



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-26 APPROVED: \_\_\_\_\_  
Joseph Curreri, Chief of Police

EFFECTIVE: April 19, 2012

SUPERSEDES: 5/12/2010 Reviewed/Revised: April 19, 2012

SUBJECT: **Critical Response Unit**

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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**

\_\_\_\_\_  
 Type Of Incident                      Date/Time

\_\_\_\_\_  
 Location Of Incident                  Case Number

\_\_\_\_\_  
 Incident Commander(s)              Time Assumed

**COMMUNICATIONS**

1. Which of the following notifications have been made?

	Chief of Police		LAPD Police Department		LA Fire Department
	On-duty Command Officer		EH&IS		Red Cross
	President		LA Sheriff's Department		CSLA Emerg. Response Team
	Vice President of Administration/Fin.		State Fire Marshall		CSU Critical Response Unit
	Parking and Transportation		Facilities Management		Hospital / Health Center
	FAA		Medical Examiner / Coroner		Public Affairs

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**

- |  | Yes   | No    |
|--|-------|-------|
| 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

<u>Officers</u>	<u>Location</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Parking Services and Transportation has been contacted for placement of traffic control devices: Yes No

Location of device	Type of device
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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:

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### 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.)  
\_\_\_\_\_

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

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Notes: