

2.700 EMERGENCY OPERATIONS & UNUSUAL OCCURRENCES (ALL HAZARD PLAN)

2.702 PLANNING RESPONSIBILITIES

- A. The Chief of Police has the ultimate responsibility for coordinating the agency's responses to emergency operations and unusual occurrences (All Hazard).
- B. Bureau commanders are responsible for their assigned functional areas of:
 - 1. Overall police operations dealing with emergency operations and unusual occurrences; and
 - 2. Overall logistical and support activities dealing with emergency operations and unusual occurrences.
- C. Basic response planning for emergency operations and unusual occurrences may be delegated to specific administrative or supervisory ranked officers within any bureau based on operational or administrative complexities.
- D. The agency's planning and response to emergency operations and unusual occurrences (All Hazard) will be conducted consistent with the Incident Command System (ICS) as promulgated by the Federal Emergency Management Agency. All officers are required to successfully complete basic NIMS/ICS training.

2.702.10 Accessibility & Review of Plans

- A. This unit of the Manual, accompanied by other supporting directives and documents, is published and distributed as a self-contained Emergency Operations Manual (EOM). Copies of the EOM will be distributed to personnel and positions that include, but are not limited to:
 - 1. Administrative ranked officers;
 - 2. Supervisory ranked officers; and
 - 3. Communications.
- B. Patrol's bureau commander is responsible for ensuring:
 - 1. All of the agency's emergency operations and unusual occurrence plans and directives are reviewed and updated at least every three years or on an as needed basis; and
 - 2. That relevant and necessary supporting documents utilized as EOM annexes are obtained from other agencies and organizations and distributed to EOM holders.

2.704 EMERGENCY MOBILIZATION PLAN

- A. The emergency mobilization plan is designed to be implemented in situations requiring more police officers and support personnel than are immediately available from on-duty patrol squad personnel.
- B. Situations addressed by the agency's emergency mobilization plan include, but are not limited to:
 - 1. Disasters of human origin;
 - 2. Environmental disasters; and
 - 3. Civil disturbances.
- C. Utilization of emergency mobilization plan components will be consistent with dynamics presented by individual incidents or situations.

2.704.02 Activation Authority

- A. Patrol squad supervisory personnel are primarily responsible for recognizing, requesting, and/or implementing mobilization needs that occur because of unplanned, emergency, or exigent circumstances.
- B. The Special Operations Commander is primarily responsible for recognizing and implementing mobilization needs resulting from no-notice events or incidents; or notice events that utilize primarily Police Services Bureau personnel.
- C. The Special Operations Commander is responsible for implementing mobilization needs for notice events that would utilize a large cross-section of DPS employees, including both watch and non-watch personnel; and no-notice events designated as a special operation by the Chief of Police, based on the need for the mobiliza-

tion of a large number of outside assets and/or specialized resources.

2.704.04 Phase 1 Mobilization

- A. Phase 1 mobilizations can be implemented only Monday through Friday, during normal office hours.
- B. Phase 1 mobilizations are limited mobilizations that are to be initiated when:
 - 1. Events or incidents develop beyond the response capacities of on-duty patrol squad personnel;
 - 2. Specialized equipment, personnel, or units are not needed; and
 - 3. The utilization of on-duty, non-watch personnel is sufficient to fulfill response needs.
- C. Incidents or situations for which Phase 1 mobilizations may be implemented include, but are not limited to:
 - 1. Those incidents or situations requiring enhanced perimeter security;
 - 2. Minor civil disturbances;
 - 3. Spontaneous labor disputes or strikes;
 - 4. Minor political demonstrations;
 - 5. Limited evacuations due to fire, HAZMAT, etc. incidents.
- D. In order to initiate Phase 1 mobilizations, patrol squad supervisory personnel, serving as initial incident commanders, will:
 - 1. Notify communications and request Communications to alert and mobilize on-duty, non-watch personnel;
 - 2. Advise incident type, nature, and location;
 - 3. Identify reporting or staging areas;
 - 4. Identify reporting times;
 - 5. Identify uniforms or equipment needed by responding personnel; and
 - 6. Provide other pertinent information relating to the mobilization.
- E. Communications personnel are responsible for ensuring:
 - 1. That the most senior, available officers from the Office of the Chief and bureaus are notified and briefed;
 - 2. That initial incident scene commanders are informed:
 - a. What personnel assistance will be available; and
 - b. If administrative ranked personnel will be responding to assume incident control; and
 - 3. That responding personnel are provided with information relating to:
 - a. Incident type, nature, and location;
 - b. Reporting or staging areas;
 - c. Reporting times;
 - d. Uniforms and/or necessary equipment;
 - e. Incident commanders; and
 - f. Other pertinent information relating to the mobilization.

2.704.06 Phase 2 Mobilization

- A. Phase 2 mobilizations are limited mobilizations that are to be initiated when:
 - 1. Events or incidents develop beyond the response capacities of on-duty patrol squad personnel;
 - 2. Specialized equipment, personnel, or units may be needed;
 - 3. There are insufficient on-duty, non-watch personnel to fulfill response needs; and
 - 4. It is necessary to hold over or call in off-duty personnel to fulfill response needs.
- B. Incidents or situations for which Phase 2 mobilizations may be implemented include, but are not limited to:
 - 1. Incidents or situations otherwise requiring Phase 1 mobilizations, but occurring during non-business hours, on weekends, or on holidays;
 - 2. Large demonstrations;
 - 3. Situations where mass arrests are anticipated; and
 - 4. Moderate scale evacuations due to fire, HAZMAT, etc. inci-

- dents.
- C. In order to initiate Phase 2 mobilizations, patrol squad supervisory personnel, serving as initial incident commanders, will:
 - 1. Request Communications to alert and mobilize appropriate personnel;
 - 2. Advise incident type, nature, and location;
 - 3. Identify reporting or staging areas;
 - 4. Identify reporting times;
 - 5. Identify uniforms or equipment needed by responding personnel; and
 - 6. Provide other pertinent information relating to the mobilization.
- D. Communications Personnel are responsible for ensuring:
 - 1. That the most senior, available officers from the Office of the Chief and bureaus are notified and briefed;
 - 2. That employees are notified in accordance with the notification protocol;
 - 3. That initial incident scene commanders are informed:
 - a. What personnel assistance will be available; and
 - b. If administrative ranked personnel will be responding to assume incident control; and
 - 4. That responding personnel are provided with information relating to:
 - a. Incident type, nature, and location;
 - b. Reporting or staging areas;
 - c. Reporting times;
 - d. Uniforms and/or necessary equipment;
 - e. Incident commanders; and
 - f. Other pertinent information relating to the mobilization.
- E. The protocol for calling in off-duty personnel for mobilizations is:
 - 1. The next shift due to work;
 - 2. Non-watch personnel;
 - 3. The shift just relieved; and
 - 4. Personnel on their scheduled days off.
- F. Police Auxiliary personnel may be called in or mobilized as appropriate to provide additional assistance.
- 5. Identify uniforms or equipment needed by responding personnel; and
- 6. Provide other pertinent information relating to the mobilization.
- F. Communications personnel are responsible for ensuring:
 - 1. That notifications are made to the chief and bureau commanders;
 - 2. That Phase 3 mobilization authorizations, if given, are conveyed to employees being notified in accordance with the notification protocol;
 - 3. That initial incident scene commanders are informed:
 - a. What personnel assistance will be available; and
 - b. Anticipated arrival times of the chief or specific designate;
 - 4. That responding personnel are provided with information relating to:
 - a. Incident type, nature, and location;
 - b. Reporting or staging areas;
 - c. Reporting times;
 - d. Uniforms and/or necessary equipment;
 - e. Incident commanders; and
 - f. Other pertinent information relating to the mobilization.
- G. The protocol for calling in off-duty personnel for mobilizations is:
 - 1. The next shift due to work;
 - 2. Non-watch personnel;
 - 3. The shift just relieved; and
 - 4. Personnel on their scheduled days off.
- H. Available Police Auxiliary personnel will be called in and mobilized as appropriate to provide additional assistance.
- I. Officers and other full-time civilian employees who are designated as essential may be assigned to 12 hour shifts depending on agency need.
 - 1. The full-time civilian employees who may be designated as essential include but are not limited to: Police Communications Operators, Security Operations Center employees, Information Technology Unit employees, Information Analysis Unit employees, and Building Security Technicians.
 - 2. Days off may be adjusted to meet the needs of the agency.
 - 3. Essential personnel may be placed in an "on-call" status during their days off.
 - 4. Approved leave will be canceled, excepting in the most exigent of circumstances. Only the chief may authorize the non-cancellation of an individual's leave.

2.704.08 Phase 3 Mobilization

- A. Only the Chief of Police or an Acting Chief of Police may authorize Phase 3 mobilizations.
- B. Phase 3 mobilizations are total mobilizations that are to be initiated when the resources of the agency are required to address catastrophic incidents or situations by providing greatly enhanced, immediate, and/or long term increased police presence within the agency's primary jurisdiction.
- C. Catastrophic incidents or situations for which Phase 3 mobilizations may be implemented include, but are not limited to:
 - 1. Disasters originated by humans such as fires, HAZMAT incidents, explosions, high-rise disasters, radiological emergencies;
 - 2. Weather related disasters such as fires, snow and ice, flooding, hurricanes, tornadoes;
 - 3. Resource emergencies;
 - 4. Transportation accidents;
 - 5. Civil disorder;
 - 6. Terrorism; or
 - 7. Hostilities.
- D. Phase 3 mobilizations may be specific only for this agency or as a part of mobilizations consistent with the Prince George's County Emergency Operations Plan.
- E. In order to request Phase 3 mobilizations, patrol squad supervisory personnel, serving as initial incident commanders, will:
 - 1. Request Communications alert the chief and bureau commanders;
 - 2. Advise incident type, nature, and location;
 - 3. Identify reporting or staging areas;
 - 4. Identify reporting times;

2.704.10 Communications

- A. Communications operations will be consistent with **2.1000 Communications** and applicable ICS protocols.
 - 1. The agency's main communications facility will serve as the primary focal point for the communications needs of all university personnel involved during unusual occurrence situations. These needs include, but are not limited to:
 - a. Notifying key university officials;
 - b. Dispatching emergency personnel and equipment as requested by on-scene personnel;
 - c. Dedicating radio frequencies for the exclusive use of those involved in unusual occurrences;
 - d. Disseminating additional and pertinent information as it is received; and
 - e. Serving as the contact point for other departments and agencies.
 - 3. The Prince George's County Emergency Operations Center assumes coordination and control of communications when the Prince George's County Emergency Operations Plan is activated. In these situations, this agency may be requested to provide communications capabilities and/or personnel to ensure communications are maintained by all on-scene personnel.

