



- E. All equipment designated for use in unusual occurrence situations will be inspected at least quarterly for operational readiness by the Emergency Preparedness Coordinator.
- F. Procedures and consideration relative to special operations activities.
  - 1. Responsibilities required of agency personnel until special operations units or assistance arrives:
    - a. Generally, agency personnel have the duty to control and contain a scene until a special operation unit or personnel arrive on scene. This activity should continue until such time a transfer of responsibility will not jeopardize the successful completion of the response.
    - b. Initial response considerations by agency personnel include:
      - providing aid to the injured;
      - protecting the crime scene to ensure that evidence is not lost or contaminated;
      - determining if an offense has actually been committed and, if so, the exact nature of the offense;
      - determining the identity of the suspect or suspects and affecting an arrest, if it can be accomplished within departmental guidelines;
      - furnishing other field units, through the communications system, descriptions, method and direction of flight, safety bulletins, and other relevant information concerning wanted persons or vehicles;
      - obtain complete information on all witnesses;
      - determining what information is known by the victim and witnesses;
      - arranging for the collection of evidence;
      - determining in detail the exact circumstances of the offense; and
      - accurately and completely recording all pertinent information on the prescribed report forms.
  - 2. Deployment of tactical teams to supplement other operational components.
    - a. Tactical and special operations teams and components shall only be deployed with the approval of a command officer, or in their absence, the Watch Commander.
    - b. Record of the request and the approval must be included in an ARMS/CAD entry. The justification to request outside support through mutual aid shall be summarized via a written report.
    - c. Possible tactical and special operations teams that may be required operational include:
      - Bomb Squads;

- Special Weapons and Tactical Groups;
  - Canine Teams (Narcotics, Explosives, and Search Dogs);
  - Hazardous Materials Teams;
  - Fire and Arson; and
  - The CSU Critical Response Unit utilized for site security and crowd control in special situations.
- d. Local jurisdictions that have special support operations teams available to the agency include: LAPD; Los Angeles County Sheriff's Department; Mutual Aid Area C.
3. Coordination and cooperation between tactical teams and other operational components.
- a. Chain of Command of tactical and special operations teams/groups operate internally with an established chain-of-command, which will remain operational throughout any event that requires their expertise.
  - b. A tactical or special support team, under mutual aid or through pre-arranged communications, shall be required to maintain a continuous flow of information relative to the event to the designated University Police command official (example: Watch Commander, Lieutenant, Chief of Police). Discretion is advised in disseminating information past absolute need-to-know lines of authority without review of the data with involved components.
  - c. Coordination and cooperation between the agency and outside jurisdictions responding to assist will be accomplished by ensuring that command and control of the overall operation remains with the Chief of Police, as much as feasibly possible.
- G. Written plan for responding to natural and manmade disasters, civil disturbances, and other unusual occurrences.
1. Natural/manmade disasters and unusual occurrences.
- a. The *Multi-Hazard Emergency Plan* will be the primary source and guideline utilized for response to natural and manmade disasters.
  - b. The plan provides checklists and is designed around the standardized emergency management system (SEMS).
  - c. The primary aspects of the Plan are:
    - A fully equipped and operational Emergency Operations Center;
    - A Mobile Emergency Operations Center;
    - Emergency supplies inventoried and stored in a state of operational readiness;
    - Back-up and operational communications systems;
    - Emergency drills or rehearsals that includes actual evacuation of buildings/areas and table-top exercises; and
    - Identification and training of campus personnel.

