

<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Disasters, Emergencies &amp; Unusual Occurrences</b> <b>(ALL HAZARD PLAN)</b>		<b>AOM: O-600</b>
Massachusetts Police Accreditation Standards Referenced: [46.1.1, 46.1.2 & 46.1.9], [46.1.5], [46.1.2], [46.1.3.b], [46.1.4.c], [46.1.4.a] [46.1.7], [46.1.3], [46.1.4], [46.1.6], [46.1.7.a,b,c&d], [46.1.3.b], [46.1.3.d], [46.3.2], [46.1.3.c&d], [46.1.3.e], [46.1.3.f], [54.1.1], [46.1.3.h], [46.1.4.a], [54.1.3], [41.1.4.c], [46.1.4.b], [46.1.4.d], [46.1.4.e], [46.1.4.f], [46.1.5], [46.1.5 & 46.1.5.a], [46.1.5.b], [46.1.5.c], [46.1.6.a-e], [46.1.10], [46.1.1], [46.1.6.e], [17.5.2]		Issuing Authority <hr/> Jody Kasper Chief of Police
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## I. Introductory Discussion

A. This chapter establishes guidelines for initial response to emergencies and unusual occurrences requiring more than routine police action, equipment, and personnel. The Department will make every effort to ensure the protection of life and property in emergency incidents requiring more than routine police action, while being mindful

that any large-scale incident will also impact overall mass transit operations as well as the communities surrounding the incident site. While the initial focus must be on the management of the incident, long-term planning must incorporate the need to support alternative transportation operations and address the impact of those operations as well as the initial incident on the surrounding communities.

- B. This All Hazards Plan will guide the actions of Department personnel initially responding to the site of such an incident and covers basic organizational and technical issues, which can be implemented by personnel responding to a critical incident. The Patrol Operations Division Commander will be tasked with planning a response to critical incidents. All department employees will receive annual training on the Department All Hazards Plan. The affected personnel are officers, detectives, sergeants, lieutenants, captains, the Chief of Police, and all non-sworn civilian staff. [46.1.1, 46.1.2, 46.1.9]

## **II. Policy**

- A. The Department will establish and utilize the Incident Command System (ICS), a component of the National Incident Management System (NIMS), whenever an incident requires more than a routine police response. The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure. [46.1.5]
- B. The ICS may be utilized to manage incidents regardless of cause, size, location, or complexity. Incident Command may consist solely of the responding Police Supervisor (for smaller incidents) or a multi-agency Unified Command structure with identified Incident Commanders from several responding agencies (for larger, more complex incidents). The ICS can expand or contract as necessary to match escalating or diminishing situations. The level and/or type of ICS structure established would vary based on the size and complexity of the incident and response. [46.1.2]
- C. When the incident requires additional specialized resources, the OIC shall assume the duties of the Incident Commander who is authorized to request those resources, such as but not limited to; the Massachusetts State Police Stop Team for active shooter situation, the Massachusetts State Fire Marshall for situation involving incendiary and/or explosive devices, the Federal Bureau of Investigation, the Massachusetts State Police Violent Crime Unit for the apprehension of wanted violent criminals, the Environmental Police for the search and rescue of a missing person/child in a woodland, or watercraft and recreational vehicle accident, the Massachusetts Crime Lab for any major crime scene beyond the capabilities of the Crime Scene Services of the Northampton Police Department, and the Massachusetts National Guard for a large scale civil disturbance. These resources can be utilized for acts of terrorism, pandemic situations, and mass arrest situations. The IC shall be responsible for securing and containing the scene, along with determining what resources will be needed for the situation. [46.2.1]

