	BRAINTREE POLICE DEPARTMENT **Policy and Procedure** **Critical Incidents and Hazard Plan** **2018-46**
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Accreditation Standards: **46.1.9**; **46.3.4**
Optional Accreditation Standards: **46.2.7**

Policy
461.1
46.1.2

Department members may be called upon at any time to respond to major emergency situations or unusual incidents. This policy shall guide the actions of members responding to the site of emergencies and unusual incidents requiring more than routine police action, equipment and/or personnel.

It is the policy of the Braintree Police Department to be prepared for and respond to natural or man-made disasters, civil disturbances, hostage situations, barricade persons, mass arrests, or other unusual occurrences. While many variables are involved in these incidents that prevent the precise development of plans for each situation, basic planning and response considerations may be used. **[46.1.2]**

Department members shall utilize the formal Incident Command System (ICS) procedures that are delineated in this policy for all serious incidents and unusual occurrences. The first officer to arrive on-scene will activate and assume the duties of the Incident Commander and will remain so until properly relieved by a supervisor. The ICS system may also be utilized in small events or incidents when necessary, also activated by the Officer.**[46.1.1]**

Existing Policies

Department responses to certain types of major incidents shall be subject to special directives. Personnel involved in incidents for which there is a specific Department policy shall follow the provisions of that policy.

Definitions   **COMMAND**

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Critical Incidents and Hazard Plan

The Incident Commander (or Unified Command) and the Command Staff positions.

COMMAND STAFF
ICS positions required to support the command functions that are not specifically identified in the General Staff functional elements: Safety Officer, Information Officer and Liaison Officer.

GENERAL STAFF
Incident management personnel (Section Chiefs) who represent the major functional elements of the ICS: Operations, Planning, Logistics and Finance/Administration.

INCIDENT COMMAND SYSTEM
A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure.

INCIDENT COMMANDER
The person designated as being in charge of the overall incident for an agency or jurisdiction.

INNER PERIMETER
The immediate area of containment around an incident site.

OUTER PERIMETER
The peripheral control area surrounding the inner perimeter that provides a safe zone for access to and from the inner perimeter, and defines the limit of access by unauthorized persons.

STAGING AREA
Locations designated by the IC or Operations Section Chief where resources are placed while awaiting a tactical assignment to the incident site.

UNIFIED COMMAND
The command structure formed when ICs from some or all of the responding agencies or jurisdictions operate together to manage an incident.

UNITY OF COMMAND
The principle that every individual has a designated supervisor to whom they report at the incident scene.

UNUSUAL OCCURRENCES
Situations, generally of an emergency nature, that result from disasters, both natural and man-made. Natural disasters may include

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but are not limited to any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, ice storm, fire, pandemics or other natural catastrophe resulting in damage, hardship, suffering or possible loss of life. Man-made disasters may include but are not limited to any industrial or transportation accident, explosions, bomb threats, terroristic acts, conflagration, major power failure, resources shortage, or other condition such as sabotage, oil spills, and other injurious environmental contamination which threaten and/or cause damage to property, human suffering, hardship or loss of life. **[46.1.2]**

Emergency Response Coordinator
46.1.1
46.1.8

The Town of Braintree has an Emergency Management Director, who is the director of the Braintree Emergency Management Agency**.** The Emergency Management Director is responsible for the management of the planning functions for the Town Departments' response to unusual occurrences (flood, snow emergency, etc) and is responsible for the communication and coordination of safety concerns with the Chief of Police through the Emergency Management/Logistics Officer. The Emergency Management/Logistics Officer, Chief of Police or designee is responsible for coordinating and supervising police personnel and equipment, to include mutual aid as necessary, to respond to emergency activities in addition to planning responses to critical incidents. The Deputy Chief or his/her designee, generally the Emergency Management/Logistics Officer, shall be the liaison to the Fire Department. He/she shall review annually and provide any necessary documents to include, but not limited to, law enforcement resources to the Fire Chief and coordinate department training on the critical incident policy with the sworn personnel and civilian personnel **[46.1.1]** See Appendix A

