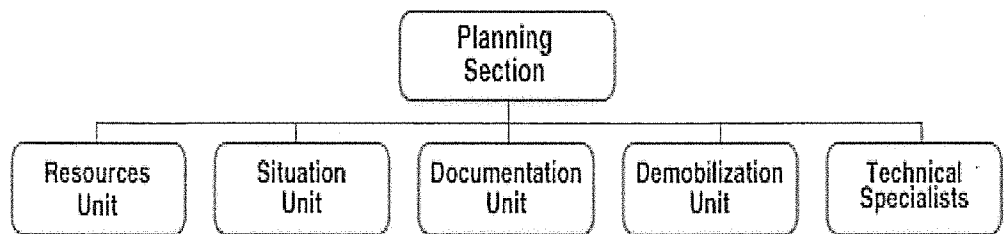
    a. <u>Operations</u>:

        i.   The Incident Commander will determine the need for a separate Operations Section at an incident or event.

        ii.   Until Operations are established as a separate Section, the Incident Commander has direct control of tactical resources.

        iii.   When the Incident Commander activates an Operations Section, he or she will assign an individual as the Operations Section Chief. The Operations Section Chief prepares the Operational Planning Worksheet (<u>ICS-215</u>), when applicable.

        iv.   The Operations Section Chief will develop, and manage the Operations Section to accomplish the incident objectives set by the Incident Commander.

        v.   The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.

        vi.   The Operations Section Chief, along with the Resource Unit Leader, prepare the Assignment list (<u>ICS-204</u>)
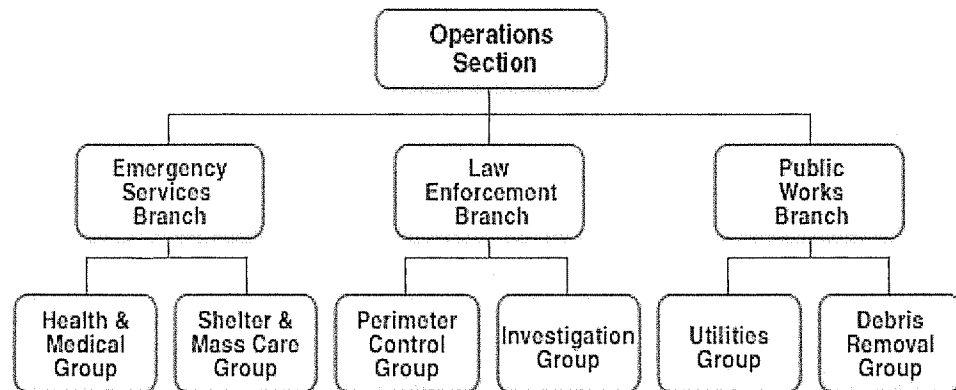
    b. <u>Planning</u>:

        i.   The Incident Commander will determine if there is a need for a Planning Section and designate a Planning Section Chief. If no Planning Section is established, the Incident Commander will perform all planning functions.

        ii.   The Planning Section Chief prepares the Incident Objectives (<u>ICS-202</u>).

        iii.   The Planning Section Chief activates any needed additional staffing.

        iv.   The Planning Section can be further staffed with four (4) Units:

a) <u>Resources Unit</u> - Conducts all check-in activities and maintains the status of all incident resources. The Resource Unit Leader prepares the Organization Assignment List (<u>ICS-203</u>), the Incident Organization Chart (<u>ICS-207</u>), and the Incident Check-In List (<u>ICS-211</u>), when applicable.

b) <u>Situation Unit</u> - Collects and analyzes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections. Prepares the Incident Status Summary (<u>ICS-209</u>), when applicable.

c) <u>Documentation Unit</u> - Provides duplication services, including the written Incident Action Plan. Maintains and archives all incident-related documentation.

d) <u>Demobilization Unit</u> - Assists in ensuring that resources are released from the incident in an orderly, safe, and cost-effective manner. Prepares the Demobilization Check-Out (<u>ICS-221</u>), when applicable.

