

**Procedure**  
**4.6**

**EFFECTIVE**  
**DATE**  
**7-1-02**

**Eugene**  
**Police Department**



---

## **Large Scale Incidents**

### **4.6.1. PURPOSE AND SCOPE**

This policy is intended to outline those responsibilities and procedures common to largescale incidents. Other policies in this series deal with specific types of large-scale incidents, and should be used in conjunction with this policy.

#### **PART I - Responsibilities and Procedures for All Personnel**

- A. Generally
- B. Off-duty officers
- C. On-duty officers
- D. First officer(s) on scene
- E. Evacuation (superseded by Policy 413, 12.16.08)
- F. Fatality management
- G. Communications responsibilities
- H. Media

#### **PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

- A. Generally
- B. Incident commander
- C. Field supervisors
- D. Relief of command
- E. De-escalation

### **4.6.2. RESPONSIBILITIES AND PROCEDURES FOR SWORN OFFICERS**

- A. Generally
  - 1. Incidents are usually large-scale incidents because of the nature or magnitude of the incident, or the type of response required.
  - 2. Department employees are subject to recall or standby. If placed on standby, you must be able to respond to City Hall and be prepared for duty within 45 minutes after you are notified to report.

3. For an incident of sufficient magnitude, we could use our mutual aid resources (refer to *Policy 107 Mutual Aid*).

B. Off-duty officers

1. If you hear about a large-scale incident, do not call just to inquire or to ask questions about it.
2. If you are not at home and wish to inform the department of your location in the event of a recall, do not call the Communications Center, but instead call (in this order):
  - your team supervisor;
  - your division administrative aide (during business hours);
  - the Watch Commander's office.
3. If you are called in to work, prepare yourself for duty as quickly as possible, but do not check out vehicles or other equipment until instructed to do so.

C. On-duty officers

1. Do not respond to the incident unless you are assigned, except:
  - a. if you are nearby, and
  - b. you advise dispatch, and
  - c. you remain available for other assigned calls.
2. Limit the amount of radio traffic to the extent possible.
3. Prepare reports at the conclusion of the incident as directed.

D. First officer(s) on scene

1. Advise Communications of safe entry routes for additional responding personnel.
2. Establish a perimeter.
3. Contain all subjects who may be involved.
4. Assess the situation:
  - location
  - nature of event
  - number and description(s) of involved people
  - demeanor of participants
  - number and description of weapons
  - number and condition of hostages
  - avenues of escape

5. Request additional personnel/resources needed.
6. If possible and advisable, evacuate persons in immediate danger.
7. Obtain information from witnesses. Consider detaining them or get information as to where they can be contacted.
8. Remain on scene and advise location for command post.
9. Unless otherwise directed, report to the command post for debriefing and reassignment when relieved of your position.

E. Evacuation (superseded by Policy 413, Authority CD 08-008)

- ~~1. Work outward from the incident site.~~
- ~~2. Contact residents by any reasonable means. If personal notification of all affected persons is not feasible (e.g., hazard, number of people to notify), consider utilizing the Community Emergency Notification System (CENS). (Refer General Order 802.2.)~~
- ~~3. Tell them to take only small valuables, a minimum number of personal items (including essentials, such as glasses and canes), and necessary medication with them. Tell them to lock their doors.~~
- ~~4. Provide directions showing a safe route from the area.~~
- ~~5. Assist those who are displaced and need temporary food and shelter.~~
- ~~6. Arrange for medical assistance and transport for the sick and injured.~~
- ~~7. Remember that some residents will not leave even if ordered to do so. Document any refusals to leave, and ensure that incident command is advised. Do not allow unauthorized persons to enter the evacuated area.~~
- ~~8. Maintain a list of who has left, and obtain a phone number where they can be reached (or an address if the phone number is not available), so they can be contacted after the emergency is over.~~
- ~~9. For some high-risk incidents, such as those involving snipers or hostages, evacuation may be more dangerous than remaining in the area. In this case, attempt to contact persons in the area and advise them of steps they can take to maximize their safety.~~
- ~~10. Question evacuees about the incident, including suspects, hostages, local geography, floor plans, and other relevant information.~~
- ~~11. Remember that not all who you are evacuating may be innocent. Some may be the suspects themselves.~~

F. Fatality Management

1. We will follow normal procedures regarding fatalities where possible.
2. If the number of fatalities is too great to do so, follow these guidelines:
  - a. Call the Medical Examiner (ME) to the scene.
  - b. Assign employees to assist the ME in collecting evidence and removing bodies.
  - c. If necessary, establish a temporary morgue to identify, tag, and log evidence prior to transfer to other facilities.
3. Provide for security, privacy, and room for parking ambulances, transport vehicles, and hearses.
4. You may need refrigerated trucks (weather is a factor), fly spray, rubber gloves, gauze masks, body bags, stretchers, work tables, exhaust fans, floodlights, awnings.
5. The American Red Cross can assist with a temporary morgue, and provide trained volunteers as a staff.