The Emergency Management Director and Police Emergency Management/Logistics Officer shall be responsible for ensuring that:**[46.1.1]**
-Written plans are prepared for responding to major emergency situations or unusual occurrences **[46.1.5 a]**
-Emergency operations plans are kept in an Emergency Operations Manual available to all command personnel
-Emergency management and operations plans are reviewed and should be updated at least annually, and
-Department equipment designated for use in unusual incidents is inspected for operational readiness.**[46.1.8]**

Incident Command System I.C.S.
46.1.5 a

The Braintree Police Department responds to calls for service that do not fall under the Emergency Management Director or Community Emergencies Management Plans. The ICS model shall be the guideline to handling these situational needs.

The Incident Command System is designed to produce effective and efficient incident management through the integration of facilities, equipment, personnel, procedures and communications operating within a common organized structure.

Generally, the ICS organization is comprised of the following functions and/or positions:

Incident Commander
Command Staff
General Staff/Sections.

At smaller incidents, the Incident Commander may perform all of the needed functions him/herself and utilize a verbal action plan. Large scales that are more complex, such as, multi-jurisdictional, multi-disciplined and or multi-operational periods (8/12 hours) shall require a written action plan. The Incident Commander will appoint personnel to General Staff and Command Staff positions as necessary.**[46.1.5 a]**

Command Modes

The command function may be conducted in two ways: a single Incident Commander or Unified Command.

When an incident does not involve jurisdictional or functional overlap (i.e. the incident involves Department response only), a single Incident Commander will be designated with overall management responsibility. The Incident Commander will be determined on a case by case basis by the highest available ranking authority.

In incidents that become multi-jurisdictional or involve multiple agencies within the same jurisdiction, a Unified Command (UC) may be required to replace the Incident Commander.

Incident Commander 46.1.1

The Incident Commander has the following responsibilities:**[46.1.1]**
-Develop incident objectives on which subsequent planning will be
 developed
-Oversee the development and implementation of an Incident Action
 Plan (IAP), and
-Approve requests pertaining to the ordering of incident resources.
-The Incident Commander shall have the authority to recall and utilize
 all Department resources required for an emergency incident,
 including any Department vehicle.

To facilitate the management of a large-scale incident, the IC may delegate authority for performing certain functions to others, as required. The IC will base the decision to expand or contract the ICS organization on three priorities:

Life Safety: the IC's first priority is always the safety of emergency responders and the public.

Incident Stability: the IC is responsible for determining a strategy that will minimize the effect the incident may have on the surrounding area, and maximize the response effort while using resources effectively.

Property Conservation: the IC is responsible for minimizing damage to property while achieving the incident objectives.

The IC is also responsible for performing any Command Staff and General Staff functions that are not assigned and staffed.

Unified Command

The purpose of UC is to manage a multi-agency incident under a single, collaborative approach, that includes:

-A common organizational structure
-A single incident command post
-A unified planning process, and
-Unified resource management.

Under UC, all agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident, and those able to provide specific resource support, participate in the UC structure. The composition of the UC team will depend on the location and the type of incident.

Individuals designated by their organization to the UC jointly determine objectives, strategies, plans and priorities, and work together to execute integrated incident operations.

Department members who are performing IC duties at an incident that meets the above criteria shall consider the creation of a UC whenever appropriate.

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Command Staff   Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements.

The Command Staff positions are:

SAFETY OFFICER- monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency response personnel.

INFORMATION OFFICER-is responsible for interfacing with the public, media and/or other agencies with incident-related information requirements.

LIAISON OFFICER-is the point of contact for representatives of other government agencies, non-governmental organizations, and/or private entities.

Assistants can be assigned for Command Staff positions as required.

