

North Carolina Agricultural and Technical State University
DEPARTMENT OF POLICE AND PUBLIC SAFETY

GENERAL ORDER

Subject: All Hazard Plan		Number: 6R-1
Date: December 20, 2007	Amends: 6-1, 6-2, 6-3, 6-4, 6-7	
Supersedes: 6-1, 6-2, 6-3, 6-4, 6-7	Page:1 of 17	
Approved By:	Signature:	

Emergency Mobilization Plan

PURPOSE

The purpose of this directive is to establish the procedure for the mobilization of Department of Police and Public Safety personnel in the event of emergency situations or unusual occurrences.

POLICY

It is the policy of the North Carolina Agricultural and Technical State University Department of Police and Public Safety to respond in an efficient, rapid, and effective manner to emergency situations and unusual occurrences. This directive provides the method for planned response and mobilization of personnel to achieve these goals in an emergency situation. The Department of Police and Public Safety's procedure for the mobilization of personnel is conducted in conjunction the University's Emergency Plan. (Attachment A)

DEFINITIONS AND DESCRIPTIONS

Level Zero Incident: An incident in which there is no potential hazard to persons and/or property.

Level One Incident: An incident that poses minimal hazard to person or property and can be resolved with resources within the University or minimal assistance from an outside agency.

Level Two Incident: An incident that endangers public safety and/or property and requires assistance from outside agencies.

Level Three Incident: An incident that poses significant risk to persons and/or property. Such an incident requires substantial assistance from resources outside of the University, may require assistance from state and/or federal agencies, and generally persists for several hours.

((46.1.8)

PROCEDURE

I. Responding Officer Responsibilities

- A. A patrol officer will be the initial responder to all potentially hazardous incidents that may result in a need for emergency mobilization.
- B. A Patrol Officer serves as a member of the NCA&TSU Emergency Assessment Team, which performs the initial assessment of potentially hazardous situations to determine the exact nature of the incident and whether additional resources are needed.
- C. The Patrol Officer responding as part of the assessment team will establish initial command of the incident until the on-duty squad supervisor arrives.

II. Site Supervisor

- A. Upon arrival on the scene, the supervisor will assume operational command and will call all necessary personnel to the scene. The supervisor will ensure that a perimeter is sealed around the area and that no one enters the area.
- B. If the assessment team or the arriving supervisor determines that the particular incident (Level 2) endangers public safety/property and requires outside assistance, the supervisor will instruct Communications to activate the University Emergency Response Management Team per the University Emergency Plan. These persons will be instructed to report to the NCA&TSU sector at command.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 2 of 17

- C. Upon the arrival of the next higher patrol authority the delegation of authority will fall to that person for as long as they are on the scene. The Patrol/operations commander will respond to the location and assume operational command of the incident. If unable to respond, the Patrol/operations commander will ensure that a supervisor assumes command of the incident until a higher-ranking officer can respond and assume command. The following steps will be taken by the site supervisor upon arrival upon the scene:
1. Establish a command post near the scene that is in a safe location.
 2. Appoint a person to receive and record critical information regarding the incident.
 3. Establish a perimeter around the scene of the incident.
 4. Establish secure areas for the staging of additional personnel, equipment, and news media.
 5. Ensure that all necessary persons are evacuated.
 6. Ensure that adequate personnel are available to control the movement of vehicular and pedestrian traffic.
 7. Request standby emergency resources, as necessary.
 8. Brief other command personnel upon their arrival.

III. Telecommunication Responsibilities

- A. Once instructed to do so by the Patrol Supervisor, the on-duty Telecommunicator will notify the Assessment Team and instruct them to report to the scene. The departments to be notified are:
1. EHS
 2. Facilities Services
 3. NCA&TSU Public Relations
 4. Police and Public Safety Transportation Division
 5. Affected School(s) or Department(s) - Department Emergency Coordinators
 6. Student Affairs if students or student facilities are involved
 7. Housing if residence halls are involved
 8. Academic Affairs
 9. Business and Finance
- B. Communications should immediately contact the Deputy Chief of Police and the Asst. VC for Police and Public Safety to inform them of the situation.
- C. If the incident requires additional manpower resources to support the operation, Communications will begin callback of all Department personnel, both full-time and reserves.
- D. The Executive Group consisting of the following University personnel should be notified for stand-by status once the University Emergency Plan is put into effect:
1. Vice Chancellor for Business and Finance
 2. Provost
 3. Assistant to the Chancellor and Senior University Counsel
 4. Vice Chancellor for Student Affairs
 5. Associate Vice Chancellor for Public Relations
 6. Associate Vice Chancellor for Facilities
- (46.1.8)

IV. Greensboro Fire Department Protocol

- A. Any incident involving fire, fire alarms, or hazardous materials that may threaten life, property, or the environment will be responded to by the Greensboro Fire Department (GFD).
- B. The GFD will be responsible for the tactical operations in order to reduce the immediate hazard of the situation. Department personnel will provide all support to assist GFD.
- C. The on-scene Fire Chief and the Patrol Supervisor will engage in a joint operational command of the situation. The Patrol Supervisor will be the University representative for the operational area.
- (46.1.8)

V. Chemical, Biological, Radiological and Nuclear (CBRN) Incidents

Chemical, Biological, Radiological and Nuclear (CBRN) Incidents
 NCAT Police Officers are only trained on hazardous materials awareness and do not have proper protective gear for CBRN incidents, officers shall not attempt to approach the scene of a suspected chemical, biological,

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 3 of 17

radiological, or other hazardous area. Officers should remain upwind at a distance of at least 500 feet and wait for response from the EHS Division of our department, thus avoiding exposure of all gases, fumes, and smoke to the extent possible.