### III. Definitions

- A. **Command:** Command is comprised of the Incident Commander (or Unified Commander) and the Command Staff positions.
- B. **Command Post:** A site or location, preferably removed from the immediate response area, where the Incident Commander can collect and analyze information as well as direct and coordinate the activities of the resources that have been activated in response to the incident or circumstance. [46.1.3 b] [46.1.4, c]
- C. **Command Staff:** Key ICS activities (Safety Officer, Public Information Officer, and Liaison Officer) required to support the command function that is not specifically identified in the General Staff functional elements.
- D. **General Staff:** The General Staff consists of incident management personnel (Section Chiefs) who represent the major functional elements of the ICS (Operations, Planning, Logistics, and Finance/Administration).
- E. **Incident Command Systems (ICS):** A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure.
- F. **Incident Commander (IC):** The person designated as being in charge of the overall incident for an agency or jurisdiction.
- G. **Inner Perimeter:** The inner perimeter is the immediate area of containment around an incident site. [46.1.4, a]
- H. **Management by Objectives:** Establishing specific, measurable objectives for various incident management functional activities as well as directing efforts to attain them.
- I. **Media Staging Area:** The media staging area is a designated area outside the outer perimeter to which all responding media representatives will be directed. This area or a separately identified location may also be used to conduct media briefings. [54.1.3]
- J. **Outer Perimeter:** The peripheral control area surrounding the inner perimeter that provides a safe zone for access to and from the inner perimeter as well as defining the limit of access by unauthorized persons.
- K. **Staging Area:** Staging areas are locations designated by the IC or Operations section Chief where resources are placed while awaiting a tactical assignment to the incident site.

- L. **Unified Command (UC):** The command structure formed when ICs from some or all of the responding agencies or jurisdictions operate together to manage an incident.
- M. **Unity of Command:** Unity of Command means that every individual has a designated supervisor to whom they report at the incident scene.
- A. **Unusual Occurrences:** Unusual occurrences connote situations, generally of an emergency nature, that result from disasters, both natural and man-made. Natural disasters include floods, snowstorms, hurricanes, etc. Civil disturbances include riots, political protests, labor disputes, or any other events leading to mass arrests. Unusual occurrences also include such incidents as fires, train/trolley accidents, emergency evacuations, hostage/barricaded person situations, and acts of terrorism. [46.1.2]

## IV. ICS Functions

- A. Generally, the ICS organization is comprised of the following functions and/or positions:
  1. Command Function [46.1.3]
  2. Operations Section [46.1.4]
  3. Planning Section [46.1.5]
  4. Logistics Section [46.1.6]
  5. Finance and Administration Section [46.1.7]
  6. Safety Officer, Public Information Officer, and Liaison Officer (as needed).
- B. At smaller incidents, the Incident Commander may perform all of the needed functions themselves. At more complex incidents, the Incident Commander will appoint personnel to General Staff (Operations, Planning and Logistics) and Command Staff (Safety Officer, Public Information Officer and Liaison Officer) positions as necessary.
  1. **Command**  
 Command is responsible for the overall management of the incident. The Command Staff is responsible for activating the ICS and for the overall management of the incident. The command function may be conducted two general ways: Single Command IC and Unified Command.  
 When an incident does not involve any jurisdictional or functional agency overlap, a single IC should be designated with overall management responsibility by the appropriate jurisdiction. [46.1.3.a]
  2. **Incident Command (IC)**  
 The IC is responsible for developing incident objectives on which subsequent incident action planning will be developed as well as the approval of Incident Action Plans (IAP) and all requests pertaining to the ordering of incident resources. The IC is also responsible for performing any Command Staff and General Staff functions that are not assigned and staffed. Although the response to every incident will dif-

fer based on the particular aspects of the incident, the IC will be guided by existing written plans and procedures to the extent possible.

**3. Command Staff**

Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. Assistants can be assigned for Command Staff positions as required.

**4. Safety Officer (SO)**

The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency response personnel.

**5. Public Information Officer (PIO)**

The PIO is responsible for interfacing with the public and media and/or other agencies with incident-related information requirements.

**6. Liaison Officer (LO)**

The LO is the point of contact for representatives of other government agencies, non-governmental organizations, and/or private entities.

