

## NIAGARA FALLS POLICE DEPARTMENT

### GENERAL ORDER

EFFECTIVE DATE: 10/02/2013	SUBJECT:  <b>EMERGENCY MOBILIZATION</b>	Number 342.00 (NYSLEAP O-58-4)
RESCINDS: 07/03/2003		Number of pages 7

I. Purpose:

- A. To establish a plan which shall act as a guide, and which shall include the general duties, responsibilities and authority of all members in the case of an accidental, natural or manmade disaster or civil disturbance, and to set forth a procedure for each phase of a response to a disaster or disturbance.

II. Policy:

- A. It is the policy of the Niagara Falls Police Department to deliver emergency aid and to be of the greatest possible assistance on the occasion of any disaster or disturbance within the City of Niagara Falls, in accordance with all provisions of the NFPD Disaster Plan, any specific industrial disaster plans, and other NFPD Policies and Procedures.

III. Phases (or Levels) of Emergency Mobilization:

A. Level I:

A Level I would require the stand-by notification and the “hold-over” of all or part of a shift, and the early call-in of the next scheduled shift, or combination of the above, and the call-in of selected police personnel or units (i.e., ERT, Crime Scene Unit, Communications and CID). Authority would be required by the Shift Commander and notification of the Deputy Superintendent of Police.

B. Level II:

A response that would require Level I to be expanded, and which might include any number of off-duty police personnel. A mobilization at this level requires the authority of the Superintendent or designee. Also, Division Commanders shall be notified if their units are to be mobilized.

C. Level III:

The Level III response would again be an expansion of Level II, to include the call-in of all staff and the notification of other necessary agencies and officials. (i.e., City Administrator, Fire Department, other police agencies, Niagara County Office of Emergency Management, military) A Level III would be authorized by the Superintendent or designee.

IV. The Niagara Falls Police Department Disaster Plan:

- A. This Emergency Mobilization Plan is intended to complement the existing NFPD Disaster Plan (G.O. 341.00) and should be used in conjunction with it.

V. NFPD Initial Response:

A. Police Unit Responding (Guidelines):

1. Survey the scene
  - a. Exact location
  - b. Exact nature of incident
  - c. Extent of damage or injuries
  - d. Size and actions of crowd (civil disturbance)
2. Advise NFPD Communications of the situation.
3. Request Supervisor at scene.
4. Supervisor will make request for notifications of additional personnel and assistance at scene (i.e., fire, ambulance, Health Department, etc.)
5. Supervisor will take whatever steps necessary to aid the situation and to prevent it from escalating.

B. Back-up Personnel – On Site:

1. The ranking NFPD supervisor (in conjunction with other services at the scene) will immediately designate a Command Post. This ranking Officer will be in command of the scene until relieved by higher command or official designation from the Superintendent or designee.
2. The Commanding Officer at the Command Post will recommend a staging or assembly area for back-up personnel to report to.

3. Back-up personnel shall be directed to report to staging area to receive assignments.
4. Ranking Officer at Command Post shall direct police functions at scene:
  - a. Rescue and First Aid
  - b. Traffic and Crowd Control
  - c. Perimeter Road Blocks
  - d. Recommend Response and Evacuation Routes
  - e. Order arrests when necessary
  - f. To keep superiors informed of actions
  - g. Inform relief of actions
5. Additional Command Officers arriving at staging area will be to command and coordinate police duties:
  - a. Traffic
  - b. Evacuation
  - c. Security
  - d. Notifications
  - e. Records and reports, to include records of all officers reporting and areas assigned.
  - f. Field arrests and detention
  - g. Resource acquisition
  - h. Transportation of needed personnel to the appropriate location

C. Communications:

The Niagara Falls Police Department Communications Center will become the primary Emergency Communications Center (ECC). Requests and

orders will be funneled through the ECC. A Mobile Command Center may be utilized as a secondary, on-scene communications center.

D. Command Center:

1. Command Post – On Site – established by the Field Commander at the scene. For a Level I mobilization or localized emergency, this may be the only Command Center.
2. Emergency Operating Center – Initially designated by Field Commander, it would be a safer distance from scene than the Command Post. It may be the ECC, a fire hall or other convenient area.
3. Where a Level III response and mobilization is requested, the Superintendent of Police will designate the location of the Emergency Operating Center.