Unified Incident Command

- A.** The Department of Police and Public Safety uses the Incident Command System (ICS) for a systems approach to all incidents requiring emergency mobilization. This system allows for a unified command of all agency representatives that would be called due to the particular incident. The Unified Command will consist of the following personnel:
 - 1. Incident Commander
 - 2. Operations Commander - designated by the Incident Commander
 - 3. NCA&TSU Liaison
 - 4. Safety Officer - EHS
 - 5. Information Officer – NCA&TSU Public Relations
 - 6. Other personnel as requested by the Incident Commander
- B.** Upon notification, the Asst. VC for Police and Public Safety shall report to the established command post. The Command post will be staffed by the Asst. VC for Police and Public Safety and other officials designated by the Asst. VC for Police and Public Safety. The initial site will be chosen by the site supervisor or Patrol/operations commander. Communications links will be established to the Communications section, as well as appropriate Emergency Response Management Team personnel.
- C.** For incidents (Level 3) that pose significant risk to persons/property and requires substantial assistance from outside resources, the Command Post will be established at the University Emergency Operations Center (EOC) located in the Conference Room of the Police and Public Safety Building.
- D.** All requested agencies will send a representative to the Command post or the EOC if it is activated. These representatives will be responsible for informing the agency personnel under their command to their duties.
- E.** The Public Relations Information Officer will report to the command post or the EOC if it is activated. After obtaining an initial briefing, the Public Relations Information Officer will establish a media briefing area away from the command post or EOC. The Public Relations Information Officer will brief the news media on the situation as soon as time permits and adequate information is gathered. Subsequent briefings will be held when information permits.
(46.1.2, 46.1.8, 54.1.3)

VI. Response to Specific Incident Categories

All incidents that pose significant risk to persons or property will be responded to as outlined in this General Order and the University Emergency Plan. However, there are some classifications of incidents that require specific procedures in addition to the aforementioned response procedures. Such types of incidents are:

- A. Bomb Threats:** specific procedures to be followed if a bomb threat is received are included in General Order Bomb Threats, #6-4.
- B. Mass Arrests:** specific procedures to be followed for mass arrests are contained in General Order Civil Disturbance and Mass Arrests, #6-3.
- C. Hostage/Barricaded Subject:** specific procedures to be followed for hostage situations are contained in General Order Hostage/Barricaded Subject, #6-7.

VII. Activation of Emergency Warning Plan (Attachment B)

An incident may occur wherein the NCA&TSU Emergency Plan (Attachment A) has been activated and the specific situation poses a danger to the personal safety of members of the University community. If such a situation occurs, the Incident Commander will contact the chair of the Emergency Warning Committee regarding the incident. The Emergency Warning Committee will make all decisions regarding execution of the Emergency Warning Plan.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 4 of 17

VIII. Incident Critique

- A. Within two days after the termination of a Level Two incident, the Police and Public Safety Operations Command will schedule a session to critique the incident to determine the adequacy of the response and to identify training needs if the incident involved injuries or significant property damage.
- B. Review of Level Three incidents will be conducted in a session scheduled by the Associate Vice Chancellor for Facilities or another member of the Executive Group.

IX. Emergency Mobilization Rehearsals

Rehearsals of responses to unusual occurrences are conducted in order to coordinate actions with other agencies and make sure all Police and Public Safety officers are aware of their duties and responsibilities in case of an unusual occurrence. Such rehearsals also serve to test the University Emergency Plan and identify any weaknesses that may need to be addressed. (46.1.8)

X. ANNUAL TRAINING – Annual training shall be conducted on the Incident Command System. Key personnel identified in the ICS manual will be trained in the requirements of the positions to be staffed. Documentation of the annual ICS training shall be documented and forwarded to the Accreditation Manager. Other training shall include field, table-top exercises, or multiple agency involvement. <46.1.9>

Unusual Occurrences

PURPOSE

This plan is designed to provide guidance in the event of an unusual occurrence. This plan is intended to be flexible so that the extent to which it will be implemented during a particular incident will depend upon such factors as the nature of the situation, number of buildings or size of area affected, number of persons involved, and potential danger to persons and property. (46.1.2)

POLICY

Unusual occurrences are situations, generally of an emergency nature, that result from both natural and man made disasters. Examples include floods, hurricanes, earthquakes, explosions, hazardous materials spills, fires and tornadoes. These events may occur on a scale that can be easily managed by a minimum of University resources, or may require the efforts of all department heads and key individuals within the University. Certain Patrol incidents may be beyond the resource capabilities of the University, and may require the expertise and assistance of outside agencies. (46.1.2)

PROCEDURE

I. Planning Responsibilities

- A. The Asst. VC for Police and Public Safety is responsible for the overall planning of patrol response to unusual occurrences.
- B. The responsibility for the development and preparation of specific types of unusual occurrence plans is assigned to the Patrol/operations commander or his designee.
- C. Coordination with assisting agencies shall be included as part of the unusual occurrence planning process.
- D. The Department's unusual occurrence plans and directives shall be reviewed and updated annually.
(46.1.1, 46.1.2)

