Tuskegee University Comprehensive Public Safety Plan

National Incident Management System (NIMS) Compliant

Dr. Charlotte Morris
President

Natalie King

Interim Chief of Police

Department of Public Safety

FOREWORD

This proposed Comprehensive Security Plan is compiled from information and guidelines from the State of Alabama Department of Education, the Alabama Department of Homeland Security, the United States Emergency Management Agency, The City of Tuskegee, Macon County Alabama and statistical analysis of crime data from the Tuskegee University Department of Public Safety. It is designed to use existing formats consistent with those already adopted by the aforementioned agencies and as directed by Presidential Directive.

The following safety plan is developed in the NIMS (National Incident Management System) format which is a collection of principles and methods that standardizes the response and actions of multiple agencies during an emergency or disaster. Regardless of whether the emergency is localized by the campus police or involves the assistance of federal entities, the response will be coordinated to the level of standards established by the Department of Homeland Security and the Federal Emergency Management Agency.

At Tuskegee University, we face a lot of non-student traffic on campus that law enforcement must monitor. We have several bus tours and visiting dignitaries/guests that may bring hundreds to our campus each day. This level of access increases the opportunities

The object of all security-planning efforts is to **manage risks**. Effective planning, which includes training and exercising, enhances the university's ability to keep those incidents from becoming crises. **Crisis intervention is reactive**, occurring after a criminal or emergency event, whereas, **campus safety and emergency planning is proactive**, enabling Tuskegee University to reduce the frequency and magnitude of both, and to respond faster and appropriately.

Benefits of this safety plan:

- Actions taken are more effective.
- Benefits extend to home and community.
- Responses to emergencies can improve future actions.
- Parents/Communities are more confident.
- Planning prevents injuries and saves lives.
- Tuskegee University is responsible for providing a safe environment for students, staff, and visitors.
- Federal and state laws require university safety planning.

Mitigation

Mitigation refers to sustained and ongoing actions taken to reduce or eliminate long-term risks to people and property from incidents and their effects. The emphasis on ***sustained actions*** to reduce long-term risks differentiates mitigation from preparedness and response tasks which are required to survive safely and with the least risk. Effective mitigation actions can decrease the impact, the requirements and the expense of critical events.

The purpose of mitigation is two-fold:

1. To protect people and structures
2. To minimize the costs of disaster response and recovery

Prevention

Prevention refers to actions taken to attempt to avoid an incident from occurring. Prevention also involves applying intelligence and other information to a range of activities that may include such counter measures as:

1. Provide an environment that encourages and enhances student reporting of safety threat information.
2. Deterrence operations.
3. Heightened inspections.
4. Improved surveillance and security operations.

5. Investigations to determine the full nature and source of an incident.

6. Specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity, as appropriate.

7. Apprehending potential perpetrators.

Preparedness

The U.S. Emergency Management Agency defines “Preparedness” as the range of deliberate critical tasks and activities necessary to build, sustain, and improve the capability to mitigate, prevent, prepare, respond to, and recover from incidents. Preparedness allows for planning and forethought regarding possible incidents as well as having an effective response to almost any incident. Preparedness requires determining what you will do if an incident occurs, developing a plan for contingencies, and practicing the plan.

The preparedness phase involves a minimum of six steps:

1. Identifying the assets.

2. Identifying the incidents that must be addressed.

3. Analyzing the incidents.

4. Developing the plan.

5. Developing a resource base.

6. Developing and implementing training and practices/exercises.

Response

Response begins as soon as an incident threatens or is detected. The Department of Public Safety/Police Department assures its body that

2. Psychological issues.
3. Infrastructure issues.
4. Insurance issues.
5. Documentation and expedient notification issues.
6. Analysis of structural/physical damage (Scene Processing).
7. Restoration of disrupted services (e.g., utilities).
8. Clean-up of facility (e.g., health/safety hazards removed and any needed repairs reported).
9. Resumption of the normal school schedule and activities as soon as possible.
10. Liability issues.

