

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 9.20.00
SUBJECT: MOBILIZATION AND RESPONSE TO MAJOR EMERGENCIES
EFFECTIVE: MAY 23, 2008
REVIEW: MAY 2011, 2014, 2017, 2020, 2023

1. **MOBILIZATION AND RESPONSE TO MAJOR EMERGENCIES.** The department must be prepared to respond to police events requiring major department resource allocations or to events that combine department resources with other city or regional resources. These events could include, but not be limited to natural and manmade disaster, civil disturbance, civic gatherings, parades, moving people and/or traffic, etc.

2. **POLICY.** This General Order adopts and supplements procedures in the City of Beaverton Emergency Response and Recovery Plan (ERRP). Copies of the ERRP are assigned to the Records Division, Accreditation Manager, and to the Chief of Police.

This Order is based on the NIMS- Incident Command System (ICS), and should be used when policy or procedure does not specifically address an area or issue.

3. **ALERT STAGES.** The purpose of the alert and warning function is to receive warnings of, and communicate to our employees and/or the general public, an impending dangerous situation.

A. Sources of warnings, warning points, warning guidelines, emergency broadcast systems, mobile public address systems, door-to-door alert, organizational responsibility, and task assignment on a City wide basis are located in the Functional Annex D – Warning and Notification of the ERRP. These guidelines can be adapted to department use for small events.

4. **KEY PERSONNEL DESIGNATIONS.** Identifying personnel for response will be determined on a case-by-case basis unless otherwise controlled by the event, department Policy or the ERRP. A roster of police and other city employees assigned to EOC Teams is located on the City's Intra web site under Emergency Management. People assigned to an EOC Team are also available for incident command operations at an Incident Command Post.

A. The City of Beaverton's Emergency Manager is an additional resource who should be considered when planning for or managing large scale events.

5. **COMMUNICATIONS.** The department has the availability of portable and mobile radios, 800MHz and low band frequencies, commercial broadcast radio, landline and cellular telephone, and paging systems. Our primary means of communications will be Channel 1 of our police radio system. The department will assign additional radio channels and other types of communication as the events dictate. Information addressing situations and assumptions, operational concepts, systems and equipment, alternative systems, communication points, and training is located in Functional Annex B – Communications section of the ERRP.

6. **MANAGEMENT CONTROL MEASURES.** The emergency management organization of the City has four (4) levels.

- A. Policy Level: City Council. Sets City Policy as it relates to City operation.
- B. Executive Level: Mayor. Makes decisions that guide the overall response.
- C. Management Level: Incident Commander and Staff. Provides management of the incident through command, operations, planning, logistics, and finance functions.
- D. Response Level: Field Responders (Police, Fire, Public Works). Performs tactical activities to implement the overall incident objectives.

The specific responsibilities and checklists are located in the ERRP and EOC Procedures Manual.

7. **PLANNING** – All pre-event and incident planning will be based on NIMS ICS and will include the development of an Incident Action Plan (IAP). For large and/or complex events the IAP should be written so that it can be easily communicated between the Sections and Units of the organization, and between shifts. For smaller events the IAP can be established and communicated verbally. The IAP should include, but is not limited to; an ICS based organizational structure and staffing assignments; measurable objectives, tasks, and assignments; communications plan including use of plain language when multiple agencies are involved; and resource management including equipment issue and return.

8. **AVAILABILITY OF COMMAND.** Levels of authority and accountability for command officers and supervisors are described in department general orders. If the department is in an ICS mode, rank shall not dictate, and authority and accountability will be consistent with the ICS structure.

9. **FIELD COMMAND POSTS.** A field command post should be established that will accommodate the command and support functions of the incident. Physical considerations for locating the post should include incident access, security, safety, and support facilities. The post should be designated by a green light (when appropriate), and the location announced to responders. The incident commander will be responsible for establishing and maintaining the post.

10. **COMMUNITY RELATIONS/PUBLIC INFORMATION.** The department Public Information Officer (PIO) shall be responsible for the control and flow of information to the media. The PIO will also serve as the "rumor control" officer of the agency. All inquiries from citizens or

media shall be referred to the PIO to ensure the release of accurate information to the public. The release of information shall be consistent with department orders.

11 EQUIPMENT. Resource management is the responsibility of the Logistics Officer. If the event is police only, an employee affiliated with purchasing in the Support Services Division, or their designee, should be designated to supply that equipment that is not readily available or brought by responders. If the event is city wide, a Logistics Section Chief designated by the plan will respond. General guidelines are located in Functional Annex H – Resource and Fiscal management section of the ERRP. Employees designated for the Logistic Section are listed in the EOC Staffing List on the City of Beaverton Intranet web site.

The department's EMERGENCY RESOURCES LIST is a directory for personnel, equipment and services. The directory should be consulted when resources are needed and readily available. Directories are assigned to records, patrol supervisors, and command staff.

12. TRANSPORTATION. The type and capacity of transportation will be determined on a case-by-case basis. Ownership of the vehicles selected should follow in order of department owned, city owned, publicly owned (government agencies), and public transportation (mass transit). Suitability, safety, security and liability should be factors in selecting the transportation.

The responsibility for providing transportation is that of the Logistics Section Chief.