- B. PCOs are responsible for continually staffing and operating the agency's main communications facility in addition to incident command post radio operations as specifically directed.
- C. All sworn personnel assigned to field duties will have immediate access to portable and/or mobile radios.
- D. Any incident command post phone numbers will be distributed by communications personnel to agency employees and other agencies on an as-needed basis.
- E. Incident commanders will ensure radio network ICS communications protocols are announced and utilized as necessary.
- F. All personnel placed in an "on-call" status must ensure they can be contacted for recall.

2.704.12 Situation Maps

- A. Patrol's bureau commander is responsible for ensuring up-to-date copies of situational maps are obtained by the agency and available for use at Police Headquarters.
- B. Maps immediately available at Police Headquarters for situational use include, but are not limited to:
 - 1. Prince George's County roadway maps;
 - 2. Campus parking maps;
 - 3. Small Scale Facility Drawings (building floor plans); and
 - 4. CPVFD, Co. #12, first due response area maps.

2.704.14 Equipment

- A. Consistent with the agency's decentralized line inspection program, designated personnel are responsible for:
 - 1. Maintaining equipment and supplies that are designated and reserved for use in emergency operations, unusual occurrences, and critical incidents; and
 - 2. Inspecting equipment and supplies at least once each month to ensure operational readiness.
- B. Supplementary documentation maintained by the Property Custodian in the full EOM lists the locations, amounts, maintenance, and inspections of supplies and equipment designated and reserved for use in unusual occurrence situations.

2.704.16 Assembly/Staging Areas

- A. The agency's primary assembly and staging area is the Headquarters briefing room.
- B. Incident commanders are responsible for ensuring employees are informed where to report if alternative assembly or staging areas are to be utilized.
- C. Staging and assembly areas may be separate and apart from command posts.
- D. Factors used for selecting staging areas include, but are not limited to:
 - 1. Proximity to operational assignments;
 - 2. Proximity to possible hazards;
 - 3. Access routes;
 - 4. Space; and
 - 5. Security.

2.704.18 Incident Command Posts

- A. Incident command posts (ICP) will be established by incident commanders as operationally necessitated by situation, incident, or mobilization complexities.
 - 1. There will be only one ICP for each incident.
 - 2. Incident commanders will attempt to ensure ICPs are:
 - a. Away from the general noise and confusion that is associated with incidents;
 - b. Outside areas of present and potential hazards; and
 - c. Within view of incidents, when possible.
 - 3. ICPs will be located at or near incident scenes utilizing:
 - a. Agency vehicles;
 - b. The agency's Mobile Command Post, as coordinated with the Training and Special Operations for deployment and

- set-up;
 - c. University buildings; or
 - d. Specialized command vehicles provided by other departments or agencies.
- 4. Desirable characteristics of ICPs include, but are not limited to:
 - a. Telephone service with multi-line capabilities;
 - b. Electricity;
 - c. Restroom facilities;
 - d. Climate control;
 - e. Adequate space;
 - f. Adequate parking; and
 - g. Ability to be located between inner and outer perimeters.
- B. Command posts may be at different locations from assembly or staging areas.
- C. Duties of personnel assigned to command posts include, but are not limited to:
 - 1. Protecting life and property;
 - 2. Performing command activities such as managing, coordinating, scheduling, and deploying agency personnel and equipment;
 - 3. Establishing and maintaining effective liaison with outside agencies and organizations;
 - 4. Maintaining accountability for responder and public safety, as well as for task accomplishment;
 - 5. Conducting and coordinating incident related communications;
 - 6. Keeping the chief, bureau commanders, and PIO personnel updated with respect to incident related activities;
 - 7. Maintaining timekeeping records for agency personnel involved; and
 - 8. Maintaining event logs to record information that includes, but is not limited to:
 - a. Notifications made;
 - b. Orders and decisions received or rendered;
 - c. Uses of force, chemical agents, etc.;
 - d. Requests for, and utilization of, outside agency assistance;
 - e. Significant problems and developments; and
 - f. Arrests.
- D. As incidents grow, the incident commander may delegate authority for performing certain activities to others as required.
 - 1. The information officer handles all media inquiries and coordinates the release of information to the media.
 - 2. The safety officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
 - 3. The liaison officer is the on-scene contact for other agencies assigned to the incident.
- E. As incidents become more involved, incident commanders will activate additional general staff sections as necessary.
 - 1. The planning section's functions include the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources, and the creation of the Incident Action Plan (IAP).
 - 2. The operations section is responsible for carrying out the response activities described in the IAP.
 - 3. The logistics section is responsible for providing facilities, services, and materials, including personnel to operate the requested equipment for incidents.
 - 4. The finance/administration section is responsible for tracking incident costs and reimbursement accounting.

2.704.20 Chain of Command

- A. Command and control of unusual occurrence incidents is retained by the ranking on-scene UPO until relieved by:
 - 1. The chief or specific designee;
 - 2. The ranking on-scene PGFD official if the scene is strictly

- fire, HAZMAT, EMS, etc. related; or
 - 3. The ranking on-scene official of any other department, agency, or organization having exclusive jurisdiction over the specific incident.
 - B. Command and control will be coordinated among the senior ranking officials representing each agency in all incidents involving the response of personnel from more than one department, agency, or organization.
 - 1. Unless otherwise designated by competent authority, the DPS will preserve a unity of command, and will serve as the primary, or lead, agency in responding to emergency operations or unusual occurrences within the agency's primary jurisdiction.
 - 2. Agencies assisting the DPS during emergency operations and unusual occurrences will do so in supporting roles on a mission type basis under a unified command system.
 - 3. Consistent with the principles of a unified command system, elements of those agencies providing assistance to the DPS on a mission basis are to retain their own chains of command and adhere to their own procedures.
 - 4. DPS personnel assisting other agencies with emergency operations and unusual occurrences will retain their own chain of command and follow DPS directives.
 - C. Incident commanders are responsible for ensuring operational goals are fulfilled as necessary. Operational goals may include, but are not limited to:
 - 1. Coordinating air support and/or other air transport;
 - 2. Ensuring radio and telephone communications are conducted efficiently and effectively;
 - 3. Ensuring evacuation efforts are conducted to protect the public;
 - 4. Coordinating activities with hostage negotiators;
 - 5. Ensuring incident scene perimeters and security, maintaining public order, screening individuals to ensure that only authorized individuals access incident areas, and safeguarding personal and real property within incident perimeters;
 - 6. Ensuring investigative and intelligence functions are coordinated and/or conducted;
 - 7. Coordinating activities with EMS, Medical Examiner, etc., personnel for treatment and/or care of victims and notifications of next of kin;
 - 8. Coordinating efforts with other appropriate agencies;
 - 9. Ensuring operational and strategic decisions are implemented;
 - 10. Ensuring the coordination of processing, confinement, transportation, and custody/control of all persons detained and/or arrested;
 - 11. Ensuring the receipt, documentation, custody, and control of personal property and items having evidentiary value;
 - 12. Ensuring that event logs are prepared;
 - 13. Ensuring that personnel, food, supplies, and equipment are available to appropriately support the operation; and
 - 14. Ensuring essential police services continue to be provided in areas not affected by the incidents.
- 2.704.22 Police Lines (Perimeters)**
- A. The purpose of police lines, or perimeters, is to seal off incident areas so that persons, vehicles, and equipment which may interfere with incident operations may be effectively excluded from incident areas. Major incidents or events usually necessitate the establishment of police lines that include inner perimeters and outer perimeters.
 - 1. Inner perimeters are police lines that are established to cordon off high security areas and incident scenes and deny access to all but essential personnel, vehicles, and equipment.
 - 2. Outer perimeters are police lines that are established to include all areas affected by arriving personnel, vehicles, and equipment as well as locations where various operational units or functions are to be stationed.
 - B. Outer perimeters should be established consistent with requirements for traffic and pedestrian control to minimize the need for barriers and to provide for the orderly dispersal of vehicles and pedestrians in more than one direction.
 - C. Necessary and approved personnel and equipment arriving at outer perimeters will be directed to staging areas unless otherwise ordered by incident commanders.
 - 1. Persons routinely permitted to pass through outer perimeters include, but are not limited to:
 - a. The Chief of Police;
 - b. Bureau commanders;
 - c. On-duty members of responding police, fire, and other public safety, civil defense, etc., personnel in the performance of their emergency duties;
 - d. On-duty members of any county, state, or federal agency whose presence is required by the emergencies;
 - e. Members of Facilities Management or public utility agencies engaged in emergency operations;
 - f. Authorized members of the media consistent with **2.450.32 Media Access to Incident Scenes & Police Activities**; and
 - g. Those other individuals specifically authorized by the incident commander.
 - 2. Vehicles routinely permitted through outer perimeters include, but are not limited to:
 - a. The Chief of Police's vehicle;
 - b. Police, fire, EMS, etc., vehicles operated by on-duty personnel in the performance of their emergency duties;
 - c. Equipment vehicles being used in connection with the emergencies;
 - d. Facilities Management or public utility vehicles used in connection with the emergencies; and
 - e. Other vehicles or equipment whose admittance is deemed by incident commanders to be necessary for the efficient and effective handling of the emergencies.
 - 3. Persons and vehicles permitted through inner perimeters are only those deemed by incident commanders immediately necessary for the safe, efficient, and effective operations and management of incidents.
 - D. Persons who willfully, deliberately, or maliciously violate the integrity of police lines and perimeters should be apprehended and may be appropriately charged.

2.704.24 Military Support

In order to obtain military support and assistance during times of public crisis, disaster, rioting, catastrophe, insurrection, etc., or the reasonable apprehension thereof, the university president must request the Governor to activate the services of the National Guard consistent with the Governor's authority under Public Safety Article 13 and 14.