Tuskegee University's Commitment

The safety of our students, visitors, faculty and staff is a priority. With all

Our website (www.tuskegee.edu/police) gives direction on how to prepare one's self before an emergency situation arises.

Counseling	Ms. Amber Richardson	334-727-8244
Macon County EMA		334-724-2626

Tuskegee City Police Department	Chief Jennifer Jordan	334-727-0200
Macon County Sheriff's Office	Sheriff Andre Brunson	334-727-2500
Tuskegee Fire Department		334-724-2185
Emergency		911 or 4911
Tuskegee University Police		334-727-8757

Collaboration with City of Tuskegee Public Safety Officials and the Macon County Sheriff's Department

Rapport with Surrounding Jurisdictions

The Tuskegee University Police Department maintains a good working relationship with those departments police, fir nd Ra ST d ( )Tj -0.001 Tc 0.001 Tw 1 [(f)-0 Tc

Customer Service on Campus

Because of its campus environment and the idea of being perhaps a more service oriented agency than the city police/county sheriff's office, we tend to emphasize customer service even more so than other agencies. As we bolster a lower crime rate and fewer calls for service, our officers find more time to emphasize public service; providing such functions as jump-starting batteries, opening up vehicles when students have locked their keys inside, and escorts. With parking control taking up a lot of the campus officer's patrol time, it's natural for them to render automotive and other "public relations" type services when needed.

In 2004, the Auburn University Campus Police Department merged with the city's police. The merger allowed for more comprehensive and higher quality of public safety protection for citizens and student residents without duplicating services. This plan would not be as successful for TU in that we are not as large as Auburn University, do not have as large of enrollment, and our campus is not entwined within the city; we are more centralized. Secondly, one could argue that TUPD has a greater financial allocation than its city counterpart and that we have successfully recruited the best officers in the area through an attractive pay and benefits plan. Further, as mentioned previously, we do not have the burden of maintaining a jail facility; a definite plus in regards to liability.

After a recent conversation with an Auburn official, it was revealed that they are planning on re-establishing their own force, mainly because of the previously mentioned "alternatives" to arrest and in improving customer service.

Define, Identify and Prioritize Assets:

Defining Assets: Who is Responsible for Plan Management?

While the success of the total security plan depends on the partnership of all (students, faculty, staff, administration and the community), the primary responsibility rests with the campus's Department of Public Safety. As such, it must be fine-tuned in its ability to provide effective services, limit liability and successfully interact with the aforementioned other components.

Tuskegee University

Campus Safety and Security Emergency Operations Plan

INTRODUCTION

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of University resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his designee may declare a state of emergency, and procedures contained in this manual will be implemented. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. These procedures apply to all personnel, buildings and grounds owned or operated by the University.

Types of Emergencies

In this manual the types of emergencies addressed are:

1. Fire
2. Severe Thunderstorm and Tornados
3. Severe Cold Weather
4. Utility Failure
5. Bomb Threats
6. Civil Disorder and Demonstrations
7. Active Shooter/Barricaded Suspect/Hostage Procedure
8. Chemical or Radiation Spills
9. Health Care
10. Hazardous Materials

Declaration of Campus State of Emergency

general security of the campus and by law, are charged with all the duties and invested with all the powers of police officers.

Police officers are trained in all aspects of the duties of a police officer, which include attendance at a state-approved law enforcement academy and certification through the Alabama Peace Officers Standards and Training Commission. The University Police provide 24-hour-a-day protection and service to the students and the campus.

The safety and security of the campus is the primary responsibility of the University Police and is provided for with the use of both motored vehicle patrol as well as foot patrols through campus by officers. Communication officers are on duty 24 hours a day to provide radio and telephone communication to police officers and the campus community.

Emergency access control services are also provided through the Police Department and a full time locksmith is on duty five days a week and on call during the remaining time. The locksmith is responsible for repair/replacement of all door locks and periodical maintenance of door hardware.