2. Civil Disturbances.

- a. Disturbances of a civil nature/crowd management/protest and similar activities will be controlled with an appropriate level of personnel and a responsibility toward containment.
- b. The First Amendment of the Constitution shall be considered when planning a response to all related Civil Disturbances. An Excerpt states:

***“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”***

- c. Response factors must include the following:
  - 1) provisions for communications to include development of a communications plan considering interoperability issues;
  - 2) the establishment of a field command post, EOC activation, or other command and control center, if necessary;
  - 3) a clearly defined chain-of-command that includes support agencies in compliance with General Order IV-37, Incident Command System;
  - 4) development of a flexible operations plan.
  - 5) identified public information personnel, media briefings and control points to include the University Public Affairs Office and a designated Department Public Information Officer;
  - 6) establishment of communication with possible protest, and or, other involved groups and stakeholders;
  - 7) safety of the public, and security of campus buildings;
  - 8) crowd and traffic control (See Crowd Management Intervention and Control Strategies in Appendices for further);
  - 9) identifying and establishing incident objectives;
  - 10) documentation of incident and actions to include a written log of all activities conducted and decisions made;
  - 11) law enforcement response to unlawful behavior should be consistent with the Department Use of Force Policy (General Order IV-1, Use of Force) and the law, including considerations for the use of less lethal weapons, and or, chemical agent delivery systems (command level approval required);
  - 12) considerations for the unlawful assembly determinations and the associated dispersal orders as appropriate;
  - 13) should mass arrest be necessary, they are to be conducted in accordance with General Order IV-32, Mass Arrests;
  - 14) equipment available and used;
  - 15) transportation;
  - 16) legal considerations;
  - 17) management control measures reference supervisory concerns, call-back/call-in of personnel, and documentation of cost factors; and

18) assistance required from other jurisdictions using the Mutual Aid System.

d. De-escalation procedures shall include:

- 1) Post-occurrence duties (i.e., equipment used, injuries reported, and cost factors determined);
- 2) Appropriate documentation completed to include individual reports related to law enforcement actions, investigations conducted, and other related reports;
- 3) Continued contact with court and prosecutor's office; and
- 4) After-action report and review outlining lessons learned and training opportunities.

## H. Emergency Mobilization Plan.

### 1. Communications:

- a. To assist with communications for an unusual occurrence, the EOC will be activated and an additional Dispatcher will be called to assist with communication coordination.
- b. All responding personnel will either be issued radios on the department frequency, or the Communications Center will be provided a radio for monitoring communications not normally available to the department.
- c. The incident commander will designate which radio frequencies will be utilized by different assisting components.

### 2. Alert Stages:

- a. The On Duty Command Officer or the Chief of Police may order a tactical alert/mobilization of off duty units.
- b. The call out of off duty personnel will occur in the following order:
  - 1) Investigative and sworn administrative personnel will be called in first.
  - 2) Personnel on their regularly scheduled day off shall be called in secondarily.
  - 3) If additional personnel are needed, personnel from the on-coming shift will be called in early and personnel who have just completed their shift will be recalled to duty.
  - 4) All personnel will report in full uniform or as ordered.

### 3. Primary and Alternate Assembly Areas:

- a. At the time personnel are notified to respond for deployment they will be advised of the location where they are to report.
- b. The University Police Station will be utilized as the primary assembly area.
- c. Alternate assembly areas can include a field command post or the EOC.

### 4. Equipment Distribution:

- a. The scene commander will assign a supervisor to ensure that necessary equipment is issued to all personnel involved in the operation at the time they report for duty assignment.
  - b. This supervisor will maintain a list of issued equipment and will ensure that all equipment is returned at the conclusion of the operation.
5. Special Task Force Activation:
  - a. Only the Chief of Police may issue the order to request the activation of any special task forces or tactical force units.
  - b. Activation of the Critical Response Unit shall be only on the authority of the Chief of Police.
  - c. Requests for mutual aid assistance from surrounding agencies will be at the discretion of the Incident Commander and can be made via authorization through Dispatch.
6. Key Personnel Designations:
  - a. The Chief of Police will establish the chain of command, reporting lines and key personnel designations.
  - b. The Chief of Police will maintain command of the overall incident.
  - c. All personnel involved in the operation, including Communications, will be advised of key personnel designations.
  - d. The Standardized Emergency Management System (SEMS) will be utilized in large and detailed mobilizations.
  - e. A field commander may be appointed to work directly from the command post, who will report to the Chief of Police.
  - f. Public information will be managed by the campus Public Affairs personnel.
7. Coordination with Emergency Management Personnel:
  - a. The Chief of Police is responsible for coordinating operations with any on-site emergency management personnel.
  - b. The Administrative Manager will normally be delegated the responsibility for liaison with emergency management personnel.
  - c. The campus Disaster Response Team (personnel trained in support functions related to emergency preparedness) will be mobilized and directed to report to the Emergency Operations Center. The Chief of Police, or designee, will supervise the team and make assignments.
8. Transportation Requirements:
  - a. The incident commander will insure that transportation needs are met for all responding personnel. The transportation effort will primarily involve providing transportation from the assembly point to the location of field assignments.
  - b. The Transportation Coordinator will be the primary supervisor of all transportation needs, including:
    - 1) assessment of transportation resources available on campus, through public agencies, and from private concerns;