II. Authority for Placing Plan into Operation

- A. In the event of an unusual occurrence, the patrol shift supervisor shall take the initial steps to insure the incident is contained and secured to the extent possible, and that the Asst. VC for Police and Public Safety, the Deputy Chief of Police and all appropriate emergency services are notified immediately.
- B. The Asst. VC for Police and Public Safety shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, to safeguard persons and property, and to maintain educational facilities.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 5 of 17

- C. The Asst. VC for Police and Public Safety will coordinate the University's emergency response and notify the appropriate University administrators. (46.1.2)

III. Command and Control

- A. Command and control over unusual occurrence incidents is retained by the ranking Department officer on the scene until relieved by the Asst. VC for Police and Public Safety or his designee.
- B. The on site supervisor will choose the initial site for the field command post. The site may be changed by the Asst. VC for Police and Public Safety upon his arrival. The command post will be staffed by the Asst. VC for Police and Public Safety and other officials designated by him.
- C. In all incidents involving the response of personnel from more than one agency, command and control will be retained by the ranking Department officer. Officials representing other agencies will act as resource facilitators. (46.1.2)

IV. Emergency Operations Plans

- A. The Department maintains an Emergency Operations Manual that contains:
 - 1. All directives concerning unusual occurrences.
 - 2. Contact list of emergency services resources.
- B. All employees will familiarize themselves with the Department's unusual occurrence plans and with the Emergency Operations Manual.
 - 1. Copies of the Emergency Operations Manual are located in the Communications area, the Deputy Chief of Police's office, the Patrol/ Operations Commander's office, the Patrol/Administrative Services Commander's office and in the Asst. VC for Police and Public Safety's office.
 - 2. Patrol supervisors will maintain a copy of the Emergency Operations Manual in their vehicle at all times.
 - 3. Patrol officers have access to all emergency policies through the General Orders Manuals located in the squad room.
- C. The Emergency Operations Manual shall be reviewed and updated at least annually. (46.1.2, 46.1.7)

V. Resources

- A. Personnel Resources: The Department has the following personnel resources available for response to unusual occurrences:
 - Asst. VC for Police and Public Safety (1)
 - Deputy Chief of Police (1)
 - Capt./Patrol Operations Commander (1)
 - Capt./Administrative Services Commander (1)
 - Lieutenants (2)
 - Sergeants (2)
 - Investigators (1)
 - Patrol Officers (12)
 - Reserve Officers (4)
 - Parking Control Officers (7)
 - Security Officers (23)
 - Patrol Telecommunicators (8)
 - Administrative Secretary (1)
 - Accounting Personnel (1)
 - Records Management (1)
 - Payroll Processor (1)
 - Transportation (6)
 - Data Entry (5)
 - EHS Director (1)
 - Safety Officer (2)

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 6 of 17

Total number of sworn positions (24)
Total number of non-sworn positions (48)
Total number of full time positions (72)
Total number of Part time positions (2)

B. The Department of Police and Public Safety Equipment Resources: The Department of Police and Public Safety has the following equipment resources available for response to unusual occurrences. Equipment designated for use in unusual occurrence situations shall be inspected at least once each month for operational readiness.

1. Vehicles:

- a. Six marked units with mobile radio units, emergency lights, siren and public address system;
- b. Two unmarked units with mobile radio units, lights, siren and public address system;
- c. Three unmarked sedans
- d. One Mobile Command Vehicle
- e. One 16 passenger disability-equipped bus
- f. One 23 passenger bus
- g. One pickup truck;
- h. Two mini-vans.
- i. Two bicycles.
- j. One ATV
- k. One 4 wheel drive SUV
- l. One 25 passenger bus
- m. One All Terrain Gator
- n. Three 15 passenger vans

2. Vehicle equipment: Marked Patrol units are equipped with the following:

- a. Fire extinguisher;
- b. First Responder kit;
- c. Spare tire;
- d. Flares;
- e. Blankets;
- f. Motorist assistance equipment;
- g. Keys;
- h. Emergency Response Guidebook.

3. Vehicle Equipment: Parking Control units are equipped with the following:

- a. Fire extinguisher
- b. Yellow caution light
- c. First Aid bag
- d. Motorist assistance equipment
- e. Keys

4. Portable Radio Equipment: Eighty (80) portable radios.

C. Maps and Photomaps

A variety of maps and photomaps are available to serve in plotting operational commitments including:

- 1. Communications area wall map;
- 2. Patrol wall map; Command Center map.
- 3. Various scale maps available from the Facilities Services.

D. Traffic Control

At the direction of the incident commander, personnel from the Department of Police and Public Safety will facilitate traffic in the area of the unusual occurrence. At the discretion of the Asst. VC for Police and Public Safety, personnel from the North Carolina Highway Patrol may be used to aid in traffic control.

(46.1.2, 46.1.6, 46.1.8)

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 7 of 17

VI. Support Services

Support, in the event of unusual occurrences, is available from the following departments and services. The relationship and responsibilities of these agencies are described in specific directives concerning mutual aid agreements.

