

RICHMOND POLICE DEPARTMENT



EMERGENCY OPERATIONS PLAN

A Guide for Department Personnel
Guidelines for Handling Critical Incidents and Unusual Occurrences
General Order 10-1

Chief of Police or Designee

4/20/2010

*This Plan is Prepared and Updated by the Richmond Police Department Special Events Division
Under the Approval of the Chief of Police
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Statement of Purpose

This manual will establish operational and administrative measures required for emergency operation. It will outline measures the department will take to respond effectively in the event it becomes necessary to mobilize additional personnel and resources to resolve an emergency, unusual occurrence and/or critical incident.

Mobilization and Restructuring will be in accordance with the Incident Command System (ICS/NIMS) as set forth and defined by the guidelines outlined in this Statement of Purpose.

1. Unusual occurrences/critical incidents connote situations, generally of an emergency nature, that result from disasters - both natural and man made - and civil disturbances.

a. Disasters include floods, hurricanes, earthquakes, tornadoes, explosions, and terrorist events.

b. Civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions, and labor disputes.

2. The Chief of Police will exercise command and control over all civil law enforcement resources committed to unusual occurrence operations within the jurisdiction of the Richmond Police Department.

3. The OIC of Support Services or his/her designee shall serve as the Operations Chief. The Operations Chief will be responsible for:

a. Planning for response to unusual occurrences/critical incidents

b. Maintaining a liaison with civil defense authorities and coordinating the plan's contents with all affected agencies

c. Maintain and develop situation maps available for use in plotting operational commitments during unusual occurrences/critical incidents

d. Maintaining contact with the officer in charge of the scene of the unusual occurrence for purposes of ensuring proper response procedures are being followed.

e. Maintaining Unusual Occurrence/Critical Incident response plans.

4. Each Commanding Officer will be responsible for ensuring that all equipment under their control and designated for use in emergency/unusual occurrence/critical incident situations is inspected for operational readiness on a quarterly basis.

5. Enabling legislation exists that permits responsible and preventive action by law enforcement authorities during emergency situations, as follows:

a. Title 44, Military and Emergency Laws, Chapter 3.2 - Emergency Services and Disaster Law, Code of Virginia, provides general guidance for response by controlling agencies.

b. Sections 15.2-1724 through 15.2-1730, Code of Virginia, deals with mutual aid agreements.

c. Section 15.2-925, Code of Virginia, deals with regulation, etc., of assemblies or movement of persons or vehicles under certain circumstances.

- d. Section 18.2-404 through 18.2-414.2, Code of Virginia, deals with riot and unlawful assembly.
- e. Section 15.2-1725, Code of Virginia, deals with the power of police regarding property owned by the city beyond its territorial limits.
- f. Title 32.1, Health, Chapter 2 Disease Prevention and Control, Code of Virginia, Section 32.1-42 through 32.1-49.
6. If requested, the Richmond Police Department will provide aid to another jurisdiction pursuant to the Code of Virginia and/or existing agreed mutual aid agreements. (Refer to Appendix D)
7. The Commanding Officer of the Special Events Division, or designee, is responsible for writing and the annual review of the Emergency Operations Manual.
8. This manual and all Richmond Police Department written directives shall be distributed to all members of the Richmond Police Department and all affected personnel shall receive documented annual training on the plan. Commanding Officers of each organizational component shall be responsible for maintaining copies for reference within their commands.

Richmond Police Department: Emergency Operations Plan

Introduction

The Richmond Police Department provides for the safety of citizens and security of property during public emergencies. This plan prescribes the procedures for the command, control, and coordination of City law enforcement personnel to support emergency operations within the City. It also establishes interagency relationships between the Richmond Police Department (RPD), other City departments and supporting agencies.

Scope

This plan guide provides management and coordination details for municipal law enforcement activities within the City. It outlines personnel, equipment, and security support for City agencies during public emergencies. The plan operationalizes the integration of RPD with the City's Emergency Operations Plan (EOP). The plan provides direction for the execution of crisis management activities for the department.

Department members shall be responsible for the following:

- Coordinating law enforcement services
- Providing security for shelters with the assistance of the Sheriff's Office
- Assisting with evacuation and traffic control issues
- Controlling access to affected areas
- Providing aviation support for damage assessment
- Coordinating with federal, state, local, and military agencies
- Establishing and implementing re-entry policy
- Managing evacuation and sheltering traffic movement
- Coordinating animal control issues

Implementation

The Richmond Police Department will implement emergency operations in accordance with the Incident Command System (ICS) structure as outlined this plan.