2.704.26 Task Forces

The chief may create and activate managerial or operational task forces in order to address or accomplish critical mission elements of emergency operations or unusual occurrences.

2.704.28 Legal Liaison & Consideration

- A. Incident commanders are responsible for ensuring liaison is established with legal advisors, OSA, and the courts when substantive enforcement actions take place or are anticipated to take place as the result of emergency operations or unusual occurrences.
- B. The University Office of the President will be contacted when needed to provide legal advice to the agency on behalf of the Attorney General.
- C. The Prince George's County Office of the State's Attorney will be contacted to provide prosecutorial advice.
- D. The Office of the Clerk of the Court will be contacted to provide

assistance in scheduling court cases.

- E. The Supervising District Court Commissioner will be contacted to enable them to arrange for additional District Court Commissioners to be available for defendant's initial appearances.

2.704.30 Other Law Enforcement Agency Support

- A. Incident commanders are responsible for ensuring other law enforcement agencies are contacted as necessary or appropriate to provide assistance during emergency operations or unusual occurrences.
- B. PGPD will be utilized as the primary agency to provide immediate back-up assistance. Requests for assistance will be made by incident commanders to the PGPD on-duty communications supervisor. Assistance available from PGPD includes, but is not limited to:
1. Personnel;
 2. Canine units;
 3. Tactical units;
 4. Mobile command posts;
 5. Homicide investigators;
 6. Crime scene processing; and
 7. Aviation support.
- C. MSP will be utilized as the secondary agency to provide back-up assistance. Requests for assistance will be made by the Chief of Police or designee to the MSP Barrack Q Commander. Assistance available from MSP includes, but is not limited to:
1. Personnel;
 2. Intelligence units;
 3. Canine units;
 4. Tactical units;
 5. Mobile crime lab; and
 6. Aviation support.
- D. OSPG will be utilized to provide back-up assistance when mass arrests and prisoner transport situations are anticipated or required. Requests for assistance will be made by the chief or incident commander to OSPG communications. Other assistance available from OSPG includes, but is not limited to:
1. Personnel;
 2. Canine units; and
 3. Prisoner transport vehicles.
- E. The Maryland National Capital Park and Planning Commission (MNCPPC) Police may be requested to provide mounted police assistance when adequate time is available for prior planning and coordination. Requests for assistance will be made by the chief, a designee, or incident commander by initially calling MNCPPC Police communications.
- F. AMTRACK, Conrail, and CSX Transportation police departments should be notified when incidents involve, or potentially involve, their trains or tracks.
- G. METRO Transit Police should be notified when incidents involve, or potentially involve, their buses, trains, or tracks.
- H. Assisting law enforcement agencies are responsible for reviewing uses of force committed by their personnel. Assisting law enforcement agencies will be requested to submit copies of their use of force reviews to this agency.

2.704.32 Public Information

Community relations, public information, and rumor control activities will be conducted consistent with **2.450 Public Information & Media Relations**.

2.704.34 Casualty Information

- A. Casualty information will be forwarded to, and maintained at field command posts and by PIO personnel.
- B. The names of those persons killed or injured will not be released to the media or other third parties until:
1. Notifications have been made to next of kin; and

2. Information releases have been approved by the Office of the Chief and PIO personnel.

- C. Preliminary casualty information that can be released will be of a general nature only, such as:
1. Numbers of casualties;
 2. Numbers of deaths;
 3. Nature of injuries; and
 4. Sex and age of victims.
- D. Specific cause of death information will not be released until autopsy findings are complete.

2.704.36 Public Facility Security

Incident commanders will ensure that university buildings near incident areas or scenes are evacuated and/or secured as reasonable and prudent to protect those facilities from being unnecessarily compromised, receiving ancillary damage, or being used to place public safety personnel at a tactical disadvantage.

2.704.38 Traffic Control

- A. Incident commanders are responsible for ensuring that traffic control during critical incidents is conducted consistent with **2.218 Traffic Direction and Control**.
- B. Media access to incident scenes and areas will be consistent with **2.450.32 Media Access to Incident Scenes and Police Activities**.

2.704.40 Transportation

- A. Incident commanders are responsible for ensuring that agency employees are informed where they are to park their personal vehicles if parking areas are to be different than regular parking nearby Headquarters.
- B. Agency vehicles should be utilized to assist in transporting agency employees to or from staging areas, assembly areas, or post assignment locations.
- C. Incident commanders may contact Shuttle Bus to determine what, if any, assistance can be provided to transport personnel being utilized in emergency operations.
- D. Incident commanders may contact MTF to determine what, if any, non-emergency vehicles can be obtained and utilized to assist during emergency operations.
- E. Transportation of prisoners/detainees by agency personnel in agency vehicles will be consistent with **2.606 Detainee Transport**.
- F. Incident commanders may contact DOC and OSPG to determine what, if any personnel and specialized vehicle assistance can be provided to transport detainees during mass arrest situations.

2.704.42 De-escalation

- A. Incident commanders are responsible for ensuring de-escalations are accomplished gradually and systematically following emergency operations or unusual occurrences to ensure any necessary staffing levels are maintained.
- B. Situation maps with post assignments may be consulted to ensure the appropriate posts, personnel, and assembly or staging areas are placed out of service systematically.
- C. Outer perimeters should be placed out of service prior to placing inner perimeters out of services.
- D. Incident commanders are responsible for ensuring that employees are instructed, as applicable, to:
1. Take down or remove any temporary traffic control devices, cones, flares, etc.;
 2. Place traffic lights back in automatic operation;
 3. Re-open roads;
 4. Unlock or open university buildings or facilities;
 5. Return special use equipment or supplies to specified locations; and
 6. Report for debriefing sessions.

2.704.44 Post Occurrence / After Action Duties

- A. Post occurrence / after action duties of agency employees may include, but are not limited to ensuring:
 - 1. Command records reflect their times of service for time keeping and payroll purposes;
 - 2. Their own, personal time keeping records accurately reflect their times of service; and
 - 3. They have completed all of their required reports and debriefings.
 - 4. Attendance at a critical incident stress defusing or demobilization if mandated by the Chief of Police or Incident Commander.
- B. Post occurrence / after action duties of incident commanders may include, but are not limited to ensuring:
 - 1. Adequate police personnel remain on duty to provide regular levels of police services;
 - 2. Roadways, buildings, and facilities are opened in accordance with their regular usages;
 - 3. Traffic lights are placed back in operation;
 - 4. Relevant information is prepared for release;
 - 5. Command logs and time keeping records are completed;
 - 6. Documentation supporting emergency or exigent agency related expenses are submitted to Fiscal Services.
 - 7. Communications tapes are marked and stored for retention;
 - 8. Special use equipment and supplies have been collected, returned, or accounted for;
 - 9. Temporary traffic control devices, traffic cones, etc., have been collected, returned, or accounted for;
 - 10. Debriefings are conducted with agency employees and representatives from assisting agencies; and
 - 11. Required incident, criminal, Workers' Compensation, awards recommendation, after action, etc., reports are completed as required or necessary.
 - 12. Assessing the need for critical incident stress management intervention, including a debriefing, defusing, or demobilization.
- C. Post occurrence / after action duties of the chief include, but are not limited to ensuring:
 - 1. After action reports are completed by incident commanders; and
 - 2. Critique sessions are conducted to evaluate overall event management and operations.
 - 3. Any additional critical incident stress intervention that is necessary for specific employees is conducted.

2.704.46 Rehearsals

- A. Emergency Mobilization Plan rehearsals will be conducted at the direction and authorization of the chief.
- B. Documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and ICS will be conducted.
- C. Employees will receive training on the Incident Command System. There will be documented annual training on the Incident Command system and on the Emergency Operations and Unusual Occurrences (All Hazards plan).

2.706 CIVIL DISTURBANCES

- A. Civil disturbances may take many forms and vary in size and amount of danger to the university community.
 - 1. Civil disturbances can emanate from planned activities such as organized riots, unlawful assemblies, sit-ins, and demonstrations.
 - 2. Civil disturbances can spontaneously arise from events such as concerts, parties, and athletic events.
- B. Lawful gatherings of persons exercising rights guaranteed under the Constitution are not civil disturbances, even though they may

require some police presence or response for crowd control and possible emergencies.

- C. The agency's response to civil disturbances wherein advanced planning can be conducted will be consistent with **2.708 Special Events**.
- D. The agency's response to civil disturbances where advanced planning cannot be conducted will be consistent with **2.704 Emergency Mobilization Plan**.
- E. All reasonable and prudent attempts should be made by agency personnel to defuse or mitigate situations that could develop into civil disturbances.
 - 1. Intelligence information concerning the motives, site, and numbers of possible participants should be gathered.
 - 2. Group leaders should be identified and a dialogue opened, if possible.
 - 3. Rumor control should be established.
 - 4. Group leaders and participants should be made aware by agency personnel that unlawful actions will not be tolerated.
- F. Civil disturbances should be contained and not allowed to expand.
- G. Access to areas in which civil disturbances are taking place should be controlled to:
 - 1. Prohibit additional persons from becoming involved;
 - 2. Keep innocent persons passing through from being victimized;
 - 3. Keep dangerous items, weapons, and other articles out that may place public safety personnel or the public in general at tactical disadvantages; and
 - 4. Leave avenues of exit for participants.
- H. Groups involved in civil disturbances should be dispersed so that the perspective of those involved return to that of citizens responsible for their actions rather than that of members of a mob or unlawful assembly. Dispersion may be accomplished by tactics that include, but are not limited to:
 - 1. Waiting situations out;
 - 2. Undertaking tactical operations to separate and disburse involved persons; and/or
 - 3. Executing arrests.