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 │Resources│ │Situation│ │Documentation │ │Demobilization│ │  Technical  │
 │  Unit   │ │  Unit   │ │    Unit      │ │    Unit      │ │ Specialists │
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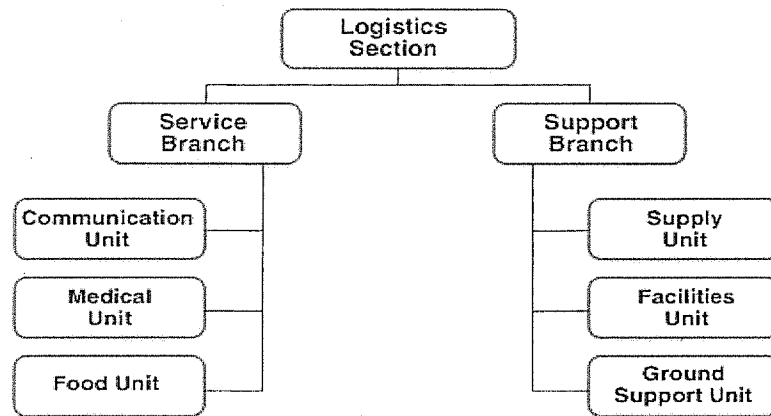
e) In addition, Technical Specialists who provide special expertise useful in incident management and response may also be assigned to work in the Planning Section.

c. <u>Logistics</u>:

i. The size of the incident, complexity of support needs, and the incident length will determine whether a separate Logistics Section is established.

ii. The Logistics Section is responsible for all of the services and support needs, including, ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.

iii. Provides communication planning and resources, setting up food services, setting up and maintaining incident facilities, providing support transportation, and providing medical services to incident personnel.

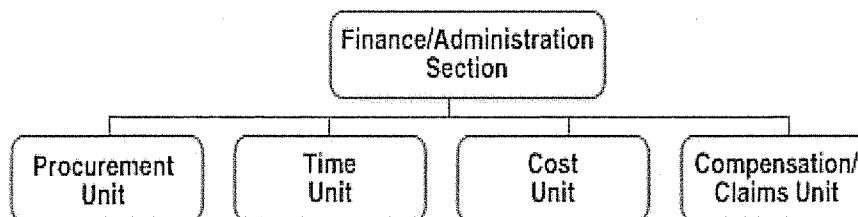iv. Based on needs, the Logistics Section can be further staffed by two (2) Branches and six (6) Units:

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                    │  Logistics  │
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     │   Service   │              │    Support    │
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  │Communication │                      │    Supply    │
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  │   Medical    │                      │  Facilities  │
  │    Unit      │                      │    Unit      │
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  │  Food Unit   │                      │    Ground    │
  │              │                      │ Support Unit │
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a) <u>Communication Unit</u> - Prepares and implements the Incident Radio Communication Plan (<u>ICS-205</u>), Communications List (<u>ICS-205A</u>), and Resource Status Change (<u>ICS-210</u>), when applicable. Distributes and maintains communications equipment, supervises the Incident Communications Center, and establishes adequate communications over the incident.

b) <u>Medical Unit</u> - Develops the Medical Plan (<u>ICS-206</u>), which is reviewed by the Safety Officer. Provides first aid and light medical treatment for personnel assigned to the incident, and prepares procedures for a major medical emergency.

c) <u>Food Unit</u> - Supplies the food and portable water for all incident facilities and personnel, and obtains the necessary equipment and supplies to operate food service facilities at Bases and Camps.

d) <u>Supply Unit</u> - Determines the type and amount of supplies needed to support the incident. The Unit orders, receives, stores, and distributes supplies, and services nonexpendable equipment. All resource orders are placed through the Supply Unit. The Unit maintains inventory and accountability of supplies and equipment.

e) <u>Facilities Unit</u> - Sets up and maintains required facilities to support the incident. Also responsible for facility security and facility maintenance services: sanitation, lighting, cleanup.