VI. Emergency Mobilization:

A. Alert:

1. Officer commanding the ECC will command actions.
2. Radio personnel will phone the next scheduled shift.
3. Off-duty personnel will be ordered to report to the staging area, assembly area, or other appropriate area.

B. Level II Response (Greater resources and more personnel):

1. Personnel (off-duty) will be directed to staging or assembly areas
2. An Officer will be directed to take charge of assembly area.
3. Officer-in-charge at staging area will make assignments and make records of personnel responding.
4. Necessary equipment will be issued at staging area and records made and kept thereof.

C. Level III:

1. Superintendent or designee will respond to EOC and take overall command of the situation.

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VII. Field Command Post:

1. Officer-in-charge shall direct field operations in conjunction with other services from the Field Command Post.
2. The Field Commander will have the responsibility of establishing the necessary communications at the Command Post.
  - a. Mobile Command Post will be readily available and dispatched upon request to facilitate communications and be available for use as a Command Post.
  - b. Mobile Command Post will be operated and manned by police officers and staff from the Communications Division.
3. The Field Commander will be in charge of police functions and shall, in turn, keep the EOC advised of all information and orders pertaining to field activity.
4. The ECC and EOC will, in turn, keep the Command Post advised of policy, information, and orders pertaining to field activity.
5. It is the duty of the Field Commander to arrange for security at the Command Post.
6. A Public Information Officer will be designated by the Field Commander who will keep the media and the general public informed of developments and he/she will be responsible for:
  - a. Alerting all police personnel participants as to the necessity of their not giving out any information. Rather, they are to direct all information requests to the Public Information Officer.
  - b. Establish a press staging area and notifying police and press personnel of its existence and location.
  - c. Ensure that any factual information is cleared by the Field Commander prior to release.
  - d. Establish and maintain a log of events.

VIII. Criminal Investigation Division:

- A. Detectives and Crime Scene Unit personnel may be activated and asked to take charge or assist with:
    - 1. Arson Investigation
    - 2. Evidence Collection
    - 3. Securing Property
    - 4. Measurement and sketches
    - 5. Photography
  - B. The Chief of Detectives or designee will coordinate requests and actions of CID personnel, with the Field Commander and the EOC.
  - C. The Chief of Detectives and Crime Scene Unit Supervisor will direct and command ID units and assign their functions, which may include:
    - 1. Fingerprinting
    - 2. Photography
    - 3. Evidence Collection
- IX. Recovery Procedures:
- A. As soon as the situation will allow, de-escalation procedures should begin. Manpower and equipment resources should be released when no longer needed; however, command personnel must be alert for any indication that the situation might worsen and be prepared to recall resources. In the event of a civil disturbance, emphasis should be placed on communication with the community and organization leaders in the effort to defuse the situation.
  - B. Relief of all police personnel will be coordinated and approved by the Field Commander, and in turn, by EOC.
  - C. Security and Debriefing:
    - 1. The Field Commander will assign patrols to prevent looting and to allow an organized re-entry of evacuees.
    - 2. Debriefing will take place at an area designated by the Field Commander, and will take place as soon as is possible when the emergency is declared at an end.

3. The Field Commander, with the assistance of all involved, shall prepare a written report of the incident and all pertinent facts deemed appropriate.

X. Hazardous Materials:

- A. The Niagara County Emergency Management Office has developed a Hazardous Materials Disaster Plan.
- B. The NFPD will work in conjunction with the Niagara Falls Fire Department and Niagara County Emergency Management Office with regard to any hazardous materials incident involving possible harm to the public.
- C. The Plan directs industries to dial 911, which would immediately activate a response at the Communications Center.
- D. Command Posts at a hazardous material incident are designated by representatives of the services involved. In most cases, the local Fire Chief becomes the on-scene Commander, and is assisted by the other services.

XI. Training and Mobilization Exercises:

- A. At the direction of the Superintendent of Police or designee, members will participate in training and mobilization exercises to be held in conjunction with the Office of Emergency Management, private industry and other local law enforcement or fire service agencies.