2.706.10 Mass Arrests

- A. Duties and responsibilities of incident commanders in mass arrest situations include, but are not limited to:
 - 1. Ensuring personnel mobilizations are sufficient to execute mass arrests;
 - 2. Deciding if, when, and where mass arrests are to be made;
 - 3. Determining, with advice from legal and prosecutorial liaisons, primary charges to be placed against arrestees;
 - 4. Designating arrestee staging and transport areas;
 - 5. Ensuring availability and staging of transport vehicles;
 - 6. Ensuring arrest teams are appropriately equipped to execute their missions;
 - 7. Determining and designating where arrestees are to be transported for processing; and
 - 8. Detailing officers into arrest teams consisting of:
 - a. Sufficient personnel to successfully, expeditiously, and safely affect arrests;
 - b. An administrative or supervisory ranked officer for each team to serve as arrest team supervisor; and
 - c. A single officer in each team designated as the arresting officer of record. In order to maintain prosecutorial integrity and to protect the due process rights of each individual arrestee, the arresting officer of each arrest team is limited to 15 arrests at any specific location during the incident.
- B. Arrest team supervisors will direct the arrests of specifically selected violators.
 - 1. Each violator will be warned twice by officers, if feasible, of the violations and the consequence of arrest for continuing the

violations.

2. Arrestees who cooperate and agree to walk from the scene will be escorted to arrestee staging areas.
 3. Arrestees who refuse to cooperate and walk from the scene should be carried to the arrestee staging area utilizing the two-person or four-person carry technique.
 4. Violators resisting arrest will be taken into custody using lawful amounts of necessary force and taken from the scene to arrestee staging areas. Every effort should be made to keep resisting or non-compliant prisoners separate from the other compliant arrestees.
 5. After arrestees are taken to arrest staging areas, photographed, searched, secured, and turned over to the custody of transporting officers, arrest teams will report back to arrest team supervisors for further orders and/or potential arrests.
- C. At arrestee staging areas:
1. Arrestees will be personally advised of initial charges by arresting officers;
 2. Arrestees will be photographed along with arresting officers, using instant or digital cameras;
 3. Arrestee / arresting officer photographs will be labeled with the names of arrestees and arresting officers and arrest dates and times;
 4. Arrestees will be searched for weapons, evidence, and contraband which, if found will be seized and turned over to the control of transporting officers, but other property will be left on arrestee's person;
 5. Arrestees will be secured with handcuffs or authorized, temporary restraining devices consistent with **2.604 Restraining Devices**;
 6. Arrestees will not be advised of their Miranda rights unless they are to be immediately questioned concerning matters that go beyond basic identification information; and
 7. Turned over to the custody and control of transporting officers.
- D. Arrestees will be transported to processing areas consistent with **2.606 Detainee Transport**. Agencies that may be contacted to assist in providing transport during mass arrest situations include, but are not limited to:
1. DOC;
 2. OSPG;
 3. PGPD; and
 4. MSP

2.706.20 Evidence Collection

Collection and preservation of evidence related to civil disturbances will be accomplished consistent with **2.500 Evidence & Property Management**.

2.706.30 Detention Facilities

The Hyattsville DOC RPC, or a location specified by DOC, will be utilized as the detention facility for arrests made during civil disturbances, emergency operations, or unusual occurrences. Locations will include access to water, sanitation facilities, and ability to provide food to arrestees if necessary.

2.706.40 Processing

- A. The processing of arrestees will be conducted, with modifications noted herein, consistent with Manual unit **2.600 Arrest Procedures**.
- B. Incident commanders will designate a supervisory or administrative ranked officer as a processing supervisor.
- C. Processing supervisors have duties and responsibilities that include, but are not limited to ensuring:
1. Sufficient sworn and non-sworn employees are detailed to process arrestees successfully, expeditiously, and safely;
 2. Charging officers are designated to facilitate initial appear-

ances before District Court Commissioners;

3. Arrestees have been thoroughly searched upon arrival at the processing site;
 4. Arrestees are screened for observable injuries or illnesses;
 5. Arrestees receive necessary medical treatment or attention consistent with **2.608 Sick or Injured Detainees**;
 6. Weapons, contraband, evidence, etc., is properly inventoried, recorded, and submitted consistent with Manual unit **2.500 Evidence & Property Management**;
 7. Personal property of arrestees is removed from them, inventoried, and safeguarded consistent with **2.622.16 Detainee Property & Intake Record**; and
 8. Arrestees are positively identified and matched up with initial photographs taken with arresting officers.
 9. Juvenile arrestees will be processed consistent with **2.638 Juvenile Arrests & Documentation**.
- D. Arrest processing modifications that can be made are:
1. C-Number entries being initially recorded on printed forms rather than directly on-line;
 2. Taking no more photographs of arrestees other than that initially taken with arresting officers;
 3. Fingerprinting arrestees only on one fingerprint card for each arrestee with the card type being designated by the IC; and
 4. Having all arrests reported in a single, consolidated agency report.

2.706.50 Access to Legal Counsel

- A. Access to legal counsel during mass arrest will be consistent with **2.660.30 Attorney-Detainee Contact**.
- B. Because of exigent security situations and concerns caused by mass arrest situations, attorneys will be able to meet with arrestees only if:
1. Arrestees are to be questioned concerning matters that go beyond basic identification information; and
 2. Arrestees specifically request presence of their attorneys during interrogations.

2.708 SPECIAL EVENTS

- A. The chief is ultimately responsible for the management and conduct of special events at the university.
- B. The Special Events Commander has functional duties and responsibilities for special event planning and assignment of personnel for events that include, but are not limited to:
1. Athletic events;
 2. Community social events;
 3. Parades;
 4. Motorcades;
 5. Public demonstrations;
 6. VIP and dignitary protection details; and
 7. Other events that result in the need for crowd, traffic, or crime control.
- C. All special event plans must include, as applicable, information that includes, but is not limited to:
1. Designations of event OICs;
 2. Reporting dates, times, and locations;
 3. Uniform, equipment, and other logistical requirements;
 4. Estimations of traffic, crowd control, and crime problems expected or anticipated;
 5. Traffic direction and control plans;
 6. Use of specialized personnel or units;
 7. Coordination inside and outside the agency.
- D. OICs of special events are responsible for the conduct of their applicable events and completion of after-action reports consistent with **2.704.44 Post Occurrence / After Action Duties**.

2.710 VIP / DIGNITARY PROTECTION

- A. The agency is responsible for affording adequate security and

assistance to dignitaries as necessary or required and, in doing so, cooperate and coordinate such efforts as needed with other involved agencies.

- B. VIP / dignitary protection events are a component of special event planning that comes under the aegis of the Special Events Unit.
- C. All VIP / dignitary protection plans must include, as applicable, information that includes, but is not limited to:
 - 1. Designations of event OICs and coordinators of security details;
 - 2. Reporting dates, times, and locations;
 - 3. Uniform, equipment, vehicle, weapons, and other logistical requirements;
 - 4. Planning for, and reconnoitering of, travel routes and alternates;
 - 5. Advance inspections for gathering intelligence information;
 - 6. Coordination of operations inside and outside the agency;
 - 7. Identification of emergency first-aid, ambulance, and medical facilities;
 - 8. Specialized communications operations; and
 - 9. Methods of identifying personnel involved in VIP / dignitary protection details.
- D. OIC's of special events are responsible for the conduct of their applicable events and completion of after-action reports.

2.712 HOSTAGE / BARRICADE SITUATIONS

- A. Agency officers responding to, or discovering hostage or barricade situations, will attempt to avoid confrontation in favor of controlling and containing situations until the arrival of trained tactical and/or hostage negotiations personnel.
- B. UMPD Conflict Negotiators will be contacted and requested to respond and take control of hostage / barricade situations occurring within this agency's primary jurisdiction. PGPD will be contacted and requested to respond and take control of hostage / barricade situations occurring within this agency's primary jurisdiction when there are no UMPD Conflict Negotiators available or when additional assistance is needed.
- C. Duties and responsibilities of first officers on the scene include, but are not limited to:
 - 1. Assessing whether hostage / barricade situations exist;
 - 2. Notifying Communications and requesting the on-duty patrol squad supervisor and the ranking on-duty officer from patrol's bureau to respond and establish initial field command posts;
 - 3. Ensuring the chief, the Police Services Bureau Commander, UMDPS Conflict Negotiator(s), and PIO personnel are notified;
 - 4. Attempting to contain and control situations; and
 - 5. Briefing arriving supervisory and/or administrative personnel of all known, pertinent facts that may include, but are not limited to:
 - a. Numbers, descriptions, and locations of hostage takers, hostages, and/or barricaded subjects;
 - b. Types of weapons involved;
 - c. Locations to which responding units may respond safely; and
 - d. Types of incidents which are thought to have lead to the hostage taking or barricading.
- D. Responding agency personnel will establish initial inner perimeters in order to contain situations to the smallest possible areas without unduly endangering police personnel, hostages, or bystanders. Outer perimeters will be established as personnel resources become available to secure areas from traffic and bystanders, and to allow for emergency access to the areas.
- E. Responding agency personnel will attempt to immediately evacuate any bystanders and injured victims, if safe to do so, and request any necessary EMS or PGFD assistance. Evacuations from inner perimeter areas will be controlled by PGPD personnel.

- F. The initially responding UMPD supervisory or administrative ranked officers will:

- 1. Establish initial command posts consistent with **2.704.18**;
 - 2. Notify communications of command post locations;
 - 3. Coordinate with responding PGPD units to establish centralized command posts for the operations;
 - 4. If necessary, turn over command and control of operations to appropriate ranking personnel from PGPD once they have sufficient personnel in place and have been sufficiently briefed; and
 - 5. Provide liaison services to necessary and appropriate university departments or organizations.
- G. UMDPS PIO personnel will work with PGPD personnel to ensure appropriate media access and briefings.
- H. Once UMDPS and/or PGPD personnel have assumed command and control of hostage / barricade situations, their duties and responsibilities are to include, but are not limited to:
 - 1. Interaction between tactical and hostage negotiation personnel and responsibilities of each;
 - 2. Controlling the establishment of inner and outer perimeters;
 - 3. Evacuations;
 - 4. Requests for additional logistical, personnel, or other specialized support;
 - 5. Authorizing uses of force and/or chemical agents;
 - 6. Use of trained negotiation and support staff;
 - 7. Pursuit / surveillance vehicles and control of travel routes; and
 - 8. Reviewing uses of force committed by their personnel.
- I. The chief, or specific designees, will participate in debriefing and after-action reporting sessions with PGPD personnel.