- A.** Greensboro PD
 - B.** Guilford County Sheriff
 - C.** North Carolina Highway Patrol
 - D.** North Carolina State Bureau of Investigation
 - E.** Greensboro Fire Department
 - F.** Guilford County EMS
 - G.** Explosive Ordinance Disposal Unit
1. U.S. Army unit from Fort Bragg, N.C.
 2. Marine detachment from Camp LeJeune, N.C.
 3. Greensboro P.D. Bomb Disposal Unit.
 4. N.C. State Bureau of Investigation Bomb Disposal Unit.
(46.1.2, 46.1.3)

VIII. Media Communications

To avoid the release of unofficial and inaccurate information concerning an unusual occurrence, the Department's Public Information Officer will consult with a representative from the University's Public Relations Department. The University's Public Relation's Department will then issue an official statement to the media including the status of the situation and any casualty information. These statements will be issued as needed. (46.1.2)

IX. De-escalation

De-escalation will be initiated by the person having overall command and control of the scene until the situation is returned to normal. (46.1.2)

X. Post Occurrence Duties

- A.** After the incident is terminated or returned to normal as determined by the Asst. VC for Police and Public Safety and/or the On-Scene Commander, Department supervisory personnel will insure all equipment is accounted for and returned to the proper storage area.
- B.** All key persons participating in an unusual occurrence will prepare an end of action report that will detail:
 1. the incident itself;
 2. all actions taken by the officer;
 3. final outcome of incident;
 4. any injuries occurring to persons or property;
 5. use of force reports, if applicable;
- C.** The Patrol/operations commander will prepare and submit the final end of action report which includes the end of action reports of the other key persons involved. Details of the report should include:
 1. A chronological log of all significant events;
 2. Copies of related offense reports, supplemental reports and narratives from individual officers;
 3. Any other pertinent information received from other agencies or individuals including photographs, news articles, videos, etc.;
 4. In incidents involving outside agencies, the Patrol/Operation Commander's end of action report will be submitted for inclusion into the appropriate agency's final report on the incident. (46.1.2, 46.1.4, 46.1.10)

XI. Incident Critique

- A.** Within two days after the termination of a Level Two incident the Police and Public Safety Operations Command, will schedule a session to critique the incident to determine the adequacy of the response and to identify training needs if the incident involved injuries or significant property damage.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 8 of 17

B. Review of Level Three incidents will be conducted in a session scheduled by the Associate Vice Chancellor for Facilities or another member of the Executive Group. (46.1.2)

INITIATION OF THE EMERGENCY MANAGEMENT PLAN – Once a level of mobilization has been determined, the Patrol/operations commander or designee will be responsible for initiating the emergency management plan in accordance with this order.

The **Incident Command** will be responsible for the following: <46.1.3a-h>

- a. activating the incident command system
- b. establishing a command post
- c. initiating the notification and mobilization of additional agency personnel.
- d. obtaining support from other agencies.
- e. establishing a staging area, if deemed necessary.
- f. providing public information and maintaining media relations.
- g. maintaining the safety of all affected personnel.
- h. preparing a documented after action report.

The **Operations** Function will be responsible for the following: <46.1.4a-f>

- a. establish inner and outer perimeters
- b. delegating personnel to conduct evacuations if necessary
- c. maintaining command post and scene security
- d. proving for detainee transportation, processing and confinement
- e. delegating personnel to direct and control traffic
- f. conduct a post incident investigation.

The **Planning** function will be responsible for the following: <46.1.5a-c>

- a. preparing and documenting incident action plan
- b. gathering and disseminating information and intelligence
- c. planning post-incident demobilization

The **Logistics** function will be responsible for the following areas: <46.1.6a-e>

- a. communications
- b. transportation
- c. medical support
- d. supplies
- e. specialized team and equipment needs

The **Finance/Administration** function will be responsible for the following: <46.1.7a-d>

- a. recording personnel time
- b. procuring additional resources
- c. recording expenses
- d. documenting injuries and liability issues

Civil Disturbance and Mass Arrests

PURPOSE

The purpose of this directive is to establish procedures for the North Carolina Agricultural and Technical State University Department of Police and Public Safety's response and resolution of civil disturbance situations.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 9 of 17

POLICY

Civil disturbances may take various forms and vary in size and amount of danger to the University community. Civil disturbances can include events such as organized riots and demonstrations, as well as spontaneous disturbances arising from events such as concerts or large parties. In the event of a civil disturbance, it is the policy of the University Department of Police and Public Safety to isolate and maintain control of the activity while protecting life and property. All procedures outlined in this General Order are to be implemented in conjunction with the Department's Emergency Mobilization Plan and the University Emergency Plan.

PROCEDURE

I. Initial Response

- A.** Upon arrival at a situation involving a hostile or disorderly crowd, the first responding officer will make an initial assessment as to the size, actions and intentions of the crowd and will communicate this to communications.
- B.** The senior officer on duty will take charge of the scene and establish a command post (command post may be the officer's patrol unit). The officer will immediately begin gathering intelligence relating to the activity and monitor the crowd using all resources on hand.
- C.** At this point, no further action should be initiated by the police except to prevent injury to bystanders or Patrol property damage.

II. Communications Responsibilities

- A.** Upon receipt of the initial assessment from the on-scene officer, the on-duty communicator will notify the Asst. VC for Police and Public Safety, or designee, the Deputy Chief of Police and the Patrol/operations commander, and advise them of the officer's assessment.
- B.** The communicator will monitor the situation and disseminate additional information as it is received.
- C.** The communicator will serve as the contact point for other agencies.