**7. General Staff**

The General Staff includes incident management personnel who represent the major functional elements of the ICS, including the Operations, Planning, Logistics, and Finance and Administration Section Chiefs. Deputies may be assigned for General Staff positions as needed.

## **V. Operations**

The Operations Section Chief is responsible for the direct management of all incident related operational activities including establishing perimeters, maintaining command post and scene security, coordinating evacuation operations, directing and controlling traffic, providing for detainee transportation and process, establishing tactical objectives for each operational period and conducting a post-incident investigation. [46.1.4]

**A. Planning**

The Planning Section Chief is responsible for developing and documenting the IAP based on guidance from the IC, preparing status reports, displaying situation information, maintaining status of resources assigned to the incident. The Planning Section Chief is also responsible for the collection, evaluation, and dissemination of incident situation information and intelligence to the IC. [46.1.5]

**B. Logistics**

The Logistics Section Chief is responsible for all support requirements needed to facilitate effective and efficient incident management including the ordering of resources from off-incident locations. The Logistics Section also provides facilities, transportation, supplies, equipment maintenance, fueling, food service, communications, medical services for incident personnel, and specialized team and equipment needs. [46.1.6]

**C. Finance and Administration**

The Finance and Administration Section is established when the agency/agencies involved in incident management activities require finance and other administrative support, including administering any procurement contracts; ensuring that the time personnel spend on the incident is recorded; processing the administrative paperwork associated with rental or supply contracts; and documenting injuries, illnesses and liability issues related to the incident. The Finance and Administration Section also investigates claims involving damaged property associated with or involved in the incident. [46.1.7.a.b.c & d]

## **VI. Initial Incident Response Procedures**

Personnel responding to or dispatching others to the scene of an incident shall comply with the procedures noted below.

### **A. First Police Officer on the Scene**

The first Police Officer at the scene will:

1. Identify the nature of the emergency and notify the Police Dispatcher of the required response and the location of that response.
2. Request the use and isolation of a radio channel for the sole use of incident personnel.
3. Contain the situation to the smallest possible area consistent with officer safety and attempt rescue or treat any injured persons.
4. Establish an inner perimeter around the situation denying access to the area.
5. Secure all witnesses at a safe point outside of the inner perimeter.
6. Advise the Police Dispatcher of the need for back-up assistance and/or special equipment (e.g., utility companies, highway department, water department, fire apparatus, ambulance, medical examiner, etc.)
7. Take immediate steps necessary to protect life and property.
8. Be prepared to brief responding personnel concerning any and all pertinent information.

### **B. Responsibilities of the Police Dispatcher**

Immediately upon being advised that an emergency situation exists, the Police Dispatcher will:

1. Notify the Dispatch Supervisor that an emergency situation exists and provide them with all available information.
2. Dispatch a Patrol Supervisor and back-up units to the scene.
3. Keep the radio channel clear of all unnecessary traffic and, if necessary, designate a separate radio channel for the incident.
4. Notify other agencies that may require a response, such as the fire department, emergency medical services, other law enforcement agencies, public works, etc.
5. Notify Emergency Operations Control (EOC) and other departments as necessary.

6. Maintain a log of events in the Department's Police computer system, including noting the time and names of any notifications made.

### **C. Responsibilities of the First Ranking Officer/IC**

Immediately upon arriving at the scene, the first ranking officer will, if necessary, activate the ICS. If ICS is activated, they will assume the duties of the IC and notify the Police Dispatcher that they are the IC. Based on the nature and extent of the emergency situation the IC will:

1. Assume responsibility for overall operations at the scene and implement all appropriate Command functions (see Section )
2. Estimate the number and type of injuries and/or deaths.
3. Confirm, if necessary, that the area is secure from electrical power.
4. Keep a traffic lane clear for use by emergency vehicles entering and exiting the secure area.
5. Coordinate with responding emergency medical technicians regarding areas for emergency medical operations, including a collection station near the scene for triage and an ambulance loading area.
6. Request special units or equipment, as needed.
7. Update Dispatch with incident information.
8. Develop and implement strategies to keep the situation under control and prevent injury to patrons or bystanders.
9. Assess the transportation needs related to the incident and contact transportation officials to provide any necessary vehicles.
10. Designate a public information area at a location convenient to the command post, but outside the inner perimeter.
11. Maintain overall control of the personnel on the scene until relieved.

