I. PURPOSE:

The purpose of this order is to establish a procedure for the activation, deployment, and coordination of the system-wide Critical Response Unit [CRU]. The written directive establishes criteria for the selection of officers assigned to CRU, delineates special equipment issued by this department to CRU officers, and defines the scope and procedure for search and rescue activities.

II. POLICY:

It is the policy of this department to activate CRU in order to supplement department personnel, when needed. Once it has been determined by the Chief of Police that assistance is needed to insure the safety of the campus community and to protect University property, the CRU may be activated.

III. DEFINITIONS:

A. Civil Disturbances. Riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions, and labor disputes.

B. Critical Response Unit. A group of police officers from several different California State University campuses who have been trained together as a team to supplement campus police departments for prevention and mitigation of the effects of natural disasters (to include urban search and rescue), executive protection and civil disorder. CRU is broken into two teams: Northern CRU and Southern CRU.

C. CRU Commander. A Lieutenant assigned to the CRU team who is responsible for executing the logistics and deployment of a team for training or an actual callout.

D. CRU Coordinator. A Chief of Police who is responsible for overseeing the logistics, support and supply of the CRU team, as well as ensuring the proper training of members and records keeping of the team.

E. Emergency Situation. An actual or potential condition that poses an immediate threat to life or property. In context of mutual aid, it means a situation that exceeds the capability of a local agency to counteract successfully.

F. Home Campus. Any campus providing mutual aid assistance.
G. **Host Campus.** Any campus receiving mutual aid assistance.

H. **Mutual Aid.** An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergency.

I. **Northern CRU Campuses.** Chico, Fresno, Hayward, Humboldt, Monterey Bay, Sacramento, San Francisco, San Jose, San Luis Obispo, Sonoma and Stanislaus.

J. **Southern CRU Campuses.** Bakersfield, Channel Islands, Dominguez Hills, Fullerton, Long Beach, Los Angeles, Northridge, Pomona, San Bernardino, San Diego, and San Marcos.

K. **Unusual Occurrences.** Occurrences that connote situations, generally of an emergency nature, that result from natural, man-made, and/or civil disturbances.

L. **VIP.** A “very important person,” dignitary, famous personality, notorious person, or any other person in need of special security.

**IV. PROCEDURES:**

A. Deployment of CRU tactical team to supplement other campus operational components and efforts.

   1. **Activation.**

      a. To activate the CRU team, the Chief at the campus needing assistance will contact the CRU team Coordinator, and provide information as to the type of response needed.

      b. The requesting Chief must complete a *Mutual Aid Request Form* and fax copies to the CRU Coordinator and the system wide Coordinator.

   2. **Notifications required.**

      a. The CRU Coordinator will notify the CRU Commander of the call out and determine the level or response to include personnel and equipment needs.

      b. The CRU Coordinator will also notify other area Chiefs, the system wide Coordinator and the Chancellor’s office of the request and the level of response.

B. **Coordination and cooperation between tactical teams and other operational components.**

   1. **Chain of Command.**

      a. The CRU operates internally with the Officer, Corporal, Sergeant, Lieutenant, and Chief chain of command.

      b. The CRU Commander reports to the Chief of the respective campus to which it is responding.

      c. If CRU members are deployed as a unit, they will be supervised by CRU Commanders and be under command of the Chief of Police. If
they are deployed individually, CRU officers will be supervised through the chain of command of the host campus.

2. Coordination and cooperation between CRU and the operational components of the host campus will be accomplished by ensuring that command and control of all operations remains with the Chief of Police for the host/requesting campus.

C. Selection of CRU Officers.

1. Selection to CRU is a specialized assignment as noted in General Order I-8. When openings occur, the Chief will post a notice requesting letters of interest from eligible officers.

2. Officers must have completed probation and have good work records as evidenced by performance evaluations.

3. The Chief will make the assignment based on the skills, knowledge and abilities of officers expressing interest.

4. Physical Agility Examination (PAE).
   a. Officers who wish to participate in CRU will be required to pass the PAE, as described by the CSU Chancellor's Office, prior to being selected for CRU.
   b. The PAE consists of the following;
      1) 6 foot wall scale;
      2) Run and grip;
      3) Weight drag; and
      4) Endurance run.
   c. Once assigned to CRU officers will be required to pass the PAE on a yearly basis.