III. Determination of Manpower Needs

- A.** The Asst. VC for Police and Public Safety, or designee, will make a determination as to resolving the situation with on-duty resources, or to declare the situation a civil disturbance. At that time, the department Emergency Mobilization Plan and the University Emergency Plan shall be put into effect.
- B.** Once the determination is made for more personnel, communications will begin callback of all full-time and reserve personnel. Personnel should be instructed to report to Staging at Incident Command.
- C.** If a determination is made to request assistance from other agencies, the Asst. VC for Police and Public Safety, or designee, will have Communications contact Greensboro Police Department Communications and:
 - 1.** Advise the communications center of all known circumstances of the situation.
 - 2.** Request additional patrol assistance as advised by the Asst. VC for Police and Public Safety or designee.
 - 3.** Request that the shift or watch commander of the assisting agency be notified of the circumstances of the request.
 - 4.** Advise the communications center of the location of the assembly area/command post.
- D.** The Asst. VC for Police and Public Safety, or designee, and the ranking patrol official of the assisting agency will jointly plan and implement any immediate course of action deemed appropriate to resolve the situation.
- E.** Members of the Department of Police and Public Safety and those from assisting agencies will assume a support role in the operation. This role may include, but is not limited to:
 - 1.** Traffic and bystander control;
 - 2.** Supplying geographical and building data;
 - 3.** Assisting in the mass arrest procedure;
 - 4.** Providing transportation;

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 10 of 17

- 5. Assisting in establishing a command; and
- 6. Any other activities requested by the on-scene commander through the Asst. VC for Police and Public Safety.
- F. The Asst. VC for Police and Public Safety will serve as the liaison between all patrol personnel and University Administrators. The Asst. VC for Police and Public Safety will actively participate in any decision concerning the use of force, the use of chemical agents, or the initiation of mass arrests.

VI. Civil Disturbance Interdiction and Crowd Control

Once appropriate and adequate personnel and equipment are in place, the Asst. VC for Police and Public Safety, or designee, will ensure that the following steps are implemented:

- A. Approach the crowd and inform the leaders that the assembly is unlawful, and the crowd will have to disperse. If the crowd is violent, this may be accomplished by use of a P.A. system.
- B. A time limit for dispersal should be established and no extensions permitted.
- C. If the crowd fails to disperse and continues its activity, the Asst. VC for Police and Public Safety, or designee, will:
 - 1. Authorize the use of force or chemical weapons, as appropriate; and/or
 - 2. Order the formation of patrol lines and establish crowd control.
- D. If time and limitations permit, an officer will be assigned to record operations related to crowd control by use of video equipment.

VII. Legal and Prosecutorial Liaison

- A. The Asst. VC for Police and Public Safety, or designee, will notify the local District Attorney or appropriate representative of the North Carolina Attorney General's Office whenever an unusual occurrence develops on campus that may involve unusual legal considerations such as in barricade/hostage situations or where multiple arrests are anticipated. In Patrol incidents, this liaison may be accomplished through the assisting law enforcement agency.
- B. Chapter 14-288 of the North Carolina General Statutes provides for the legal disposition of persons participating in riots and civil disorders. It also empowers the Governor of the State to promulgate emergency rules and regulations, commit State militia and other law enforcement agencies. (46.1.3)

VIII. Public Facility Security

Personnel not assigned to specific duties related to the incident will be responsible for securing University facilities adjacent to the incident area to ensure the continuance of essential university services. In some instances, it may be necessary to evacuate and secure areas or buildings to safely guard persons and property. (46.1.2, 46.1.3)

IX. Intelligence/Threat Assessment

The Asst. VC for Police and Public Safety, or designee, will designate an investigator to serve as the intelligence/threat assessment officer when the situation dictates. This officer is responsible for establishing on-site surveillance in order to assess objectives of the crowd, monitor crowd size and movement, and predict crowd action, as well as reporting any other pertinent intelligence information the surveillance produces. In large scale occurrences, this activity may be conducted by, or in conjunction with, the appropriate assisting agency.

X. Mass Arrests

- A. During the course of a civil disturbance, arrests may become a reality. These arrests must be handled quickly and efficiently, providing for transportation, release, arrestee rights, etc. The following procedures will apply as necessary:
 - 1. The Patrol/operations commander will insure that an arrest team is established to handle prisoners and will provide personnel as needed to staff the arrest team and oversee the operation of the arrest team.
 - 2. The Patrol Supervisor will ensure proper assignments are made to provide security for the command post and the field booking area.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 11 of 17

3. Arrested persons will be removed from the point of disturbance by the arresting officer and brought to a point where the initial booking will take place.
 4. Arrest team duties will include:
 - a. Establishing detention areas for arrested persons during the field booking.
 - b. Photographing the arrested person with the arresting officer with a digital camera. Arrest/identification information will be recorded on the back of the photo.
 - c. Preparing field arrest forms.
 - d. Providing for the proper collection, tagging, identification and preservation of personal property and evidence collected at the time of any arrest.
 5. The shift supervisor will insure officers are assigned to provide transportation of the prisoner to the county booking facility where formal charging/booking will take place. The Department's 15-passenger van will be used for mass transport.
 6. Arrested persons will be allowed the opportunity to contact legal counsel at the conclusion of the booking process.
 7. Arrested persons who are injured will be given medical treatment before any booking begins.
 8. Any necessary provisions for food, water and sanitation will be coordinated by the Patrol/Operations Commander and the commander from the assisting agency.
 9. The Guilford County District Attorney, or designee, will provide legal advice to the Patrol/operations commander as appropriate. Magistrate's assistance will be coordinated by the Patrol/operations commander in conjunction with the field arrest team.
 10. Juveniles involved will be segregated from adult offenders and processed in accordance with normal department policies and procedures relating to juvenile operations.
 11. In cases of mass arrest the Guilford County Jail will serve as the Department's detention facility.
- B.** Only the minimum force to effect an arrest or control will be authorized. All use of chemical agents for the purpose of crowd control or arrest must be authorized by the Asst. VC for Police and Public Safety or his designee.
(46.1.3)

