



North Carolina Central University Police & Public Safety Department

Subject: Emergency Response Mobilization Plan

September 1, 2016

General Orders 900- 07

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1. Purpose

The purpose of this directive is to establish guidelines for the proper handling of **major emergency events**. Major emergency events generally result from disasters to include natural and man-made, and major criminal occurrences.

2. Scope

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

3. Definitions

Type Five Incident:

- The emergency incident can be handled with one or two single resource options with up to six personnel.
- Command and General Staff positions (other than the incident commander) are not activated.
- No written Incident Action Plan (IAP) is required.
- The emergency incident is contained within the first operational period and often within an hour [up to a few hours] after resources arrive on scene.

Type Four Incident:

- Command Staff and General Staff functions are activated only on a need basis.
- Several resources are normally required to mitigate the emergency incident.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator should have briefings, and ensure the complexity analysis and delegation of authority are updated as needed.
- No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources.
- The agency administrator shall ensure an operational plan, including objectives and priorities, is completed.

Type Three Incident:

- A Type Three Incident occurs when the initial attack exceeds the capabilities of the department, the appropriate staff positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type Three Incident Management Team (IMT) or incident command organization (ICO) manages the initial action incidents with a significant number of resources to include an extended attack incident until containment/control is achieved or an expanding incident transitions to an incident Level 1 or Level 2.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type Two Incident:

- The Type Two Incident may extend beyond the capabilities for local control and go into multiple operational periods. A Type Two Incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the Command and General Staff positions are filled for a Type Two Incident.
- A written Incident Action Plan (IAP) is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

Type One Incident:

- The Type One Incident is the most complex, requiring national resources to safely and effectively manage and operate.
- All Command and General Staff positions are activated.
- Operations personnel often exceed 500 per operational period. Total personnel will usually exceed 1,000.
- Branches need to be established at this incident level.

4. Procedures**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 for the incident.

- 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.

Watch Commander Responsibilities

- A. Upon arrival on the scene, the Watch Commander will assume incident command and will call all necessary personnel to the scene. The Watch Commander will immediately contact the Operations Commander to inform them of the situation. Emergency Management Personnel will be contacted and dispatched to the scene per the request of the Watch Commander or appointing authority on the scene of the incident. The supervisor's vehicle shall display a green light, flag or cone signifying the location of the Command Post. The supervisor will ensure that a perimeter is secured and no one enters the area.
- B. If the Incident Commander or the arriving supervisor determines the incident endangers public safety, property and requires outside assistance, the University Emergency Operations Plan will be activated.
- C. Upon the arrival of University Public Safety Command Staff they may or may not assume incident command. If unable to respond, the Operations Commander will ensure that a supervisor maintains command of the incident until a higher ranking officer can respond and assume command.

The responsibilities of the Incident Commander are as follows:

1. Establish an Incident Command Post and Staging Area near the incident in a safe location.
2. Inform the Communications Center of the location. All responding officers will be instructed to report to the staging area upon arrival at the scene and have the locations monitored by dispatch.
3. Appoint a person as a scribe.
4. Establish control zones around the scene of the incident.
5. Establish secure areas for secondary staging of additional personnel and equipment.
6. Establish a Media Staging Area.
7. Ensure that all necessary persons are evacuated.
8. Ensure that traffic control is maintained.
9. Request resources as necessary.

10. Brief other command personnel upon their arrival.

Telecommunication Responsibilities

- A. If the incident requires additional manpower resources to support the operation, Communications will begin a 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 resources per the request of the Watch Commander or designee.

Activation of the University Emergency Response Team

- A. The Director of Public Safety, Emergency Management Coordinator or their designee will notify the Emergency Response Team (ERT) and instruct them to report to one of the activated University Emergency Operations Centers by the Telecommunications Operator.

