

**Burleson Police Department  
Administrative Policy and Procedures**

Number: 07-002

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CALEA Standards Referenced: 46.1.1; 46.1.2; 46.1.3a-i; 46.1.4a-f; 46.1.5a/b/d; 46.1.6a, e; 46.1.7a-e; 46.1.8; 46.1.9a/b; 46.3.1; 46.3.2

ISSUING AUTHORITY: \_\_\_\_\_

Billy Cordell, Chief of Police

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I. Overview

- A. The City of Burleson Emergency Management Plan has incorporated the National Incident Management System (NIMS) and will help prepare a response to and recovery from critical incidents and catastrophic events, and help mitigate the outcomes that may be associated.
  
- B. During a critical incident, the police department will primarily be concerned with protection of life and property, enforcement of criminal laws, maintaining order, and coordination of assistance in the movement of people and resources in and around the affected area. Additionally, such emergencies may require law enforcement to undertake a number of tasks not typically performed on a daily basis, including protection and security of critical facilities, enforcing curfews and controlling access to impacted or damaged areas. Upon implementation of the Emergency Management Plan, the Chief of Police will be charged with directing and coordinating all City law enforcement and mutual aid assets and resources during the course of the emergency. [46.1.1]
  
- C. Critical Incidents are typically of such magnitude that they necessitate a heightened emergency response, require additional resources, extended on-scene command, recall augmentation of personnel, and/or multi-agency response and support in order to protect life and property, prevent escalation, and restore order. Due to the multitude of catastrophic event possibilities it becomes necessary this Emergency Operations Plan be basic, flexible, and subject to modification to be effective in our response. [46.1.2]

II. Definitions

- A. **Critical Incident:**  
An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and

other occurrences requiring an emergency response such as major planned events and law enforcement incidents.

- B. **Emergency:**  
Any event that threatens to, or actually does, inflict damage to people or property that can be dealt with using only internal and mutual aid resources.
  - C. **Incident Command System:**  
ICS is a standardized, on-scene, all-hazard incident management concept that establishes a command structure and span of control with working elements assigned as the incident progresses.
  - D. **Resources:**  
Any combination of personnel and equipment used to solve or manage / contain a critical incident, disaster, or emergency event.
  - E. **Staging and Staging area:**  
Responding personnel and equipment are grouped at a selected physical location for deployment. The staging area should be strategically located near the incident to be effectively deployed in a timely manner, but not so close, that the resources staged would be in jeopardy, or a hindrance to a command post area of operations. The personnel and equipment are logged and assigned as needed. Staging allows for controlled and planned use of resources.
  - F. **Command Post:**  
A stationary location or mobile unit that provides a place for the incident management team to lead, direct, and manage the incident on or near the site of the incident. The Command Post may also provide phone and radio communication services to include on site dispatching of resources.
  - G. **Tactical Incident:**  
Incidents involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by the Chief of Police [or their designee](#).
- III. Command Protocol and Coordination of Operations [\[46.1.1\]](#)
- A. In accordance with the City of Burleson Emergency Management Plan, the Emergency Management Coordinator shall coordinate the response to a catastrophic event. The Chief of Police shall assume incident command of an event involving a criminal incident or civil disturbance.
  - B. The Chief of Police shall exercise full authority over the operations and management of all law enforcement personnel and resources, and be the liaison with the EOC in the event of activation of a catastrophic event.
  - C. The Operations Captain will be responsible for planning and coordinating functions and response of assigned personnel and resources to a critical incident, including a tactical incident. The Operations Captain, Deputy Chief, or Support Bureau Captain may assume Incident Command depending on availability and the nature of the incident.
  - D. During the course of a Critical Incident, the police department has primary responsibility for:

- 1) Establishing on-scene command post.
- 2) Law enforcement operations and investigation
- 3) Scene security and staging area security.
- 4) Evacuations and warnings
- 5) Communications with other law enforcement agencies.
- 6) Coordination with Emergency Operations Center.

IV. National Incident Management System

- A. The National Incident Management System (NIMS) shall be the standard operating procedure for all Critical Incidents involving extended operational response. NIMS is comprised of five (5) [sections](#): Command, Operations, Logistics, Planning and Finance.
- B. Each of the [sections](#) will have assigned personnel as needed to conduct the operation. The Incident Commander exercises control of the event and directs the efforts of the personnel in charge of each of the functional elements.
- C. For some types of critical events (tornado, flooding) where warning is given, a specific incident scene may not exist in the initial response planning phase and the Chief of Police or their designee, may accomplish initial response actions, such as mobilizing personnel and equipment and issuing assignment. As the potential threat becomes clearer, and as a specific site or sites become identified, an Incident Command Post (ICP) may be established and direction and control of the response will be transitioned to an Incident Commander located at the EOC or on scene.
- D. Should a critical incident occur without warning, the [on duty patrol supervisor will immediately respond to the incident and assume command](#). [The on duty supervisor](#) will implement the rapid response of the necessary number of on duty patrol units to the Critical Incident and serve as incident commander until relieved by [the Chief of Police or their designee](#). The incident commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to [Chief of Police or their designee and the Communications Section](#), identify response resources needed, and direct on –scene response. The National Incident Management System shall be implemented in accordance with the City’s Emergency Management Plan.