2.714 BOMB THREATS

- A. Bomb threats are sometimes reported by persons who have definite knowledge or who believe that devices have been, or will be, placed and want to minimize personal injuries or property damage. These callers may have been personally involved in placing devices or have become aware of such information.
- B. Bomb threats are sometimes reported by persons who want to create an atmosphere of anxiety or panic which will possibly result in the disruption of normal activities at locations where devices have purportedly been placed.
- C. Terrorist or politically motivated bombers more often select targets according to potential publicity and political or psychological gain that may be achieved by bombings.
- D. Criminally motivated bombers more often select targets for reasons related to revenge, extortion, intimidation, etc.

2.714.05 Evaluating Threat Authenticity

- A. Bomb threats will be evaluated by agency personnel as specific threats or nonspecific threats in accordance with the circumstances of individual bomb threat incidents.
 - 1. Specific bomb threats are less common, but more likely involve actual explosive devices. Specific threats usually provide information regarding devices, their placement, rationale for attacks, and when devices are scheduled to detonate.
 - 2. Nonspecific bomb threats generally provide little additional information other than that devices have been placed in locations as stated by persons reporting threats.
 - 3. The US Department of Homeland Security estimates that 2% of bomb threats involve the placement of actual explosive devices.
 - 4. Agency employees will not automatically discount specific or nonspecific bomb threats without careful investigation and evaluation.
- B. There is no single deciding factor in evaluating bomb threats. Officers must consider all of the facts, to include context. Threats should be carefully evaluated on the basis of low, medium, and

high risk.

1. **Low Risk threats** lack realism. A low risk threat poses a minimum risk to the victim and public safety. The probable motive is to cause disruption.
 - a. Threat is vague and indirect.
 - b. Information contained within the threat is inconsistent, implausible, or lacks detail.
 - c. The threat was discovered instead of delivered (e.g., a threat written on a wall).
2. **Medium Risk threats** have an increased level of realism. The threat could be carried out, although it may not appear entirely realistic.
 - a. The threat is direct and feasible.
 - b. Wording in the threat suggests the perpetrator has given some thought on how the act will be carried out.
 - c. The threat may include indications of a possible place and time.
 - d. There is no strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility.
 - e. There is an indication the perpetrator has details regarding the availability of components needed to construct the bomb.
 - f. There is increased specificity to the threat (e.g., "I'm serious!" or "I really mean this!")
3. **High Risk threats** are specific and realistic. The threat appears to pose an immediate and serious danger to the safety of others.
 - a. The threat is direct, specific, and realistic. It may include names of possible victims, specific times, or the location of the device.
 - b. The perpetrator provides his or her identity or affiliation.
 - c. The threat suggests concrete steps have been taken toward carrying out the threat.
 - d. The perpetrator makes statements indicating they have practiced with a weapon or have the intended victim(s) under surveillance.
- C. Officers should consider other factors in determining the validity of bomb threats. These include:
 1. Accessibility to the public.
 2. Significant dates.
 3. Current events.
 4. Level of threat activity in region/area/sector.
 5. Recent significant incidents.

2.714.10 Receiving & Coordinating Bomb Threats

- A. Agency personnel receiving bomb threats will attempt to obtain as much information as possible from persons reporting bomb threats. Employees should attempt to obtain information that includes, but is not limited to:
 1. Time devices are set to detonate;
 2. Device locations;
 3. Descriptions of devices;
 4. Types of explosives utilized;
 5. What will cause devices to detonate;
 6. If callers are responsible for placing the devices;
 7. Why devices were placed;
 8. Names, addresses, and phone numbers of callers;
 9. Organizations represented by callers;
 10. Exact wording of threats;
 11. Time and length of calls and numbers calls were made to;
 12. Age, gender, and voice characteristics of callers; and
 13. Background noises in calls.
- B. Agency employees receiving bomb threats will ensure Bomb Threat Data Reports are completed in order to facilitate the collection of bomb threat information.
- C. Communications personnel will:
 1. Utilize bomb threat information obtained by the agency to notify the on-duty patrol squad commander;
 2. Make notifications as directed by the on-duty patrol squad commander;
 3. Utilize ALI & ANI related functions in attempts to identify numbers from which anonymously placed bomb threat calls were placed to the agency;
 4. Contact on-duty K9 EDT;
 5. Have a Communications Supervisor log out and submit to administrative ranked officers, copies of audio recording tapes containing bomb threats anonymously placed to the agency; and
 6. Coordinate communications and complete necessary data entry during the incidents as specified in the Communications Manual.
- D. Patrol squad commanders will serve as the agency's bomb threat incident commanders and will, as necessary:
 1. Respond to scenes;
 2. Establish command posts;
 3. Ensure necessary notifications are made;
 - a. Work with on-duty EDT, and on-duty EDT Sgt. to coordinate K9 response to bomb threats. K9's can check articles and locations, but under certain conditions, the K9 handler may determine that a package or situation is un safe for him/herself and the K9.
 - b. If the situation is not safe enough for the K9 or handler, the patrol squad commander should immediately make contact with PGFD for assistance.
 4. Ensure any third parties who receive bomb threats, or discover suspicious devices or packages are interviewed;
 5. Establish hard-wired, not cellular, telephone links with Communications on recorded lines to serve as communications relay links;
 6. Evaluate situations and available information in order to determine, and have made, any additional notifications or response requests;
 7. Have Communications relay instructions to other responding agency personnel;
 8. Ensure that agency personnel do not make any radio transmissions or use cellular phones within at least 100 yards of bomb threat scenes;
 9. Ensure perimeters are established;
 10. Coordinate activities with any personnel responding from other units, agencies, or departments;
 11. Make evacuation decisions consistent with 2.714.20;
 12. Ensure evacuations and/or searches are conducted;
 13. Relinquish command and control of incident scenes to other personnel, units, agencies, or departments;
 14. Coordinate activities with investigators and/or evidence collection personnel;
 15. Ensure necessary reports are completed and approved.
- E. Command protocols for incidents involving PGFD bomb squads responding to bomb threat incident scenes involve those units being responsible for:
 1. Rendering harmless primary explosive devices;
 2. Searching for secondary explosive devices;
 3. Notifying appropriate state and federal agencies if explosions occur; and
 4. Releasing public information relating only to the suppression and mitigation of any explosive devices.
- F. Media access and release of information under the aegis of the agency will be consistent with 2.450 Public Information & Media Relations.

2.714.15 Notifications

- A. Communications personnel will:
 1. Ensure the Department of Environmental Safety is notified of

- all bomb threats;
- 2. Attempt to notify and establish contact with departmental representatives or building managers of affected buildings or facilities; and
- 3. Make other notifications as required or requested.
- B. Incident commanders will ensure:
 - 1. Attempts are made to notify and establish contact with departmental representatives or building managers of effected buildings or facilities;
 - 2. PGFD is notified and bomb squads are requested if suspicious devices or packages are found;
 - 3. Bomb detection assistance is requested when buildings are evacuated;
 - 4. Other necessary notifications are made consistent with **2.442 Notifications**; and
 - 5. Appropriate university departments and organizations with radio transmission networks are notified to have their units cease transmissions within at least 100 yards of bomb threat scenes. Those departments and organizations may include, but are not limited to:
 - a. Agency personnel, including Student Police Aides and Support Services personnel, near the scene;
 - b. Facilities Management, Work Control;
 - c. Shuttle Bus;
 - d. Athletics;
 - e. Stamp Student Union;
 - f. Amateur Radio Association; and
 - g. Construction contractors.
- C. Environmental Safety protocols ensure notifications to State Fire Marshal personnel if suspicious packages or devices are discovered, or if explosions have taken place and PGFD is not on the scene.
- D. PGFD protocols ensure appropriate state and federal agencies are notified if confirmed devices are found or explosions occur when PGFD bomb squad is on the scene.

2.714.20 Evacuations

- A. Agency personnel will conduct, support, or assist in building evacuations only when:
 - 1. Bomb threats involve confirmed or suspected explosive devices or packages; or
 - 2. Specific information is present indicating the probable presence of explosive devices.
- B. When bomb threat related evacuations are necessary to be conducted:
 - 1. Bomb detection dogs may be requested from other agencies to conduct searches for explosive devices;
 - 2. UMDPS on-duty K9 teams will be utilized prior to making requests from other agencies. When there is no on-duty K9 team, the Communications Officer will notify the UMDPS K9 team on first call. The EDT Sgt. will be responsible for ensuring that the First Call calendar is up-to-date and disseminated to Communications.
 - 3. Evacuations will be initiated by activating fire alarms, personal notifications conducted by evacuation teams, or other methods that have been pre-arranged with building or facility administration or management;
 - 4. All buildings, facilities, and parking lots will be evacuated that are within at least 100 yards of bomb threat scenes;
 - 5. Exterior building entrances will be secured and monitored by personnel maintaining perimeter security;
 - 6. Entry by unauthorized personnel into buildings, facilities, or areas under evacuation is trespassing and will not be permitted;
 - 7. Persons evacuated from buildings or facilities should be directed to assemble in pre-established fire evacuation assembly areas.

- a. Environmental Safety maintains listings of fire evacuation assembly areas.
- b. Assembly areas must be at least 100 yards away from bomb threat scenes in order to protect individuals from the possibility of blast propelled debris.
- C. When building evacuations have been initiated by citizens as the result of non-specific bomb threats, responding agency personnel will:
 - 1. Ensure notifications are made to have any sounding alarms reset or silenced; and
 - 2. Ensure facility administrative or management personnel are located in order to encourage evacuated personnel to reenter buildings and conduct limited building searches consistent with **2.714.25**.