XI. Media Operations

- A.** The University Media Relations Personnel will respond to appropriate news media requests.
- B.** News media briefings will be held on an "as needed" basis, intended to:
 1. Inform the public of imminent or present danger;
 2. Provide casualty information;
 3. Provide property damage reports;
 4. Provide warnings to potential looters and others involved in criminal acts;
 5. Provide a means to control rumors.
- C.** All news media releases will be in accordance with University and Departmental procedures.
(46.1.3)

XII. De-Escalation Procedures

Once the disturbance has been brought under control, the Asst. VC for Police and Public Safety, or designee, will begin de-escalation procedures, to include:

- A.** Ensure that all available evidence is collected.
- B.** Disengage officers, as appropriate.
- C.** Ensure that all Department equipment is accounted for and collected.
- D.** Terminate Incident Command and notify Communications of termination.
- E.** Continue extra patrol in the area for the balance of the patrol shift.

XIII. Post Occurrence Duties

- A.** All key persons participating in a disturbance will prepare an end of action report that will detail:
 1. the incident itself;
 2. all actions taken by the officer;
 3. final outcome of incident;

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 12 of 17

4. any injuries occurring to persons or property;
 5. use of force reports, if applicable.
- B.** The Patrol/operations commander will prepare and submit the final end of action report which includes the end of action reports of the other key persons involved. Details of the report should include:
1. A chronological log of all significant events;
 2. Copies of related offense reports, supplemental reports and narratives from individual officers;
 3. Any other pertinent information received from other agencies or individuals including photographs, news articles, videos, etc.;
 4. In incidents involving outside agencies, the Patrol/Operation Commander's end of action report will be submitted for inclusion into the appropriate agency's final report on the incident.

Bomb Threats

PURPOSE

The purpose of this directive is to establish the procedures for responding to a bomb threat.

POLICY

In the context of the bomb threat call, panic is the ultimate aim of the caller. By using established organization and procedure, a bomb threat call can be handled with the least amount of risk and minimal panic. In all cases, the safety of building occupants and responding personnel will be of primary importance.

PROCEDURE

I. Receiving the Threat

The on-duty patrol telecommunicator should obtain the information listed in Attachment 1 from either the caller making the threat or the person whom received the threat. (46.1.5)

II. Notification

- A.** The on-duty patrol telecommunicator will notify:
1. The Department of Police and Public Safety shift supervisor;
 2. The Asst. VC for Police and Public Safety, the Deputy Chief of Police and the Patrol/operations commander;
 3. Greensboro Police Department
 4. Representative of EHS Office;
 5. The State Bureau of Investigation if an explosive is located and request immediate response by explosive ordinance personnel.
 6. The Vice-Chancellor of Business and Finance
 7. The University's Office of Public Relations
- B.** The shift supervisor will notify the units to respond. The responding officers will proceed without lights or sirens. They shall call 10-23 (arrived at the scene) 1/4 mile before reaching the scene. All officers shall then turn their radios off. Any further communications shall be via telephone. (46.1.5)

III. Evacuation Decision

- A.** In the case of a threat, the Asst. VC for Police and Public Safety or his designee is responsible for making an evacuation decision.
- B.** Personnel responsible for an evacuation decision will use the following in reaching a decision as to whether or not to evacuate a building:
1. The source of the information about the threat;
 2. Whether it is the first threat, or have there been repeated threats, evacuations and searches;
 3. Whether or not the students or employees are excused from school or work because of the threats.;
 4. The size of the building;

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 13 of 17

5. The number of occupants and the type of occupancy; and,
6. Whether or not the facility can withstand a complete evacuation of the premises.
(46.1.5)

IV. Evacuation Procedure

- A.** In the event an alleged time of detonation has been given by the caller, and when evacuation is possible, the evacuation should be implemented in a manner so as to provide the maximum amount of time for evacuation prior to the alleged detonation time of the device. Reentry should not occur until a thorough search of the premises has been conducted and a reasonable and safe amount of time has elapsed past the alleged detonation time. A reasonable and safe amount of time may vary by incident, and the decision to re-enter must be made based upon the best information available.
- B.** Once the decision has been made to evacuate the building, the Asst. VC for Police and Public Safety or his designee will notify the following:
 1. The Chancellor through the Senior University Counsel.
 2. If the building is an occupied residence hall: the Residence Life Director and the Residence Hall Director will be notified and will assist with evacuating the building.
 3. If the building is an academic, administrative or athletic facility: the appropriate department heads will be notified and will assist with evacuating the building.
- C.** Evacuation is to be conducted in an orderly manner, following the established fire evacuation routes, but avoiding any area identified as the possible location of the suspected device. Evacuated occupants should be assembled in the established fire evacuation assembly areas, but at least 100 yards away in order to protect individuals should an explosion occur.
- D.** Once the building has been evacuated, all exterior entrances will be secured or monitored to prevent unauthorized reentry. (46.1.5)

V. Search Procedures

The following procedures will be followed in conducting a bomb search whether or not the facility is evacuated.