The Fire Safety officer is responsible for monthly inspection, replacement and repair of fire extinguishers and fire alarms in university buildings. This individual is also responsible for monthly inspections of all exit and emergency lighting in university buildings and property.

Building Security

All buildings will be secured as soon as possible after the offices close, or in the case of a academic buildings, after the last class of the day. Those deans or department heads that have a need for a classroom, laboratory or office to be open past the normal closing time of the building should make this known in writing to the University Police. The place, time and the persons authorized to use the facilities should be specified.

Students having permission to be in a particular area after normal closing time should be furnished with a written statement from the department head verifying such permission and recording the time they will vacate the building.

Although it is the responsibility of the University Police officers to make regular checks of each building to ensure that the buildings are locked and remain locked, building security and access control are shared responsibilities. It is the responsibility of every employee and student to assist in keeping buildings secure by closing and locking doors and windows and reporting any breaches in building security to police. Officers log the status of each building (secure/unsecured) on the daily log

Outdoor lighting is a priority for University safety/security. The University has attempted to ensure that all areas of the campus are well-lit, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students, faculty and staff.

Visitors/Suspicious Persons

Tuskegee University encourages visitors to come to the campus. Guests and visitors are subject to the same regulations as students, and the host is responsible for the action(s) of the guest or visitor. Visitors may obtain a visitor's parking permit for their vehicle at the University Police Department. When the University Police come in contact with a suspicious person engaged in actions or activities detrimental to the safety and security of members of the university community, the officer issues a trespass warning to the individual. The warning contains information such as name, address, a description, and the actions of the person. These forms are kept on file at the University Police Department. The University Police may eject trespassers from the University buildings and grounds, and may, without warrant, for justifiable reasons, arrest any person guilty of trespassing on the property of the University.

Traffic

The University Police Department is responsible for all aspects of traffic and traffic safety on the University campus. Patrol officers are responsible for monitoring traffic patterns and enforcing the 20 mph speed limit. University Police officers investigate all reported traffic accidents which occur on the campus.

Students and staff operating a vehicle on campus must register the vehicle with the University Police Department. The Police Department maintains these records at their office. Persons operating vehicles on campus are expected to abide by the parking traffic regulations stated in the Student Handbook, and the Traffic and Parking Regulations pamphlet furnished upon the registration of the vehicle. Anyone not abiding by these policies will be issued a citation.

The University Police may also issue Alabama Uniform Traffic Citations for moving violations. Also, campus tickets can be issued. The campus is marked with traffic control devices and signs (crosswalk, stop signs, and speed limit signs) to help ensure the safety of motorists and pedestrians.

Reports

The University Police officers are required to fill out an Informational Report or an Incident/Offense Report on all incidents occurring on campus. Synopses of these reports are forwarded to the President and the Executive Vice President as soon as practical on all major incidents.

TU Police submit reports of all known Part I Index Offenses to the Alabama Criminal Justice Information Center's Uniform Crime Reports section. Part I Offenses are divided into Violent Crimes (Homicide, Rape, Robbery, and Assault) and Property Crimes (Burglary, Larceny, Motor Vehicle Theft, and Arson.)

Statistics of crime occurring on the campus are contained in the report, Crime in Alabama, published annually by the Alabama Criminal Justice Information Center and Crime in the US, published annually by the Federal Bureau of Investigation. The report, Crime in Alabama, is also available on the Internet (http://webserver.dsmd.state.al.us).

Campus crime statistics and campus security policies are available for viewing on the Tuskegee University web page. A copy of this information is also available upon request, to all prospective students and employees. Information contained in this report complies with the disclosure requirements of Public Law 101-542 (Crime Awareness and Campus Security Act of 1990) and the expanded reporting requirements as amended in 1998.

