POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **ALL HAZARD PLAN**

NUMBER:	13.01
ISSUED:	05/20/2022
EFFECTIVE:	05/20/2022

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

☐ RESCINDS
☐ AMENDS

REFERENCE:

WILEAG 6TH EDITION STANDARDS: 13.1.1, 13.2.2

INDEX AS:
- Acts of Terrorism
- Bomb Threats
- Civil Disturbances
- Critical Incidents
- Equipment Inspections
- Mass Arrests
- Natural/Man-Made Disasters
- Unusual Occurrences Plan

PURPOSE: The purpose of this Policy & Procedure is to serve as a guide for members of the Sturgeon Bay Police Department in providing services in connection with incident management. Due to the multitude of incident possibilities and accepting the theory that no two occurrences will be similar in nature, scope, and magnitude, it is necessary for this procedure to be flexible and subject to modification.

Therefore, this Policy & Procedure facilitates organized preparedness by establishing command responsibility and the tactical, operational and reporting procedures to maintain control.

This Policy & Procedure consists of the following numbered sections:

I. POLICY

II. DEFINITIONS

III. INCIDENT RESPONSE

IV. CIVIL DISTURBANCES

V. ACTS OF TERRORISM

VI. BOMB THREATS AND EMERGENCIES

VII. MASS ARRESTS

VIII. EQUIPMENT INSPECTION AND ANNUAL POLICY REVIEW

I. POLICY

A. In general, it is the policy of the Sturgeon Bay Police Department that any emergency operation undertaken by the Department will be to preserve life first and then property. Tactics will focus on the continued use of containment and resolution techniques that place the highest priority on minimizing the risk for the loss of life.

B. The objective of this policy is to prepare the Department:

1. To handle and control an incident and bring it to a safe conclusion.

2. To facilitate the collection and appraisal of sufficient intelligence data to determine the magnitude of any given incident.

3. To provide for the orderly and efficient assembly of personnel, supplies, and equipment to ensure the proper and expeditious handling of incidents. To determine the need for training and education of Department personnel to include techniques and procedures necessary for the successful handling of each incident.

4. To provide for the orderly and efficient coordination of all other agencies, departments, or organizations considered necessary and appropriate to the successful handling of incidents.

5. To provide the means whereby experience gained in the handling of incidents may be used in the prevention of future incidents.

C. The authority for initiation of this policy lies with the Chief of Police. The authority is, however, delegated by the Chief of Police to the supervisor in charge. It is incumbent upon the supervisor in charge to initiate and implement this policy and cause appropriate notifications to be made. The Chief or in the Chief's absence

the Chief's designee will be notified immediately when this policy needs to be implemented.

D. The Sturgeon Bay Police Department utilizes the National Incident Management System (NIMS) as the basis for incident management of all hazards in the City of Sturgeon Bay.

The Incident Command System (ICS), a component of NIMS, shall be integrated into functional and system-wide emergency operations policies, plans, and procedures; also refer to Policy & Procedure 13.02: Emergency Mobilization Plan.

II. DEFINITIONS

A. BOMB: Any destructive explosive device capable of causing bodily harm, great bodily harm, death or property damage. It includes military ordnance, commercial explosives, improvised explosive devices, and certain incendiary devices. It does not include ammunition for any rifle, shotgun, pistol, or most fireworks.

B. CIVIL DISTURBANCE: An unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.

C. EMERGENCY: Any incident, whether natural, technological or human-caused, that necessitates responsive action to protect life and property.

D. INCIDENT: An occurrence, natural or man-made, that necessitates a response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response. (NIPP, DHS Risk Lexicon)

E. INCIDENT COMMANDER: The individual responsible for on-scene activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations. The Incident Commander is the only position that is always staffed in ICS applications. On small incidents and events, one person—the Incident Commander—may accomplish all management functions. The Incident Commander establishes the incident objectives that guide incident action planning and operations.