General Staff
46.1.4,
46.1.5 a, b
46.1.6 a-e
46.1.7 a-d

The General Staff includes incident management personnel who represent the major functional elements of the ICS.

The General Staff positions report to the IC, who serves in the Command function, and are as follows:

Operations Section- is responsible for the direct management of all incident-related operational activities and for establishing tactical objectives for each operational period.

Planning Section- is responsible for the collection, evaluation and dissemination of incident situation information and intelligence to the IC. **[46.1.5 b]** The Planning Section is also responsible for preparing status reports, displaying situation information, maintaining status of resources assigned to the incident, and developing and documenting the Incident Action Plan based on guidance from the IC. **[46.1.5 a]** If intelligence indicates an existing or anticipated change in conditions, the IAP must be modified accordingly to ensure that operations are conducted in a safe and appropriate manner. The Planning Section shall ensure that the updated plans are distributed to all affected officers.

Critical Incidents and Hazard Plan

Logistics Section- is responsible for all support requirements needed to facilitate effective and efficient incident management, including communications and the ordering of resources from off-incident locations.**[46.1.6 a]** Logistics' will provide facilities, transportation, supplies, equipment maintenance, food service, accommodations and medical services for incident personnel.**[46.1.6 b c d]**

-When the transportation of personnel or equipment to or from the site of an emergency is required, the Logistics Section will consider all Sources of transportation. Depending on the circumstances of the event, modes of transportation that may be utilized include, department vehicles, town owned vehicles, and personal vehicles at the discretion of officers.**[46.1.6 b]**

-Will arrange for the appropriate medical support is available for all Emergency Services Personnel at the incident scene. Medical support will also be provided for any civilian victims suffering from physical injury. Medical support should include EMS/ambulance services through the fire departments, and providing notice to area hospitals of the need for standby staff in the emergency room.**[46.1.6 c]**

-If the IC determines the need for personnel or units with specialized training at an incident. They will make arrangements for the deployment of said personnel and are responsible for communications. **[46.1.6 e]**

-Due to the volume of radio traffic associated with a large-scale emergency event, the Incident Commander may have assigned personnel utilize alternate radio channels. The IC may also utilize other communications resources, such as Department-issued cellular phones and mobile data terminals, as necessary.**[46.1.6 a]**

-If an incident requires the acquisition of supplies to maintain operations, or specialized equipment is needed for police response, the Logistics Section will make every effort to obtain that equipment. **[46.1.6 e]**

Finance/Administrative Function-Is established when incident management activities require finance and other administrative support.

- Recording all expenses related to the incident **[46.1.7 c]**
- Processing the administrative paper work associated with rental or supply contracts, and administering any procurement contracts **[46.1.7 b]**
- Record staff time expended on the incident **[46.1.7 a]**
-Documenting injury, illness and liability issues related to the incident **[46.1.7 d]**
- Investigating claims of damaged property associated with the incident

Command Functions 46.1.3 a	The first officer to arrive on-scene will activate and assume the duties of the Incident Commander and will remain so until properly relieved by a supervisor.**[46.1.3 a]** The Incident Commander should make sure that all appropriate command functions are completed, either in person or through appointed Command Staff or General Staff.
Personnel Safety 46.1.3 g	The Command Section is responsible for supervising the safety of all involved personnel. In incidents where the IC cannot personally oversee safety issues, he/she will designate a Safety Officer.**[46.1.3 g]**
Command Post 46.1.3 b	The Command Section will establish a Command Post. Initially, the Command Post may be a cruiser or other emergency vehicle, or a designated location within or adjacent to the incident site. The METRO-LEC Mobile Command post may be utilized at the discretion and request of the department.**[46.1.3 b]** Once a Command Post is established, its location should be communicated to all appropriate personnel. The Command Post should: -Be established away from the general noise and confusion associated with the incident; when appropriate, it may be located within view of the incident scene -Be positioned outside of the inner perimeter, but within the outer perimeter to provide security and controlled access -Have the ability to expand as necessary, and -Be easily identified. In cases where there are joint operations with other agencies, a consolidated command post will be established with all responding agencies. The command post will be deactivated when all operational phases cease and/or the incident is terminated.
Resources 46.1.3 c, d 46.2.1 b c *46.3.1*	If on-duty department staff resources are inadequate to meet the incident's operational needs, the Command Section is responsible for the mobilization of additional department personnel. This will be at the approval of the Chief of Police or the Chief's designee.**[46.1.3 c]** In incidents where the assistance of neighboring law enforcement agencies is required to meet an incident's operational needs, the IC may request that the Shift Commander seek mutual aid under M.G.L. c. 41 § 99. METROLEC and or State Police Tactical Units may also be requested.**[46.1.3 d][46.2.1 b c]** For large-scale incidents, the Chief of Police may request that the Mayor, in accordance with the procedures outlined in the Town's Comprehensive Emergency Management Plan (CEMP), request state or federal assistance. Under the provisions of M.G.L. c.38, the