f) <u>Ground Support Unit</u> - Prepares the Transportation Plan. Arranges for, activates, and documents the fueling, maintenance, and repair of ground resources, as well as arranges for the transportation of personnel, supplies, food, and equipment.

d. <u>Finance/Administration</u>:

i. The Finance & Administration Section monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

ii. Based on needs, the Finance/Administration Section may be staffed by four (4) Units:

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                    ┌─────────────────────┐
                    │ Finance/Administration │
                    │      Section        │
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    │ Procurement │  │   Time    │  │   Cost    │  │ Compensation/ │
    │    Unit     │  │   Unit    │  │   Unit    │  │  Claims Unit  │
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a) <u>Procurement Unit</u> - Responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

b) <u>Time Unit</u> - Responsible for incident personnel time recording.

c) <u>Cost Unit</u> - Collects all cost data, performs cost effectiveness analyses, provides cost estimates, and makes cost savings recommendations.

d) <u>Compensation/Claims Unit</u> - Responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities kept for the incident.

E. ICS Span of Control:

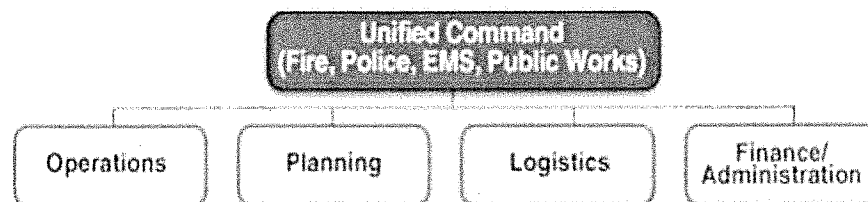1. Another basic operating guideline relating to the supervisory structure of the organization is the ICS Span of Control.

    a. Span of control pertains to the number of individuals or resources that one supervisor can manage effectively on emergency response incidents.

    b. Maintaining an effective span of control is particularly important on incidents where safety and accountability are a top priority.

2. In busy or crisis times, a supervisor's resources are even more taxed, and only problems of immediate importance can be addressed, often in order of perceived precedence. This ratio would explain the ICS theory that mandates a span of control of no more than one supervisor to five reporting elements, when and if practical.

F. Unified Command:

1. Although a single Incident Commander normally handles the Command function, an Incident Command System (ICS) organization may be expanded into a Unified Command (UC).

2. The UC is a structure that brings together the "Incident Commanders" of

all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities.

3. The UC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and non-government responders may blend together throughout the operation to create an integrated response team.

4. The UC directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing of resources. Members of the UC work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations.

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          │       Unified Command           │
          │ (Fire, Police, EMS, Public Works)│
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│Operations│ │ Planning │ │ Logistics│ │   Finance/   │
│          │ │          │ │          │ │Administration│
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G. Documentation:

1. The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations.

2. ICS forms are intended for use as tools for the creation of Incident Action Plans (IAP), which typically includes the following forms:

   a. ICS-202 – Prepared by the Planning Section Chief.
   b. ICS 203 – Prepared by the Resource Unit Leader.
   c. ICS 203 – Prepared by the Resource Unit Leader and Operations Section Chief.
   d. ICS 206 – Prepared by the Medical Unit Leader and reviewed by the Safety Officer.
   e. ICS-205A – Prepared by the Communications Unit Leader, and is an additional form that could be used in an IAP.

3. All other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.

   a. A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.
   b. The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for

incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

    c. Sections and Units may also complete an Activity Log (ICS-214), if applicable.

    d. ICS forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities.

    e. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms.

    f. These ICS Forms represent an all-hazards approach to ICS.

4. The ICS Forms Booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS, and is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances.

H. Training:

1. The National Incident Management System (NIMS) Training Program identifies courses that are critical for personnel involved in ICS. This Program establishes the NIMS core curriculum to ensure it adequately trains emergency and incident response personnel in concepts and principles relating to NIMS.