FIRE SAFETY PLANS

Residence Halls

In the event of a residence hall fire, the following individuals should be contacted immediately:

1. University Police – ext. 4911/727-8757

2. Tuskegee Fire Department – 727-2600

3. University Police Chief

4. Director of Housing

5. Physical Plant Director

6. Vice President of Student Affairs

Fire Drill

Fire Drills in the Tuskegee University residence halls are conducted for the purpose of familiarizing residents with proper emergency exit routes and procedures. Persons conducting drills may include the Director of Housing, University Police and the local fire department personnel. However, the primary responsibility for implementing the drills will reside with the Director of Housing, Residence Hall Director and Resident Assistants in each hall and coordinated with the campus Fire Safety Officer.

Residence Hall Staff Duties

Residence Hall Staff will be trained in fire safety procedures during staff training by Campus Fire Safety Officer. Designated staff members will check each room to ensure that everyone has evacuated the

building and will issue instructions to resident students concerning predetermined assembly areas. Once staff members have ensured that their floor one ic-1.39(t)-3 (ai 10.6 (o)-6. (n)1031 (eh)2.32i-1.3 (ur bh)2.32(e)73

14. Followall instructionsthat are given.

15. Donot blockthe fire lanesor accessto fire-fighting equipment.

16. Whenthe x o oo signalis given,go quietly backto your room.

Fire

Guidelines for Evacuation

1. All persons will leave a building immediately when a fire alarm sounds or upon notification by University Police, building administrator or other person in authority.

2. Leave by the nearest safe exit and alert others to do the same.

3. Take valuables with you and close classroom and/or office doors and windows.

4. Do not try to use elevators. The fire alarm system, when activated, will automatically send elevators to the ground floor.

5. Once outside, proceed to a clear area that is at least 200 feet away from the affected building.

6. Keep clear of roadways, exit routes, water hydrant areas and walkways used by emergency vehicles
n01

The primary dangers associated with thunderstorms and tornadoes are lightning, strong winds and flooding.

General Information

Whenever temperatures of 30 degrees Fahrenheit or less occur together with precipitation, ice and snow are a possibility. When these conditions exist and are forecast for the ensuing twenty-four hour period and conditions for ice and snow are probable (i.e., their chances of occurrence are 50% or greater), the Physical Plant Director and Chief of Police will activate and coordinate the aspects of the Weather Alert Communication System.

Procedures

The Tiger Alert policy concerning class cancellation due to cold weather will be activated in the following manner:

The Director of Physical Plant and the Chief of Police will serve as designees to coordinate and activate the aspects of the system as prescribed in the policy. As soon as the Chief of Police is notified of a decision he will in turn notify the Director of Marketing and Public Relations who will notify the area media. In the event the Director is not available, the assistant director or other designee will be responsible for contacting the area media.

The following personnel designated to be called in the Tiger Alert policy are listed below:

- x President
- x Executive Vice President/Provost
- x Vice President of Business Affairs and CFO
- x Vice President of Student Affairs

UTILITY FAILURE

General Information

In the event of a major utility failure occurring during regular working hours (8:00 AM through 5:00 PM, Monday

PROCEDURE:

- Upon receiving a bomb threat call or a report of a bomb threat, the person receiving the call should check the Tuskegee University Bomb Threat Check List for information and details about the call.
- Have someone in your area notify the University Police Department or call the University Police immediately upon ending the phone call.
- The police department's communications

2. Violent, Disruptive Demonstration – A violent disturbance of the public peace by three or more persons assembled for a common private purpose.