Situation

Condition

RPD and other City support agencies must be prepared and ready to respond to emergency situations at all times. Some emergencies can be anticipated, planned for, and managed, while others can arise without warning. A well-coordinated and executed plan will help ensure that any emergency situation is managed effectively to reduce the effects of the emergency.

Planning Assumptions

- There may be little or no warning before the onset of an event or emergency.
- The Mayor of the City of Richmond has sufficient legislative authority to act during public emergencies to preserve the public peace, health, and safety of the citizens of the City.
- In a public emergency, law enforcement resources may be directly impacted and potentially degraded. In the event that the City cannot effectively control the situation, the Mayor can request federal or state assistance through proper channels and statutory guidelines.

Concept of Operations

General

When an emergency situation is anticipated or erupts, The Richmond Police Department will employ the Emergency Response Plan Matrix. The Emergency Response Plan Matrix is a means of alerting all personnel that an unusual occurrence is either anticipated or already on going. The Matrix serves as a guideline for expected action, but does not limit additional actions deemed necessary by the Richmond Police Department. Conversely, not every action listed within a Response Level may necessarily be utilized. The Chief of Police or designee may choose the action(s) to be implemented based on the totality of the circumstances, current intelligence, and the real or perceived threat to public safety.

When an emergency situation is anticipated or erupts, RPD will dispatch personnel to the affected area. As appropriate, RPD will establish mutual aid liaisons and assess the situation. Responding personnel will coordinate any requests for additional law enforcement resources and make requested resources immediately available.

Coordination of the use of other city, state, and federal law enforcement agencies will be managed by RPD. Should the situation escalate or require additional law enforcement resources from outside the affected area, such resources will be dispatched in conjunction with the support agencies. The RPD will provide all necessary security to the Richmond Fire and Emergency Medical Services, medical personnel, and public utility personnel while performing emergency tasks.

When a public emergency is caused by a terrorist act, RPD leads crisis management coordination for the City, including close coordination with the Joint Terrorism Task Force (JTTF) which includes the Federal Bureau of Investigation (FBI), U.S. Secret Service (USSS), Henrico Police Department (HPD), Chesterfield Police Department (CPD), Alcohol Tobacco and Firearms (ATF), Virginia State Police (VSP), the National Guard, U.S. Air Marshall Service, the Department of Defense (DOD), the Virginia State Department and all other federal agencies and organizations as necessary. The FBI will be the lead federal agency for crisis management, and the Federal Emergency Management Agency (FEMA) will be the lead federal agency for consequence management.

Department members shall adhere to the command and control guidelines as described in this plan. Personnel shall receive operational guidance in accordance with the department's Incident Command System (ICS).

Organization

The Richmond Chief of Police or designee shall direct and control all police operations and activities relating to the management of the public emergency. An Emergency Operations Center (EOC) will be established enabling the Chief to:

- Monitor, assess and coordinate police field operations
- Receive reports from police commanders
- Maintain logs on essential elements of information relating to arrests, injuries, deaths, personnel distribution, traffic control, and property damage
- Initiate requests for law enforcement assistance under existing required mutual aid agreements
- Coordinate through the Emergency Operations Center (EOC) all requests from non-law enforcement for resources and/or equipment required for other City government agencies, the federal government, or the private sector
- Brief the Mayor and other government officials on the status of events and the measures being taken to bring the emergency under control
- Ensure adequate police coverage is provided to all neighborhoods.

Notification

Upon notification of a public emergency, RPD will alert appropriate personnel and provide staff for Emergency Operation Center (EOC) to facilitate communication and assist the Virginia Department of Emergency Management (VDEM) in the coordination of RPD activities with the overall City response. RPD liaisons will be posted at the EOC and at other command and control sites, as directed.

In conjunction with VDEM and with appropriate other primary agencies and support agencies, RPD will make a rapid initial assessment of the situation and, as appropriate, notify and activate one or more additional support agencies. Department resources will be deployed as necessary in accordance with this plan.

Communications

During unusual occurrences and civil disturbances, the City of Richmond Division of Emergency Communications (DEC) will serve as the hub for the communications needs of all government agencies involved. These needs may include:

- a. Notification of appropriate key officials in the police department and other agencies.
- b. Dispatch of emergency personnel and equipment as requested by on-scene personnel.