- 2) total amount of transportation issues pending presently and the immediate future; and
- 3) resources to be provided related to the emergency response effort on the campus and on a regional level.

9. Management Control Measures:

- a. A personnel duty roster and assignment log will be maintained at the primary assembly area. This log will note the name and agency of the individual, time on and off duty and location of assignment.
- b. Equipment issued will also be noted on the assignment log.
- c. The supervisor making assignments will advise individuals who they are to report to and they will insure that an acceptable span of control is maintained.
- d. At the time personnel sign off duty, all equipment issued to them will be returned and inspected.

10. Rehearsals:

- a. A documented biennial training consisting of a tabletop or full-scale exercise will be completed to assess the agency's capabilities with the All-Hazards Plan and the Incident Command System.

I. Requests for federal law enforcement or National Guard assistance in emergency situations.

1. Federal law enforcement or National Guard assistance shall only be approved through the Chief of Police in consultation with the University President.
2. Emergency assistance requiring federal law enforcement or National Guard assistance will adhere to the California State Government Code, Sections 8555-8561.
3. Assistance from federal sources shall be of last resort and only requested after regional resources are not capable or available.

V. APPENDICES:

- Hazardous Materials Storage Locations.
- Enclosure 5 of the Multi-Hazard Response Plan, Hazardous Materials Incident
- Enclosure 6 of the Multi-Hazard Response Plan, Environmental Health and Safety Procedures
- Enclosure 7 of the Multi-Hazard Response Plan, Hazmat/Search & Rescue Coordinator's Checklist
- Crowd Management Intervention and Control Strategies

**HAZARDOUS  
MATERIALS  
STORAGE  
LOCATIONS  
with  
“NFPA” Signage**



**Fire Hazards**

- 4 – Extremely flammable
- 3 – Ignites at normal temperatures
- 2 – Ignites when moderately heated
- 1 – Must be preheated to burn
- 0 – Will not burn

**Health Hazards**

- 4 – Deadly
- 3 – Extreme danger
- 2 – Hazardous
- 1 – Slight Hazard

**Reactivity**

- 4 – May detonate
- 3 – Shock or heat may cause detonation
- 2 – Violent chemical change possible
- 1 – Unstable if heated
- 0 – Normally stable

**Specific Hazards**

- OXY** – Oxidizer
- COR** – Corrosive

- Water reactive

- Radioactive



## Enclosure 5 from Multi Hazard Response Plan:

### Hazardous Materials Incident

Hazard Implications: Toxic spill incidents may pose problems of extremely urgent warning and evacuation actions. Special care must be taken to avoid contact with substance or vapors. Refer to the Campus Hazardous Material Contingency Plan for specific information on management responsibility and detailed procedures.

#### **ACTION TAKEN**

#### **ACTION**

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Notify Department of Environmental Health and Safety Management.

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Assign units to provide warning and assist in area evacuation.

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Provide security around affected area as necessary.

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Ensure that all personnel remain upwind or upstream from the incident site. This may require repositioning of personnel and equipment as conditions change.

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Follow detailed University Police procedures that place the initial responsibility for the incident with fire officials, if on scene.