2. The Program consists of Baseline Courses and Advanced Courses:

    a. Baseline Courses:

        i. IS-700 NIMS, An Introduction - This independent study course introduces the NIMS concept. NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

            a) IS-700 shall be completed by the following personnel:

                1) All police officers, which shall be completed while at the Zone 5 Regional Law Enforcement Training Academy.

                2) All dispatchers, which shall be completed during supervised on the job training.

        ii. ICS-100 Introduction to the Incident Command System - This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

a) ICS-100 shall be completed by the following personnel:

   1) All police officers, which shall be completed while at the Zone 5 Regional Law Enforcement Training Academy.
   2) All dispatchers, which shall be completed during supervised on the job training.

b. Advanced Courses:

   i. ICS-200 ICS for Single Resources and Initial Action Incidents - This independent study course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.

      a) ICS-200 shall be completed by all department sergeants and detectives, as well as all EST, CMT, and CAAT personnel.

   ii. ICS-300 Intermediate ICS for Expanding Incidents – This classroom instruction course provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

      a) ICS-300 shall be completed by all department command staff members and lieutenants, as well as all EST, CMT, and CAAT personnel.

   iii. IS-800 National Response Framework (NRF), an Introduction - The course introduces participants to the concepts and principles of the NRF.

      a) IS-800 shall be completed by command and general staff members who are part of Type I or Type II Incident Management Teams.

   iv. ICS-400 Advanced ICS - This classroom instruction course provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in ICS-100 through ICS-300.

      a) ICS-400 shall be completed by command and general staff members who are part of Type I or Type II Incident Management Teams.

3. The New York State Preparedness Steering Committee provides

clarification regarding the <u>NIMS training requirements for state and local agencies in New York State</u>.

    4. Further training guides and resources can also be located at the <u>NYS Division of Homeland Security and Emergency Services (DHSES)</u>, as well as FEMAs <u>ICS Resource Center</u>.

V. PROCEDURES

A. Once it has been determined that a major emergency situation is imminent or taking place, on-scene personnel shall:

1. Notify Communications of the nature of the incident.

    a. The nature and the magnitude of the incident may dictate or necessitate the response of additional resources (e.g., hazardous material spill, hostage situation, bomb threat, etc).

2. Give a specific location of the incident.
3. Request to secure the radio frequency in use for uninterrupted communication.
4. Advise responding personnel/resources of hazardous areas and alternate routes of travel that are unlikely to expose/contaminate personnel to dangerous chemicals or materials.
5. Direct responding personnel to positions that do not expose them to "cross fire" situations.
6. Ensures personnel have a viable escape route.
7. Contain the situation to the smallest possible area, with civilian and officer safety being the primary concern, and control travel routes in an attempt to prevent the escape of any involved suspect.
8. Establish an inner/outer perimeter around the situation, and deny access to the area.
9. Request assistance of additional personnel to establish an outer perimeter.
10. Divert vehicular and pedestrian traffic away from the scene.
11. Notify EMS of any injuries or casualties, or if the potential for injury exists.
12. Evacuate bystanders, if necessary.
13. Secure all witnesses for interviews at a safe point outside the inner perimeter.

B. Non-uniformed responding personnel shall have their ID card or badge displayed on their outermost garment.

C. Initial responding supervisors shall immediately respond to the scene and be responsible for the following:

1. Assess the situation and immediately notify the Operations lieutenant.
2. If applicable, the responding supervisor or highest ranking member may activate the Incident Command System and implement the <u>City of Albany Emergency Preparedness Operations Plan</u>.

    a. Personnel shall utilize the department's <u>Emergency Operations</u>

3. Establish emergency mobilization alert stages for personnel deployment.
4. Debrief responding personnel, and ensure that they are notified of the primary and alternate assembly areas, including but limited to the location of the Operations/Command Post, Field Command Post, Staging Areas, and any special instructions regarding the incident, including areas to avoid when responding.
5. Ensure that non-uniformed members are not assigned to inner-perimeter functions, if possible.
6. Request the needed response of specialized units/personnel, which may include, but are not limited to the following:

   a. Emergency Services Team (EST):
   b. Crisis Management Team (CMT);
   c. Patrol Rifle Operators
   d. Critical Asset Assessment Team (CAAT)
   e. Mounted; and
   f. Canine.

