Purpose:
The purpose of this directive is to establish guidelines for the proper handling of Major Emergency Events. Major Emergency Events are generally of an emergency nature resulting from disasters both natural and man-made, and major criminal occurrences.

Policy:
It is the policy of the North Carolina Central University Department of Public Safety to respond in an efficient, rapid, and effective manner to emergency situations and unusual occurrences. This directive provides the method for planned response and mobilization of personnel to achieve these goals in an emergency situation.

Procedures:
The Police Department procedure for the mobilization of personnel is conducted in conjunction the University’s Emergency Plan. (Attachment A) (www.intranet.nccu.edu/employees/eohs/emergencyresponseplan , Memo of Understanding,)

This directive consists of the following sections:

I  Definitions and Description

II  Procedures

1. Responding officer responsibilities
2. Site Supervisor
3. Telecommunication responsibilities
4. Durham Fire Department Protocol
5. Unified Incident Command
6. Response to Specific Incident Categories
7. Activation of Emergency Warning Plan
8. Command Post
9. Staging area
10. Incident Critique
11. Emergency mobilization rehearsal
DEFINITIONS AND DESCRIPTIONS

**Level Three Incidents:** An incident in which there is no potential hazard to persons and/or property.

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

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

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

PROCEDURE

1. **Responding Officer Responsibilities**

   A. A patrol officer will be the initial responder to all potentially hazardous incidents that may result in a need for emergency mobilization. He/she will take steps necessary to safeguard lives and property, secure the scene and control any crowd which may be present.

   B. The patrol officer will make the initial assessment of potentially hazardous situations to determine the exact nature of the incident and whether additional resources are needed.

   C. The patrol officer responding as part of the assessment team will establish initial command of the incident until the on-duty squad supervisor arrives.

2. **Watch Commander**

   A. Upon arrival on the scene, the Watch Commander will assume operational command and will call all necessary personnel to the scene. The Watch Commander will immediately contact the Operations Commander, Administrative Commander and the Director of Public Safety to inform them of the situation. The vehicle of the supervisor shall display a green light, flag or cone signifying the location of command. The supervisor will ensure that a perimeter is sealed around the area and that no one enters the area.

   B. If the assessment team or the arriving supervisor determines that the particular incident (Level 1) endangers public safety/property and requires outside assistance, the supervisor will instruct Communications to activate the University Emergency Response Management Team per the University Emergency Plan. These persons will be instructed to report to the NCCU sector at command.

   C. Upon the arrival of the next higher police authority the delegation of authority will fall to that person for as long as they are on the scene. The Operations Commander will respond to the location and assume operational command of the incident. If unable to
respond, the Operations Commander will ensure that a supervisor assumes command of the incident until a higher ranking officer can respond and assume command. The following steps will be taken by the site supervisor upon arrival upon the scene:

1. Establish a command post and staging area near the scene that is in a safe location. Inform the Communications Center of the locations. All responding officers will be instructed to report to the staging area upon arrival at the scene.

2. Appoint a person to receive and record critical information regarding the incident.

3. Establish a perimeter around the scene of the incident.

4. Establish secure areas for the staging of additional personnel, equipment, and news media.

5. Ensure that all necessary persons are evacuated.

6. Ensure that adequate personnel are available to control the movement of vehicular and pedestrian traffic.

7. Request standby emergency resources, as necessary.

8. Brief other command personnel upon their arrival.

3. Telecommunication Responsibilities

   A. If the incident requires additional manpower resources to support the operation, Communications will begin call-back of all Department personnel, both full-time and reserves.

   B. If the incident requires additional resources to support the operation, Communications will be required to contact outside sources (see attachment B)

4. Public Relation Responsibilities

   A. Once notified by the Director of Public Safety the Public Relation or designee will notify the Emergency Response Team (ERT) and instruct them to report to the scene. The ERT departments to be notified are:

      1. Health and Safety
      2. Physical Plant
      3. Department Contact - Dean or Chairman’s Office
      4. Student Affairs if students or student facilities are involved
      5. Housing if residence halls are involved

   B. The following University personnel should be notified for stand-by status once the University Emergency Plan is put into effect:

      1. Chancellor (Chair)
2. Special Assistant to the Chancellor
3. Executive Assistant to the Chancellor
4. Vice Chancellor for Academic Affairs/Provost
5. Vice Chancellor for Student Affairs*
6. Vice Chancellor for Development
7. Vice Chancellor for Financial Affairs
8. Director of Health & Safety Office*
9. Director of Physical Plant*
10. Assistant to the Chancellor for Legal Affairs
11. Director of Residence Life*
12. Director of Telecommunications
13. Director of Human Resources
14. Chief Information Officer
15. Health Care Administrator, Student Health Service
16. Pearson Cafeteria Food Services Manager
17. Student Government Association President
18. Chair of the Faculty Senate
19. Chair of the Employee Senate

5. Durham Fire Department Protocol

A. Any incident involving fire, fire alarms, or hazardous materials that may threaten life, property, or the environment will be responded to by the Durham Fire Department.

B. The Durham Fire Department will be responsible for the tactical operations in order to reduce the immediate hazard of the situation. Department personnel will provide all support to assist the Durham Fire Department.