2.714.25 Searches

- A. Because agency personnel are not sufficiently trained or equipped to conduct thorough, detailed building searches for explosive devices, the agency may request the assistance of bomb detection dogs from other agencies to conduct bomb searches in evacuated buildings or facilities as time permits.
- B. UMDPS on-duty K9 teams will be utilized prior to making requests from other agencies. When there is no on-duty K9 team, the Communications Officer will notify the K9 team on first call. If they are unable to respond, Communications will make requests for assistance from other agencies.
- C. Officers may conduct, support, or assist in limited building searches for explosive devices with the assistance of building or facility administrators or management only when:
 - 1. Bomb threats do not involve confirmed or suspected explosive devices or packages; and
 - 2. Specific information is insufficient to indicate the probable presence of explosive devices.
- D. Limited building searches conducted by officers with the assistance of building or facility administrators or management minimizes possible panic and disruptions to normal university functions while further decreasing probabilities that explosive devices were placed in accordance with threats.
 - 1. Incident scene commanders will coordinate limited building searches and utilize Communications personnel to relay information to search teams.
 - 2. Incident commanders will work with the K9 handler to determine effective deployment of personnel during a search. The K9 handler will let the Incident Commander know which areas will be covered by the K9, and which areas can be checked by officers or building/facility managers; and
 - 3. Each search team should, when possible, be comprised of one officer and one building occupant familiar with areas to be searched.
 - 4. Officers on search teams are expected to have flashlights and grand master keys in order to assist in searches.
 - 5. Officers will leave their portable radios on in order to receive incident updates relayed by Communications.
 - 6. Officers will not transmit on their portable radios or use cellular phones within 100 yards of bomb threat incident scenes or when conducting associated searches.
 - 7. Building search areas will be coordinated so as to be systematic and non-repetitive.
 - 8. Searches will be conducted from exterior to interior and from lowest levels or floors to highest levels or floors.
 - 9. Search teams should do nothing to change physical environments of areas being searched.
 - a. Building lighting, equipment, etc., that is on at the beginning of searches will not be turned off.
 - b. Building lighting, equipment, etc., that is off at the beginning of searches will not be turned on.
 - 10. All areas open to the public should be given special attention

by search teams. These areas include, but are not limited to:

- a. Restrooms;
- b. Trash receptacles;
- c. Stairwells;
- d. Lounges or break rooms;
- e. Vending areas; and
- f. Lobbies.

11. Custodians and maintenance personnel may be asked to check their work spaces for suspected devices and escorted by search teams while doing so.
 12. Individual employees and occupants may be asked to search their own work areas and assist in searching common areas.
 13. Search teams will not disturb any suspected devices that may be located and will notify incident commanders immediately, either in person or by telephoning Communications on recorded lines for relay to incident commanders.
 14. Search teams will be instructed by Communications personnel to report to command posts should suspicious or confirmed explosive devices be discovered during searches.
 15. Officers assigned to search teams will periodically telephone Communications on recorded lines in order to provide search updates to incident commanders.
 16. Search teams will be instructed by Communications personnel to report to command posts when searches are completed.
- E. When facilities or buildings have been searched and no devices are discovered, or detonation time frames have sufficiently passed without explosive detonations, and occupants are allowed to re-enter facilities or officers are preparing to clear bomb threat scenes, building administrators, managers, and occupants will be told that searches or other activities did not reveal any explosive devices. Officers will not state anything to the effect that explosive devices were definitely not present, or that buildings or facilities are all clear.

2.716 TACTICAL OPERATIONS

- A. Agency officers responding to, or discovering, situations that require the assistance of tactical teams will attempt to avoid confrontation in favor of controlling and containing situations until the arrival of trained tactical unit personnel.
- B. The DPS will request other law enforcement agencies to provide tactical unit support for incidents occurring within this agency's primary jurisdiction unless the agency's part time tactical response personnel are available and capable to handle the critical incident.
- C. If the DPS part time tactical team personnel are available, they will be contacted to respond to critical incidents involving a threat to public safety which would otherwise exceed the capabilities of traditional law enforcement first responders and/or investigative units. Normally, the DPS part-time tactical team will already be assigned to work a special event or detail in this capacity and address threats as they arise. Decisions to activate the team under other circumstances rests with the commander of the team.
- D. The initial incident commander is responsible for notifying the Police Services Bureau Commander who will direct allied agency response.
- E. PGPD will be utilized as the agency to provide immediate back-up tactical team assistance when adequate time is not available for prior planning and coordination. Requests for assistance will be made by incident commanders to the PGPD on-duty communications supervisor.
- F. MSP may be utilized as the agency to provide back-up tactical team assistance when adequate time is available for prior planning and coordination. Requests for assistance will be made by the chief or designee to the MSP Barrack "Q" Commander.
- G. OSPG may be utilized to provide back-up tactical team assistance when mass arrests and prisoner transport situations are anticipated or required. Requests for assistance will be made by the chief or

incident commander to OSPG communications.

2.716.10 Tactical Team Deployment - Emergency Situations

- A. Duties and responsibilities of first officers on the scene include, but are not limited to:
1. Assessing whether tactical support is necessary;
 2. Notifying communications and requesting the on-duty patrol squad supervisor and the ranking on-duty officer assigned to patrol's bureau to respond and establish initial field command posts;
 3. Ensuring the chief, the Police Services Bureau Commander and PIO personnel are notified;
 4. Attempting to contain and control situations; and
 5. Briefing arriving supervisory and/or administrative personnel of all known, pertinent facts that may include, but are not limited to:
 - a. Numbers, descriptions, and locations of suspects and hostages;
 - b. Types of weapons involved;
 - c. Locations to which units may respond safely; and
 - d. Types of incidents which are thought to have lead to the need for tactical support.
- B. Responding DPS personnel will establish initial inner perimeters in order to contain situations to the smallest possible areas without unduly endangering police personnel, hostages, or bystanders. Outer perimeters will be established as personnel resources become available to secure areas from traffic and bystanders and to allow for emergency access to the areas.
- C. Responding DPS PERSONNEL will attempt to immediately evacuate bystanders and injured victims, if any, and request any necessary EMS or PGFD assistance.
- D. The initially responding DPS supervisory or administrative ranked officers will:
1. Establish initial command posts consistent with **2.704.18**;
 2. Notify communications of command post locations;
 3. Coordinate with responding PGPD units to establish centralized command posts for the operations;
 4. Turn over command and control of operations to appropriate ranking personnel from DPS part time tactical team personnel and/or PGPD once they have sufficient personnel in place and have been sufficiently briefed.
- E. DPS PIO personnel will work with PGPD personnel to ensure appropriate media access and briefings.
- F. Once DPS tactical team and/or PGPD personnel have assumed command and control of tactical situations, their duties and responsibilities are to include, but are not limited to:
1. Interactions between personnel and units and responsibilities of each;
 2. Establishment and control of inner and outer perimeters;
 3. Evacuations;
 4. Requests for additional logistical, personnel, or other specialized support;
 5. Authorizing uses of force and/or chemical agents;
 6. Use of specially trained and equipped personnel; and
 7. Pursuit/surveillance vehicles and control of travel routes.
- G. The DPS Tactical Response Team has been issued specialized equipment for use in all tactical evolutions in order to increase the protection of unit members and to facilitate a successful resolution of tactical operations. Tactical Response Team members are responsible for the care and maintenance of all issued equipment and should report defective or damaged equipment to the commander of the unit immediately. The following equipment has been issued to the DPS part-time tactical response team and includes, but may not be limited to:
1. DPS rifle;
 2. Body armor; and
 3. Tactical uniform.

2.716.20 Tactical Team Deployment - Non-Emergency Situations

- A. The agency may request other law enforcement agencies to provide tactical team support and assistance during non-emergency situations or when event pre-planning can be conducted. Unless otherwise designated by the chief, the Special Operations Commander will coordinate and direct the utilization of tactical team support from allied agencies. Events or incidents that may necessitate the deployment of tactical teams in support or assistance of DPS operations include, but are not limited to:
1. Athletic events;
 2. VIP or dignitary protection details;
 3. Political demonstrations;
 4. Acts of civil disobedience; and
 5. Execution of high-risk search or arrest warrants.
- B. Command and control will be coordinated among the senior ranking officials representing each agency in all incidents involving the non-emergency deployment of tactical units.
1. Unless otherwise designated by competent authority, this agency will serve as the primary, or lead, agency in responding to emergency operations or unusual occurrences within the agency's primary jurisdiction.
 2. Agencies assisting the DPS with tactical deployment will do so in supporting roles on a mission type basis.
 3. Elements of those agencies providing assistance to the DPS on a mission basis are to retain their own chains of command and adhere to their own procedures.
 4. DPS personnel assisting other agencies with tactical deployments retain their own chain of command and follow DPS directives.

2.716.30 DPS Tactical Response Team Selection

- A. The Tactical Response Team is a voluntary and part-time assignment in addition to the officer's regular duties. Officers who are selected to participate on the Tactical Response Team must be well rounded, highly motivated and dependable, and mentally suitable for tactical assignment and must meet the following minimum qualifications:
1. Must hold the rank of Sergeant (UPO IV) or below;
 2. Must be a current or willing to become a long gun operator (shotgun/rifle);
 3. Must have three years or more of law enforcement experience; and
 4. Must be in good physical condition.
- B. The Tactical Response Team Selection Process will consist of the following:
1. A letter of interest from the candidate along with their supervisor's endorsement;
 2. Successful completion of a physical fitness/ability test;
 3. Minimum score of 90 percent or better on the pistol qualification course; and
 4. Successful completion of an oral interview.

2.717 UMDPS CONFLICT NEGOTIATORS

- A. UMDPS has employees who have been trained in conflict negotiation. These employees are available for call-out.
- B. Officers will be selected to be trained as negotiators with the concurrence of the Training Unit Commander and the Chief of Police. Availability of negotiator training will be made known to the all UMDPS staff so that employees may make their interest known. Among the elements that will be considered in making selections for conflict negotiator training are:
1. **Experience.** Generally, candidates must have at least three (3) years' experience with UMDPS and hold the rank of MPO or above to be considered for conflict negotiator training.

ing. The Chief of Police may waive this requirement if circumstances warrant.

2. **Aptitude and Attitude.** Candidates must have demonstrated, through successful completion of other assignments, strong verbal communications skills; strong analytical and problem-solving skills; the ability to work as a member of a team; and the ability to work under the pressure of deadlines and other stressors.
- C. Those candidates that successfully meet the above two criteria will be given the opportunity to interview in front of an oral board, consisting of the Commander of the Training Unit or his/her designee, another UMDPS officer, and a conflict negotiator of an outside agency.
- D. Upon completion of the oral board process, each candidate will be rated and ranked. The candidate with the highest ratings will generally be selected for this position. The Training Unit Commander, in concurrence with the Chief of Police, will make the final selection.
- E. Upon selection, new members will receive basic conflict management training in a one or two week school. The Commander of the Training Unit will insure that each new member receives training in a timely manner.

