

	SFASU POLICE DEPARTMENT	
	Policy 8.7 Critical Incident Management	
	Effective Date: 11/04/2020	Replaces:
	Approved: John Fields Chief of Police	
	Reference: IACLEA 17.1.1, 17.1.2, 17.1.3, 17.1.5a – c, 17.2.1, and 17.2.2	

I. POLICY

It is the policy of the Stephen F. Austin State University (SFASU) Police Department to collaborate with the university, city and county Directors of Emergency Management, Director of Emergency Medical Services and other members of the Emergency Preparedness Work Group to plan for, and be prepared to execute, emergency plans to deal with unusual occurrences that effect the University.

II. PURPOSE

The purpose of this policy is to enhance the Stephen F. Austin State University Police Department's (UPD) preparedness for and effectiveness of response in the event of a natural or human induced disaster.

III. DEFINITIONS

- A. **All Hazards Plan:** The All Hazards Plan is a document describing responses to incidents, natural or manmade, that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.
- B. **Critical Incident:** A critical incident is an occurrence that causes, or may cause, substantial property damage or personal injury and that requires an emergency response to protect life or property.
- C. **Disasters:** Disasters are sudden events, such as accidents or natural catastrophes that cause great damage or loss of life.
- D. **Incident Action Plan:** An incident action plan is a document that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for a specified operational period.

- E. **Incident Command Post (ICP):** The incident command post (ICP) is the location where primary ICS functions are performed.
- F. **Incident Command System:** The incident command system (ICS) is a flexible core mechanism for coordinated and collaborative incident management, whether for incidents where additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national implications (such as an emerging infectious disease or bioterrorism attack).
- G. **Incident Commander (IC):** An incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved.
- H. **Liaison Officer:** A liaison officer is an individual assigned to the incident to be the contact for assisting and/or cooperating agency representatives
- I. **National Incident Management System:** The National Incident Management System (NIMS) is a system prescribed by Homeland Security Presidential Directive 5 to coordinate emergency preparedness and incident management among various federal, state, tribal and local agencies.
- J. **Safety Officer:** The safety officer is an individual responsible for monitoring incident operations and advising the Incident Commander on all matter relating to operational safety, including the health and safety of emergency responder personnel.
- K. **Unusual Occurrence:** An unusual occurrence is defined as situations of an emergency nature that result from disasters, both natural and manmade, and civil disturbances.

IV. PLANNING RESPONSIBILITIES

- A. The Director of Emergency Management and the Chief of Police, or his/her designee, shall be responsible for planning the department's response to unusual occurrences. The Chief of Police is also a member of the SFASU Emergency Management Planning and Preparedness Team (IACLEA 17.1.1).
- B. The Director of Emergency Management and the Chief of Police will ensure that plans are reviewed annually and updated as needed. Plans, which are part of the SFASU Emergency Operations Plan, will be accessible at all times to UPD staff (IACLEA 17.1.3).

V. ALL HAZARDS PLAN

- A. SFASU has adopted the National Incident Management System (NIMS) to guide our response in an emergency. UPD personnel are trained in the Incident Command System (ICS).
- B. The Director of Emergency Management and UPD Patrol Lieutenant will ensure that all UPD staff receives the appropriate level of training in NIMS and ICS (IACLEA 17.2.1).
 - 1. UPD Staff will also be trained based on the competencies and roles they have in SFASU Emergency Operation Plan (IACLEA 17.1.2).
 - 2. UPD staff are trained upon hiring, and thereafter annually on CBRNE Awareness by the university's Director of Emergency Management. Copies of course completion certificates will be kept in the employee's training files (IACLEA 17.2.2).

VI. TESTING EMERGENCY RESPONSE AND EVACUATION

- A. The Department, in conjunction with other departments and agencies, will conduct an annual exercise in order to analyze preparedness and to add insight to training needs and equipment (IACLEA 17.1.5a).
- B. The annual exercise(s) will be documented, including description, date, time and whether or not the exercise was announced with proofs available for inspection by any auditing entity (IACLEA 17.1.5b).
- C. At least once a year, the UPD will ensure that a notice of the campus all hazards response and evacuation procedures will be distributed in conjunction with an emergency preparedness exercise (IACLEA 17.1.5c).
- D. The Administrative Sergeant will ensure that all UPD equipment used in emergency situations is inspected on a regular basis for operational readiness.