Governor has the authority to deploy the National Guard to assist state and local authorities in the protection of life and property. If a declared state of emergency in the Town of Braintree exists or is requested, the Chief of Police shall act as liaison to the Office of the Adjutant General for the purpose of directing, coordinating and controlling operations.

During certain types of incidents (e.g. acts of terrorism), the Chief of Police or his/her designee may also request federal law enforcement assistance. The Braintree Police JTTF Liaison, or any other member of the department at the discretion of the Chief of Police, shall serve as the Department Liaison for the exchange of information regarding terrorism. Review policy *Liaison for Exchange of Terrorism Information.* **[46.3.1]**

Staging Areas
46.1.3 e

The Command Section should identify locations for the staging of incoming personnel and/or equipment. Locations should be large enough to contain personnel and equipment awaiting assignment. **[46.1.3 e]**

Public Information
46.1.3 f

The release of information relative to ongoing emergencies is particularly sensitive and important. The ultimate responsibility for the dissemination of public information rests with the IC. Depending on the size of the incident, the IC may assign an Information Officer. Whenever possible, the IC will coordinate the release and distribution of information with the Deputy Chief of Operations.
[46.1.3 f]

When practicable, the media and social media should be utilized to publish alternate routes and inform the public of possible traffic delays.

Information should be updated as often as practicable, as this will minimize the opportunity for rumors or misinformation to develop.

After Action Report
46.1.3 h

As soon as practicable after a major incident, the IC shall coordinate the preparation of an after-action report concerning all Department activities. The report will include any applicable forms created during the incident, budgetary impacts, copies of any related reports issued by Department units and recommendations concerning the handling of similar problems in the future.**[46.1.3 h]**

The Deputy Chief of Operations will review the after-action report and forward it to the Chief of Police.

Operations Section
46.1.4

The Operations Section is responsible for the direct management of all incident-related operational activities and for establishing tactical objectives for each operational period.

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Operations Follow-up Investigation 46.1.4 f

The IC (or Operations Section, if activated) will make every reasonable effort to ensure that any necessary post-incident investigations are conducted.**[46.1.4 f]** Such investigations may be required to identify the cause/responsibility for the incident and pursue criminal charges, where appropriate.

Operations Establishing Perimeters 46.1.4 a

Controlling access to an incident scene is a key function and must be based on the unique aspects associated with each incident. When necessary, the Operations Section shall establish and maintain working perimeters to contain an incident and will allocate an area for tactical deployment. Perimeters must be placed at a distance that ensures personnel safety and allows for the appropriate deployment of resources. **[46.1.4 a]**

In ongoing emergency situations it is essential that the free flow of necessary equipment and personnel be maintained and that unnecessary personnel and vehicles are kept out of the immediate area of operations. The outer perimeter establishes a zone of exclusion for the public and must be kept secure until the IC declares the incident/response properly terminated.