### **D. Responsibilities of the Dispatch Supervisor**

The Dispatch Supervisor will be responsible for:

1. Making an initial assessment of the number and types of units needed at the scene.
2. Notifying other outside agencies whose services may be required or affected, as appropriate.
3. Contacting, if necessary and requested by the IC, the Detective Lieutenant and ask that personnel be designated as a court and prosecutorial liaison;
4. Assembling additional personnel through the IC, depending on the seriousness and/or anticipated duration of the emergency.
5. Acting as a liaison with the media in order to control the dissemination of accurate information.

## **VII. Initiating ICS Emergency Response Protocols**

**Command:** The Command function is responsible for the following:

#### **A. Activating The Incident Command System**

The IC will immediately notify Dispatch that they are activating the ICS. [46.1.3, a]

#### **B. Establishing The Command Post [46.1.3.b]**

The first function of the IC is to establish a Command Post. Initially, the Command Post may be a cruiser or other emergency vehicle or a designated location. Once the Command Post is established, its location should be communicated to all appropriate personnel (the Incident Command Vehicle may be brought to the site) The Command Post should:

1. Be established away from the general noise and confusion associated with the incident (when appropriate, it may be located within view of the incident scene)
  2. Be positioned outside of the present and potential hazard zone (inner perimeter) but within the outer perimeter to provide security and controlled access.
  3. Have the ability to expand as necessary.
  4. Be easily identified by the use of a flag, placard, or other highly visible means.
- [46.1.3 b]

### **VIII. Obtaining Support from Other Agencies**

Some situations, based on the nature or scope of the emergency, may require more resources than the primary response agency has immediately available or can sustain on a prolonged basis. For this reason, it is particularly important that the Northampton Police IC work with other responding agencies to establish a Unified Command organization to ensure that all available resources are utilized in the most effective manner. In the event that it is determined that there are insufficient resources available to properly handle a situation, the Chief of Police or designee may, in accordance with the procedures outlined in the Commonwealth's Comprehensive Emergency Management Plan (CEMP), request through the General Manager and/or the Secretary of Transportation, state or federal assistance.

The Massachusetts Emergency Management Agency (MEMA) is responsible for overseeing all CEMP operations, including requests or activation of state military support, (i.e., National Guard). If the situation warrants, (e.g. acts of terrorism, etc.) the Chief of Police or designee, may request federal law enforcement assistance from agencies such as the FBI, ATF, and/or Secret Service, etc. In addition, the Chief of Police shall report and relay terrorism related intelligence/information to the proper task force or agency. [46.1.3, d] [46.3.2]

#### **A. Mobilization Support**

In the event that available resources are inadequate to meet existing needs, the Chief of Police or designee is responsible for the mobilization of the additional resources needed to control the incident. They may activate mutual aid agreements or request state or federal assistance to secure needed support. [46.1.3.c, d]

Certain incidents may benefit from the use of a tactical/swat team. In those instances the OIC or on-scene supervisor may request the services via Dispatch. Dispatch will

contact the Massachusetts State Police to request tactical assistance. After requesting the tactical team/swat, the on-scene officers will maintain a perimeter and on-scene security to assure that the situation is stabilized. If the circumstances escalate and the use of force is required, the on-scene officers shall take action in the interest of public safety. When tactical teams arrive, the on-scene supervisor shall coordinate in cooperation with the tactical team supervisor, to brief them on the situation and determine the most appropriate action to resolve the situation. It is the responsibility of the on-scene supervisor to assure that all on-scene units have direct radio communication with each other. The on-scene supervisor shall keep the OIC and Dispatch updated on the progress of the scene and any other developments that occur. Tactical/swat teams from other agencies may be utilized if the Massachusetts State Police is unavailable.