- c. Dedication of adequate radio frequencies for the exclusive use of those involved in the occurrence.
- d. Dissemination of additional, pertinent information as it is received.
- e. Serve as the contact point for other agencies (e.g. military, medical facilities, mutual aid pact implementation, etc.).

Communications will take place on a channel declared by the Incident Commander and cleared for such use by the Division of Emergency Communications. In the event of a department mobilization and the declaration of separate field commands to support the resolution of the incident, separate channels will be utilized for the various commands to promote communication among officers and supervisors with similar missions (i.e. Traffic, Intelligence, Logistics, etc.)

Incidents that require responses by several different agencies present special problems regarding communications. As provided in the Richmond Police Department Mobilization Plan, the Logistic Field Commander will be responsible for issuing radios to officers from agencies that utilize radio systems that are not compatible with those utilized by the Richmond Police Department.

In the event of a partial or total loss of communications, the procedures outlined in the City of Richmond Emergency Management Plan, specifically Appendix VII and IX, located in Support Annex 11, shall be followed.

Public Facility Security

Sworn personnel not assigned to the occurrence may be assigned from the Logistics Command to secure public facilities adjacent to the area of the incident to ensure the maintenance and continuation of essential public services. Assisting agencies may be assigned to the task, which includes the security of all involved vehicles and equipment.

Traffic Control

The Incident Commander or the designated Operations Section Chief shall be responsible for assigning an adequate number of personnel and resources to either promote the flow of traffic prior to an Unusual Occurrence, or to control traffic during the response to an Unusual Occurrence.

Equipment Availability

The Richmond Police Department has a variety of standard and specialized law enforcement equipment available, which may be utilized in an unusual occurrence, including equipment located at each of the precincts and Special Operations. All such equipment shall be maintained and inspected for operational readiness in accordance with General Order 7-22 (Inspections.)

De-Mobilization Procedures

As the unusual occurrence or civil disturbance is resolved and circumstances warrant, the Incident Commander or Department Commander shall make determinations as to relief of department personnel and resources. During mobilizations for major incidents, demobilization plans will be the responsibility of the Planning Section Chief. Whenever possible, law enforcement assisting from other jurisdictions and military personnel will be relieved first.

Responsible Agencies

Primary City Agency

Richmond Police Department (RPD)—RPD will be in direct liaison with the VDEM and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. RPD will keep the VDEM apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the RPD EOC.

RPD will be responsible for the delivery of both emergency and non-emergency police service to the public. If necessary, the entire department will be fully mobilized to ensure a continuity of service and effective police response in the event of an emergency or other critical situation.

Support Agencies

Richmond Fire and Emergency Medial Services Departments (RFEMS) —RFEMS is the primary agency for the suppression of fires, hazardous materials and arson investigation. RFEMS will perform search and rescue operations and coordinate that activity with the RPD and other appropriate agencies.

Virginia Department of Emergency Management (VDEM) —The operational command and control for consequence management in any public emergency is the EOC operated by VDEM. A liaison from VDEM will be provided to the EOC. A liaison from RPD will be assigned to the EOC as a representative of RESF:LE to ensure effective and seamless communication between the two command and control centers.

The Richmond Sheriff's Office (RSO) —The Sheriff's Office will direct operations inside the correctional center affected by any public emergency. The Sheriff's Department will coordinate all actions necessary to restore the institution to normal operations. RPD will coordinate operations outside of the facility.

City of Richmond Public School System (RPS) —RPS will coordinate with RPD to ensure the safety of the system's students, faculty, and staff as well as to protect the school facilities and other RPS properties.

Department of Public Works (DPW)—DPW will assist RPD and VDEM via communication and contact with the Emergency Coordinator in the DPW.

Richmond Redevelopment and Housing Authorities (RRHA)—RRHA will coordinate with RPD to ensure public safety at housing sites is addressed.

Traffic Engineering/Operations (TEO)-TEO will respond to the affected areas and provide coordinated assets to help manage or mitigate traffic congestion issues. TEO shall provide variable messages signs, barricades and other traffic control devices to ease traffic control management.

Virginia Department of Transportation (VDOT)—VDOT will help identify traffic posts, develop evacuation routes, identify staging areas, and establish access routes for emergency vehicles on the states roadways.

Office of the Chief Medical Examiner (OCME)—OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of

remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.