VII. PROCEDURES

- A. Incident Command System (ICS)
 - 1. The ICS is a standardized, on-scene, all-hazards incident management approach that:
 - a. allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure

- b. enables a coordinated response among various jurisdictions and functional agencies, both public and private
 - c. establishes common processes for planning and managing resources
 - d. reflects best practices and lessons learned
2. During critical incidents, the UPD will use ICS to coordinate a response and recovery. The Incident Commander will confirm that a significant emergency or dangerous situation exists and will plan the coordinated response.
3. All UPD personnel may be utilized within the ICS system in a capacity deemed appropriate by the Incident Commander (IACLEA 17.1.2).

B. Initial Response

1. Command of an incident will be passed upwards to the appropriate personnel in a logical and coordinated manner.
2. First responders to the scene will assess the situation and notify a supervisor.
3. Patrol supervisors will immediately respond to the scene and, on most incidents or emergencies, will act in the capacity of Incident Commander until such time that a transfer of command to a more qualified and trained individual may occur.
4. The Incident Commander will:
 - a. assess the situation;
 - b. identify any danger zones and establish safe routes to the scene;
 - c. take steps deemed necessary to ensure the safety of students, staff, and other individuals;
 - d. determine which situation is appropriate, i.e. evacuation, shelter-in-place, lockdown;
 - e. establish an inner perimeter;
 - f. establish an outer perimeter;
 - g. establish an Incident Command Post (ICP);
 - h. establish a staging area;
 - i. restrict access to the scene;
 - j. request additional resources as needed;
 - k. implement evacuation if necessary;
 - l. act in the capacity of team leader, on scene incident commander; and
 - m. liaison with the Nacogdoches SWAT Team, or assign personnel to do so.

5. The first command personnel on scene will:
 - a. be prepared to assume the role of Incident Commander or assist in staff functions in the ICS;
 - b. ensure that incident response objectives are developed;
 - c. ensure the nine (9) following critical tasks have been or are in the process of being addressed:
 - i. assume and announce Incident Command and establish an effective operating position;
 - ii. rapidly evaluate the situation;
 - iii. initiate, maintain, and control the communication process;
 - iv. identify overall strategy and select tactics, develop an incident action plan, and assign personnel consistent with the plan and incident specific SOP's;
 - v. develop an effective Incident Management Organization;
 - vi. develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographic and functional sectors;
 - vii. review, evaluate, and revise (as needed) the incident objectives;
 - viii. provide for continuity, transfer, and termination of Incident Command; and
 - ix. notify department administration of the emergency with updates and actions taken, including objectives (IACLEA 17.1.2).

C. Outside Agency Support

1. Outside agency support may be utilized as directed by the Incident Commander.
2. The Incident Commander, or incident Liaison Officer if assigned, should provide for communication, coordination, and cooperation with neighboring law enforcement agencies and other supporting entities.

VIII. RESPONSE PLANS

- A. All responses to natural or human induced disasters or other emergencies shall comply with the University's Emergency Operations Plan. The Director of Emergency Management has outlined the Universities response to:
 1. Criteria for confirming an emergency situation;
 2. The means by how the population will be notified;

3. How the notification system will be initiated;
4. The process used to determine the content of the notification;
5. How notifications will be delivered involving immediate threats to health or safety of the population; and
6. Delivery of follow-up information after notifications are made.

IX. EVACUATIONS

- A. Only the University President or the President's designee can order an evacuation or closure of the University. In situations where immediate evacuation of an area is necessary for safety reasons, the IC should take appropriate and prompt action.
- B. The role of UPD personnel in emergency evacuations is to assist in warning the public of a threat by any practical means and maintain order during the removal of civilians from the dangerous or potentially dangerous areas and their reception and care in safe areas.
- C. Officers will designate routes and assist with pedestrian and traffic control when evacuating an area.
- D. Once an area is evacuated, UPD personnel are obligated to protect property in the restricted area ranging from an occasional check of facilities to posting personnel on site.
- E. In some emergency situations, such as chemical or hazardous materials releases, the IC may determine that the public must be confined to an area if necessary, for decontamination or medical purposes.
 1. Only a quarantine order from a public health official can legally require a person to be confined to an area. This process is lengthy and would rarely be done for an emergency situation as described above. Officers and other officials at the scene would try to persuade those exposed individuals not to leave the area before going through a decontamination process or appropriate triage procedures.
 2. If an individual refuses to remain at the site, the officer should record the individual's pertinent information, ensure it is forwarded to the ICP, and document it in relevant reports.

