

Procedure

4.6

EFFECTIVE
DATE
2-27-20

Eugene Police Department



Large Scale Incidents

4.6.1 PURPOSE AND SCOPE

This procedure is intended to outline those responsibilities and duties common to largescale incidents. This procedure should be used on conjunction with *Policy 107 – Mutual Aid*, *Procedure 11.18 – News Media*, *Procedure 10.6 – Post-Critical Incident Procedures* and, *Procedure 4.4 – Command Post*.

4.6.2 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, officers must be able to respond to Headquarters and be prepared for duty within 45 minutes after they are notified to report.
3. For an incident of sufficient magnitude, mutual aid should be considered, see *Policy 107 – Mutual Aid*.

B. Off-duty officers

1. The department should not be called just to inquire or ask questions about a large-scale incident.
2. Off-duty officers who are not at home and wish to inform the department of their location in the event of a recall, should not call the Communications Center, but instead call (in this order):
 - their team supervisor;
 - their division administrative specialist (during business hours);
 - the Watch Commander's office.
3. If called in to work, officers should prepare for duty as quickly as possible. Vehicles or other equipment should not be checked out until officers are instructed to do so.

C. On-duty officers

1. On-duty officers do not respond to the incident unless assigned, except:
 - a. if nearby, and
 - b. they have advised dispatch, and
 - c. they remain available for other assigned calls.
2. Radio traffic should be limited to the extent possible.
3. All officers who respond must prepare a report at the end of the incident.

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 their position.

F. Fatality Management

1. Normal procedures regarding fatalities will be followed where possible.
2. If the number of fatalities is too great to do so, these guidelines should be followed:

- 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. Refrigerated trucks may be needed (weather is a factor.) Other equipment that may be needed include: fly spray, rubber gloves, gauze masks, body bags, stretchers, work tables, exhaust fans, floodlights, awnings.

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, see *Procedure 11.18 – News Media*.
2. Police orders to disperse or leave an area apply to all people, except members of the media, 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.

4.6.3. SUPERVISORS AND COMMAND PERSONNEL

A. Generally

1. The Patrol Captain, or designee, typically the Special Operations Lieutenant or Watch Commander, is responsible for coordinating planning for large-scale incidents with other agencies and city departments and reviewing plans annually.
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 lieutenant or higher-ranking officer as soon as that is feasible.
2. Assesses the immediate situation for seriousness and its potential for escalation.
3. Coordinates departmental response to the scene. Assigns personnel allotted; re-assigns any non-essential employees to other sites.
4. Requests appropriate special teams, emergency services, and additional personnel (including supervisors). Requests Mutual Aid if needed. (NOTE: special team supervisors are responsible to determine appropriate tactics to accomplish their assigned mission, subject to the Incident Commander's approval. The Incident Commander should defer to special team technical expertise, while remaining responsible for command of the entire incident.)
5. Ensures the Patrol Captain is notified.
6. Utilizes appropriate tactics to contain the incident and respond to emergencies.
7. Establishes a field command post (refer *Procedure 4.4 - Command Post*.)

8. Designates staging areas for arriving personnel. Provides briefing for arriving personnel.
9. Assigns 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. Creates a media liaison site near the incident location.
11. Establishes rules of engagement pertaining to use of force and communicates them to involved personnel.
12. Establishes frequent consultation with team leaders to facilitate continued critical incident management.
13. Following the incident, prepares an after-action report to include:
 - an overview of the incident
 - rationale for department response
 - account of resources expended
 - information on casualties, injuries, and property damage to and by departmental employees and equipment
14. Determines the need for, and implements 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. Critical 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 Peer Support and Resiliency Team, see *Procedure 10.6 – Post-Critical Incident Procedures*.

C. Field Supervisors

1. Notify those under their command of any recall or special instructions.
2. Tell personnel when and where (and, if possible, to whom) to report for duty.
3. Assemble officers and report their availability to the Watch Commander.

4. At the conclusion of the incident, ensure that their 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, refer *Procedure 10.6 – Post-Critical Incident Procedures*.

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. Incident Conclusion

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.

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