13. PRIMARY AND ALTERNATE ASSEMBLY AREAS. The Logistics section shall be responsible for establishing a primary staging area for equipment and personnel assigned to the event. The staging area will be used to stage excess or in reserve personnel and equipment until needed for the event. The location must be secure and have reasonable access to the event. If ground support is not offered elsewhere, the staging area should have maintenance ability.

The staging manager should select alternate staging sites should moving the site become necessary for reasons of space, support, security, etc.

14. PUBLIC FACILITY SECURITY. During large-scale disobedience or disaster, law enforcement's ability to communicate and effectively control a crisis situation may rest heavily upon the maintenance of public utilities, transportation, and organized civil government. As such, contingencies should be developed early on to provide security for those facilities that may be immediately affected or compromised. This effort may necessarily include privatized security forces retained by these interests. The closest possible rapport shall be maintained with these forces and the employing entities.

15. MUTUAL AID. Mutual Aid provides supplemental resources in an event, and should be ordered as part of a plan rather than when our own resources are expended. Mutual aid shall include other law enforcement agencies, other government's agencies, special task forces and volunteers.

- A. Requesting mutual aid from other law enforcement agencies within this county shall be consistent with the existing Mutual Aid Agreements. The type, size and duration of the event should dictate mutual aid requests.

- B. Requesting mutual aid from non-law enforcement agencies within the county shall be consistent with the existing Mutual Aid Agreements.
- C. Requesting mutual aid from any military unit would require a separate agreement or State Declaration. Military units currently providing support to local programs (i.e. Interagency Gang Enforcement Team) could provide support only to a related event.
- D. Requesting mutual aid from special task forces will be consistent with existing Intergovernmental Agreements, Mutual Aid Agreements or Agreements prepared in response to the event.
- E. Requesting general assistance from the public shall be limited to volunteers currently approved by the department, or in the appropriate circumstances, volunteers trained as CERT (Community Emergency Response Team) team members may be used through the Emergency Management Office. Volunteers would be used in a support role only, and not exposed to danger or liability in any manner. Use of volunteers would be consistent with the guidelines of the Beaverton Police Volunteer Handbook.

Mutual Aid is discussed elsewhere in department general orders.

The Incident Commander shall appoint a Liaison Officer as a point of contact with other city departments, other agencies, and other providers. The Liaison Officer will be responsible for coordinating the activities of the service providers with the needs of the event.

16. **TRAFFIC CONTROL.** Traffic control and movement shall be evaluated at the earliest possible time. Ingress, detour, and egress of vehicles and pedestrians may be modified based on the needs of the event. Traffic Unit officers should be used for vehicle related problems. Public Works employees should be requested to assist with barricades and traffic control signs and devices. Police Cadets and Reserve Officers should be activated to supplement regular Officers with traffic control. The traffic direction and control must be consistent with department orders.

17. **LEGAL CONSIDERATIONS.** The department provides legal advice through the city attorney's office, and has legal advice available through the Washington County District Attorney's office. Advice is available for criminal, traffic and code issues. Legal assistance is also available and should be utilized during the planning and execution stages of events that could result in citations and/or arrest, or activities that involve liability or could result in a legal action against the department or the City.

18. **COURT AND PROSECUTORIAL LIAISON.** Department general orders states that:

- A. When a mass arrest situation is anticipated, prior to its actual inception, the City Attorney's Office shall be notified.
- B. When a mass arrest incident is spontaneous without opportunity for prior planning, the City Attorney shall be contacted for legal guidance as soon as practical.

19. ARREST/CONFINEMENT PROCEDURES. General and Mass arrests will be consistent with department orders on arrest and apprehension.

20. JUVENILE OFFENDERS. Juvenile offenders will be handled consistent with department general orders.

21. CASUALTY INFORMATION. Tualatin Valley Fire & Rescue will be utilized for fire, medical, and hazardous materials response. The Fire District should be consulted during event pre-planning, staged prior to response, and utilized during the event. The Fire District will collect casualty information. The Liaison Officer shall collect and relay casualty information to the police department event command.

22. DE-ESCALATION PROCEDURES. The primary concern during de-escalation is the orderly, safe, and cost effective movement of personnel and equipment to a deactivation status. The Officer assigned to the planning function should coordinate existing and future resource needs with command. Resources being released should be documented for archive purposes and possible financial reimbursement. Personnel being released may be debriefed.

23. AFTER ACTION REPORTS. After action reports must be completed by all personnel in positions of Incident Commander through Strike/Task Force Leaders. Reports should also be prepared by other personnel on issues of liability.

24. POST OCCURRENCE DUTIES. The following post occurrence duties, if applicable, shall apply:

- A. All equipment resources will be inspected for maintenance needs.
- B. All incident related documents shall be collected and bound for future reference.
- C. Personnel shall be debriefed, individually or in groups, which ever is applicable based on the event.
- D. An Executive Summary of the event will be prepared and presented to the appropriate City department Heads.
- E. Department command personnel will review department Policy and Contingency Plans for possible revision.

25. REHEARSALS. The department will update this manual consistent with department general orders and will participate in periodic and annual emergency management exercises as scheduled by the City's Emergency Manager.

Chief of Police