F. INCIDENT COMMAND POST (ICP): The field location at which the primary tactical-level, on-scene incident management command (Incident Commander or Unified Command and Staff) functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

G. PLANNED EVENT (EVENT): An incident that is a scheduled non-emergency activity.

H. PUBLIC INFORMATION OFFICER: A member of the ICS Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information needs.

I. STAGING AREA: A temporary location for available resources in which personnel, supplies and equipment await operational assignment.

III. INCIDENT RESPONSE

A. In the event of an incident, all radio communications shall be restricted to a designated frequency for all personnel involved in the coordination of disaster procedures.

B. Duties of the first officer on the scene:

1. Primary Tasks:

a) Observe and assess the nature and scope of the disaster.

b) Provide a size-up of the disaster to the 911 Center, on-duty officers, and supervisor(s).

2. Only when the above primary tasks are completed and thoroughly executed, should officers become involved in actual control measures.

C. Duties of the first supervisor on the scene:

1. Assume command of the incident until directly relieved by higher authority or more qualified individual.

a) Request the Chief of Police respond to, if not already on, the scene.

b) Activate needed command and general staff positions.

c) Ensure scene safety.

d) Implement procedures to properly manage the span of control and maintain personnel accountability.

2. Immediately identify the area of greatest danger and communicate to other responders.

3. Establish an inner perimeter to control and contain the incident.

a) Perimeter control shall be maintained and a situation map detailing key locations and facilities shall be established for all involved personnel.

b) Bystanders and non-involved groups shall be directed to leave.

c) Only authorized emergency personnel/vehicles shall be permitted to enter.

4. Establish an outer perimeter for crowd control, and to control movement of resources to and from the scene. The outer perimeter shall:

a) Encircle the inner perimeter at a safe distance.

b) Provide for rerouting traffic and emergency access routes.

c) Provide space for staging area, triage center, media briefing center, etc.

5. Establish an incident command post. Sturgeon Bay City Hall would be the primary choice for a command post. Additional locations are listed in the City of Sturgeon Bay Emergency Operations Plan.

a) The qualified on-scene police, fire, and EMS supervisors should jointly establish a unified command post.

b) The command post should be located inside the outer perimeter.

c)The use of situation maps in the command post can be helpful to clearly show the deployment of personnel and other resources.

6. Establish a staging area for the management of responding resources.

a) Located close to, but a safe distance from the command post and incident site for responding personnel and equipment to assemble, be briefed, and stand-by awaiting orders to respond.

b) Designate a staging area manager to control all staging area activity, and to document such activity.

c) Identify and request additional resources.

7. Identify and request additional resources.

a) Use preplanned mutual aid response matrices i.e. MABAS, SMART, etc.

b) Summon additionally needed mutual aid as soon as possible.

c) Use Wisconsin Emergency Management – Emergency Police Services to summon statewide police mutual aid.

D. Evaluation of the incident shall be communicated to all involved personnel, including:

1. Location of the emergency

2. Type of emergency

3. Size of involved area

4. Number of casualties

5. Type of structure(s) involved

6. Additional assistance required

E. Casualty Information: Casualty figures include known dead or injured and may be released to the media by the Public Information Officer, with the approval of the Incident Commander. Names and/or addresses or other identifying data pertaining to casualties will not be released until confirmed notification of next of kin.

F. Community Relations/Public Information: Media briefings will be conducted by the Public Information Officer (PIO). Briefings will be conducted at a predetermined location by the PIO. Briefings will include:

1. Imminent or present hazards to the public

2. Casualty figures

3. Property Damage

4. Warnings against looting or other criminal acts

G. Other agency support: Mutual aid support from other law enforcement agencies will be requested as needs arise by the incident commander.

H. Military Support: Military support from the Wisconsin National Guard may be requested from the office of the governor, through the Door County Emergency Management Office, under the following conditions:

1. Supplement local police resources for traffic control, evacuation, and stabilization.

2. Provide emergency communication.

3. Provide special equipment.

4. Provide additional security.

I. Public facility security: Fixed security posts shall be established at designated locations when required.

J. Traffic Control

1. During a disaster, traffic control will become a serious problem. Emergency lanes must be kept open for police, fire, and EMS. Crowds must be kept away. The problem of traffic control may be compounded by the need for officers to provide more necessary services. While traffic control is a police function and responsibility, it may be delegated to other personnel

2. Traffic should be rerouted to bypass the emergency area. Only persons with a vital interest should be permitted access. The media should be notified to warn traffic to stay away from the area.