2.718 EXTREME WEATHER EMERGENCIES

- A. An administrative ranked officer will be designated as an essential employee in order to coordinate the agency's response whenever the university is closed for substantial periods of time due to weather or other emergency conditions.
1. Coordinating administrators will be designated whenever the university is closed for at least six hours of normal business days.
 2. Coordinating administrators will not be designated whenever the university is closed for two hours or less of normal business days.
 3. Coordinating administrators may be designated by the Police Services Bureau commander or the chief based on the needs of the agency and community whenever the university is closed for more than two, but less than six hours of normal business days.
 4. Unless specifically authorized by the chief or patrol's bureau commander, coordinating administrators will begin their tours of duty no earlier than 0900 and end no later than 1900 hours on those dates the university is closed.
 5. On-duty patrol squad commanders will fulfill the duties and responsibilities of coordinating administrators during non-normal business hours and on weekends or holidays.
- B. Duties and responsibilities of administrative coordinators include, but are not limited to:
1. Determining how many personnel, at or above minimum staffing levels, are needed to provide agency services during the emergency conditions;
 2. Ensuring notifications are made to have essential personnel present for duty consistent with **1.448.06**;
 3. Ensuring notifications are made to patrol squad personnel not needed for duty consistent with **2.448.06**;
 4. Ensuring that overtime records documenting all work hours of essential personnel are established for each day emergency conditions exist and the university is closed;
 5. Making reasonable efforts to determine if special events or operations scheduled during the hours of emergency conditions are to be conducted and make appropriate notifications to agency personnel involved;
 6. Checking on, or offering reasonable agency service assistance to, agencies that include, but are not limited to:
 - a. Transportation Services;
 - b. Department of Resident Life;
 - c. Residential Facilities;

- d. Facilities Management Grounds Division and Work Control;
 - e. Dining Services;
 - f. Health Center;
 - g. Athletics;
 - h. CPVFD #12;
 - i. PGFD Communications;
 - j. Stamp Student Union;
 - k. PGPD; and
 - l. MSP;
7. Ensuring readiness of fleet vehicles that includes, but is not limited to:
- a. Having all agency four-wheel drive vehicles fueled, equipped and available for assignment and use;
 - b. Having all vehicles fueled to a minimum of 3/4 capacity;
 - c. Having all vehicles cleared of ice and/or snow as best as possible;
 - d. Contacting Logistics Unit personnel to check on readiness of related supplies and equipment;
8. Ensuring access points to all DPS facilities are cleared and open;
9. Ensuring critical parking lots are cleared and open at all DPS facilities, CPVFD #12, and the Health Center;
10. Ensuring patrol personnel are alert for, and report, hazardous conditions;
11. Coordinating with Facilities Management and PGFD any necessary road closures;
12. Checking weather reporting and forecasting sources for updated information;
13. Briefing on-coming administrative coordinators; and
14. Preparing and sending CIS describing all significant issues that arise out of, and incidents that occur during, their tours of duty.
- C. Administrative ranked officers will be assigned as administrative coordinators on a rotating basis with a different administrator assigned for each day the university is closed. Patrol's bureau commander will distribute listings of personnel to serve as administrative coordinators.
- D. University and agency employees critical to extreme weather emergency operations may be transported to or from the university utilizing agency vehicles if those persons are unable to arrange for private transport.
- 1. Transport should not be provided to persons outside a 10 mile road distance to the university.
 - 2. Transport will not be provided if doing so will adversely effect police operations.
 - 3. Police Aides and Security Operations Center employees will be considered as critical personnel if their services are required to cover important contracts or if they are needed to provide emergency coverage of shift requirements.

2.718.10 Equipment Readiness

Vehicle Maintenance personnel are responsible for ensuring that certain weather emergency related equipment is maintained in operational states of readiness. This equipment includes, but is not limited to:

- A. Fleet vehicle operational readiness;
- B. De-icing agents;
- C. Temporary traffic control devices;
- D. Flares;
- E. Snow shovels;
- F. Caution tape;
- G. Gasoline credit cards;
- H. Windshield scrapers;
- I. Brooms;
- J. Gas supplies;
- K. General vehicle supplies.

2.718.20 After Action Evaluations

- A. Patrol's bureau commander is responsible for ensuring that timely after action evaluations are prepared and submitted to the chief after each extreme weather emergency.
- B. After action evaluations should involve participation of all university departments or organizations working with or assisting the University Police during extreme weather emergencies.
- C. Topics for discussion during after action evaluations may include, but are not limited to:
 - 1. Police staffing levels;
 - 2. Logistical support and needs inside and outside the agency;
 - 3. Response of the agency to the needs of its own employees, the university community, and outside agencies;
 - 4. Complaints and compliments received;
 - 5. Direct and incidental costs to the agency; and
 - 6. Recommendations for improvement.

2.720 RESPONSE TO FIRE EMERGENCIES

- A. Officers will respond to all fire and EMS related calls that originate within the agency's primary jurisdiction. Officers may respond to fire and EMS calls within the agency's area of concurrent jurisdiction.
- B. Responsibilities of officers responding to fire and EMS related calls include, but are not limited to:
 - 1. Attempting to assist victims to the extent of their training, certifications, and available equipment;
 - 2. Relinquishing command and control of calls that are strictly fire or EMS related upon the arrival of ranking PGFD personnel;
 - 3. Setting up perimeters around scenes of fire and EMS emergencies, facilitating traffic movement, and keeping unauthorized personnel out of incident scenes;
 - 4. Completing any necessary or required reports.

2.722 SUSPENSION OF PATROL

- A. Routine patrol activities, including Police Aide patrols, may be temporarily suspended whenever environmental conditions become so adverse as to make routine patrol unduly hazardous. Those agency personnel having authority to suspend patrol are:
 - 1. The Chief of Police;
 - 2. Bureau commanders;
 - 3. Patrol administrators; and
 - 4. On-duty patrol squad commanders.
- B. Patrol activities may be suspended in parts or in all of the agency's jurisdiction, based on operational or environmental considerations.
- C. During the suspension of patrol activities, officers will be deployed strategically within the agency's jurisdiction to facilitate responses to emergencies and calls for service requiring the presence of officers.
- D. Persons ordering the suspension of patrol activities are responsible for:
 - 1. Sending CIS; and
 - 2. Ordering the resumption of patrol activities when conditions precipitating patrol suspensions either subside, stabilize, or cease to exist.

2.724 THREAT ASSESSMENT

- A. Agency officers are responsible for conducting initial threat assessments whenever the agency receives reports involving crimes of targeted violence.
- B. Crimes that may involve components of targeted violence include, but are not limited to:
 - 1. Hate Crimes (CR 10-301,10-302,10-303, and 10-304);
 - 2. Phone misuse (CR 3-804);
 - 3. Stalking (CR 10-201 and CR 2-208);
 - 4. Domestic violence (FL 4-501 through 4-516);

5. Threats, extortion, blackmail, threatening letters, etc. (CR 3-701, CR 3-702, CR 3-704, CR 3-705, CR 3-706, CR 3-707, and CR 3-708);
 6. Malicious destruction of property (CR 6-302); and
 7. Bomb threats (CR 9-504).
- C. The chief may designate officers to be trained and serve in an ancillary capacity as threat case management officers. Duties and responsibilities of threat case management officers include, but are not limited to:
1. Providing guidance and supervision of officers when conducting threat assessments of agency cases involving harassment, stalking, workplace violence, or other cases wherein there is a reasonable potential for targeted violence;
 2. Using technical resources as tools for determining threat levels;
 3. Serving as active liaisons to, and marshaling resources of, various university and community organizations such as President's Legal Office, OSA, OSC, BETA, etc.;
 4. Attempting to manage threat situations to non-violent conclusions; and
 5. Conducting presentations and training related to workplace violence and threat assessment for internal and external groups.

2.724.10 Threat Assessment Functions

- A. The function of identifying potential perpetrators of targeted violence includes, but is not limited to:
1. Defining criteria that could lead to persons becoming subjects of threat assessment investigations;
 2. Determining units/personnel within the agency that will be responsible for receiving information about possible subjects and conducting threat assessment investigations;
 3. Notifying those individuals and organizations that might come in contact with, or know of, potential subjects about the existence of threat assessment programs; and
 4. Educating notified individuals and organizations about the criteria for bringing concerns about potential violence to the attention of investigating officers.
- B. The function of assessing threats of targeted violence may include, but is not limited to:
1. Conducting personal interviews with the subjects;
 2. Reviewing materials created or possessed by the subjects, including journals and letters, and materials collected by the subjects, such as books and magazines, that may relate to the investigations;
 3. Interviewing persons who know the subjects;
 4. Reviewing records and/or archival information related to the subjects from inside and outside the criminal justice system;
 5. Obtaining descriptions of subjects' behaviors, motives, intentions, capacities, and actions that prompted other persons to notice the subjects.
- C. Decisions whether to interview subjects of threat assessment investigations depend on factors that include, but are not limited to:
1. Investigators' needs for information;
 2. Facts leading to initiation of investigations;
 3. Investigators' legal standings in relation to the subjects;
 4. Resources available to investigators;
 5. Investigators' training and experience in interviewing;
 6. Stage of investigations; and
 7. Investigators' strategies for resolving the cases.
- D. Subjects' attack-related characteristics may include, but are not limited to:
1. Expressing interest in possible targets;
 2. Communicating, potentially obsessively, with or about potential targets;
 3. Considering or attempting to harm self or others;
 4. Obtaining, discussing, or practicing with weapons;
 5. Following or approaching potential targets;
 6. Aggressive or threatening physical actions or past histories of violent acts;
 7. Alcohol or drug abuse, including emotional mood swings;
 8. Overreacting to newly announced policies or work rules;
 9. Carelessness, accidents, or near-misses on the job;
 10. Repeated violations of policies or rules;
 11. Excessively defensive or "everyone is against me" attitude;
 12. Discussing plans to "solve everything;"
 13. Alluding to, and preoccupation with, violent acts committed by others;
 14. Expressing empathy with those who resort to violence; and
 15. Psychological test results supporting concerns regarding subject's potential for violence.
- E. Information should be developed on targeted places / individuals that includes, but is not limited to:
1. If potential targets are identifiable;
 2. If potential targets are well known to subjects;
 3. If potential targets are vulnerable to attacks;
 4. If targeted individuals are afraid of subjects; and
 5. If targeted individuals are sophisticated or naive about their needs for caution.
- F. Final threat assessment evaluations should determine:
1. If evidence of conditions and behaviors would be consistent with attacks;
 2. Whether subjects appear to be moving toward or away from attacks;
 3. How close subjects are to attempting attacks;
 4. What thresholds, if any, have been crossed;
 5. What might change in the subject's lives to increase or decrease the risk of violence.