Office of the City Attorney— Office of the City Attorney will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. Office of the City Attorney will provide legal advice and take legal action for the City government.

Office of the Commonwealth Attorney— Office of the Commonwealth Attorney will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. Office of the Commonwealth Attorney will provide legal advice and take legal action to prosecute criminal violations.

Lead Federal Agency

U.S. Department of Justice (DOJ)—The Department of Justice will be the lead federal agency for the City and will provide direct, technical, and other support to the City through the counterpart primary city agency—in this case, RPD. Upon the declaration of an emergency or major disaster by the President, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the Federal Response Plan (FRP) will be implemented by the Federal Emergency Management Agency (FEMA) and other federal departments and agencies. Initially, these agencies will operate out of the FEMA Regional Operations Center (ROC). Later, when the Disaster Field Office (DFO) is established near the disaster area, the agency RESF representatives that comprise the Emergency Response Team (ERT) will be in the EOC.

Support Annex - 1: Definitions & Acronyms

DEFINITIONS

Active Shooter -- An armed person who has used deadly force on other persons and aggressively continues to do so while he/she has unrestricted access to additional victims. An incident in which the subject has shot victims but is no longer shooting when police arrive is still considered an active shooter situation. An active shooter requires immediate action and rapid deployment and therefore, does not incorporate Hostage/Barricaded Suspect tactics.

Amateur Radio Emergency Services (ARES) – A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

Barricaded Subject – An (often armed) individual believed to have been involved in a criminal act or is a significant threat to the safety of citizens and police; in a position of concealment; or is contained in an open area and the presence or approach of police officers could precipitate an adverse reaction by the suspect; and the suspect refuses to submit to arrest. These situation have a high potential for serious injury or death , and result in unsafe conditions for the officers on the scene.

Bomb Squad -- A team composed of police personnel that are specially trained and equipped to handle explosive incidents

Civil Disturbance - An unlawful assembly that constitutes a breach of the peace or any assembly of three or more persons where there is imminent danger of collective violence, destruction of property or other unlawful acts. Civil Disturbances include riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions and labor disputes. Primary importance in any civil disturbance is defusing the situation and restoring order.

Officers must be able to respond to any civil disturbance, isolate it from the remainder of the community, protect life and property and maintain control.

Command Post – A centralized staging area used to coordinate an emergency situation

Consequence Management – Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. (Source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead federal agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Crisis Management – This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other federal authorities, including FEMA. (Source: FRP Terrorism Incident Annex, April 1999)

Critical Incident – An occurrence or event, natural or human –caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land 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, such as major planned events and law enforcement incidents

Crowd Management Commander: The Commanding Officer of Special Operations or, in his absence, the Command Duty Officer, or in his absence the appropriate Precinct Commander, exercising line command over a given geographic area of responsibility.

Crowd Management Team Platoon: A Crowd Management Team Platoon is comprised of four crowd management squads and commanded by a Lieutenant. All teams will be composed of officers from various divisions within the police department. The Richmond Special Events Division is also a part of the Crowd Management Team and will support the Crowd Management Team with Mounted, Motor, Aviation, and Traffic Officers as needed. It will be up to the discretion of the Incident Commander to activate teams as needed. The concept of the Crowd Management Team Platoon has, as its focus, the ability to provide a high-profile response to significant disturbances/isolated problems and then return to a standby mode. The staffing, command and control, training and equipment of the Crowd Management Team is designed to provide an effective response to looting, rescue of trapped or downed officers/citizens, terrorist activities or disturbances caused by large groups of disorderly persons, when these incidents cannot be remedied by conventional police methods.

Crowd Management Squad: An interrelated group of officers who are specifically trained in crowd management tactics, shield tactics and chemical agents. A squad consists of twelve (12) officers and one (1) sergeant. Each squad is designed to be self-sufficient and may operate independently or as part of a platoon.

Department Commander: The Chief of Police or senior command officer acting in his place.

Designated Investigative Liaison – The police officer designated to coordinate the investigation between the Department of Fire and Emergency Services, Division of Emergency Communications (DEC) and the RPD. The Officer in Charge of the Special Investigations Division or designee shall designate the Investigative Liaison

Disaster Field Office – The primary field location for the coordination of federal response and recovery operations.

Disaster Medical Assistance Team – A group that stabilizes and transports victims of disasters.

Disaster Mortuary Response Team – A group that provides victim identification and mortuary services.