Civil Disorder or Demonstration Plan

Peaceful, non-obstructive demonstrations, gatherings or marches where there is no interference with the normal operation of the University and no threat of either physical harm to persons or damage to University facilities will not be interrupted or obstructed by police.

ognt, deh dn

- Studentstaff membersthat are assigned to the trouble areasshouldremainin pairsand have

nd rn(it)-3 (e)0

APPENDIX "C" TO CIVIL DISORDER PLAN

Interference with the Rights of Others by Non-Students

The following statement is -

ACTIVE SHOOTER/BARRICADED SUSPECT/HOSTAGE PROCEDURE

Purpose

The objectives of University Police in dealing with incidents of mass shootings, barricaded subjects, and hostage situations are to:

1. Secure safe release of any hostages involved.

2. Minimize risk to uninvolved people and police personnel.

3. Apprehend offender(s) with the amount of force that is reasonable given the circumstances.

4. Secure available evidence to assist in the appropriate disposition of the offender(s).

General Discussion

The following procedure is presented as a guideline that personnel should use when confronted with a confirmed barricaded person, sniper, hostage, or active shooting situation. It is based on the premise that safety is paramount and application of force is to be considered as the last alternative within a range of reasonable solutions.

It is impossible to set forth the exact procedures personnel should follow in every situation. It is, however, expected that they will exercise their best judgment in applying these guidelines to specific cases.

Definitions

Hostage Situation: An incident in which one or more persons take and unlawfully hold other persons against their will with the use or threatened use of force. The offender(s) may subsequently make demands to secure freedom or other items using the hostage(s) as a bargaining tool. Generally the location of the hostage(s) and offender(s) will be known (contrasted with a kidnap incident).

Barricaded Person/Sniper: An incident in which one or more persons take refuge at a location and either use or threaten use of force to c thio 7i 9-0.7 (r)]TJ 0.00.3 (o)-9.6 (n)-0.8 (s)6.6 (n4 (7)-3 (r)3.2 (ea)2.70(7 (

Rapid Response Team – Formation of patrol officers and supervisors, trained in rapid response tactics, into three to five man response teams. Each team is ideally composed with one supervisor, and officers trained and armed with specialized weapons. The purpose of the team is to contain or terminate continued life threatening actions by offenders.

Rescue Team – Formation of patrol officers and supervisors, trained in rapid response tactics, into three to five man rescue teams. The purpose of the team is to enter areas cleared by response teams to aid in evacuation of bystanders and allow for medical treatment of injured persons.

Actions of First Response Officers

• Officers subject to attack should make personal safety their primary consideration. If not injured or incapacitated, they should remove themselves (and 94-6.2 (e)-n9 (r71 -3 (2c i]TJ(e2)2s0 Tw 1.348 0 0 1 72 [(0)-5.4 (a)0.5 3 2 0 0 1

Communication Officers

• If the report is received by the dispatcher; obtain concise information regarding the location, number of offenders, weapons involved, inj.00 Tw 3.4575apobn

Shift Supervisor Actions

Establish an inner perimeter, evacuate the area, identify a staging area for responding emergency

The person in charge of the activity when an incident occurs should vacate the affected area at once and seal it off. If inside, close the lockers where the material is

• Dispose of wastes and hazardous substances in the proper manner. Aqueous solutions and small quantities of soluble solids should be disposed of in the sinks and flushed thoroughly. Paper and other trash should be discarded only in the waste cans provided. Organic liquids should not be discarded into sinks but should be placed in designated bottles for later disposal by the storeroom staff.

Spilled mercury must be collected with particular care. Report any mercury spills from any source, including a broken thermometer, to the instructor. Mercury vapor is highly toxic and is a cumulative poison. Mercury metal is also particularly destructive to the lead pipes that commonly drain laboratory sinks. Clean up all mercury spills carefully, using powdered sulfur.

• Label all containers as to contents.

• Never use open flames and flammable solvents in the same room

• Do not leave clothing on desks

• Do not, under any circumstances, put laboratory chemicals in your mouth. All chemicals are toxic. Some require only a very small quantity while others, such as common salt, require such large quantities to cause harm that they are commonly considered nontoxic. Be sure to use a bulb, not your mouth, when filling your pipette.

• Avoid inhaling chemicals. Chemicals may enter your body through the respiratory system. Be cautious in smelling any chemical substance. When it is necessary to determine the odor of a material, hold the container at a distance from your face and waft the vapors toward you by gently fanning your hand over the container.