2.726 DEMONSTRATIONS

- A. The University supports the rights of persons to dissent and to demonstrate provided such demonstrations are lawful, do not disrupt normal campus activities, or do not infringe upon the rights of others. It is the illegal acts which sometimes arise from these activities for which the agency is concerned. The agency's effectiveness is maintained by personnel remaining impartial at all times regarding the parties and issues involved and by taking appropriate actions whenever legal and/or administrative violations occur.
- B. The agency will, as necessary, reasonable, and prudent, monitor and control demonstrations in order to preserve the peace and protect persons and property.
1. The agency's response to demonstrations wherein advanced planning can be conducted will be consistent with **2.708 Special Events**.
 2. The agency's response to demonstrations where advanced planning cannot be conducted will be consistent with **2.704 Emergency Mobilization Plan**.
 3. The agency's response to demonstrations that become civil disturbances will be consistent with **2.706 Civil Disturbances**.
 4. Demonstrations violating provisions of CR 6-402, CR 6-403, and ED 26-102 will be responded to consistent with those provisions and **2.460 Trespassing**.
- C. All reasonable and prudent attempts should be made by agency personnel to ensure demonstrations are conducted lawfully and legitimately.
1. Intelligence information concerning the motives, site, and numbers of possible participants should be gathered.
 2. Group leaders should be identified and a dialogue opened, if possible.
 3. Rumor control should be established.
 4. Group leaders and participants should be made aware by agency personnel that unlawful actions will not be tolerated.

- D. The University has established guidelines that apply to all demonstrations.
1. The University maintains the right to define time, place, and manner in which demonstrations occur on campus.
 2. Reasonable access to and from any office or building must be maintained.
 3. The right-of-way on streets and sidewalks must be maintained.
 4. Demonstrators will not attempt to force cancellations or interruptions of events sponsored by University offices or by faculty or student organizations or by organizations authorized to use University facilities.
 5. Classes or other educational activities in classroom buildings and libraries will not be disrupted.
 6. The use of public address systems and loudspeakers will not be permitted without prior approval from the Campus Reservations Office.
 7. Where invited speakers are objects of protests, demonstrations may be conducted outside the buildings where the speeches are being delivered. Demonstrators who wish to enter buildings must do so as members of the audience and must give speakers respectful hearings. Signs, placards, or other paraphernalia associated with demonstrations are not allowed in the buildings or event sites.
 8. The safety and well-being of community members, collectively and individually, must be protected at all times.
- 2.728 PANDEMIC INCIDENTS
- A. The University has taken several measures to prepare the campus for a pandemic event. An influenza pandemic occurs when a new virus subtype emerges that has not previously circulated in humans. Communities need to prepare for a pandemic event because if human to human transmission is identified, it has the potential to spread very quickly.
- B. During times when pandemics are occurring, all marked patrol vehicles will have Flu PPE Kits placed in them along with bottles of hand sanitizer.
- C. Officers should comply with the following precautionary procedures when responding to a sick/injured person call:
1. Put on the Flu PPE Kit just prior to entering the room;
 2. Take off the Flu PPE Kit once you leave the room;
 3. Thoroughly wash your hands with soap and water;
 4. Alert your supervisor that the sick person call was for someone who exhibited flu like symptoms; and
 5. DO NOT transport sick persons to the Health Center – Call for PGFD/EMS if a transport is required.
- D. All agency employees should comply with the following general personal Hygiene procedures listed below:
1. If you cough, do so into the inside part of your elbow and not into your hands.
 2. Use hand sanitizer all the time, especially:
 - a. After you touch another person or their property;
 - b. After allowing another individual to use your pen;
 - c. After you pump gasoline into your vehicle.
 3. Avoid being around others who are at risk for exposure.
 4. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, particularly in large gatherings.
 5. Wash your hands frequently with soap and water, especially if you suspect that you may have been exposed.
 6. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately.
- E. Should an outbreak occur, the university will begin to activate its emergency response plan. Steps will be taken to:
1. Help faculty and students get home safely before national and international travel restrictions begin;
 2. Maintain a reduced level of key campus operations through remote or online interaction;
 3. Implement on-campus wages and other payments through direct deposit and other electronic means; and
 4. Communicate contingencies if phone or internet access becomes bogged down as a result of increased activity.
 5. Once the outbreak has been controlled, the university will begin its recovery process.
- F. UMDPS' response will be guided by several different levels to include: UMCP Administration, Prince George's County Health Department and Maryland DHMH.
- G. UMDPS will assist in providing security for the Point of Distribution for Flu vaccines and flu antivirals (such as Tamiflu).
- H. UMDPS will follow the guidelines of the UMCP Pandemic Flu Plan when it is activated by the University Administration.

2.730 ACTIVE SHOOTER

- A. The agency's response and recovery roles for active shooter incidents are established within the UMDPS Emergency Operations Plan.
- B. Active shooter incidents involve armed persons who are killing or attempting to kill others, usually with firearms, and will continue to do so in target rich environments. Shootings may be random or systematic, are dynamic and evolve rapidly, and require law enforcement personnel to act immediately to confront, engage, and eliminate the deadly threats posed to human life.
- C. UMDPS officers have the authority and capability to effectively respond and take immediate actions in active shooter situations without having to wait for the arrival of commanders for oversight or specially trained and equipped tactical officers or negotiators.
- D. UMDPS on-duty patrol officers are responsible for providing the initial response to and engagement of, active shooters.
- E. Additional responding officers will be:
1. Other on-duty officers of any rank from UMDPS; and
 2. Officers from allied agencies as requested.
- F. The ordered priority of events in active shooter incidents is:
1. Engaging and stopping active shooters lawfully by arrest, containment, or the use of deadly force;
 2. Providing on-going, situational awareness updates by radio about scenes, suspects, weapons, victims, hazards, and the need for additional entry and contact personnel;
 3. Rescuing victims;
 4. Providing medical assistance; and
 5. Preserving the scenes.

2.730.02 Plan

- A. **Initial Response:** Initially responding officers who discover possible active shooter situations have duties and responsibilities that include, but are not limited to:
1. Assessing whether or not an active shooter situation exists;
 2. Notifying Communications so that notifications can be made to:
 - a. The patrol supervisor, other available police units, the most senior on-duty commander or the Duty Officer, and PGPD and EMS are notified and requested to respond; and
 - b. The university community made using UMD Alerts System.
 3. Establishing contact teams and rescue teams as appropriate to:
 - a. Determine if entry should be based on situational intelligence at that time; and
 - b. Accomplish ordered priority tasks.

- B. **Contact Teams:** Contact teams have duties and responsibilities that include, but are not limited to:
1. Should meet and form at a determined location to coordinate personnel and equipment resources;
 2. Are made up of one to five officers depending on officer availability and immediately known situational awareness;
 3. Must each immediately establish a leader that may be based on rank, expertise, or seniority;
 4. Will broadcast their leader status to Communications;
 5. Must ensure they make any other contact teams aware of their presence;
 6. Should consider making building entries based on tactical advantages and to avoid possible barricades, ambushes, etc.; and
 7. Team leaders must regularly broadcast situational analysis updates so decisions can be made about managing incidents and deploying resources.
- C. **Rescue Teams:** Rescue teams have duties and responsibilities that include, but are not limited to:
1. Are primarily responsible for locating and removing victims to safe locations; and
 2. May be contact teams who have been switched by the Incident Commander to a different role after their primary objective of engaging and stopping active shooters has been accomplished.
- D. **Incident Command:** The first officer to arrive that is not in a contact or rescue team takes command as the incident commander and will have duties and responsibilities that include, but are not limited to:
1. Implementing the Incident Command System and serving as the initial incident commander;
 2. Establishing initial field command posts and staging areas outside lines of fire and notifying Communications and PGPD;
 3. Notifying and coordinating the activities of on-scene and responding officers;
 4. Assessing actions taken by initially responding officers, making any modifications or adjustments as necessary, directing on-going activities;
 5. Briefing the initially responding and establishing a unified command with UMDPS as the lead agency unless PGPD tactical or other specialized unit supervisors arrive and assume command; and
 6. Ensuring UMDPS activities are promptly documented in agency reports and supplements.
- E. **Tactical Considerations:** Tactical Considerations include, but are not limited to:
1. Patrol officers ensuring they are regularly tactically prepared and equipped with:
 - a. body armor;
 - b. flashlights, even during daylight;
 - c. Patrol rifles (if certified to use);
 - d. Working knowledge of the use and location of breaching tools and ballistic shields.
 - e. There may be multiple shooters, guns, and dangerous devices;
 - f. Radio use should be restricted to emergency related information only; and
 - g. Any encountered explosive devices should be reported to incident command and carefully avoided so they can be subsequently handled by allied agencies.
 - h. Establishing perimeter control and incident containment will most likely be contingent on the arrival of officers from allied agencies;
 - i. Students, staff, and faculty may follow active shooter guidelines and attempt to self-evacuate, shelter, or bar-

ricade in place and expect and require the assistance of rescue teams;

- j. Evacuated citizens should be immediately debriefed for any vital intelligence information and subsequently for more detailed information during incident de-escalation and follow-up;
- k. Suspects who are contained and are no longer considered to be active shooters should be responded to more traditionally with tactical responses, hostage teams, and other resources from allied agencies.

2.730.04 Review

- A. The Police Services Bureau Commander is responsible for ensuring an annual documented review of this plan (including training needs) is conducted with critical stakeholders that include, but are not limited to:
1. Other UMDPS commanders;
 2. PGPD commanders;
 3. University administrators.