Emergency Alert System (EAS) – A system established by the FCC in November of 1994 to replace the Emergency Broadcast System (EBS) as a tool the President and others might use to warn the public about emergency situations.

Emergency Broadcast System (EBS) – A system replaced by the EAS that was composed of AM, FM, and TV broadcast stations; low-power TV stations; and non-Government industry entities operating on a voluntary, organized basis during emergencies at national, state, or operational (local) area levels.

Emergency Coordinating Officer (ECO) – A person who manages the functions of the Emergency Operations Center.

Emergency Operations Center (EOC) – A secure location to determine situational status, coordinate actions and make critical decisions during emergency and disaster situations

Federal Radiological Emergency Response Plan (FRERP) – Provides an organized and integrated capability for timely, coordinated response by federal agencies to peacetime radiological emergencies.

Federal Radiological Monitoring and Assessment Center (FRMAC) – An operations center usually established near the scene of a radiological emergency from which the federal field monitoring and assessment assistance is directed and coordinated.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC], et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management. (Source: FRP Terrorism Incident Annex, April 1999)

Geographic Information System (GIS) – A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. data identified according to their locations.

Hazard Mitigation Grants Program (HMGP) – A program administered by the FEMA to provide grants to States and local governments for implementing long-term hazard mitigation measures after a major disaster declaration.

Hazardous Materials – Materials designated to be hazardous in accordance with the federal Hazardous Materials Transportation Act, as amended, (49 U.S. Code 5101 et seq.) and which require placarding when transported by motor vehicle as provided in the federal Hazardous Materials Regulations (49 C.F.R. Part 172, Subpart F); also including any quantity of any material listed as a select agent or toxin in federal Public Health Service Regulations at 42 C.F.R. Part 73

Hazardous Substances – All material or substances which now or hereafter are designated, defined or characterized by law or regulation of the Commonwealth or regulation of the United States government

Hostage – A person held against their will by a perpetrator that intends to use the safety of the subject to their advantage

Hostage Negotiations Team – A team composed of police personnel that are specially trained and equipped to intervene in high-risk situations

Incident Command System (ICS) – A model for disaster response that calls for the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designated facilities, and comprehensive resource management.

Incident Commander: In the event of a total departmental mobilization under the Priority One Alert, the Department Commander (Chief) will designate two Incident Commanders to share twenty-four hour overall responsibility as Incident Commander. All assigned Section Chiefs (Operations, Planning, Logistics and Finance) will report directly to the Incident Commander. For events requiring less than full mobilization, the senior officer present will assume the duties of Incident Commander until relieved by appropriate personnel.

Investigative Commander -- The individual responsible for developing information on the principals involved in the incident, securing evidence for prosecution of suspect(s), oversee search warrants if applicable, and for liaison with other law enforcement agencies as directed by the Chief of Police or Incident Commander. The Investigative Commander is the ranking Detective Supervisor on the scene.

Lead Agency – The federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the federal response in a specific functional area. Lead agencies support the overall lead federal agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Mass Arrests -- When the number of persons to be arrested in a single incident exceeds the Department's ability to perform normal arrest, booking, and reporting procedures

Mitigation – Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a weapons of mass destruction (WMD) incident.

Mobile Command Center – A specialized 40 foot long vehicle used for both emergency and non-emergency purposes

Preparedness – Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards including WMD incidents.

Recovery – Recovery, in this document, includes all types of emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

Render Safe Procedure (RSP) – The safe procedure that is taken to make safe a possible explosive incident.

Response – Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population.

Section Chiefs: The appropriate personnel exercising line command over a given area of responsibility or in charge of one of the major components of the Incident Command System.

Special Operations – Encompasses the use of a tactical team, negotiation with hostage takers or barricaded persons, coverage of special events, protection of VIPs, and conducting search-and-rescue missions

Special Weapons and Tactics (SWAT) Team – A team composed of police personnel that are specially trained and equipped to intervene in high-risk situations

Support Commander – The individual responsible for coordinating traffic and crowd control as well as overall support for the operation. The Support Commander is the Captain of SED or his/her designee.

Tactical Commander – The individual responsible for control of the tactical Command Post and SWAT actions in conjunction with the Hostage Negotiators. The Tactical Commander is the OIC of the SWAT Team.