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Assist in efforts to identify substance only in regard to interviewing people familiar with the area, building, and/or room.

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Update Operations Section Manager on any changes in situation.

Part II: Enclosure 6 of the Multi-Hazard Response Plan  
**ENVIRONMENTAL HEALTH AND SAFETY**

1. Introduction

- a. Normally, all biological, chemical and radioactive materials, if properly stored and handled, pose no extreme threat to the campus. However, during times of natural or man-made disasters, these materials become a special hazard to the campus as well as to emergency personnel who will be responding to the affected area.
- b. This type of hazard could be the result of an accident or the result of any of the following emergencies and/or disasters: earthquakes, fire, explosions, hazardous materials spill, aircraft accidents, floods, and sabotage. Therefore, hazard control may be required when any of the above events occurs. This is an important consideration when the emergency or disaster involves any of the science buildings.

2. Responsibilities. The Environmental Health and Safety Department

- a. Determine, detect, and identify hazardous biological and chemical agents and make necessary recommendations;
- b. Provide hazardous materials control and assist monitoring clean-up operations; and
- c. Assist in directed evacuations and building clean-up when hazardous materials are involved.

3. Policies and Procedures. Under emergency or disaster conditions, admission to the following listed rooms will be restricted as follows:

- a. Rooms containing pathogenic organisms:
  - (1) Only trained personnel shall be allowed to enter, wearing protective clothing and biological respirators.
  - (2) All fires must be contained in these rooms and be allowed to burn themselves out. Firefighters then may enter with respirators after all walls and contents of the room have been wet down with a fine spray of water.
  - (3) Refrigerators and freezers, in most cases, should remain intact; however, they should be isolated under a special tent and removed or disposed of only with the protection of a self-contained breathing apparatus.
- b. Rooms containing radioactive chemicals:
  - (1) Only authorized radiation safety personnel should be admitted, wearing protective clothing, a filtered breathing apparatus, and a radiation badge. Radiation detectors, such as Geiger counters, should be carried.
  - (2) Short exposure to radiation at the levels present in these rooms is not considered to be lethal; therefore, entry to save human life by emergency personnel other than radiation safety officers should not be prevented.
- c. Rooms containing toxic, flammable, explosive, or carcinogenic chemicals:
  - (1) In chemistry storage areas, it is preferable that only emergency personnel familiar with chemical hazards should enter when equipped with personal and respiratory protection.
  - (2) Acknowledge any posted warnings (NFPA Diamonds) and relay that information to all concerned.

Note: If the incident proves to be serious in nature, the Countywide Hazardous Materials Incident Response Plan will be activated. The Plan provides procedures for requesting mutual aid if needed. Copies of the Countywide Plan are available at the EOC and University Police Department.

Part II: Enclosure 7 of the Multi-Hazard Plan

## **HAZMAT/SEARCH & RESCUE COORDINATOR'S CHECKLIST**

Activity: Coordinates the efforts of Emergency Response Team members engaged in hazardous materials response and search and rescue activities.

Primary: Director, Environmental Health & Safety.

### Hazard Implications:

Earthquake: Probable immediate need for activation of the campus Emergency Response Team to determine the extent of any hazardous materials releases. If campus structures are compromised, the activation of the search and rescue component of emergency response may be necessary.

Fire: Firefighters will need information concerning the types, quantities and hazardous materials contained in or near the fire site.

Flood: Potential for explosion of water reactive chemicals. Other chemical reaction may occur.

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### General Response

1. Evaluate status reports relating to HAZMAT releases and reports of persons trapped in campus structures.
2. Deploy HAZMAT teams to inspect and report status of high-risk areas, contain releases, remove individuals trapped in dispersion areas, and evaluate structures for further rescue operations.
3. Communicate information to EOC Director regarding search and rescue priorities.
4. Provide EOC Director with information to be used for broadcast of emergency self-help instructions.