D. Specialized Equipment.

1. Equipment to be issued to CRU Members.
   a. Two piece navy blue tactical uniform with cloth name tag and badge, and large POLICE back patch with gold letters.
   b. Nylon gear to include:
      1) Holster;
      2) Gun Belt;
      3) Handcuff case;
      4) Radio holder;
      5) O.C. holder; and
      6) Baton ring.
   c. Black canvas bag.
   d. Black Kevlar “M-1” helmet with Lexan shield.
e. Navy blue cap with POLICE on front in 1” gold letters.

f. Black cold weather jacket, cotton, M-90 or flite suite with appropriate emblems.

2. Additional support equipment for performing the missions of CRU is available for deployment through the CRU Coordinators, who keep a complete inventory of equipment. Examples of the equipment includes:
   a. riot baton;
   b. gas masks;
   c. specialized communications (i.e., satellite phone);
   d. search and rescue equipment (ropes, cribbing materials, stretchers, etc.);
   e. medical supplies;
   f. and food and water rations.

E. CRU Search and Rescue.

1. CRU teams will only perform those search and rescue activities they have been trained and certified in.

2. CRU response time in emergencies is usual 4 to 8 hours from the time of request to arrival on scene. This will vary with the distance traveled and the level of response requested. The delay in activation/response normally places the teams on scene beyond the initial emergency response by the requesting agency and places CRU in a support role.

3. Scope of activities and procedures.
   a. Report directly to the commanding authority (requesting campus incident commander).

   b. Communications:
      1) Activate Emergency Operations Center and/or Establish Command Post.
      2) Equip In-Field personnel with radios and establish frequencies for Response teams

   c. Control Of Scene:
      1) Establish/Maintain perimeter controlling entrance and exit to the scene.
      2) Identify Safe Zones and Danger Zones.
      3) Establish entrance and exit routes to the scene for Emergency Vehicles.

   d. Staging Area:
      1) Establish staging area for incoming equipment.
      2) Staging area should be able to accommodate placement of vehicles and personnel.

   e. Medical Unit:
      1) For basic first aid and transport of victims to hospitals.
2) Advise medical personnel of location.
3) Assist in the establishment of the triage location.

f. Formation of Response Team(s):
   1) Building Assessment Team(s), including the “windshield” initial inspection.
   2) Search Team(s).
   3) Triage Team(s).
   4) Rescue / Recover Team(s).

g. Escape Routes and Assembly Points:
   1) Identify and establish routes to and from the campus (safe roadways).
   2) Secure and establish assembly points for response personnel.
   3) Define areas on campus, which are unsafe to travel or occupy.

h. De-escalation:
   1) Confirm all possible victims and Field/CRU Team personnel are accounted for.
   2) Document any continuing hazards are contained and mitigated.
   3) Document equipment usage, inventory, and compile necessary restocking list.
   4) Assign any special tasks (consulting with campus Incident Commander).
   5) Inform personnel of debriefing site.
   6) Conduct a debriefing

i. Consult Unusual Occurrence Plan Checklist.

V. APPENDICES: Unusual Occurrence Plan Checklist.
California State University, Los Angeles

Police Department

Unusual Occurrence Plan Checklist

<table>
<thead>
<tr>
<th>Type Of Incident</th>
<th>Date/Time</th>
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<tr>
<th>Location Of Incident</th>
<th>Case Number</th>
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<thead>
<tr>
<th>Incident Commander(s)</th>
<th>Time Assumed</th>
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COMMUNICATIONS

1. Which of the following notifications have been made?

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<tr>
<th>Chief of Police</th>
<th>LAPD Police Department</th>
<th>LA Fire Department</th>
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<tr>
<th>On-duty Command Officer</th>
<th>EH&amp;IS</th>
<th>Red Cross</th>
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<tr>
<th>President</th>
<th>LA Sheriff’s Department</th>
<th>CSLA Emerg. Response Team</th>
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<th>Vice President of Administration/Fin.</th>
<th>State Fire Marshall</th>
<th>CSU Critical Response Unit</th>
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<tr>
<th>Parking and Transportation</th>
<th>Facilities Management</th>
<th>Hospital / Health Center</th>
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<tr>
<th>FAA</th>
<th>Medical Examiner / Coroner</th>
<th>Public Affairs</th>
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2. Are all on-duty personnel equipped with appropriate radios and are they on the same channel?