Terrorism – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Weapons of Mass Destruction (WMD) – Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

ACRONYMS

EOP – Emergency Operations Plan

DEC – Division of Emergency Communications

DEM – Department of Emergency Management

EOC – Emergency Operations Center

FBI – Federal Bureau of Investigations

FEMA – Federal Emergency Management Agency

ICS – Incident Command System

EOC – Emergency Operation Center

UO – Unusual Occurrences

RFEMS – Richmond Fire and Emergency Medical Services
Support Annex - 2: Mobilization Plan

Purpose

To establish a plan for mobilization of police response to major incidents as defined by the Richmond Police Department Emergency Operations Plan.

Preparation

Each command will establish a 12 hour emergency contingency schedule for all the essential personnel (TO INCLUDE CIVILIAN PERSONNEL AS APPROPRIATE) in their command. The 12 hour emergency contingency schedule shall be updated twice a year (April and September) or as needed. The schedule should be posted or provided to the all effected personnel.

Variables to be taken into consideration but are not limited to the following:

- a) Special duties, such as Mobile Tactical assignments
- b) If possible, attempt to keep all officers close to their original assignment/schedule
- c) If possible, attempt to assign officers with their administrative supervisor
- d) Determine those officers who have spouses in the Department and ascertain their need to work opposing shifts

As police personnel, SWORN AND CIVILIAN members are subject to duty during a large-scale incident or a natural or man-made disaster, it is suggested that they make advance plans for being absent from home. In the event of a predicted hurricane, it is the employee's responsibility to monitor the hurricane's approach and make any necessary adjustments. Each employee must recognize the potential for working extended periods beyond normal shifts and should consider the following:

- A. Sheltering of immediate family members with other family members, friends or in the City of Richmond Public Safety Respite Centers Annex, (Tab H).
- B. Maintaining A MINIMUM OF FIVE (5) DAYS OF supplies in the home (food, cooking equipment, flashlights, batteries, drinking water, etc.)
- C. Securing personal property.

Alert Levels

Emergency Response Plan Matrix: When an emergency situation is anticipated or erupts, The Richmond Police Department will employ the Emergency Response Plan Matrix. The Matrix contains general actions that may be taken when each Response Level is implemented. It is modeled after the U.S. Department of Homeland Security threat matrix. The Matrix serves as a guideline for expected action, but does not limit additional actions deemed necessary by the Richmond Police Department. Conversely, not every action listed within a Response Level may necessarily be utilized. The Chief of Police or his designee may choose the action(s) to be implemented based on the totality of the circumstances, current intelligence, and the real or perceived threat to public safety.

These response levels, adapted from the U.S. Department of Homeland Security, are divided into five phases as follows:

RICHMOND THREAT DESIGNATION RESPONSE LEVELS

SEVERE

A MAJOR THREAT TO PUBLIC SAFETY IS IN PROGRESS OR HAS OCCURRED

HIGH

INFORMATION / INTELLEGEENCE INDICATING A MAJOR THREAT TO PUBLIC SAFETY IS IMMINENT

ELEVATED

A SIGNIFICANT POSSIBILITY OF A MAJOR THREAT TO PUBLIC SAFETY

GUARDED

A GENERAL RISK TO PUBLIC SAFETY WITH NO CREDIBLE THREATS TO SPECIFIC TARGETS

LOW

NO CREDIBLE RISK OF A THREAT TO PUBLIC SAFETY, ROUTINE SECURITY IS IMPLEMENTED, NORMAL DEPARTMENTAL ACTIVITIES

1. **Response Level (Green):** No credible risk of a threat to public safety. Routine security is implemented, normal departmental activities.

2. **Response Level (Blue):** A general risk to public safety with no credible threats to specific targets. Routine security, normal departmental activities. Review and update the recall list for all members of the department.

3. **Response Level (Yellow):** A predictable or significant possibility of a minor threat to public safety.

a. Personnel

- (1) All facilities will be open with manned checkpoints.
- (2) There will be 100 percent ID check.
- (3) There will be 100 percent verification of all deliveries, including plain-view search.
- (4) All members will be alert for suspicious packages or persons.

b. Facilities

- (1) All facilities will open with manned checkpoints.
- (2) There will be 100 percent ID check.
- (3) There will be 100 percent verification of all deliveries, including plain-view search.
- (4) All members will be alert for suspicious packages or persons.

c. Operations

- (1) On-duty personnel are primarily used.
- (2) Limited recall may be required.
- (3) Members may be held over.
- (4) There may be limited early dismissal of non-essential personnel.
- (5) Personnel leave may be authorized.