#### **B. Staging Areas**

Locations will be identified and dedicated for the staging of personnel or equipment available for assignment by the Incident Commander or Operations Section Chief. [46.1.3 e]

#### **C. Public Information**

The ultimate responsibility for the dissemination of Public Information rests with IC. Depending on the size of the incident, the IC may activate the position of Public Information Officer (PIO) as a member of the Command Staff. The release of information relative to ongoing emergencies is particularly sensitive and important. Whenever possible, the IC or PIO will coordinate the release and distribution of information. Information will be updated as often as practicable so as to minimize the opportunity for rumors or misinformation to develop. All media inquiries will be handled in accordance with the policies, rules, and procedures as outlined in AOM A-106. [46.1.2] [46.1.3, f] [54.1.1]

#### **D. After Action Report (AAR)**

An AAR will be required whenever ICS is established in conjunction with a significant incident that involves either a multi-agency Unified Command structure with identified Incident Commanders from several responding agencies. The IC will submit an AAR to the Operations Division Commander for review and forwarding to the Chief of Police. [46.1.3, h]

#### **E. Personnel Safety**

The Command Section will be responsible for maintaining the safety of all affected personnel. [46.1.3 g]

### **IX. Operations Section**

The Operations Section Chief is responsible for the direct management of all incident related operational activities and for establishing tactical objectives for each operational period. [46.1.4]

## A. Establishing Perimeters

When necessary, the operations section shall establish and maintain working perimeters to contain the incident and allocate an area for tactical deployment. At all times the perimeters must be placed at a distance that insures both personnel safety and allows for the appropriate deployment of resources. In ongoing emergency situations, it is essential that the free flow of necessary emergency equipment and personnel be maintained and that unnecessary personnel and vehicles be kept out of the immediate area of operations. Additionally, the outer perimeter also establishes a zone of exclusion for civilians and must be kept secure until the IC declares the incident/response properly terminated. Controlling access or admission to an incident scene is a key function of the IC or the designated Operations Section Chief and must be based on the various unique aspects associated with each emergency incident. Unless directed otherwise, Officers assigned to perimeter control should adhere to the following guidelines with regard to the admittance of people and vehicles into a secure area: [46.1.4, a] [54.1.3]

1. Fire and medical personnel will be allowed access to the scene. The command representatives of fire and emergency medical services will be directed to report to the Command Post.
2. The IC, after consultation with the command representatives from the other responding agencies, or the UC, will subsequently specify what emergency equipment should be allowed to pass through the perimeter lines. Other emergency equipment arriving at the perimeter will be directed to an appropriate staging area to await orders.
3. The Medical Examiner's staff shall be granted admittance whenever appropriate. If necessary, an area should be designate for the Medical Examiner's operations outside the perimeter, for the identification of bodies and securing of personal effects.
4. Responding personnel and officials will be directed to report to a designated staging area. The IC/UC will make a determination as to which persons should be admitted inside the outer perimeter, report to the Command Post or, if necessary, enter the inner perimeter.
5. Privately owned vehicles are not permitted access through the outer perimeter lines unless carrying required or specialized equipment and cleared by the IC/UC.
6. Parking on approach roadways should be discouraged. If allowed, it must be maintained in an orderly manner to ensure that it does not hinder the access or egress of any emergency equipment.