7. Once the scene is secure and safe, request the response of Forensics Investigations Unit (FIU) detectives to collect, process, and preserve evidence.
8. Request any additional services/equipment, such as:

   a. Utility Companies – National Grid, Telephone, Cable, etc;
   b. Department of General Services (DGS) - Heavy Equipment, Barricades, Laborers, Sand/Sandbags, etc;
   c. Department of Environmental Conservation; or
   d. Other Government Agencies, as needed.

      i. The Albany Police Department Emergency Operations Resource link can be located on the Department Homepage under the "Emerg Operations" link. This link lists federal, state, and local agency resources.

9. Isolate and secure the area according to the following::

   a. Evaluate the inner/outer perimeters established by first responding officers and make adjustments, as necessary.
   b. Initiate any necessary evacuation of bystanders or victims/injured persons within the inner-perimeter, if possible to accomplish safety.
   c. Establish a Field Command Post, with telephone availability, in a safe and accessible location within the outer perimeter, and notify Communications by phone of the address and telephone number of the location and the safest open route for the other responding personnel.
   d. Ensure that vehicular and pedestrian traffic has been adequately diverted.

10. Request the response of APD's Mobile Command Units and Sky Watch

Tower, if needed.
11. Establish a police staging area where responding personnel will report.
12. Assign applicable on-duty investigators with the responsibility for any suspect/incident background intelligence gathering.

D. Communications personnel shall be responsible for the following:

1. Designate one radio frequency for use by all personnel participating in the incident.
2. As directed, notify department command staff and other applicable personnel of pertinent information, and record the time of notification and estimated time of arrival.
3. Depending upon incident circumstances, dispatch appropriate AFD/EMS to the staging area to assist with the potential rescue and evacuation of injured persons.

E. Emergency Operations Center (EOC):

1. In most small scale emergencies, it is more efficient to exercise command and control from a mobile headquarters at the scene of the incident. However, when the emergency is widespread, or a major emergency occurs requiring use of the total resources of the City of Albany, or the magnitude of the emergency exceeds the City of Albany's ability to provide resources, it is recommended that control be exercised from the City of Albany Emergency Operations Center, which is located at:

   a. ▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰▰

2. In the event that a secondary location is need, the backup location will be located at:

   a. ▰▰▰▰▰▰▰▰▰▰▰▰▰

3. The City's primary EOC ▰▰▰▰▰▰ has communications and telephone capabilities for Police, Fire, and other City of Albany agencies, as well as links to the countywide Computer Aided Dispatch (CAD), eJustice/NYSPIN, and SP-COMSEC.

   a. The Communications Center shall provide interagency links as requested by the Incident Commander.

4. Once it has been established that there is potential for a disaster/critical incident, several factors should be considered in advance for mitigation purposes, as follows:

   a. Disaster areas – Establish a Command Post and possible Staging Area;
   b. Traffic control – Designate use of highways to and from the scene;
   c. Morgue – Establish a morgue location and identification system in conjunction with the Fire Department;
   d. Logistics – List the available emergency equipment; and

e. Communications – To and from the disaster scene with the EOC, operational personnel, and other response agencies/jurisdictions.

VI. EMERGENCY MOBILIZATION

A. Purpose:

1. The purpose of this guideline is to establish the method by which departmental employees, sworn and non-sworn, shall be notified to report for duty in emergency situations.
2. The Albany Police Department shall utilize all available departmental resources and personnel in response to any critical incident that occurs and to respond quickly in an organized and effective manner to resolve these incidents and restore public order.