4. **Response Level (Orange):** Information/intelligence indicating that a serious threat to public safety is imminent

a. Personnel

- (1) Department personnel will be partially or fully mobilized through recall of selected sworn and essential civilian members by phone and media.
- (2) Members on leave or day off shall contact their command.
- (3) Selected sworn civilians may be placed on 12-hour shifts.
- (4) Sworn members will be in uniform (except undercover and other selected members).
- (5) Days off will be cancelled.
- (6) Optional leave will be suspended.

b. Facilities

- (1) All facilities will be open with established controlled access for both members and public.
- (2) There will be 100 percent ID check.
- (3) Visitors are escorted within police facilities.
- (4) Parking and traffic restrictions will be in place around facilities and selected locations.
- (5) There will be 100 percent verification of all deliveries, including full content search and escort of vehicles such as trash pick-up.
- (6) All packages will be screened.
- (7) Mail may be diverted.

c. Operations

- (1) Emergency Operations Center (EOC) will be in full operation commanded by a Deputy Chief or designee (assigned Captain).
- (2) Sworn Command members will make hourly contact with the EOC.
- (3) All radio frequencies will be staffed and operational 24 hours.
- (4) There may be possible activation of prisoner control.
- (5) Traffic plan will be adjusted accordingly.
- (6) Selected Crowd Management Teams will be activated and deployed accordingly.
- (7) Sworn members will have emergency equipment readily available.
- (8) There will be supplemental security at selected government buildings and other locations as appropriate, as determined in conjunction with VDEM.
- (9) Emergency investigative and forensic plan may be activated.
- (10) Emergency dispatching plan activated, if needed.
- (11) There may be activation of mutual aid agreement.
- (12) Coordination with media will be established.
- (13) Contact with VDEM and city officials will be established.

5. Response Level (**Red**): A major threat to public safety is in progress or has occurred.

a. Personnel

- (1) Department will be fully mobilized through recall of selected sworn and essential civilian members by phone and media sources.
- (2) Members on leave or day off shall contact their parent command.
- (3) All members will be on 12-hour shifts.
- (4) Sworn members will be in Class B uniform (except undercover and other selected members).
- (5) Annual leave and days off will be cancelled.
- (6) Optional leave will be suspended.
- (7) Approved leave to be reviewed on a case-by-case basis.

b. Facilities

- (1) All facilities will open with established checkpoints.
- (2) Access will be restricted to authorized personnel and public needing essential police services.
- (3) There will be 100 percent ID check and the public will be escorted within police facilities.
- (4) There will be parking restrictions around facilities and specific locations, with vehicle traffic passing through controlled access.
- (5) Full content search of all vehicles will take place before vehicles enter parking facilities.
- (6) There will be 100 percent verification of all deliveries, including full content search escort of vehicles such as trash pick-up.
- (7) All packages will be screened.
- (8) Mail will be diverted.

c. Operations

- (1) The Emergency Operations Center EOC will be in full operation and commanded by a Deputy Chief or the designated Captain.
- (2) Sworn Command members will make hourly contact with EOC.
- (3) All radio frequencies will be staffed and operational 24 hours.
- (4) There may be activation of prisoner control.
- (5) Traffic plan will be adjusted accordingly.
- (6) All Crowd Management Teams will be fully activated and deployed accordingly.

- (7) Sworn members will have emergency equipment readily available.
- (8) There will be supplemental security at selected government buildings and other locations as appropriate, as determined in conjunction with DEM.
- (9) Emergency dispatching plan will be in operation.
- (10) Activation of federal assets will be requested if needed.
- (11) There may be activation of mutual aid agreements.
- (12) Coordination with media will be established.
- (13) Contact with DEM and city officials will be established.
- (14) Court activities and hearings will be suspended as authorized by the Chief Judge.

Red Alert / Major Incident Command

Incident Command Function

During a major incident, whether anticipated or unanticipated, the Richmond Police Department will restructure to accommodate the needs of the community in response to the incident. In the event that a Red Response is anticipated, but prior to the formal declaration of, the Chief of Police, or his designee, may declare a Pre-Alert Status. This status will cancel leave and holiday leave of personnel. Personnel should also remain in the immediate Richmond area. Notification of a Pre-Alert Status, or a formal Red Response, will be made by either telephone, in person, in writing, or through the local television and radio stations as listed in the DEC memorandum. Personnel