## B. Maintaining Command Post and Scene Security

Scene and Command Post security are functions of the IC or Operations Section. Perimeter security should be maintained at all times until the end of the incident and officers assigned to perimeter control should know the positions of other security officers and the types of weapons in use. Perimeter officers should be notified, via radio, of the arrival or presence of plain clothes officers so as to avoid their being mistaken for a suspect. Access to the Command Post must be strictly controlled. The Command

Post Security detail should verify the identification and function of persons requesting access to the Command Post, allowing passage only to essential personnel. [41.1.4, c]

## **X. Conducting Area Evacuations**

An area evacuation may be necessary if an element of the incident creates a public safety threat to area residents or property. All decisions related to an area evacuation must be approved and coordinated by the IC representative from the affected area. If an evacuation is deemed necessary, the Operations Section will be responsible for carrying out this mission. Particular attention should be given to evacuating civilian personnel from inside the perimeter area. The Police Department will work with the Operations Section Chief and/or IC/UC to support planned or on-going evacuation efforts to the fullest extent possible. The Operations Section may enlist the help of the media through the Public Information Officer during large scale or pre-incident (such as a hurricane threat) evacuations. [46.1.4, b]

### **A. Shelter In Place**

In some instances, civilians may be asked to remain in their houses behind locked doors, or Shelter in Place rather than evacuate an area. This is effective where a dangerous individual is eluding capture.

### **B. Detainee Transportation, Processing, and Confinement**

Unless circumstances require otherwise, the Transportation, Processing and Confinement of Transit Police prisoners shall be conducted in accordance with Department Manual, Chapter 230. [46.1.4, d]

### **C. Directing and Controlling Traffic**

Traffic direction and control is a responsibility of the Operations Section. Officers directing and controlling traffic should do so in a manner that is the least inconvenient and disruptive to the public while maintaining perimeter security and open access ways for necessary responders. Public safety officials from the appropriate municipality will be involved in all long term traffic diversion planning efforts. Whenever practicable, the media will be utilized to publish alternate routes and inform the public of possible delays. [46.1.4, e]

### **D. Conducting Post Incident Investigations**

The IC or Operations Section, if activated, is responsible for ensuring that a post-incident investigation is conducted. The investigative findings may identify the cause/responsibility for the incident and enable the filing of criminal charges when appropriate. [46.1.4, f]

### **E. Planning Section**

The Planning Section Chief is responsible for the collection, evaluation and dissemination of incident situation information and intelligence to the IC. The Planning Section Chief is also responsible for preparing status reports, displaying situation information, maintaining status of resources assigned to the incident and developing and documenting the Incident Action Plan (IAP) based on guidance from the IC. [46.1.5]

**F. Preparing an Incident Action Plan (IAP):**

The IAP is prepared by the Planning Section at the direction of the IC/UC, with input from all appropriate sections. The IAP can be oral but should be in written form if conditions allow. The IAP contains management objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next Operational Period. When written, the plan may have a number of attachments, including incident objectives, organization assignment list, division assignments, incident radio communication plan, medical plan, traffic plan, safety plan, and fire, weather, and incident maps. [46.1.5 & 46.1.5.a]

**G. Gathering Intelligence**

Unless the IC/UC appoints an Intelligence Officer, the Planning Section is responsible for gathering and disseminating information about the incident. Information obtained will be used to formulate and update the IAP. If intelligence indicates an existing or anticipated change in conditions, the IAP must be modified accordingly to ensure that operations are conducted in a safe and appropriate manner. The Planning Section shall ensure that the updated plan is distributed to all effected officers. [46.1.5, b]

**H. Post-Incident Demobilization**

Demobilization planning occurs prior to the end of the incident. The Planning Section is responsible for creating an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. Work on the demobilization plan should begin early in the incident with Planning Section personnel creating rosters of personnel and resources and obtaining additional necessary information from check-in proceeds. Once the Incident Demobilization Plan is approved, it will be distributed both at the incident site and elsewhere as necessary. [46.1.5, c]

**I. Logistics**

The Logistics Section Chief is responsible for all support requirements needed to facilitate effective and efficient incident management including the ordering of resources from off-incident locations. The Logistics Section also provides facilities, transportation, supplies, equipment maintenance, fueling, food service, communications, medical services for incident personnel, and specialized team and equipment needs. [46.1.6 a-e]

**J. De-escalation of Personnel**

The IC may authorize the de-escalation of the police response to an emergency situation under the following conditions:

1. When it appears that the emergency situation has been resolved and the public is no longer in jeopardy
2. The emergency situation is ongoing but does not present any danger to the public.