B. Procedures:

1. Emergency Notification Information:

    a. The Incident Commander shall initiate the notification and mobilization of additional personnel; assign personnel accordingly while maintaining the safety and accountability of all affected personnel.
    b. The Planning Commander shall direct his/her Assistant in the Resource Unit to make certain that all assigned personnel and resources have checked in at the incident.
    c. The Assistant in the Demobilization Unit shall create rosters of personnel and resources; and obtain any missing information as check-in proceeds. Any specific requirements and/or instructions pertaining to notification procedure shall also be included, as well as specific instructions for personnel and resources that will require demobilization. The rosters shall include the following:

        i.   Name;
        ii.   Residence address;
        iii. Residence telephone number/cellular number;
        iv.   Rank/position; and
        v.   Information pertaining to specialized assignments (e.g., EST, CAAT, etc.).

            a) Contact information for all department personnel can be accessed by supervisors in PowerDMS, under the document name: ▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪
            b) Department personnel shall be responsible for updating their emergency contact information, and when pertinent information changes personnel shall complete an <u>Albany Police Department Emergency Contact Form</u>, APD Form # 250 shown on page 23 of this order, and forward said form to the Training Unit for updating in PowerDMS.

C. General Provisions:

1. All personnel of the department, both sworn and non-sworn, are required to know their responsibilities, as described in this guideline.
2. All personnel shall ensure that their address and phone number on file with the department is accurate and correct.
3. Personnel are also advised to make a personal preparedness plan for their families. Personnel should consider alternate sources for providing shelter, heat, lighting, water, and food for their family should an emergency mobilization require their extended absence from home.
4. Personnel shall ensure that all issued equipment is fully functional; batteries for portable radios and flashlights are charged, all uniforms and equipment, including riot helmets, police batons, and gas masks are readily accessible and available for duty.
5. When personnel become aware that a natural or accidental disaster, civil disorder or terrorist act has occurred and affected the City of Albany or the community at large, personnel should contact the station desk to determine if an emergency mobilization has been activated.

D. Duties and Responsibilities:

1. When it has been determined by the Chief of Police or the Chief's designee that the occurrence of a critical incident will require emergency mobilization of off-duty personnel, the Incident Commander shall establish an Operations Center in each Station and initiate mobilization telephone procedures. Personnel shall utilize an <u>Emergency Mobilization Telephone Instructions and Records</u>, APD Form # 315 shown on pages 24 and 25 of this order.

    a. Personnel shall only use the designed message format. Personnel making the phone call shall make sure that the recipient understands that this is an emergency call and that they shall report to their unit/station.
    b. It shall be noted that certain department personnel have specialized duties which require that they report to locations other than their regular assignment.
    c. If an officer questions his/her reporting location, instruct them to report as previously directed.

2. Albany Police Department email and auto-dialing system can also be utilized to notify personnel that the Chief of Police has ordered an Emergency Mobilization.

    a. The Albany Police Department/Office of Overtime Planning and Management (OPMO) shall be responsible for disseminating email and auto dialing system notifications for an Emergency Mobilization.
    b. The auto-dialing system will alert an employee to the existence of an Emergency Mobilization through several points of contact chosen by the individual employee. These points of contact include personal e-mail accounts, cell phone numbers, and home

telephone numbers.

E. On-Duty Personnel:

1. Uniformed personnel should remain at assigned posts, unless otherwise directed.
2. Personnel who are on-duty in civilian attire, except detectives, upon notification of a departmental emergency mobilization, shall immediately report to their respective Commander, in full uniform with all assigned and appropriate equipment, for assignment.
3. Personnel, who are assigned at any other administrative or general services assignment, shall contact their immediate supervisor and notify him/her of their availability to respond.

F. Off-Duty Personnel:

1. Emergency conditions may be announced over radio and television stations. Off-duty personnel learning about the occurrence of an accidental or natural disaster, civil disorder or terrorist act over the media, shall contact their unit/station. The unit/station sergeant, or designated supervisor, shall advise personnel according to the following:

   a. Report immediately for duty as directed;
   b. Report for duty at routine duty hours;
   c. Report for duty at a time other than routine duty hours; or
   d. Remain available on a stand-by basis.