# Crowd Management Intervention and Control Strategies

Source – Adapted from POST Crowd Management, Intervention, and Control/ March 2012

**Lawful Assembly** Free Speech and assembly are protected First Amendment activities. :

- ☞ Speeches
- ☞ Marches
- ☞ Demonstrations
- ☞ Rallies
- ☞ Picketing
- ☞ Public assemblies
- ☞ Protests
- ☞ Celebratory events

## **Use Crowd Management strategies**

- ☞ Meet with event organizers and stakeholders
- ☞ Determine the history and risk of the group
- ☞ Create a planning team
- ☞ Check permit limitations
- ☞ Develop Incident Action Plan and objectives
- ☞ Identify and assign resources
- ☞ Monitor and assess crowd behavior
- ☞ Separate opposing factions
- ☞ Maintain logs
- ☞ Provide direction and expectations at roll call/briefing
- ☞ Engender facilitation, not confrontation
- ☞ Interact with organizers and gain their cooperation

**Isolated Unlawful Behavior** Isolated unlawful activity by individuals or small groups within a crowd should not automatically form the basis for declaring an assembly unlawful.

- ☞ Isolated destruction of property
- ☞ Isolated acts of violence
- ☞ Isolated rock or bottle throwers
- ☞ Individual sit down demonstrators

## **Use Crowd Intervention strategies**

- ☞ Use organizers and monitors to gain voluntary compliance
- ☞ Isolate, arrest and remove law violators as quickly as possible
- ☞ Video action of officers and law violators
- ☞ Use amplified sound to communicate intent or to gain compliance
- ☞ Use low profile tactics when possible. Don't become the focus of the demonstration
- ☞ When it is not possible to make an immediate arrest, identify and track suspects using cameras, observation posts, an air unit or shadow teams
- ☞ Continue to assess; escalate and de-escalate as behavior changes
- ☞ Don't increase crowd tension or change crowd focus to law enforcement by unnecessary aggressive appearance or behavior

**Unlawful Assembly** Assemblies may be dispersed when they are violent, or pose a clear and present danger of violence, or the group is breaking some other law in the process. If a crime is occurring, action may be taken to stop it prior to a Dispersal Order being given. Per Penal Code §407, two or more persons assemble to:

- ☞ Commit an unlawful act or
- ☞ Commit a lawful act in a boisterous or tumultuous manner

## **Use Crowd Control strategies**

- ☞ Seek voluntary compliance
- ☞ Video action of officers and law violators
- ☞ Act quickly
- ☞ Request needed resources
- ☞ Put control forces in place
- ☞ Identify dispersal routes
- ☞ Consider a traffic plan
- ☞ Move media to protected area
- ☞ Use amplified sound to communicate intent to declare an unlawful assembly
- ☞ Disperse unlawful crowd
- ☞ Track and contain groups involved in illegal behavior using cameras, observation posts, shadow teams or air unit
- ☞ Arrest individuals who fail to disperse or who are involved in illegal activity
- ☞ With Command approval, deploy appropriate less lethal munitions to defend officers or to disperse the crowd
- ☞ Ensure only reasonable force
- ☞ Report use of force
- ☞ Restore traffic flow

**Riot** Penal Code §404: (a) Any use of force or violence, disturbing the public peace, or any threat to use force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law, is a riot.

- Group violent behavior
- Group acts of property damage

**Use Crowd Control strategies**

- Video action of officers and law violators
- Request needed resources
- Put control forces in place
- Stop the illegal activity
- Put a traffic plan in place
- Track and contain groups involved in illegal behavior using cameras, observation posts, shadow teams or air unit
- Arrest law violators
- With proper approval, deploy appropriate less lethal munitions to defend officers or to stop violent behavior or property damage
- Ensure only reasonable force
- Report use of force
- Restore and maintain order
- Restore traffic flow
- Discourage groups from forming
- Protect lives, property, and vital facilities
- Remain present
- Reassess the situation
- Return to normalcy
- Act quickly

*Note: This table is neither all-inclusive nor limiting.*