- A.** The Asst. VC for Police and Public Safety or his designee and a representative of the building to be searched shall establish the command post, designate a search team and direct the building search. Ideally, search teams will be made up of a patrol officer, a security officer, a physical plant employee and a building occupant familiar with that team's search area.
- B.** The search team should pay particular attention to:
 1. Letters or packages with:
 - a. Protruding wires;
 - b. Oily stains on wrapping;
 - c. No return address;
 - d. Strange odor;
 - e. Wrong title with name;
 - f. Lopsided;
 - g. Restrictive markings;
 - h. Foreign return address;
 - i. Excessive postage;
 - j. Misspelled words addressed to title only;
 - k. Rigid or bulky form;
 - l. Badly typed or written address;
 2. Boilers, furnaces and power sources;
 3. Smell of burning fuses or powder.
- C.** Search teams shall conduct a bomb search in the following manner:
 1. Move through the building as follows:
 - a. Begin at main entrance on the ground floor;
 - b. Search hallways, windows and rooms on the ground floor working counterclockwise from the entrance;

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 14 of 17

- c. Search basement level hallways, windows and rooms working counterclockwise from the entrance;
 - d. Move to upper levels of the building in the most accessible manner working counterclockwise from the point of entry;
 - e. Conduct roof sweep including ventilator shafts, chimneys, etc.;
 - f. Immediate area outside the building.
2. Within each hallway and room, search the following three zones consecutively:
 - a. Below waist (ex. raised subfloor);
 - b. Waist to eye level;
 - c. Above eye level (ex. ventilator ducts, light fixtures, etc.).
 3. As each room is cleared, close the door and, using masking tape, mark it with an "X". As each floor is cleared, mark the fire door with an "X".
(46.1.5)

VI. Termination of the Search

- A. Should a device or suspected device be found:
 1. The team will immediately notify the patrol supervisor in charge of the command post of the location, the description, and facts surrounding the suspicious device. Under no circumstances shall a searcher touch, move, jar or attach anything to a suspicious object.
 2. Assistance from Greensboro Police Department and/or the State Bureau of Investigation shall be obtained. The Bomb Disposal Unit should be met and escorted to the scene.
 3. The danger area should be barricaded and identified, and all building occupants evacuated. If possible, windows and doors in the area should be opened to minimize damage should an explosion occur.
 4. The supervisor in charge of the command post may authorize a continuation of the search for the purpose of identifying multiple bombs.
- B. In the event the search is completed and no bomb or suspicious device is located, all search teams will report to the command post. Reentry into the building or area will not be allowed until authorized by the patrol supervisor in charge of the command post.
- C. All personnel should be aware that the scene of a bomb or hazardous device, or of a resulting explosion or fire, is considered a crime scene and all procedures relating to the security and preservation of a crime scene will be followed. (46.1.5)

Hostage Situation/Barricade Subject

PURPOSE

The purpose of this order is to provide written guidelines to be used in de-escalating and eventually ending a hostage/barricade situation in the safest way possible.

POLICY

Hostage and barricade situations present special problems to patrol officers and citizens because of their danger. Each hostage/barricade situation is different, but a basic plan may provide shift supervisors and officers with guidelines to help defuse the situation in the safest way possible.

DEFINITIONS AND DESCRIPTIONS

Hostage Situation: An incident in which an individual or a group of individuals takes hostages and attempts to use them to escape or gain notoriety.

Barricaded Subject: A person who is a threat to the safety of himself/herself or others, or to the property of others, and, after the commission of a crime, attempts to avoid apprehension by taking refuge in a fortified location.

Crisis Negotiators: Personnel trained in tactics designed to persuade hostage-takers and other individuals resisting arrest or custody to give themselves over to the police peaceably.

Special Enforcement Units: A unit/team of officers specially trained and equipped to deal with critical situations. Such units are available to the North Carolina Agricultural and Technical State University Department of Police and Public Safety from Greensboro P.D. and from the State Bureau of Investigation. (46.2.1)

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 15 of 17

PROCEDURE

I. General Guidelines

- A.** The first half-hour is generally the most important in order to de-escalate or end a hostage barricade situation. This is the time in which the hostage taker or the barricaded individual may have second thoughts about ending it or even taking the situation to the next level.
- B.** Time is of the utmost importance, as time is against the hostage taker or barricaded person. Fatigue will eventually set in and the longer the hostage taker remains in contact with the hostages, the less likely they are to be harmed. This does not mean that the situation will solve itself.
- C.** Communication and relaxing tension may allow the situation to be defused without further involvement of state or federal authorities. (46.1.4)

II. Telecommunication Responsibilities

- A.** Telecommunicators will, upon notification of a hostage or barricaded situation, immediately notify the Shift supervisor and send a patrol unit to the scene. All efforts will be made to keep the person reporting the situation on the line as long as possible. Telecommunicators will ask the following questions:
 1. Where is the event taking place?
 2. Where are they calling from?
 3. What is the Phone #?
 4. Can scene be observed from complainants position?
 5. Is suspect armed?
 6. With what?
 7. How many suspects are there?
 8. Description?
 9. How many hostages are involved and description?
 10. Time when officer arrives?
- B.** If telecommunications is contacted directly by the hostage taker, the following information should be ascertained if possible:
 1. Where are they calling from?
 2. What is the condition of the hostages?
 3. The number of hostages being held?
- C.** After these questions, the Telecommunicator will call back the following personnel; any special reaction teams will be called in by the authority of the Asst. VC for Police and Public Safety or Deputy Chief of Police only.
 1. The Asst. VC for Police and Public Safety,
 2. The Patrol/operations commander,
 3. The Patrol/Administrative Services Commander and
 4. Designated representatives from the following departments as directed:
 - a. Available Hostage Negotiators
 - b. Greensboro PD
 - c. Guilford Co. Sheriff
 - d. Highway Patrol
 - e. Fire Dept.
 - f. EMS
 5. Those to be notified as specified by the University Emergency Plan. (46.1.4)