2. When an Emergency Mobilization is ordered, off-duty personnel who are required to immediately respond for duty shall report as follows:

   a. Report for duty in full uniform with all assigned and appropriate equipment
   b. Report to the designated staging area for assignment, at the designated primary or alternate assembly area.

3. A public announcement of an existing emergency or serious condition will not be considered a notice of personnel Emergency Mobilization unless the announcement specifically states that the Chief of Police has ordered a mobilization of departmental personnel.
4. Upon notice that an Emergency Mobilization has been activated, on-duty commanding officers, of all units of the department, shall ensure that all off-duty personnel of their respective commands are notified when to report for duty. Personnel on a leave of absence or approved furlough time shall be called last, and personnel on sick or injured status shall be excused from call to duty.

G. Special Situations:

1. Employees of the department are expected to respond to a wide variety of emergency situations. This order provides guidance in the basic principles for establishing an organized response to emergencies. Specific types of

emergencies will require special actions that are unique to that type of incident. When confronted by these special situations, personnel should consult the appropriate departmental policy for specific procedures to be followed.

2. When a limited or partial mobilization of personnel is activated, the Incident Commander shall consider:

    a. Shifts for personnel, and the duration of shifts;
    b. Cancellation of days off, vacations, and or holidays for personnel;
    c. Augmentation of uniformed patrol with personnel from any or all units of the department; and
    d. Identify food and liquid refreshment sources for the personnel deployed, and times and location(s) for meals and rest periods.

3. When mobilization of all personnel is activated, the Incident Commander shall ensure the following is implemented.

    a. Establish twelve (12) hour overlapping shifts for personnel;
    b. Cancellation of days off, vacations, and or holidays for all personnel;
    c. Augmentation of uniformed patrol with personnel from any or all units of the department; and
    d. Identify food and liquid refreshment sources for the personnel deployed, and times and location(s) for meals and rest periods.

H. De-Escalation and Debriefing:

1. The Incident Commander may authorize the de-escalation of police services at the incident when it appears that the incident has discontinued, public safety is no longer in jeopardy, and the effect of the incident (e.g., vandalism, injuries, etc.) no longer present a danger to the community.

2. The de-escalation procedures may involve the reassignment of personnel from the field to the following:

    a. Booking areas to assist with processing prisoners;
    b. Perform maintenance and return special operation equipment;
    c. Complete written reports;
    d. Return to normal duty assignments; or
    e. Be released from duty.

3. The Incident Commander shall assign supervisory officers to debrief personnel involved in the incident and review the department's response to the incident and the effectiveness of actions, procedures, and planning with recommendations for changes and improvement.

I. Post Occurrence Procedures:

1. The on duty supervisors, with the concurrence of the Incident Commander at the Command Post, may relieve personnel from the incident location when those personnel are no longer needed for site security.

2. The Incident Commander will conduct a de-briefing of the incident.

3. The Incident Commander will complete a detailed <u>After Action Report</u> of the incident, which will include a summary of the department actions and recommendations for the handling of future incidents.

   a. The Incident Commander will complete this report in a timely matter and will submit it to the Chief of Police.

J. Employee Compensation:

1. Personnel, who are required to respond for duty under the provisions of this directive, shall be compensated in accordance with their respective collective bargaining unit.
2. It shall be the responsibility of the assigned supervisors to accurately monitor, record, and report the amount of time worked by individuals assigned to their control during these situations and inform the Finance/Administration Officer with a report

K. Critical Incident Preparedness:

1. The Chief of Police, at his/her discretion, may order a "simulated" emergency response activation to determine the readiness of the department's response to critical incidents.

VII. MUTUAL AID

A. Whenever personnel of this department encounters a situation which necessitates requesting police assistance from another law enforcement agency, the following guideline shall apply:

1. Such request will be made only by Command level personnel.
2. Time and circumstances permitting, the Chief of Police and/or the Deputy Chief will be advised of the situation prior to any request.
3. In any case where assistance is requested, the individual making the request shall complete an Intra-Departmental Correspondence detailing the circumstances which necessitated the request, the individual making the request, whether or not the request was complied with, and the results.