K. Equipment Requirements: Resources are available from multiple sources to assist during and after a disaster. Besides the City's resources, personnel and equipment may be secured from other government agencies and private contractors. Careful records need to be maintained as to persons, equipment, and supplies used, time needed or present, and agreed terms and authorization.

L. Transportation: The scale and type of the emergency may necessitate movement of persons in varying numbers. Should a significant number need to be moved, the Kobussen Bus services should be contacted and their services requested. Additional transportation services may include area taxi services.

M. Recovery Procedures

1. The duration of an emergency will determine the length of restrictions. Once the immediate emergency has been stabilized, limited access to an affected area may be necessary. The media may assist by making announcements of changing conditions or for special requests. Entry into the involved area will depend upon conditions as viewed by the incident commander. Entry criteria for limited access will be:

   a) Residents with valid identification

   b) Public utility employees

   c) News media with proper identification

   d) Owners and managers of businesses

   e) Others, as designated.

2. When the incident has been stabilized and recovery operations proceed, efforts should be made to relieve support personnel of their duties. In addition, scheduling should be arranged in a manner that would be aimed at returning to normal operations.

N. Information Release: Factual and necessary information must be provided to the public through the media to help minimize harmful rumors in a time of emergency. The Public Information Officer will be responsible for media releases; refer to Policy & Procedure 8.01: Public Information.

O. Availability for Command: The Chief of Police shall be in command and have control over all civil law enforcement resources committed during an incident. When absent, the chain of command will be followed. During incidents involving multiple jurisdictions, the chain of command will be followed as delineated in the Door County Emergency Operations Plan.

P. Post-incident Duties: Numerous duties need to be handled in the aftermath of a incident including the following:

1. Re-supply of expended materials

2. Repair of damaged equipment

3. Replacement of lost or missing items

4. Defusing/debriefing of incident personnel, as needed

5. Resumption of normal activities

6. After-Action Review of the incident

Q. After Action Reports: As much as possible, reports are to be completed throughout the incident. As soon as practical after the emergency, the staff shall meet for a After-Action Review of the incident. Problems encountered during the incident will be discussed. A final report shall include the specific functions that were performed by the police department and an analysis of how efficient and effective the police response was.

IV. CIVIL DISTURBANCES

A. Officers may encounter various situations in which there is public disorder or acts of violence. Officers shall attempt to preserve order and protect persons and property by using what resources are available.

B. Officers will try to preserve the peace and decrease the likelihood of disorder when dealing with potentially disruptive situations. The protection of property and apprehension of persons violating laws will be attempted when it is reasonable to do so.

C. Upon arriving at the scene of a disorderly group, officers should immediately try to evaluate the situation and inform dispatch. When the group does not appear to be a serious threat to the officers, an attempt should be made to resolve the call in a peaceful manner without an escalation of the incident.

D. The on-scene supervisor must weigh the effects of taking enforcement action considering the following:

1. The potential of further disorder

2. The safety of personnel

3. The severity of the law violations

4. The resources available

E. The supervisor must then consider the following response:

1. Communicating with participants in an attempt to end the situation nonviolently. This may need to be done in a non-threatening manner.

2. Selectively arresting law violators

3. Withdrawal from the immediate scene when resources are not available to effectively handle the problem.

F. When the group is involved in violence or destructive behavior beyond the immediate capability of the responding officers, additional assistance should be requested. Behavior at this point then becomes a riot, which is characterized by:

1. Breakdown in normal social order.

2. Mass disorderly conduct.

3. A resistance to authority.

G. In the event of a large-scale riot, the procedures outlined in the Incident Response section of this Policy & Procedure should be followed.

