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Effective Date: July 1997	Revision Date: November 2011
Amends/Supercedes: 900.170/July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	19.1 – 19.7

Section 1000.130 Unusual Occurrences/Disaster Plan

Policy

It shall be the policy of the Shively Police Department to develop an Emergency Disaster Plan for unusual manmade and natural occurrences. The planning for this policy shall be the responsibility of the Chief of Police in coordination with the Chief of Fire. This plan must also be in coordination with other agencies that would be the likely responders to an unforeseen catastrophic emergency that would affect the safety citizens of Shively, KY.

Natural and Manmade Disasters

The Shively Police Department shall have certain planned responses to a variety of disasters that may occur. In that, the following may not be inclusive for all situations but are a foundation for guidance that can be used during a catastrophic event.

Command Post

- A command post should be established near the scene of a disaster or other emergency situation.
- The first officer on the scene should use his/her vehicle as a field command Post until commanding officers arrive and more practical arrangements can be made.
- An activity sheet should be maintained to record the chronological account of tile entire event.
- An ***Access Control Coordination Point*** to the accident/incident area should be established upon the authority of the on-scene commander for control of personnel entering the area. The point will be readily accessible to the scene.
 - The Shively Police Department will provide an officer to assist the on scene commander in the command post. This liaison officer will handle police communications from the access coordination point.
 - All police and other personnel called to the scene will report to the access control coordination point for check in, coordination, and deployment (**fire** apparatus excepted).
 - Shively Police Department personnel on the perimeter of the accident/incident will direct any personnel trying to enter the scene to the *Access Control Coordination Point* or the established *command post*.

Mobilization Plan (Emergency Call Out)

When an emergency exists, and additional personnel are needed, off-duty personnel will be contacted to report for duty. The call out procedure should be as follows:

- The dispatcher upon notification from the Chief of Police or other competent authority will notify the platoon commanders.
- The platoon commander will be responsible for contacting and calling out the individuals on his or her platoon.
- Once notified each individual should be told where to report and obtain from each individual an approximate time he or she will arrive at that location.
- This information will be relayed to the on duty Commanding Officer, who will then notify the Chief of Police.

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Assembly Area

The primary assembly area will be headquarters since this location is centrally located in the Shively area. If this is not feasible, then an alternate location will be designated by the Commanding Officer in charge of the operation.

- The Chief of Police will be the officer in charge of the overall operation.
- The Major will be second in command and will be responsible for personnel and property issues. This would be special equipment not carried by officers in their vehicles.
- The Major may also be responsible for payroll records and be available to take command in the event a commanding officer is injured and cannot remain on duty.
 - The Platoon Sergeant will report directly to the Major and will be designated as the staging officer and will see that vehicles remain in service and additional equipment is issued as needed.
 - The remaining Sergeants will take charge of a platoon and will report directly to the Chief of Police or whoever is in charge of street functions.

Communications

Communications during an emergency situation will be operated from the present Dispatch Center at the police headquarters. In the event this location is no longer operational, the Dispatch Center will be setup at an alternate site as soon as possible.

- The communications on the street will be operated from the command unit vehicle and on the channel selected by the commanding officer in charge of the overall operation.

Transportation

A Sergeant designated, as the staging officer will handle transportation situations of officers or supplies.

- The staging officer will be responsible for assuring transportation for all officers is available.
- If transportation resources are not available through the City of Shively, the ***Emergency Management Agency of Jefferson County/Louisville Metro*** should be contacted for assistance.
- When the need for emergency transportation of large numbers of people are required, the commanding officer will notify the dispatcher that the situation will require emergency transportation services.
 - The dispatcher will notify Emergency Management Agency to coordinate activities.

Causality Information

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The command post should be the first resource on the dissemination and use of causality information. This function will be coordinated through medical staging areas assigned by the:

- Shively Fire Department
- Emergency Medical Services
- Disaster and Emergency Services

Community Relations/public information

Officers in command of details assigned at the scene of a special event or emergency should make a reasonable effort to provide appropriate information to news media representatives on the scene. However, referral to the designated Public Information Officer should be made. This information is best obtained from the Command Center.

- Members of the news media should be furnished access to information and to locations from which they may take photographs or recordings to the extent that it does not hamper police operations or investigations.

Other law enforcement agency support

The Shively Police Department will provide cooperative support services to any local agency when requested. The Shively Police Department will continue to request services from outside agencies when necessary. This service should be requested through the Chief's office and can be prearranged through inter local agreements.

Military Support

Based on the scope and complexity of a disaster it may be necessary to request the use of military resources. This decision will be the responsibility of the Chief of Police through cooperation with other involved agencies.

Public Facility Security

It shall be the duty of the Shively Police Department to protect public facilities. In the event of a disaster the goal is to identify those facilities that are of public interest. Plans for the management of security concerns of these facilities shall be the responsibility of the Chief of Police and cooperative agencies. The following are some but not all, of the facilities that may be of importance:

- Louisville Gas & Electric Assets
- Telephone Utilities
- Metropolitan Sewer District
- City Hall
- Fire & Police Headquarters
- Works Department

Evacuation

If the situation dictates evacuation of the area, each residence must be personally notified.