Clean up spillage of solid chemicals in your area, as the resulting dust may be inhaled.

• Avoid touching chemicals. Substances such as mercury, benzene, nitrobenzene, and chlorinated hydrocarbons may enter the body through the skin. Always wash your hands with soap and water any time you spill chemicals on your hands or may be

- Work with

- Healtheducationservices
- Weightcontrolservices

Procedures

Studentsshouldfeelfreeto gotoHealthServiceswhentheyfirstnoticechangesin their healthstatus.If this occurs during the night, their Resident Assistant (RA) will assist by calling University Police at 334 727-8757 or 4911.

Duringweekdaysfrom 8:00a.m. to 5:00p.m., studentswho areunableto walkto HealthServices, should call campus police, and state the following:

- Thenatureof the problem
- Locationof the student
- Telephonenumber
- Nameof personwith the problem
- Yourname

Policewill gototo their aid andthen callan ambulanceif necessary.

COUNSELINGSERVICESFORSTUDENTS

The

• Assertiveness

For further information or help, contact the Counseling Center, 334-727-8244.

EMERGENCY PROCEDURES – DECEASED STUDENT

The first person initially notified about the death of a student should contact the Vice President for Student Affairs, regardless of the time. The Vice-President for Student Affairs will immediately inform the President.

Persons receiving a death notice should obtain the student's full name, student number, classification, local and home addresses, telephone numbers, and parent's name(s).

Contact the Chief of University Police to give the following details, if available: Time and place of incident; how it occurred; names of other students, if others were involved and the extent of their injuries. Dn5 (7) 10.6 6.9 (en)5.2.7 u(V.3 (7 Tc 0 Tw 3.228 0 Td (ed)16.1 0 Tc .7 (am)-17t)-2.9 (i) Tw 0.21(D)1.5 (7)

APPENDIX “D” TO EMERGENCY PROCEDURES – DECEASED STUDENT – Suggested Template

Appendix "E"

SUBJECT: NATIONAL INCIDENT MANAGEMENT SYSTEM/INCIDENT COMMAND SYSTEM IMPLEMENTATION

ORDERED BY: United States Presidential Directive

I. POLICY

It is the policy of the Tuskegee University Police Department (TUPD) to address incidents in an effective manner that ensures safety for the public and for members of the Department. The successful resolution of incidents involving unusual occurrences, high risk, and/or the response of multiple personnel or agencies requires proper planning, efficient use of resources, tracking of assignments, and accountability of personnel assigned. TUPD has adopted the National Incident Management System (NIMS)/Incident Command System (ICS) to accomplish these goals.

IMPORTANT NOTE: This Order is designed to be a reference for operational personnel to utilize as they handle emerging incidents. More detailed information on the implementation of NIMS/ICS is contained in TUPD Training Directive 00-09.

12. Groups / Divisions – In general, Groups / Divisions are established when the number of officers reporting directly to the IC exceeds the recommended span of control (Five to Seven). Groups / Divisions are established to divide the incident into functional areas of operation.

13. Span of Control – The number of functions/people a given supervisor is responsible for, generally limited to 5-7 for maximum effectiveness.

14. Staging – responsible for assembly of resources.

15. Tactical – responsible for initial actions at the incident; often this group starts with a perimeter and then becomes responsible for other actions.

16. Traffic – responsible for establishing/maintaining control of vehicular and o6-3.6 (n)5.2 (s)1.7 (.)]TJ 0 Tw4.0-

Tc 0.001 Tw.001 Tw 0.228 0 T Tc5902 0 Td ( )Tj 0.02 Tc 0.012 Tw 0.207 0 Td [(j0 Td1 0 0.82j 0f 0 Td (d(ab)2.3c0 Td9.5 (t)-