Unless directed otherwise, officers assigned to perimeter control should adhere to the following guidelines:
-The IC, after consultation with the command representatives from the other responding agencies, will specify what emergency personnel and/or equipment should be allowed to pass through the perimeter lines
-Other emergency equipment arriving at the outer perimeter will be directed to an appropriate staging area to await orders
-Privately owned vehicles will not be permitted access through the outer perimeter lines unless carrying required equipment and cleared by the IC.
Parking on approach roadways should be discouraged. If allowed, it should be maintained in an orderly manner to ensure that it does not hinder the access or egress of emergency equipment.

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Operations Maintaining Security 46.1.4 c	Scene and Command Post security are functions of the IC or Operations Section. Perimeter security should be maintained at all times and access to the Command Post should be strictly controlled. **[46.1.4 c]**

A Command Post security detail should verify the identification of persons requesting access to the Command Post, allowing passage only to essential personnel.

During incidents with potentially dangerous persons, officers assigned to perimeter control should be notified, via radio, of the presence of plain-clothes officers so as to avoid their being mistaken for a suspect. |
| **Operations Evacuations** 46.1.4 b | The evacuation of an area may be necessary if conditions create a safety threat to local residents or property. An agency representative from the area to be evacuated should coordinate evacuation activities.

When an evacuation is deemed necessary, the Operations Section will be responsible for carrying out this task. Particular attention should be given to evacuating civilian personnel from inside the perimeter area. **[46.1.4 b]** The Operations Section may enlist the help of the media through the Information Officer during large scale or pre-incident (such as a hurricane threat) evacuations.

In some instances, it may be safer to advise civilians to remain in their houses and Shelter In Place rather than evacuate an area. This may be effective in areas where a dangerous individual is eluding capture. |
| **Operations Arrest** 46.1.4 d | If an arrest is made in a situation involving an unruly crowd: Arrestees should be removed from the scene of the disturbance as soon as possible. It should be communicated to dispatch the name of the arrestee information, arresting officer and the criminal charges prior to transport.**[46.1.4 d]**

Unless emergency circumstances require otherwise, the transportation, processing and confinement of any detainee held in conjunction with an emergency situation shall be conducted in accordance with Department policy.**[46.1.4 d]** |

Operations Traffic
46.1.4 e

Traffic direction and control is a responsibility of the Operations Section. Officers directing and controlling traffic should:**[46.1.4 e]**
-Maintain perimeter security
-Keep roadways/intersections clear for emergency vehicles, and
-Prevent unnecessary traffic, pedestrians or vehicles from entering the affected area.

Whenever practicable, the media and social media should be utilized to publish alternate routes and inform the public of possible traffic delays.

Incident Action Plans
46.1.5 a

The IAP contains the objectives reflecting the overall incident strategy and specific tactical actions as well as supporting information for the next operational period. For simple incidents, the IAP may be verbally transmitted. For complex incidents, the IAP will be a written document. **[46.1.5 a]**

When an incident is deemed critical, an IAP should be prepared once practical for personnel to draft one. When written, the plan may have a number of attachments, including incident objectives, organization assignment list, division assignments, incident radio communication plan, medical plan, traffic plan, safety plan, and fire, weather, and incident maps.

The incident action planning process includes the following steps:

Step	Action
1	Understand applicable Departmental policies and directives.
2	Assess the incident situation.
3	Establish the incident objectives.
4	Select an appropriate strategy or strategies to achieve the objectives.
5	Perform tactical direction (apply tactics appropriate to the strategy, assign the right resources, and monitor their performance).
6	Provide necessary follow-up (change strategy or tactics as needed, add or subtract resources, etc.).

IAPs are always based on incident needs and the ICS organization. They must be flexible and constantly reevaluated, and should be based on an operational period of no more than 24 hours.