The de-escalation process may involve the reassignment of personnel from the scene of the emergency.

**K. Debriefing**

Within forty-eight (48) hours of the termination of an emergency situation, the IC will be responsible for meeting with, and debriefing, all personnel involved in the situation, and to review and document the events that occurred and the actions that were taken. The IC will ensure that appropriate stress counseling is made available to all Police personnel involved in the incident.

**XI. Training**

All department employees will receive documented annual training on this All Hazards Plan. [46.1.10]

**City of Northampton  
Emergency Management Plan**

The City of Northampton has developed a comprehensive; all hazards Emergency Management Plan for use in coordinating community resources in the event of a natural/man-made disaster or emergency civil disturbance situations or acts of terrorism. The Chief of Police or Captains of Administration and Operations shall review this plan on an annual basis. [46.1.1]

This plan conforms to guidelines established by the Massachusetts Emergency Management Agency (MEMA), and its purpose is:

- a. To provide guidance to the meeting of emergency conditions, both natural and man-made in the City of Northampton;
- b. To ensure the maximum survival of people and the preservation of property, by making use of all available resources within the City of Northampton; and [46.1.2]
- c. To request such additional assistance as may be necessary from outside the City of Northampton.

**DIRECTION AND CONTROL**

Under direct supervision of the Mayor, the Emergency Management Director shall be responsible for implementing all policy decisions relating to emergency management.

The Chief of Police shall be responsible for ensuring that all tasks assigned to the Northampton Police Department are carried out efficiently and effectively and shall have liaison responsibilities with the Emergency Management Director as well as other agencies involved in the situation. [46.1.1]

Direction and control may be established at the disaster site as determined by the nature of the emergency. However, the police department's chain of command shall not be breached during emergency situations. Normal chain of command procedures shall be utilized.

## **COMMUNICATIONS AND ALERT STAGES**

The primary point of origin for all warnings is the Northampton Police Department, however the warning process may be activated from any of several points in the system including the Emergency Operations Center (EOC) or the Fire Department.

Upon notification of an emergency situation, that may warrant implementation of the City's Emergency Management Plan, the Emergency Management Director shall be notified.

When emergency operations are initiated the Emergency Management Director will issue the appropriate warnings using all systems necessary, and will determine which agencies will be required to report to duty.

The Northampton Police Department will maintain police radio communications in the EOC during response operations.

## **PRIMARY AND ALTERNATE ASSEMBLY AREAS**

The Emergency Operations Center (EOC) primary location will be the Fire Station at 26 Carlon Drive. The following have been elected as alternate sites:

- a. Department of Public Works Office Building
- b. Veteran's Administration Medical Center
- c. National Guard Armory
- d. Smith Vocational High School
- e. An on-site command post may also serve as the EOC

## **TRANSPORTATION AND EQUIPMENT**

In the event of a total evacuation of the City, it is estimated that 85% of the residents of Northampton have access to private automobiles. The remaining people without access to automobiles should proceed to their nearest public school where they will be evacuated by bus.

All requests for equipment will be coordinated by the Emergency Management Director according to specific need.

The Chief of Police or their designee shall assign an officer the responsibility of checking departmental equipment utilized in emergency response on a monthly basis. Equipment shall be maintained in a state of operational readiness at all times. [17.5.2] [46.1.6.e][46.1.7]

## **EXERCISES**

The Emergency Management Director shall be responsible for coordinating all exercises or drills related to the City's Emergency Response Plan.

The Chief of Police or designee shall oversee the police department's participation in Emergency Response exercises.

*Note: This is a brief overview of the city's comprehensive emergency management plan. A complete copy of the plan is located in the communications center and is accessible to all personnel.*