C.Sections

C. The Planning section has three primary responsibilities:

1. Preparing a documented Incident action plan

2. Gathering and disseminating information and intelligence; and

3. Planning post-incident demobilization

D. The Logistics section has five primary responsibilities:

1. Communications

2. Transportation

3. Medical Support;

4. Supplies and Equipment; and

5. Specialized team and equipment needs

E. The Finance/Administration section has four primary responsibilities:

1. Recording personnel time

2. Procuring additional resources

3. Recording expenses; and

4. Documenting injuries and liability issues

VII. COMMAND Staff Forec

B. Command

D. Functions of Command

The

e. Upon implementation of NIMS/ICS, communications will make a general broadcast to all officers to inform them that:

1. NIMS/ICS is being implemented

2. The supervisor who has x } u u v

3. The command post will be located at _____.

4. From that point forward, communications will be handled through the field command

f. In the absence of a supervisor, the senior officer at the scene can implement NIMS/ICS

1. COMMAND will be assumed by announcing, x /have K D D E X 7

2. Once announced, the term COMMAND will be used instead of the normal call sign

3. Transfer of COMMAND

a. When COMMAND is transferred to any other person for any reason, no announcement is necessary

b. The relief COMMAND should meet face to face with the current COMMAND to be briefed on the status of the incident. In rare cases when this cannot be done face-to-face, all relevant details will be passed onto the relief command

VIII. GROUP/DIVISION RESPONSIBILITIES

A. COMMAND. COMMAND should announce the intention to activate NIMS/ICS as soon as it becomes apparent that the plan will be needed. COMMAND will:

1. Assess incident priorities: life; safety; incident stabilization; and protection/preservation of property

2. Conduct the eight functions of command

3. Establish a command post, direct the location of staging area, and establish radio talk f2 Td [(l( )Tj .004 Tw [(li)10Aliz

9. Designate a supervisor to be responsible for a Group/Division as the supervisors arrive and become available

10. Ensure that proper notifications are made to Command Staff

11. Revise, supplement and refine deployment as necessary

12. Coordinate the

D. STAGING Group Leader will: Establish the staging area location

Manage the parking area and unit assignments from the staging area

1. Record the unit call signs and equipment numbers

2. Assin tst

4. Assist COMMAND by suggesting alternative courses of action, strategies and tactics if necessary

5. Provide necessary interface with visiting officials

6. Assist with media management

7. Ensure that appropriate notifications have been made

N. Liaison Officer

1. A Liaison Officer will be designated when it is apparent that COMMAND will be distracted by a high

C. As the situation requires, Groups/ Divisions will be created by COMMAND to address particular needs (EVACUATION, CROWD CONTROL, STAGING, ETC.).

1. Each Group/ Division will be controlled by a Group/ Division leader who will use a call sign which denotes their function; e.g., TACTICAL, STAGING, TRAFFIC, CROWD CONTROL, EVACUATION, etc.).

2. The need for these functions varies according to the.0 mtre(r)11 afun89 (at)-2.9(re)-3 (.N)5.7Iw te(re)-3 (.NNT

3. Decisions are made with input of the agencies involved.

XI. DE-ESCALATION PROCEDURES

A. Once the incident has been brought under control and the situation has returned to normal, in order to restore full law enforcement services as quickly as possible, the Incident Commander shall begin de-escalation procedures.

B. As the situation allows, the amount of personnel and equipment at the scene and at the staging area will be reduced until only the personnel directly involved in the operation remain.

C. When the Incident Commander has made the determination that it is appropriate to disengage personnel he should follow these steps:

1. If outside aid has been requested and utilized, considerations should first be given to releasing outside agencies.

2. Disengage officers as appropriate. Group/ Division/ Section Supervisors shall account for every officer that participated in the incident.

3. Off-duty officers who69 0.001 5p204 72-479.88 Tm (Td(8)Tj [(h)-1]TJ /aTT0(e)-6 (i)-3.2 (n)-0.8 (c)-4.99Td ( )Tj 0.002 T

XIII. TRAINING/ANALYSIS

A. All police recruits, laterals, and dispatchers shall receive instruction on NIMS/ICS during entry-level training.