X. AUTHORITY AND RESPONSIBILITIES

- A. In any disaster incident, the shift supervisor will initially be the on-scene incident commander and shall retain control of the scene until relieved by a higher authority or the appropriate authority, depending on the type of incident. In any case, the OIC will retain control over all law enforcement services until relieved by a higher-ranking officer of the UPD.
1. The on-scene incident commander shall ensure that fire, EMS, and UPD command personnel are notified, when appropriate.
 2. The OIC shall, upon verification of a disaster, notify the Chief of Police. The Chief of Police, or his/her designee, shall retain overall command of the incident. In the absence of the Chief of Police, the Deputy Chief of Police is the next in line of authority followed by the Patrol Division Lieutenant. The chain-of-command shall be followed in the absence of the above personnel.
 3. Communications services will remain in the UPD Communications Center, unless the situation dictates that radio traffic be turned over to the command post or Emergency Operations Center, or that the Communications Center must be evacuated.
 4. On case of hazardous materials incidents, the on-scene commander of law enforcement services shall consult with appropriate university faculty/officials and the City of Nacogdoches Fire Department.
 5. The Chief of Police has authority to activate an Emergency Operations Center that shall serve as the workplace for the Emergency Operations Center Team.
 6. In situations where an Emergency Operations Center is activated, the UPD Administrative Specialist or designee, will document all events, resources, monetary expenditures, etc. for use after the incident has been resolved. When possible, these items should be documented during the activation.
 7. Key roles for UPD officers are contained in the SFASU Emergency Operations Plan (IACLEA 17.1.2).

XI. EMERGENCY MOBILIZATION PLAN

- A. In the event an emergency is declared for the University and/or surrounding area, and additional UPD personnel are needed to assist, the following procedure will occur:
1. The dispatcher shall contact off-duty personnel via telephone to respond to duty. The Chief of Police or his/her designee shall designate the order of contact and number of personnel needed. The SFASU Emergency Operations Plan has levels of emergency response, Readiness Levels, for its administrative framework.
 2. All personnel shall assemble at UPD headquarters unless an alternate site is designated. Additionally, two separate staging locations have been identified which may be utilized.
 3. Special or supplemental equipment, if necessary, shall be prepared for distribution and distributed by the OIC.
 4. The Chief of Police, or his/her designee, shall determine the need and make appropriate requests for other appropriate agencies through the Emergency Operations Center Team, if activated.
 5. Key personnel designations and coordination with emergency management personnel are outlined in the Emergency Operations Plan, as are transportation requirements and management control.
 6. UPD shall participate in any appropriate exercises as staged by the University, city or county.

XII. DE-ESCALATION PROCEDURE

- A. The Chief of Police, or his/her designee, in coordination with the EOC Team, may authorize de-escalation of the police department's response to any type of unusual occurrence when:
1. It appears that the initiating event has discontinued, and that public safety is no longer in jeopardy; or
 2. The effects of the emergency [i.e. vandalism, injuries] no longer present a danger to the community. The de-escalation procedures may involve the relief of members from the field to:
 - a. Complete written reports;
 - b. Maintain and return specialized equipment; and
 - c. Return to normal patrol duties.

- d. All department members involved in the response to the emergency will complete a report consistent with department procedures. The report shall detail all actions taken by that member, and any special equipment assigned, during the course of the emergency.
3. When an incident is nearing completion, the department's role in the incident will need to be redefined into a role of re-establishing the community to its original functioning. This could entail continuing the operation of Field Command Posts or the Emergency Operations Center for the purposes of, but not limited to:
 - a. Returning community members to their residences/buildings;
 - b. Restoring order; and
 - c. Working as needed with emergency management to assist victims of the disaster.
4. The Chief of Police may assign staff members to review the department's response to the emergency and the effectiveness of actions, procedures, and planning. A report of the finding will be made, including any recommended changes in procedures or plans. The findings of the report may be discussed at a meeting of key participants from within and outside of the Department and University.
5. The University President, or his/her designee, shall declare an end to the state of emergency when appropriate.