G. Communications Responsibilities

1. Restrict radio traffic.
2. Assign at least two frequencies for the incident:
  - a. One is for operations;
  - b. The other for administration, press coordination, and outer perimeter personnel.
3. Broadcast frequency assignments and ensure all field units are on the correct frequencies.

H. Media

1. Large-scale incidents, especially those involving police actions, are of significant community interest. Media representatives reporting on such incidents should be afforded as much access to the incident as possible, to the extent that such access does not disrupt tactical plans or operations, jeopardize officer safety, or interfere with an investigation.
2. Police orders to disperse or leave a particular area apply to all people, except members of the media displaying a media identification card complying with the requirements of *Procedure 11.18 - News Media* unless they are specifically instructed to disperse. Members of the media who remain, and who obey the law and do not interfere with police operations, should not be the target of enforcement actions. If you are contemplating enforcement action against media representatives, consider what the department's normal enforcement

posture would be for a similar offense in other situations. *Procedure 11.18 - News Media.*

### **4.6.3. RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL**

#### **A. Generally**

1. The Special Operations Captain is responsible for coordinating planning for large-scale incidents with other agencies and city departments, and reviewing plans annually. For unplanned events, the Patrol Captain will assume responsibility until relieved by the Special Operations Captain.
2. Steps should be taken to ensure that police needs in other areas of the city are met.
  - a. The Watch Commander may limit response to certain types of calls (e.g., Priority 1 and 2 calls.)
  - b. Necessary field personnel should be obtained via recall of off-duty personnel or, if necessary, by requesting assistance from other agencies. (If the situation is of sufficient severity to warrant a formal request for Mutual Aid, refer *Policy 107 – Mutual Aid*.)
3. Every effort will be made to have a person staffing the Watch Commander's office. If a sworn supervisor or officer is not available, consider using an available non-sworn person (e.g., CSO, records specialist.) This person should ensure that a list is kept of off-duty personnel who are responding to work.

#### **B. Incident Commander**

1. The first arriving on-duty patrol supervisor will serve as Incident Commander until officially relieved by higher authority. Incident command will normally be assumed by a staff-level officer (lieutenant or above) as soon as that is feasible.
2. Assess the immediate situation for seriousness and its potential for escalation.
3. Coordinate departmental response to the scene. Assign personnel allotted to you; re-assign any non-essential employees to other sites.
4. Request appropriate special teams, emergency services, and additional personnel (including supervisors). Request Mutual Aid if needed. (NOTE: special team supervisors are responsible to determine appropriate tactics to accomplish their assigned mission, subject to your approval. You should defer to their technical expertise, but you are responsible for command of the entire incident.)
5. Ensure the Special Operations Captain and Patrol Captain are notified.
6. Utilize appropriate tactics to contain the incident and respond to emergencies.

7. Establish a field command post (refer *Procedure 4.4 - Command Post.*)
8. Designate staging areas for arriving personnel. Provide briefing for arriving personnel.
9. Assign responsibility for:
  - crowd/traffic control
  - inner/outer perimeters
  - evacuation (if needed and possible)
  - liaison with other governmental officials and other involved agencies (including notification to the jail if mass arrests are anticipated)
  - media liaison
  - maintenance of necessary records (e.g., assignments, events, equipment/personnel status)
  - logistics (including vehicles, equipment, communications, food)
10. Create a media liaison site near the incident location.
11. Establish rules of engagement pertaining to use of force and communicate them to involved personnel.
12. Establish frequent consultation with team leaders to facilitate continued critical incident management.
13. Following the incident, prepare an after-action report to include: an overview of the incident
  - rationale for our response
  - account of resources expended
  - information on casualties, injuries, and property damage to and by departmental employees and equipment
14. Determine the need for, and implement as applicable, each of the following types of debriefings:
  - a. Operational debriefing: This is a review of operational issues, such tactics used and an analysis of their effectiveness, as well as recommendations for future situations, conducted in conjunction with the city attorney.
  - b. Traumatic incident debriefing: This is a debriefing of and for employees affected by the incident to help them deal with the resulting stress, generally done under the guidance of the city's employee assistance provider.

C. Field Supervisors

1. Notify those under your command of any recall or special instructions.
2. Tell personnel when and where (and, if possible, to whom) to report for duty.

3. Assemble your officers and report their availability to the Watch Commander.
4. At the conclusion of the incident, ensure that your officers have completed all necessary reports and returned all temporarily assigned equipment and supplies.
5. Ensure that any employees who may have been affected by the incident are aware of assistance available to them through the city's employee assistance provider and other means.

D. Relief of Command

The incident commander and others assigned command responsibilities will remain in command until:

- relieved by higher authority; or
- relieved by a scheduled relief; or
- the incident ends and Investigations assumes control of the scene.

E. De-escalation

As the emergency diminishes, the Incident Commander or designee should:

1. Ensure that all officers engaged in the incident are accounted for, and an assessment made of any injuries.
2. Deactivate the command post.
3. Retain officers who are working during their normal duty hours for that day until their normal watch ends.
4. Begin force reductions by securing overtime officers so that they can report for their next scheduled watch, and then sending temporarily assigned employees back to their normal, non-patrol assignments.