VIII. STATE OF EMERGENCY

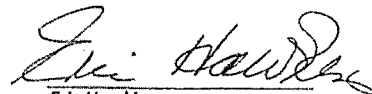A. Declaration by the Governor:

1. When the Governor determines that a state of emergency exists in any part of New York State, he/she may exercise the powers conferred by <u>Article 2-B of the Executive Law</u> if he/she further finds that local control of the emergency is insufficient to assure protection for the lives and property.
2. Procedures for requesting federal law enforcement or National Guard assistance for emergency situations shall be followed, as outlined in <u>Article 2-B of the Executive Law.</u>

IX. ANNUAL TRAINING

A. Albany Police Department personnel who participate in Emergency Operations Plan/Critical Incidents shall receive documented annual training on the department's Emergency Operation Plan to include the Incident Command System.

   1. Training may include rehearsals, multiple agency involvement exercises, or a review of systems and procedures via online training in PowerDMS.
   2. A documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and incident command system shall also be conducted.

X. EQUIPMENT INSPECTION

A. The Lieutenant of the Administrative Services Bureau shall be responsible for completing a documented quarterly inspection for operational readiness of equipment designated for use in support of the department's Emergency Operation Plan/Critical Incidents.

   1. The documented quarterly inspection shall be completed in accordance with the following time frames:

      a. March 31st;
      b. June 30th;
      c. September 30th; and
      d. December 31st.

B. Emergency Services Team (EST), Community Response Unit (CRU), and Crisis Management Team (CMT), and Training Unit shall maintain stored agency property in a state of operational readiness which shall be the responsibility of the respective team leader of each unit. If there is no team leader it shall be the responsibility of the respective commanding officer.

Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210

DATE: _____   PIN #: _____

EMPLOYEE'S NAME: _____ ASSIGNMENT: _____

EMERGENCY CONTACTS:

First Contact Person:

Name_____ Relationship_____

Address_____

Home Phone_____ Cell Phone #_____

Pager #_____ Work Phone #_____

Work Address_____

Second Contact Person:

Name_____ Relationship_____

Address_____

Home Phone_____ Cell Phone #_____

Work Phone #_____

Work Address_____

Third Contact Person:

Name_____ Relationship_____

Address_____

Home Phone_____ Cell Phone #_____

Work Phone #_____

Work Address_____

APD Form # 250 (09/15)

ALBANY, NEW YORK

POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NY 12210

EMERGENCY MOBILIZATION
Telephone Instructions and Records

Use only the following message format. Make sure the recipient of the call understands that this is an emergency call and that they must report to their unit/station or other pre-determined designated location.

(NOTE: Certain officers have specialized duties which may require that they report to locations other than their normal assignment.)

1. This is (your name) of the Albany Police Department. An emergency mobilization has been ordered. Is _____ (employee's name) _____ there? If not, where can he/she be reached at?

     a. Where _____
     b. Telephone # _____

2. If unable to speak directly to the employee or you get a voicemail/answering machine, leave a message to have the employee report, as follows:

     a. "The Chief of Police has ordered an emergency mobilization."
     b. "Report to your unit/station (or other pre-determined location_____) immediately, in uniform, and with all of your equipment.
     c. Any areas that should be avoided should also be included at this time: Avoid the _____ area of the City."

Personnel assigned to conduct Emergency Mobilization call ups shall keep a record of all calls made, as follows:

Employee's Name_____   Employee's Name_____
Time Call Placed _____   Time Call Placed _____
☐ Message Received and Reporting   ☐ Message Received and Reporting
☐ No Answer   ☐ No Answer
☐ Message Left   ☐ Message Left
☐ Wrong Number   ☐ Wrong Number

APD Form # 315 (12/15)

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee's Name_____
Time Call Placed _____
☐ Message Received and Reporting
☐ No Answer
☐ Message Left
☐ Wrong Number

Employee Completing Call Ups

Name: _____   Date: _____
PIN: _____   Assignment Location: _____

APD Form # 315 (12/15)