



LAW ENFORCEMENT OPERATIONS POLICY AND PROCEDURES

7.3.1p24 Chapter 24: Unusual Occurrences and Tactical Responses

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I. PURPOSE

The Technical College System of Georgia Department of Public Safety (TCSG DPS) Emergency Operations Plan (EOP) aims to outline preparedness and response activities concerning the various hazards at the System Office location and setting. In addition, it is designed to clarify expectations for effective response and to seamlessly integrate the processes and procedures described in the National Response Framework and local emergency operation plans or procedures.

II. DEFINITIONS

All Hazards: Any incident or event, natural or human-caused, that requires an organized response by a public, private, and/or governmental entity to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.

Assessment (Threat or Hazard): The method for determining risk and the resources and issues to be addressed in the EOP. Assessments include but are not limited to site assessments, culture, and climate assessments, behavioral threat assessments, and capacity assessments.

Drill: A drill is a coordinated, supervised activity usually employed to test a specific operation or function in a single agency.

Exercise: An exercise is designed to test, whether in a functional design or full scale, to evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions.

Incident Command System (ICS): A standardized on-scene emergency management concept designed to allow its user(s) to adopt an integrated organizational structure equal to the

complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Mitigation: The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency.

National Incident Management System (NIMS): A systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): The NRF guides how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

Prevention: The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident.

Protection: The capabilities to secure against terrorism and man-made or natural disasters.

Response: The capabilities necessary to stabilize an emergency once it has already happened or is sure to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery: The capabilities necessary to restore a setting affected by an event or emergency.

Train: Training may consist of briefings to disseminate information about policy and/or procedures or hands-on training to provide performance-based skills.

Vulnerabilities: The characteristics which make a setting or individual more susceptible to identified threats or hazards.

III. PROCEDURES

To provide effective direction, control, and coordination of an incident, the EOP will be activated, including the implementation of the Incident Command System (ICS). The Incident Commander has delegated the authority to direct strategic on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group provides the Incident Commander with strategic guidance, information analysis, and needed resources.

The Chief of Police (or designee) will be the Incident Commander for emergencies occurring at the TCSG System Office unless the command is deferred to another agency due to the nature of the emergency. **(GLECP STD 6.16a)**

A. Incident Command: Directs the incident management activities using strategic guidance from the President's Leadership Cabinet at individual colleges and the Commissioner's Office at TCSG DPS. More titles and locations may be added or changed to suit the needs of each college agency. Responsibilities and duties include, but are not limited to:

1. Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.
2. Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including all constituencies and responders).
3. Coordinate media relations and information dissemination with Policy Group.
4. Develop a working knowledge of local/regional agencies; serve as the primary on-scene contact for outside agencies assigned to an incident; and assist in accessing services when needed.
5. Document all activities.

B. Operations Section: Directs all tactical operations of an incident, including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students. Specific responsibilities include but are not limited to the following:

1. Implement an incident action plan.
2. Assist in securing the facility.
3. Monitor utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off if danger exists or is directed by Incident Commander.
4. Establish medical triage and request additional supplies from the Logistics Section.
5. Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
6. Analyze technical college staffing to develop plans for reunification.
7. Document all activities.

In an incident of a large enough scale to require full implementation of the Incident Command System (ICS), the Chief of Police (or designee) will designate an Operations Commander. If no Operations Commander is designated, the Incident Commander will also assume that role.

(GLECP STD 6.16b)

C. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities. Duties include but are not limited to:

1. Assist Incident Commander in collecting and evaluating information about an incident as it develops (including a site map and area map of related events), assist with ongoing planning efforts, and maintain the incident time log.
2. Document all activities.

In the event of an incident of a large enough scale to require full implementation of the Incident

Command System (ICS), the Chief of Police (or designee) will designate someone in charge of the Planning Section. The Incident Commander will also assume that role if no Planning Section supervisor is designated. **(GLECP STD 6.16c)**

D. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. Additional responsibilities include but are not limited to the following:

1. Establish and oversee communications centers and activities during an incident.
2. Document all activities.

In an incident of a large enough scale to require full implementation of the Incident Command System (ICS), the Chief of Police (or designee) will designate someone in charge of the Logistics Section. The Incident Commander will also assume that role if no Logistics Section supervisor is designated. **(GLECP STD 6.16d)**

E. Finance/Administration Section: Oversees all financial activities, including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties include but are not limited to the following:

1. Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
2. Develop a system to monitor and track expenses and financial losses and secure all records.

In an incident of a large enough scale to require full implementation of the Incident Command System (ICS), the Vice President of Administration (or designee) will designate someone in charge of the Finance Section. **(GLECP STD 6.16e)**

F. After Action Review (GLECP 6.16f)

After any incident involving violent criminal activity, multiple casualties, or significant property damage or threat to life, an after-action debriefing and review will occur. The Chief of Police or designee will be responsible for completing a detailed narrative report of the operation.

G. Access to News Media during Critical Incidents. (GLECP Standard 6.18)

During any critical incident or at any crime scene where the news media arrives on the scene, they will be directed to a staging area at a safe distance from the scene. An official should inform the media that a representative will speak with them soon.

Per the TCSG DPS Critical Incident Plan, all requests for information from media representatives are to be directed to the TCSG Executive Director of Communications/Public Relations. Additionally, each TCSG College must designate its person to handle such media requests.

IV. The TCSG System Office Emergency Procedures Plan

The TCSG System Office Emergency Procedures Plan can be found in the attached appendix and shall be referred to for emergency responses as listed. **(GLECP 6.16, 6.17, 6.18)**

VI. TCSG DPS Procedures and Responding to Active Threats

When responding to active threats, the TCSG DPS will follow the following procedures.

1. Public Notification – Dependent upon the urgency of the active threat, the public may be notified for awareness and safety. Means of accomplishing this may include, but are not limited to:
 - a. Emergency notification system
 - b. Social media
 - c. News Media
 - d. Written correspondence
 - e. Verbal deliverance
2. Notification of Other Agencies – Other public safety agencies may be notified if they are needed for response or to stand by to assist. Requests for these agencies will generally be made by officers on scene or in route through the communications function.
3. Imminent Danger to Lives – Where an active threat exists where lives are in imminent danger, the agency will respond without delay. The primary goal is the protection and safety of human lives. Officers shall utilize all resources available to achieve this goal, including calling upon other agencies for assistance without delay.
4. Shelter and Containment – The need for sheltering the public and containing the incident is pertinent to ensure the safety of citizens while allowing officers room to respond and resolve the incident favorably and quickly.

SPECIAL INSTRUCTIONS:

GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM (GLECP) STANDARDS

INCLUDED: 6.16 a-f; 6.17 a-d; 6.18.

This policy is for the Law Enforcement Agencies of the Technical College System of Georgia use only and does not apply to any criminal or civil proceeding. The policy shall not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this policy will form the basis for departmental administrative sanctions only. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.