III. Responding Officer Responsibilities

- A.** With any hostage/barricade situation, unless there is the threat of imminent danger, the following will apply.
 1. Lights and siren will not be used in approaching the scene.
 2. The officer will not arrive at a high rate of speed. Unmarked cars will be used when possible.
 3. The officer will attempt to locate the persons described to the dispatcher by general observation. No action will be taken that could further escalate the situation.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 16 of 17

4. The officer will assess the situation and attempt to remove any persons not being held hostage from the area in an orderly and quiet fashion. Witnesses shall be isolated for identification and debriefing if the situation permits.
 5. The officer will contain the suspect, prevent escapes, and establish an inner perimeter for the safety of the citizenry.
- B.** All attempts will be made to allow the perpetrator to relax and to ensure him/her that the officer poses no threat. The officer will pass along all pertinent facts upon arrival of Shift supervisor.
- C.** Officers shall not engage in a gun battle with the subject(s) except to defend themselves or other persons, or to provide cover fire for personnel engaged in evacuating wounded persons. Gunfire in the general direction of officers who have adequate and safe cover will not justify the return of gunfire in the initial stages of the incident. Officers who have protective cover will fire only at visible targets presenting an imminent danger to human life, or upon the order of an on-scene supervisor or commander. (46.1.4)

IV. Site Supervisor

- A.** Upon arrival on the scene, the supervisor will set up command and will call all necessary personnel to the scene. The supervisor will ensure that a perimeter is sealed around the area and that no one enters or exits the area. Anyone attempting to enter or exit the area will be held for questioning. The supervisor will ensure that all personnel not being held are either evacuated or given instructions of what to do in case of situation escalation.
- B.** Upon the arrival of the next higher patrol authority the delegation of authority will fall to that person for as long as they are on the scene. When a patrol supervisor establishes that a hostage or barricaded suspect situation or a potential hostage or barricaded suspect situation exists, he or she will notify the Deputy Chief of Police who will respond to the location and assume command of the incident. If unable to respond, the Deputy Chief of Police will ensure that a supervisor assumes command of the incident until a higher-ranking officer can respond and assume command. The following steps will be taken by the site supervisor upon arrival upon the scene:
1. Establish a command post near the scene that is in a safe location.
 2. Appoint a person to receive and record critical information regarding the incident.
 3. Establish inner and outer perimeter around the scene of the incident.
 4. Establish secure areas for the staging of additional personnel, equipment, and news media.
 5. Ensure that all necessary persons, including those that are injured, are evacuated.
 6. Ensure that adequate personnel are available to control the movement of vehicular and pedestrian traffic.
 7. Attempt to establish voice contact but do not negotiate
 8. Request standby emergency resources, as necessary. Such resources include, but are not limited to, EMS, Fire Department, surveillance equipment, Special Enforcement Units, etc.
 9. Brief other command personnel upon their arrival.
- C.** The Site Supervisor will ensure that both the Hostage negotiator and the Public Affairs representative are on the way to the incident scene.
- D.** The Patrol Division will be initially responsible for all necessary operations relating to the management and control of the incident. As specialized personnel arrive and assume their specific duties, Patrol personnel will be relieved of individual duties. The On-duty Patrol Supervisor will manage patrol personnel committed to the scene. The responsibility for securing the outer perimeter will remain with the Patrol division.
(46.1.4)

V. Command Post

- A.** The Command post will be staffed by the Asst. VC for Police and Public Safety and other officials designated by him. The initial site will be chosen by the site supervisor. Communications links will be established to the Communications section, as well as appropriate Emergency Plan personnel.
- B.** The large van will be designated as the mobile Command Post. The Special Operations Lieutenant on duty will immediately proceed to the Command Post location with the Van. Communications gear will be picked up in route to the scene.

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 17 of 17

- C. All requested agencies will send a representative to the Command post. This representative will be responsible for informing the agency personnel under their command regarding their duties.
- D. The University Media Relations Personnel will report to the command post. After obtaining an initial briefing at the Command Post, the University Media Relations Personnel will establish a media briefing area away from the command post. The University Media Relations Personnel will brief the news media on the situation as soon as time permits and adequate information is gathered. Subsequent briefings will be held when information permits. The names of hostages and suspects will be held until after the conclusion of the incident and family notification.
(46.1.4)
- E. The Special Response Team Commander shall remain in contact with the Hostage Negotiators at the Command Center. While a Special Unit may be deployed, the negotiations will remain in effect with the suspect(s). The Team Commander will maintain constant communication with the Hostage Negotiator during deployments. If the negotiations are successful, the Team Commander will be able to disengage the team members immediately.
- F. Any decision to use chemical agents against the hostage/barricaded suspect will be made jointly by the Asst. VC for Police and Public Safety and the Special Response Team Commander.
(46.1.4, 46.2.1)

Subject: All Hazard Plan	Number: 6R-1
Date: December 20, 2007	Page: 18 of 17