H. After-Action Reports: Necessary reports are to be completed and reviewed once the crisis has ended. A report of the causes and results of the disturbance must be prepared for administrative review. As soon as possible after the crisis, the staff shall meet for a After-Action Review of the incident. A final report shall include the causes and results of the disturbance, and what corrective actions must be undertaken.

V. ACTS OF TERRORISM

A. The same procedures as outlines in Section III. INCIDENT RESPONSE will be followed.

VI. BOMB THREATS AND EMERGENCIES

A. Whether receiving a bomb threat directly, or through a third party, Department personnel must attempt to obtain the following information:

1. The address and specific location of the bomb,

2. The time of the threat,

3. The time of planned detonation,

4. The type of bomb,

5. The type of threat, or motive (ransom, forced building closure, revenge, etc.),

6. How the threat was received (phone, mail, note, computer, etc.)

7. Any caller description: voice characteristics, accent, sex, age, rage, excitement level, rate of speech, background noises, etc.).

B. Police Response

1. The officer's supervisor should be immediately notified of the incident. The property owner will be notified if the threat was not received by them directly.

2. Initially a supervisor will coordinate unit response.

3. The on-scene supervisor will determine the need for a fire department response.

4. The use of mobile and portable radios and cell phones should be avoided in the threat area.

5. Evacuation of privately-owned property will be the sole responsibility of the person in charge of the property. School building administrators will make evacuation decisions.

6. Other public buildings and any building where a bomb, or suspected bomb is found, will be evacuated.

7. When an evacuation occurs, all civilian personnel must remain behind an outer perimeter established a minimum of 1000 feet in radius from the suspected bomb. Officers should be aware of the possibility of a secondary device.

8. When a bomb threat specifies a detonation time and a building is evacuated, evacuees will remain behind the outer perimeter for a minimum of 30 minutes beyond the declared detonation time.

9. NOTE: Whenever a bomb emergency exists, or a threat evolves into an emergency, the on-scene supervisor will institute the procedures outlined in the Incident Response section of this Policy & Procedure.

10. If a search of the building is done, officers should have the aid of someone familiar with the building that can identify out of place items. Searches should be slow and methodical. Start at the building's perimeter, and work from the lower floors up. Avoid the use of radio transmitters or any device that could electronically trigger a bomb.

11. Whenever a suspected bomb is found, no one, including officers, should touch or in any way interact with the device. Personnel will retreat to safety.

C. The Sturgeon Bay Police Department has no bomb squad. Handling of suspect objects will only be done by qualified technicians of the Brown County Bomb Squad.

D. After any bomb emergency, members of the Department will work in concert with any other involved agencies in evidence collection and a thorough investigation of the incident.

VI. MASS ARRESTS

A. During the course of civil disturbances, it may be necessary to make arrests of numerous individuals over a relatively short period of time. In order for this process to be handled efficiently, safely and legally, the OIC should ensure that:

1. An arrest team is designated to process all prisoners for purposes of transportation.

2. An adequate number of vehicles are made available to remove the prisoners to the detention center.

3. An adequate secure area is designated in the field for holding prisoners after initial booking and while awaiting transportation.

4. All arrested individuals are searched, photographed and properly identified prior to transportation to the Door County Jail for formal booking.

5. All injured prisoners are provided medical attention prior to being booked.

6. All arrested juveniles are handled in accordance with this Department's procedures for the arrest, transportation and detention of juveniles.

7. All evidence and weapons taken from arrestees are processed in accordance with Department's policy on the preservation and custody of evidence.

VII. EQUIPMENT INSPECTION AND ANNUAL POLICY REVIEW

A. Any special Department equipment with the potential for use in unusual circumstances will be inspected, tested, and documented quarterly for operational readiness.

B. The Emergency Manager Director will conduct an annual review of the Department's Emergency Operations Plan and will share with the Chief of Police any updates as necessary to ensure all procedures are in accordance with the needs of the Department.

COMMENTS: Refer to Policy 13.02 Emergency Mobilization Plan and The City of Sturgeon Bay Emergency Operations Plan.

C. Documented annual training shall be conducted for all members of the Department that may be affected by any incident associated with the All-Hazard Plan.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/22/2020