Demobilization
46.1.5 c

Planning for demobilization occurs prior to the end of the incident. The Planning Section is responsible for creating a Demobilization Plan that includes specific instructions for all personnel and resources that will be demobilized. Once the Demobilization Plan is approved, it will be distributed as necessary. The Demobilization Plan should include procedures to:**[46.1.5 c]**
-Account for all officers engaged in the incident
-Disengage officers as appropriate, and
-Assign officers or other personnel, as needed, to remain in the area of incident to ensure that it is protected.

Post-occurrence procedures should include:
-Deactivating the command post
-Ensuring that all Department equipment is collected and returned
-Conducting a tactical debriefing of the incident, when appropriate, and
-Notifying the Peer Support Team of the incident, and providing appropriate stress counseling to all involved police personnel if needed.

General Staff Sub-sections

Branches: An organizational level having functional or geographic responsibility for major parts of incident operations

Divisions: The organizational level having responsibility for operations within a defined geographic area

Groups: The organizational level having responsibility for a specified functional assignment at an incident

Single resources: An individual, piece of equipment and its personnel, or a team of individuals with an identified supervisor that can be used at an incident

Strike Teams: A group of resources of the same size and type

Task Forces: A combination of different single resources assembled for a particular operational need, with common communications and leader

Units: The organizational element having functional responsibility for specific incident planning, logistics, or finance/administration activity

Equipment Readiness 46.1.8	It is the responsibility of the Braintree Police Department or person to which property is assigned to maintain any issued and stored Department property in a state of operational readiness (motorcycles, ATV's and additional equipment used under METROLEC duties) **[46.1.8]**
Accessibility	Copies of the Comprehensive Emergency Management Plan and Braintree Public School's Crisis Management Plan shall be located in the Supervisor's Office in Communication. It is the responsibility of all supervisors to be familiar with all written plans and procedures for emergency situations and unusual incidents.
Training 46.1.9 46.3.4	All affected personnel will receive annual training on the Critical Incident and Hazard Plan policy and awareness training for events involving hazardous materials as well as ICS training; this will include sworn officers, civilian and any other personnel the Chief assigns. Police personnel may also participate in training with other town agencies. **[46.1.9] [46.3.4]**
Special Events 46.2.7	Special events that are expected to draw large crowds, Braintree's annual Independence Day celebrations as an example, must have an Operations Plan approved by the Chief of Police or his/her designee. Generally, Operations Plans for special events expected to draw large crowds should include a situational overview, mission statement, concept of operations, expected timeline, personnel assignments and delegation of authorities (e.g. responsibilities of the OIC, communications, sector cars). **[46.2.7]**

R E S O U R C E   I N V E N T O R I E S

Appendix A   POLICE INVENTORY

P E R S O N E L	Q U A N T I T Y
REGULAR POLICE:	82
DIVERS/TEAM	1
EOB/BOMB TEAM	0
CISD TEAM	3
SEARCH & RESCUE TEAM	0
SEARCH DOG(S)	1

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LANGUAGE TRANSLATOR/INTERPRETOR	4
V E H I C L E S	**Q U A N T I T Y**
CRUISERS:	47
ALL TERRAIN VEHICLES:	1
CRUISER (AMBULANCES):	0
AMBULANCES:	0
SNOWMOBILES:	0
4 x 4 VEHICLES:	1
HORSE:	0
MOTORCYCLES:	6
BOATS:	1
BUSES:	0
COMMAND POST, MOBILE:	0
AMPHIBIOUS VEHICLES:	0
VANS:	2
E Q U I P M E N T	**Q U A N T I T Y**
GAS GUNS:	0
GAS MASKS:	0
SMOKE (YES OR NO):	No
NIGHT VISION EQUIPMENT:	4

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EQUIPMENT (cont'd)	QUANTITY
INFRARED EQUIPMENT:	0
GENERATOR, PORTABLE:	0
BARRICADES:	0
LIGHTING UNIT(S):	0
NUMBER OF CELLS:	8
SLEEPING FACILITIES:	0
FEEDING FACILITIES:	0
Helmets	14
Heavy Armor/Plate Carriers	14