

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>46.1 Disaster Preparedness Plan</b>			
<b>Effective Date:</b>	3/1/1978	<b>Revision Date:</b>	11/11/2003	
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**I. PURPOSE**

The purpose of this policy is to establish procedures and responsibilities for the mobilization of department personnel during a disaster. This includes natural and manmade disasters. Natural disasters include but are not limited to severe weather, i.e. snow, ice, rain, tornadoes. Manmade disasters include but are not limited to mass transportation accidents, civil disturbances, hazardous material accidents and explosions.

**II. POLICY**

It is the policy of the Kenosha Police Department to respond to all emergency situations and to bring those situations to a safe conclusion. Proper notification of emergency management, fire, emergency medical services and other support services will be made when necessary.

**III. MISSION**

The mission of the Kenosha Police Department as it pertains to a disaster is to:

- A. Protect life and property;
- B. Maintain law and order;
- C. Support other public safety operations;
- D. Support other municipal departments;
- E. Maintain a communications link between police, fire, EMS, other municipal departments, Division of Emergency Management, Emergency Operation Center, and surrounding communities.

**IV. AUTHORITY AND RESPONSIBILITIES**

- A. In any disaster the on-duty supervisor will initially be the on-scene commander and shall retain control of the scene until relieved. The on-duty supervisor may be relieved by a higher departmental authority or depending on the type of incident, an authority from the controlling agency. In any case, that on-duty supervisor will retain control over all law enforcement services until relieved.
- B. Upon verification of a disaster, the on-duty supervisor shall notify the Chief of Police. The Chief of Police or designee shall retain overall command of the incident.
- C. Upon verification of a disaster, the on-duty supervisor shall notify both of the Assistant Chiefs of Police.

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- D. In cases of hazardous materials incidents, the on-duty supervisor shall consult with the on-duty supervisor of the Kenosha Fire Department.
- E. The on-duty supervisor shall ensure that the appropriate service agencies are notified, i.e. fire, EMS, public works.

#### V. Procedures

- A. In the event of a disaster:
  - 1. The Kenosha Police Department may notify off duty personnel to report for duty. This could include, but is not limited to, calls for mutual aid from other agencies.
  - 2. Assess the scene to include but not limited to the following:
    - ◆ Size/area of disaster;
    - ◆ Number of injured/casualties;
    - ◆ Special precautions or hazards;
    - ◆ Need for evacuation of citizens, schools, businesses, municipal departments and other essential services;
    - ◆ Resources required;
    - ◆ Potential impact and risk to adjacent locations.
  - 3. Establish a command post at or near the disaster scene.
  - 4. Establish a staging area for responding personnel.
  - 5. Immediate concern is for the safety and care for the citizens and injured.
  - 6. Order must be maintained and crime prevented. Consideration shall be given to:
    - ◆ Crowd Control;
    - ◆ Traffic Control;
    - ◆ Security of responding personnel, i.e. police, fire, EMS, etc.;
    - ◆ Arrest Teams;
    - ◆ Transportation for those arrested.
  - 7. On-scene personnel will keep the command post informed on all pertinent information to include but not limited to:
    - ◆ Casualty information;
    - ◆ Equipment or personnel needs;
    - ◆ Significant changes in the event.
  - 8. If the situation dictates, an Emergency Operations Center can be established. The EOC will be located in the Kenosha County Safety Building unless circumstance dictate otherwise.
  - 9. The Chief of Police may assign "Key Members" of the department to deal with specific matters or to coordinate particular functions such as media/community relations, coordination of medical services, evacuation, transportation, or liaison with an assisting agency.

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10. At the scene of the event, all information released to the media shall come from the department Public Information Officer.

#### **VI. De-Escalation Procedures**

- A. The Chief of Police or designee may authorize de-escalation of the Police response to any type of unusual occurrence when:
  1. It appears that the initiating event has discontinued and the public safety is no longer in jeopardy.
  2. The effects of the emergency (i.e., vandalism, injuries) no longer present a danger to the community.
- B. The de-escalation procedures may involve the relief of members from the field to:
  1. Complete written reports;
  2. Return to normal patrol duties;
  3. All department members involved in the response to the emergency will complete a report consistent with department procedures. The report shall detail all actions taken by that member during the course of the emergency.
- C. When an incident is nearing completion, the department's role in the incident will need to be redefined into a role of re-establishing the community to its original functioning. This could entail continuing the operation of Field Command Posts or the EOC for the purposes of, but are not limited to:
  1. Returning citizens to their homes/businesses;
  2. Restoring order;
  3. Help displaced persons find long term shelter;
  4. Work with the Department of Emergency Management to assist victims of the disaster as needed.