C. The on-scene Fire Chief and the Police Supervisor will engage in a joint operational command of the situation. The Police Supervisor will be the University representative for the operational area.

6. Unified Incident Command

A. The Department of Public Safety uses the National Incident Management System (NIMS) for a systems approach to all incidents requiring emergency mobilization. This system allows for a unified command of all agency representatives that would be called due to the particular incident. The Unified Command will consist of the following personnel:

1. Incident Commander
2. Operations Chief - designated by the Incident Commander
3. NCCU Liaison (Patrol Captain)
4. Safety Officer – NCCU Health and Safety
5. Tactical Operations Safety Officer
6. Information Officer – NCCU Public Relations
7. Other personnel as requested by the Incident Commander

B. Upon notification, the Director of Public Safety shall report to the established command post. The Command post will be staffed by the Director of Public Safety and other
officials designated by the Director. The initial site will be chosen by the site supervisor or Operations Chief. Communications links will be established to the Communications section, as well as appropriate Emergency Response Management Team personnel.

C. For incidents (Level Zero) that pose significant risk to persons/property and requires substantial assistance from outside resources, the Command Post may be moved and established at a site apart from the operations site command. Decisions to re-establish the Command Post will be made by the Incident Commander (Director of Public Safety). The designated location shall be the Chancellor’s conference room unless otherwise indicated.

D. The Crime Prevention SUV will be designated as the Mobile Command Post. An on duty officer will pick up the Crime Prevention SUV and communications gear enroute to the scene.

E. All requested agencies will send a representative to the Command post. These representatives will be responsible for informing the agency personnel under their command to their duties.

F. The University Public Information Officer will report to the command post. After obtaining an initial briefing at the command post, the PIO will establish a media briefing area away from the command post. The PIO will brief the news media on the situation as soon as time permits and adequate information is gathered. Subsequent briefings will be held when information permits.

7. Response to Specific Incident Categories

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

A. **Bomb Threats:** specific procedures to be followed if a bomb threat is received are included in General Order Bomb Threats, 900-01.

B. **Mass Arrests:** specific procedures to be followed for mass arrests are contained in General Order Civil Disturbance and Mass Arrests, 900-05.

C. **Raleigh Durham Airport:** North Carolina Central University Police will serve as a regional response team if the needs arise.

D. **Hostage/Barricaded Subject:** specific procedures to be followed for hostage situations are contained in General Order Hostage/Barricaded Subject, 900-06.

8. Activation of Emergency Warning Plan (Attachment A)

www.intranet.nccu.edu/employees/eohs/emergencyresponseplan}
An incident may occur wherein the NCCU Emergency Plan (Attachment A) has been activated and the specific situation poses a danger to the personal safety of members of the University community. If such a situation occurs, the Incident Commander will contact the chair of the Emergency Warning Committee regarding the incident. The Emergency Warning Committee will make all decisions regarding execution of the Emergency Warning Plan. All correspondence will be disseminated through the Public Affairs Office or on duty Public Information Officer by the Public Information & Emergency Response PIER system.

9. Command Post

A. Once the Command Post is established in a safe area, the Communications Center will be notified of the location.

1. In Police related matters, the Incident Commander will be the initial responding supervisor who has the authority over the area, until relieved by a senior supervisor.

2. Under incident command guidelines, police supervisors may relinquish control of a scene to other agencies depending on the type of incident. Incident Command protocol will be followed and may require police personnel to act in a supporting role.

B. The Command Post, once established, will be the sole source of instructions and orders concerning the incident.

C. The Command Post will be staffed initially by all or a combination of the following:

   Incident Commander
   Planning Chief
   Information officer
   Special Detail Commanders (Durham, Durham County, SBI, Highway Patrol and etc.)

   Planning Chief will record a chronological log of all events and actions taken, a log of all incoming and outgoing personnel and equipment.

10. Staging Area

A. The staging area for personnel and equipment should be established nearby but separate from the command post and staffed with an experienced officer, acting as the staging officer.

B. The executive officer will organize the personnel and equipment, and relay instructions from the command post.

C. The Planning Chief will keep a log of all incoming and out outgoing personnel and equipment

D. All personnel responding to the scene will report to the staging area for assignment.

E. The staging will be guarded by a uniformed security force.
F. Non-uniformed, off-duty and plain clothes members will not precede past the staging area unless the Incident Commander deems they are needed for assignment. Non-uniformed members should not be utilized within the inner perimeter except in an emergency.

11. Incident Critique

A. Within two days after the termination of a Level One or Level Two incident, the University Health and Safety Officer will schedule a session to critique the incident to determine the adequacy of the response and to identify training needs.

B. Review of Level Zero incidents will be conducted in a session scheduled by the Vice Chancellor for Financial Affairs.

12. Emergency Mobilization Rehearsals

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

North Carolina Central University Emergency Plan
National Incident Management System

EFFECTIVE DATE

This General Order is effective September 1, 2008

APPROVED

Willie R. Williams

Chief of Police

Distributions: All Personnel

Index: Unusual Occurrences
       Natural Disasters
       Man-Made Disasters
       All Hazard Plan