The ERT departments to be notified are:

1. Physical Plant
 2. Department Contact - Dean or Chairman's Office
 3. Student Affairs
 4. Residential Life
- B. The University Emergency Management Group (EMG) should be notified of stand-by status once the University Emergency Operations Plan is put into effect:
 1. Chancellor (Chair)
 2. Chief of Staff
 3. Vice Chancellor for Academic Affairs/Provost
 4. Vice Chancellor for Student Affairs*
 5. Vice Chancellor for Development
 6. Vice Chancellor for Financial Affairs
 7. Associate Vice Chancellor for University Relations
 8. General Counsel
 9. Associate Vice Chancellor for Facilities Management
 10. Chief Human Resources Officer
 11. Chief Information Officer

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 operations in order to mitigate the hazard of the situation. Department personnel will provide support to assist the Durham Fire Department.
- C. The on-scene Fire Command Officer and the Police Supervisor will establish Unified Command.

Unified 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. Liaison Officer
 - 3. Safety Officer
 - 4. Public Information Officer
 - 5. Operations Chief - designated by the Incident Commander
 - 6. Logistics Chief
 - 7. Other personnel as requested by the Incident Commander
- B. Upon notification, the Director of Public Safety shall report to the Command Post or the activated University Emergency Operations Center. The Command Post will be staffed by the Incident Command Staff.
- C. For incidents that pose significant risk to persons/property and requires substantial assistance from outside resources, the Command Post may be relocated and established at a site apart from operations. Decisions to re-establish the Command Post will be made by the Incident Commander.

The designated location will be at the Incident Commander's discretion.

- D. All requested agencies will send a representative to meet with the Liaison Officer. These representatives will be responsible for informing the agency personnel under their command to their duties.
- E. 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 Staging 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.

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. Active Shooter/Civil Disturbance/Mass Arrests: specific procedures to be followed for mass arrests are contained in General Order Civil Disturbance and Mass Arrests, 900-05.
- C. Hostage/Barricaded Subject: specific procedures to be followed for hostage situations are contained in General Order Hostage/Barricaded Subject, 900-06.
- D. Fire/Hazardous Materials Incidents, General Order Response to Fire Alarms, 600-08

Activation of Emergency Warning Plan

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. The Watch Commander or designee may set off the Eagle Alert system at their discretion of a public safety threat. All correspondence will be disseminated through the University Relations Office or on duty University Public Information Officer by the Public Information & the Eagle Alert system.

Command Post

- A. Once the Command Post is established in a safe area, the Communications Center will be notified of the location.
 - 1. The Incident Commander will be the initial responding supervisor who has jurisdictional authority.
 - 2. Under incident command guidelines, we will establish Unified Command with other responding agencies. Incident Command protocols will be followed.
- B. All orders and instructions will be disseminated through the Incident/Unified Command post.
- C. The Command Post will be staffed initially by all or a combination of the following:
 - 1. Incident Commander
 - 2. Public Information Officer
 - 3. Liaison Officer
 - 4. Safety Officer
 - 5. Assisting Agency Commanders

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 Area Manager.
- B. The Staging Area Manager will organize the personnel and equipment, and relay instructions from the command post.

- C. The Planning Chief, Staging Area Manager or Resource Unit Leader 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 uniformed law enforcement personnel.

Incident Critique

- A. Within two days after the termination of any critical incident, the University Emergency Management Coordinator will schedule a session to critique the incident to determine the adequacy of the response and to identify training needs. After this critique an After Action Report will be completed by the Emergency Management Coordinator.
- B. Review of critical incidents will be conducted in a session scheduled by the Vice Chancellor for Financial Affairs.

Emergency Exercises Full Scale and Tabletop

Response Exercises to unusual occurrences are conducted semi-annually in order to coordinate responses with other agencies and to make sure all personnel are aware of their duties and responsibilities in case of a critical incident. The Response Exercises also serve to test the University Emergency Operations Plan and identify any weaknesses that may need to be addressed.

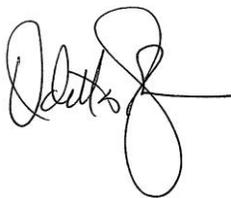
North Carolina Central University Emergency Operations Plan

National Incident Management System/ Incident Command System

Effective Date:

This General Order is effective September 1, 2016

APPROVED



Odetta Johnson
Chief of Police

Distributions: All Personnel

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