3. Are cellular phones being used?  

   Person      Number
   ___________  ___________
   ___________  ___________
   ___________  ___________

4. Has the Communications Center and Command Post been advised of the numbers?
5. Is an alternate channel needed?  Yes  No

6. Are additional Dispatchers needed?  Yes  No

7. Has the Emergency Operations Center been activated?  Yes  No

   Supervisor in charge:__________________________

   Personnel monitoring the Public Information Line: (323) 343-3700

   ___________  ___________  ___________

   Have field Officers been advised of the Public Information Line?  Yes  No

8. Has a mobile EOC been requested?  Yes  No

   Agency Providing  __________________________

   Staffed by  ________________________________

   Location  ________________________________

9. Officers On-Duty  Deployed

   ___________   ___________

   ___________   ___________

   ___________   ___________

   ___________   ___________

   ___________   ___________

FIELD COMMAND POST

1. Command Post Supervisor  ________________________________

2. Location  ________________________________

3. Staffed By  ___________  ___________

   ___________  ___________

   ___________  ___________
4. Resources       Available               Needed

5. Personnel have been advised of Command Post location?     Yes   No

6. Personnel have been advised of the identification of the Incident commander?     Yes   No

7. Personnel have been advised to whom to report?               Yes   No

8. Are additional personnel needed?     How many?______________

9. Listing of outside agencies for contact / notification:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CASUALTY / RESPONSE INFORMATION

1. Notification of local hospitals     _____           _____

2. Notification of LA Fire Dept.                  _____           _____

3. Notification of Medical Examiner     _____           _____

4. Medical treatment of a minor nature handled by [i.e., Student Health Center]:
   ___________________________________________________________________

COMMUNITY RELATIONS / NEWS CONFERENCE / NEW BRIEFINGS / RUMOR CONTROL

1. Name of the Public Affairs Representative ________________

2. Location of the Public Affairs Representative ________________

3. Representative identified to:     Media       Personnel
4. Press Conference release location ________________________

5. Times of Release / Conference _______ _______

6. Press Release prepared by: Approved by:

7. Media access area available ________________________

OTHER LAW ENFORCEMENT AGENCY SUPPORT

1. Outside agencies contacted _____________ ____________

2. Equipment / Special personnel needed From Agency
   _____________ ____________
   _____________ ____________
   _____________ ____________

3. Briefing: By: _________________ Location / Time
   Assignments Equipment Provided
   _________________ _________________
   _________________ _________________
   _________________ _________________
   _________________

CAMPUS FACILITY SECURITY

1. The following campus facilities require additional security:
   _________________ _________________ _________________
   _________________ _________________ _________________

2. The following campus facilities require evacuation:
   _________________ _________________ _________________

3. The following campus facilities have been placed on alert:
   _________________ _________________ _________________
TRAFFIC CONTROL

1. Locations where officers are stationed

<table>
<thead>
<tr>
<th>Officers</th>
<th>Location</th>
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2. Parking Services and Transportation has been contacted for placement of traffic control devices: Yes No

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<th>Location of device</th>
<th>Type of device</th>
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3. Facilities is needed / contacted to adjust campus lighting? Yes No

4. The following roads / intersections have been closed:

   __________ __________ __________ __________

5. The following had been contacted regarding road closures: (circle)

   Communications   Officers   Fire Department
   Parking/Transportation   Command Post   Public Affairs
   Other
6. The following arrangements have been made for the removal of vehicles:

---

**EQUIPMENT REQUIREMENTS**

1. Arrangements have been made to advise / equip personnel for assignment  Yes No

2. Arrangements have been made to acquire special equipment  Yes No

3. Arrangements have been made for equipment replenishment / replacement  Yes No

4. Food, water, & sanitation arranged, if necessary  Yes No

**TRANSPORTATION REQUIREMENTS**

1. Personnel have suitable forms of transportation:  Yes No

2. Special / Mass transportation is needed for:

   Transportation of Personnel  Transportation of Arrestees  Evacuations
   Disabled  Injured  Other_____________________________

3. Special Transportation arranged by _____________________________

**COURT / PROSECUTORIAL LIAISON**

1. Has DA’s Office been notified?  Date_______  Time______

2. Has a DA been assigned to the incident?  Name__________________

3. Has there been discussion for appropriate charges for offenders?  Yes No

4. Has the Juvenile Court System been contacted regarding incident?  Yes No

5. Have liability issues been addressed?  Yes No

6. The ground rules for demonstrations, picketing, rallies, etc. have been explained to:(circle)  Officers  Participants

7. Guidelines for arrest have been discussed with: (circle) Officers  Participants

8. Evidence collection, packaging, and storage arranged.  Yes No
Arrest & Confinement Procedures

1. Arrest procedures / circumstances have been discussed with officers? Yes No

2. Arrested persons will be: Transported to:_______________
   Processed at:_______________

3. Processing will include the following documentation [i.e., proper identification]:
   ________________  ________________
   ________________  ________________
   ________________  ________________

4. Detention Facility utilized: _____________________________________________

5. Special instructions related to juveniles, if any: ____________________________

6. Evidence collection, packaging, documentation, and storage arranged. Yes No

7. Defense counsel visits are not permitted during event.

8. Special security considerations, if any, for arrest and/or confinement facility: 
   ____________________________________________

EVACUATIONS

1. The following areas require evacuation:
   ________________  ________________  ________________
   ________________  ________________  ________________

2. Relocation center for evacuees: _______________________

3. The media has been contacted: Yes No

4. Red Cross notified: Yes No

5. The following information must be provided to evacuees:
   __________________________________________

6. Have security measures been taken for evacuation area? Yes No
INNER / OUTER PERIMETERS

1. Confines of inner perimeter:

2. Confines of outer perimeter:

3. Officer / Agencies assigned to inner perimeter:

   CSLA Officers   Other Agencies
   __________________________   __________________________
   __________________________   __________________________
   __________________________   __________________________
   __________________________   __________________________

4. Outer perimeter is defined by yellow tape, rope, etc.: Yes   No

5. Provisions have been made for the media: Yes   No

STAGING AREA

1. Designated staging area: ____________________________

2. Supervisor assigned to staff area: ____________________________

3. Alternate staging area: ____________________________

4. Provisions have been made for transportation to/from staging area: Yes   No

5. Required equipment needed at staging area:

   __________________________   __________________________   __________________________
   __________________________   __________________________   __________________________
   __________________________   __________________________   __________________________

TRAVEL ROUTE

1. In case of a V.I.P., Detail, what is the primary route of travel?

   __________________________
2. Alternate route?

3. The routes have been inspected for existing hazards? Yes No

4. Has the hospital been advised of the V.I.P. visit? Yes No

5. The following agencies will escort the V.I.P.:

6. The following Department personnel will be assigned the detail:

7. Numbers in entourage Vehicles Personnel

8. Body armor required for V.I.P.? Yes No

9. V.I.P. visitation sites have been pre-inspected by: 

10. Location of visitation sites:

11. Area maps / floor plans are needed? Yes No Available? Yes No

DE-ESCALATION / POST OCCURRENCE

1. Are all officers accounted for? Yes No

2. Locations from which non-essential personnel can be released:

3. Special tasks to be performed while they are securing (removal of signs, damage assessment, removal of barricades etc.)

C:\Users\lgamez\Desktop\Written Directives 2018\Chapter IV\IV-26 Critical Response Unit.doc
4. Released officers will report to the following location ____________

5. Officers have been informed of Date / Time / Location of a De-Briefing?
   Yes   No

6. Officers have been advised of Post Incident Reporting Requirements?
   Yes   No

7. Has a team been assembled to assess damage in the affected area?
   Yes   No

8. Has their role been defined?
   Yes   No

Notes: