


East Haven Police Department 	Type of Directive: Policies & Procedures		No. 606.2
	Subject/Title: Emergency Mobilization and Preparedness	Issue Date: July 29, 2014	
	Issuing Authority: Honorable Board of Police Commissioners	Effective Date: September 1, 2014	
References/Attachments: Policies and Procedures # 305		Review Date: Annually	Rescinds: 606.1
			Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department regarding response to unusual occurrences, mobilizing personnel required to handle the event and assigning specific duties related to the incident.

II. POLICY

- A. It is the policy of the East Haven Police Department to collaborate with its local, state and Federal partners to prepare for and respond to emergencies with the utmost skill, speed and dedication to saving lives.

III. DEFINITIONS

- A. Disaster - an occurrence or an imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or manmade cause; including a blizzard, wind storm, oil spill, or other water contamination requiring action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, radioactive exposure, riot, hostile military or paramilitary action.
- B. Emergency - means any hurricane, storm, flood, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire or explosion or other catastrophe.

IV. PROCEDURES

A. Preparedness.

1. The Head of the Patrol Division shall assign a supervisor to serve as Preparedness Coordinator in addition to his or her other duties. The coordinator's responsibilities shall include the following.
 - a. Serve as preferred Incident Commander for all emergency response operations in East Haven.
 - b. Coordinate local planning with the East Haven Fire Department, Public Works, Mayor's Office, local Emergency Medical Services and hospitals and other Town departments.
 - c. Coordinate with regional partners for information sharing and analysis of analyzing domestic and international terrorism as it applies to South Central Connecticut.
 - d. Plan for special events that may require a significant law enforcement response.
 - e. Oversee maintenance of the Mobile Command Post.
 - f. Serve as the Department's point of contact with the South Central Regional Special Weapons and Tactics Team (SCRSWAT).
 - g. Develop exercises with SCRSWAT partners to train department members and outside agencies in proper response to major emergencies and disasters.
 - h. Serve on state and local committees dealing with Emergency Management and Homeland Security.
2. The Head of the Patrol Division shall assign officers to serve as the Department liaison at the Emergency Operations Center (EOC).

B. Coordination of Emergency Activities.

1. Upon receipt of information that a major emergency or disaster has occurred within the boundaries of East Haven the shift supervisor shall immediately begin to coordinate all activities related to the major emergency/disaster as outlined in this policy, including notifying the Preparedness Coordinator.
2. The shift supervisor shall serve as officer in charge unless and until the Preparedness Coordinator relieves him or her or he or she is relieved by another higher-ranking officer. He or she shall do the following.
 - a. Notify Department administrative staff following the notification procedure.
 - b. Call in necessary off duty personnel.
 - c. Coordinate police activities with emergency personnel.

- d. Determine what agencies must be utilized in dealing with the emergency/disaster situation and notify those agencies at the earliest possible moment.
- C. Reporting for emergency duty.
1. Officers called in for an emergency will report to the East Haven Police Department, if for some reason the police station is not operational, the second response location would be the Fire Department Headquarters.
- D. Site Security.
1. Officers and supervisors at the scene should establish crowd and traffic control as needed. An inner and outer perimeter will be established as soon as the necessary personnel arrive.
- E. Chief of Police Responsibilities.
1. Upon being notified of the emergency and/or disaster, the Chief will do the following.
 - a. Oversee the management of the response and visit the site(s) as he or she sees fit.
 - b. Ensure that a single Incident Commander is in place and in command of the operations.
 - 1) Ensure that the chain of incident command is clear to all personnel.
 - c. Schedule a briefing for the necessary supervisory personnel.
 - d. Ensure that a designated liaison has reported to the EOC.
 - e. Ensure through EHPD liaison that all police equipment is operational at the EOC.
 - f. The Chief will ensure that the public information officer keeps the public and community informed as appropriate.
 - g. The Chief of Police will have the Administration and Training Division (ATD) Commander arrange for housing and food for on-duty police personnel.
- F. South Central Regional Special Weapons and Tactics Team (SCRSWAT or Team).
1. SCRSWAT is made up of the towns of East Haven, North Haven and North Branford.
 2. See Policies and Procedures # 305 - Mutual Aid Compacts.
- G. Equipment Inspection and Availability.
1. ATD personnel shall examine all equipment and supplies for operational readiness and then shall be issued to the officers.
 - a. All patrol vehicles filled with gas and oil checked.
 - b. The emergency generator will be started and tested.
 - c. Fuel supplies will be inventoried for all vehicles and the generator.

- d. Test all radios
 - 1) Vehicle radios.
 - 2) All officers' portable radios.
 - e. Test all phone systems.
- H. Radio Communications.
- 1. The East Haven Police Department has three radio frequencies available for use.
 - 2. The call signs for police personnel shall be their badge numbers.
 - 3. The incident commander will verify that all officers assigned are on the proper frequency.
- I. Situation Maps.
- 1. As soon as possible maps of the area will be printed from the department's Computer system and made available to the scene commander, along with the map of the Town of East Haven, which will be carried on the Command Post.
- J. Command Post.
- 1. The East Haven Police Department has a Mobile Command Post, which will be brought to the scene as soon as possible. If the Mobile Command Post is inoperative, the supervisors' vehicle will act as the command post. Command posts may be set up in buildings at the discretion of the Incident Commander.
- K. Public Facility Security.
- 1. The Incident Commander will evaluate each public facility and determine if any public building requires additional security. An officer, with the proper equipment, will be assigned to each building that requires additional security.
- L. Traffic Control.
- 1. The police department has portable traffic signs in the event that the traffic control devices lose electrical power or other emergencies. These portable signs will be used to take the place of the electrical devices, and for other emergencies so that police personnel can be used for more critical tasks.
- M. Transportation
- 1. If other means of transportation are required, the scene commander may request assistance from other agencies.
- N. Court and Prosecutorial Liaison.
- 1. The Incident Commander will assign an officer of the East Haven Police Department to be the liaison to the court to assist in securing of arrest and search warrants.
- O. Military Aid.

1. The Mayor of the Town of East Haven may request military assistance from the Office of the Governor to do the following.
 - a. Augment the local police force.
 - b. Provide emergency communication.
 - c. Provide transportation and other special equipment.

P. Relief Agencies.

1. The following agencies may be called to provide food, clothing and shelter for persons involved in or displaced by the unusual occurrence.
 - a. American Red Cross, Connecticut Chapter, 209 Farmington Avenue, Farmington, CT 06032, 877-287-3327.
 - b. Salvation Army, 450 George Street, New Haven, CT, 203-624-9891.

Q. Training on Legal Authority.

1. All officers should be trained on the Connecticut General Statutes dealing with these circumstances.
 - a. Section 28-23 Civil Defense and Disaster.
 - b. Section 28-14 Compensation for Death, Disability or Injury.
 - c. Section 28-13 Immunity From Liability.
 - d. Section 28-11 Taking of Property During an Emergency.
 - e. Section 28-9 Civil Preparedness Emergency, Governor's Powers.
 - f. Section 29-9a Governor's Future Powers.
 - g. Section 28-8 Outside Aid by Local Police, Fire or Other Preparedness Forces.
 - h. Section 28-2 Civil Preparedness Director.
 - i. Section 29-23 Emergency Service and Equipment.

R. Call List Update.

1. The call list and the policy shall be updated and changed as needed. At a minimum, ATD shall update the call list annually.