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- Assistance must be given where necessary.
- The Red Cross, Salvation Army, and other civic groups will establish, in many cases, temporary shelter for the evacuees.

Traffic Control

During times of emergencies and widespread power outage traffic control devices may be knocked out for extended periods of time. It may be necessary to use manual traffic control, barricades or some form of warning to motorist and pedestrians. Shively Police will be responsible to provide this service and shall maintain control until normal power is restored.

Traffic Control may include use of:

- Manual Direction
- Roadblocks
- Traffic Cones
- Portable Stop Signs

Police officers may be assigned to protect fire apparatus and equipment such as:

- Hoses
- Personnel
- Trucks
- Hazards

De-escalation Procedures

When it becomes apparent that the incident is coming to a close, the Major will try to relieve personnel in the order of time on the scene, i.e. those who have been on the scene the longest should be the first relieved. Those who are scheduled to report for the next regular shift should be next in line for relief and so on until the incident has completely ended.

Rumor Control

In times of catastrophic disasters and events it is not productive to spread information that has not been confirmed or validated by reliable authority. All personnel are directed to not participate in the spread of rumors. Instead, personnel are instructed to seek information that is released officially by the command post or from ranking personnel.

Post Occurrence Duties

The Major will be responsible for the accountability of issued equipment. The Major shall cause the retrieval of any equipment issued during the incident from those to whom it was issued and report any missing or damaged equipment.

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The Major will see that all incident reports are completed and any injuries, damaged vehicles, special circumstances, etc. are brought to the attention of the Chief of Police.

All necessary steps and will be taken to restore normal conditions of operation to the City of Shively, KY.

After Post Action Reports

At the termination of the incident, commanding officers will be responsible for completing a written report, evaluating all of the policies, procedures, personnel, and specialized units involved in the incident. The evaluation will comment in the efficiency, effectiveness and problems encountered during the incident and make recommendations for future incidents.

- A staff meeting will be scheduled to review all reports and unusual occurrences.
- A debriefing will be conducted to discuss recommendations to improve the effectiveness and efficiency of the actions of personnel.
- This debriefing will be beneficial to improve on policies, procedures and preparedness in the event of future events.

Civil Disturbances

Many civil disturbances are handled in manner consistent with Disasters. Refer to previous sections of this policy for conducting Civil Disturbance operations. Below is a list of civil disturbances that may be encountered.

- Riots
- Labor Disputes
- Student Protests
- Looting
- Crowd Control at Sporting Events/Concerts
- Etc.

Below are procedures not covered under Manmade and Natural Disasters.

Arrests and custody situations

When arrests and custody situations develop during mass civil disobedience, it may become necessary to deal with large groups of persons under arrest or in protective custody. When these situations develop or are in high probability to exist, officers may alter the course of their discretionary enforcement decisions in order to more effectively and efficiently control civil disturbances.

- Juvenile Offenders – Juveniles shall be kept separate from adult offenders and shall be handled according to existing policies and statutes.
- Equipment – Officers should be issued extra ammunition, pepper spray and any other useful tool to manage mass civil disturbances.

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- Arrest/Confinement – Commanders are responsible to establish facilities to process multiple persons taken into custody. Facilities that can be used are:
 - Schools
 - Public buildings
 - Police department
 - Warehouses

Court and Prosecution liaison

When mass arrests occur it may be necessary to coordinate with district court to process booking and arraignment procedures in an efficient manner.

Coordination of Efforts

The Chief of Police has the ultimate responsibility for planning and coordinating response procedures to disasters and/or any other emergency situations. Police should be the coordinators between fire fighters, rescue personnel, and public utilities to assure that these groups do not work against each other in their efforts.

In the event it becomes evident that the Shively Police Department cannot handle the situation without assistance, several agencies are available and should be contacted in accordance with Mutual Aid Agreements.

- Louisville Metro Government
- Kentucky State Police
- American Red Cross
- Emergency Management
- Etc.

Annual Review

The review of existing procedures associated with this policy should be conducted at least annually and updated as needed.

Emergency Action and Priority Outline

The Chief of Police will be responsible for the maintenance and upkeep of a detailed Emergency Action Plan. The plan is a guideline or checklist to follow to record Sections taken during an emergency.

- A Priority Outline will be made to establish a Contact List of persons, organizations and resources that can be used to assist in the handling of an Emergency.
- The Chief may activate this list to be used by communications personnel or other authorized personnel.
- Examples of contacts are:

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- Gas stations to secure fuel for vehicles.
- Schools to provide shelter.
- Red Cross to provide assistance and support.
- Dismas Charities

Correctional Facilities

In the event that an emergency situation is declared at any correctional facility within Jefferson County, the Shively Police Department shall assist when officially requested by the Metro Chief of police. The assistance will be in a support capacity.

The Shively Police will abide by the inter local agreement that is currently signed by involved parties.

The Shively Police Department will provide basic police services to the Metro government to supplement the police officers that may be called to respond to a major emergency situation at the Louisville Metro Department of Corrections Jail, Community Corrections or any governmental Detention facility in the county.

The Shively Chief of Police will approve the geographical region to provide police services in the event of a jail emergency.

An emergency situation may be:

- An escape
- A riot
- A jail takeover by inmates.
- A hostage standoff.
- Any life threatening situation.