V. Initiation of the Emergency Management Plan

- A. Once the appropriate level of response has been determined, the on scene Incident Commander or designee will be responsible for initiating the Emergency Management Plan and assume Incident Command until properly relieved. As additional personnel arrive at the scene, they will be assigned to various functions or phases of the operation as needed, including but not limited to [the following](#):
  1. [The Incident Commander](#) will be responsible for the following:  
[\[46.1.3 a-i\]](#)
    - a) Activating the incident command system

- b) Establishing a command post **or unified command post if necessary.**
  - 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) Maintaining the safety of all affected personnel.
  - g) Preparing a documented after action report.
2. Operations **Section Chief** will be responsible for the following: **[46.1.4 a-f]**
- a) Establishing inner and outer perimeter.
  - b) Delegating personnel to conduct evacuations if necessary.
  - c) Maintaining command post and scene security.
  - d) Providing for detainee transportation, processing and confinement.
  - e) Delegating personnel to direct and control traffic.
  - f) Conducting a post incident investigation
3. Planning Function – **The Planning Section Chief** will be responsible for the following. **[46.1.5 a/b/d]**
- a) Preparing and documenting incident action plan
  - b) Gathering and disseminating information and intelligence
  - c) Planning post-incident demobilization
4. Logistics Function –**The Logistics Section Chief** will be responsible for the following: **[46.1.6 a/b/c/d/e]**
- a) Communications / command post location.
  - b) Establish staging area.
  - c) Transportation
  - d) Medical support
  - e) Supplies, food, temporary shelter and rest.
  - f) Specialized team and equipment needs.
5. Finance Function – **The Finance Section Chief** will be responsible for the following: **[46.1.7a/b/c/d/e]**
- a) Recording personnel time
  - b) Procuring additional resources
  - c) Recording expenses
  - d) Documenting injuries and liability issues
  - e) **Preparing appropriate reimbursement documents, if applicable**
6. **The Public Information Officer will be responsible for providing public information and maintaining media relations. [46.1.3g]**

VI. Equipment **[46.1.8]**

- A. Equipment designated for use in response to critical incidents shall be maintained in operational readiness status and documented inspection shall be conducted at least quarterly. [46.1.8]
  - B. Equipment available for critical incident response will vary in number and type and includes, but not limited to:
    - 1. Mobile Command Post
    - 2. Tactical Equipment and vehicles
- VII. Reporting / Relaying Terrorism intelligence / Information
- A. The Liaison officer will be designated by the Incident Commander to coordinate with the appropriate agency(s) involved in the incident.
- VIII. Levels of Readiness
- A. Many natural catastrophic events follow some recognizable build-up period during which planning and actions can be taken to achieve a gradually increasing state of readiness. Readiness Levels will be determined by the Chief of Police and / or the Command Staff.
    - 1. **Level 4: Normal Conditions:** Emergency incidents occur and local officials are notified. One or more departments or agencies may respond to these incidents.

The normal operation of government was not affected.
    - 2. **Level 3: Increased Readiness:** Increased Readiness refers to a situation that presents a greater potential threat than “Level 4” but poses no immediate threat to life and / or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
      - a) **Severe Weather Threat:** A severe weather system has developed that has the potential to impact the local area. Readiness actions may include situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
      - b) **Flash Flood Watch** indicate flash flooding is possible due to heavy rains occurring or is expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
      - c) **Wildfire Threat:** During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
      - d) **Civil Disturbance:** For incidents with a previous history of problems, readiness actions may include reviewing

security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.

- e) Declarations of “Level 3” will generally require the initiation of the “Increased Readiness” activities to include personnel stand-by alerts.
3. **Level 2: High Readiness:** High readiness refers to a situation with a significant potential and probability of causing loss of life and /or property. Normally requires a full activation of the Police Department’s ICS structure for emergency operations and activation of the City’s Emergency Operations Center. Twelve-hour shifts may be established, along with staging of Mobile Command posts and emergency operations /response resources. This condition will normally require some degree of warning to the public.

Actions could be triggered by severe weather warning information issued by the National Weather Service such as:

- a) **Severe Weather Threat:** A severe weather system may impact the local area. Readiness actions may include continuous storm monitoring, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques on how to protect homes and businesses and provide information on the evacuation routes.
- b) **Tornado Warning:** Issued when a tornado has actually been sighted in the vicinity and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
- c) **Flash Flood Warning:** Issued to alert persons that flash flooding is imminent or occurring on certain steams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, securing shelters to house evacuees, and continuous situation monitoring.
- d) **Winter Storm Warning:** Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to

clear and / or sand the roads, and continues situation monitoring.

- e) **Civil Disturbance:** Civil disorder or criminal incident involving relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert and continuous situation monitoring.
4. **Level 1: Maximum Readiness:** Maximum Readiness refers to situation that hazardous conditions are imminent. Depending on the event, twelve-hour shifts will be established. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event.

Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event imminent.

- a) **Severe Weather Threat:** The evacuation decision period is nearing for an approaching tropical weather system that may affect the local area. Readiness actions may include continuous situation monitoring, full activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
- b) **Tornado Warning:** Tornado has been sited especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put response units on stand-by.
- c) **Flash Flood Warning:** Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and / or others displaced by the flooding, and continuous monitoring of the situation.
- d) **Civil Disturbance:** Civil disorder or criminal incident is about to erupt into large-scale and widespread violence Readiness actions may include having EMS units on stand-by and law enforcement units present for duty.

## IX. Training [46.1.9 a-b]

- A. All affected Police Department personnel shall be required to complete appropriate NIMS training for their rank and / or position. Personnel will also receive awareness level training for events involving hazardous materials. Annual training will be documented. [46.1.9a. / 46.3.2]
- B. Biennial training shall include participation in a full-scale exercise or tabletop exercises with multiple agency involvement. Biennial training will be documented. [46.1.9b]
- C. The police department critical incident plan shall be updated as needed.