

ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

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I. Purpose

The purpose of this policy is to establish the rules and plans for preparing for and responding to unusual occurrence encountered and special operations conducted by the Anderson Police Department.

II. Policy

It is the policy of the Anderson Police Department to provide for the planning and handling of unusual occurrence situations, generally of an emergency nature, that result from a disaster and/or civil disturbance. Special Operations includes but, is not limited to, the use of a tactical team, negotiation with hostage-takers or barricaded persons, response to bomb threats and bomb emergencies, protecting VIP's, terrorism, responding to civil defense situations and conduct search and rescue missions. Special operations plans are a part of the departmental general order manual and are accessible to all personnel on the S Drive of the Anderson Police Department network.

III. Procedure

A. Authority and Responsibility

The responsibility for unusual occurrence planning is vested with the Emergency Management and Preparedness Coordinator (EMPC). Special Operations functions are handled in two ways: those that require immediate attention and those that do not require immediate attention.

1. Special Operations requiring immediate attention are coordinated by the shift supervisor in consultation with the Emergency Management and Preparedness Coordinator (EMPC). These types of operations generally include the following:
 - a. potential or real hostage incidents
 - b. barricade and non-hostage cases involving weapons or where weapons are suspected
 - c. attempted suicides, the outcome of which may be influenced by specially trained personnel and scene isolation
 - d. High-risk warrant service
 - e. All search warrant service
 - f. Bomb threats and bomb disposal
 - g. Coverage of disasters
 - h. Coverage of civil disturbances and other Civil Defense emergencies
 - i. Any other situation deemed necessary by a Anderson Police Department command officer or by ranking shift supervisor

If the shift supervisor determines there exists a need for a tactical team he/she should contact the Captain over SWAT, for authorization to contact the City Anderson SWAT Team. The Emergency Management and Preparedness Coordinator (EMPC) should be contacted in the absence of the Chief of Police. The Patrol Commander should be contacted for authorization in the absence of the Chief of Police and Emergency Management and Preparedness Coordinator (EMPC).

2. Special operations that do not require immediate response are delegated to by the Chief or his designee. The task may be assigned to the appropriate supervisor for organization and coordination. These types of operations may include the following:
 - a. Coverage of special events such as road races, sporting events, parades, etc.
 - b. Undercover surveillance / stakeouts.
 - c. VIP protection
 - d. Decoy operations

Both types of special operations may require the use of situational maps, including building floor plans. Maps are available at the police department and the fire department.

3. The Anderson Police Department will follow the guidelines established by the Anderson County Sheriff Office of Emergency Preparedness as outlined in the Anderson County Emergency Operations Plans Manual for large scale special operations or unusual occurrences. Such operations may include:
 - a. Natural disasters
 - b. Man-made disasters
 - c. Civil disturbances
 - d. Terrorism response
4. The Chief of Police has the final authority for all operational responses to any critical incident within the City of Anderson's jurisdictional limits.
 - a. The Emergency Management and Preparedness Coordinator (EMPC) will assume this responsibility in the absence of the Chief.
 - b. Should the Chief and Emergency Management and Preparedness Coordinator (EMPC) be unavailable at the same time, the following order of command shall be utilized:
 - (1) The Command Staff officer in charge as designated by the Chief prior to his departure.
 - (2) If no appointment has been made then the descending order of command as defined in General Order 401 Direction.
5. Special Operations Training
 - a. Documented annual training shall be conducted on all Critical Incident Response Plans and Manuals. Training may include but not be limited to field, table-top exercises, or multiple agency involvement.
 - b. Rehearsals - The City of Anderson Police Department will participate in any regional rehearsals for civil disturbance planning.
 - c. Incident Command System (ICS) training will be provided to department personnel as designated by presidential mandates or other statutory requirements.
 - d. Officers will be provided with awareness level training for Incidents involving Chemical, Biological, Radiological, Nuclear Weapons or Hazardous Materials (CBRN) and be instructed in the use of CBRN equipment.

B. EMERGENCY MOBILIZATION PLAN

In the event of an unusual occurrence such as a riot or disaster, the following plan will be utilized to mobilize the Department:

1. The Police Department may be called upon to mobilize in two ways:
 - a. A general emergency in response to a natural or man-made disaster or a civil disturbance of sufficient magnitude to require implementation of the Anderson County Emergency Operations Plan (EOP) that requires a coordinated effort between the County and all its municipalities.
 - b. A smaller or more isolated emergency that does not necessitate or require implementation of the EOP.
2. Call Back Procedures:
 - a. The Patrol shift supervisor, upon determining the need for additional personnel to respond to a developing emergency, will direct the Communications Section to notify the Chief of Police, Emergency Management and Preparedness Coordinator (EMPC) or Patrol Division Commander in that order. The command officer notified will communicate directly with the Patrol shift supervisor to determine the extent of the emergency and the number of personnel needed.
 - b. Once a call back is ordered, the Communications Section will notify all personnel with department issued cell phones ordering them to report immediately for duty.
 - c. The dispatcher will then make telephone contact with the Patrol Division Commander and inform him of the call back. The Patrol Commander will notify the appropriate supervisory personnel and direct them to contact their employees and order them back to work.
 - d. The command officer authorizing a general call back will notify all other command personnel.
 - e. Once notified of an emergency, Department personnel will have no more than one hour to report for duty.
 - f. The primary staging area for personnel responding to a call back will be the Police Department. Once at that location and properly equipped, officers will be re-deployed to a secondary staging area in close proximity to the field command post.
3. Alert Stages

In those instances where an emergency is anticipated, the command staff will pre-plan the manpower needs of the department and, based on the expected nature and extent of the emergency, may declare an alert status to ensure adequate manpower when needed. The alert stages are as follows:

a. Yellow Alert

- (1)** An emergency is anticipated and expected but has not yet occurred. When the Department is placed on Yellow Alert, all personnel will be notified of that status by their respective supervisors.
- (2)** During the course of a yellow alert, all off-duty personnel must make their whereabouts known to police headquarters and must be able to respond to the Police Department within one hour of notification.
- (3)** After employees report to the Police Department they will be assigned specific duties and areas to respond to.

b. Red Alert

- (1)** A Red Alert is declared when an emergency is imminent or has occurred.
- (2)** Upon declaration of a Red Alert by the Chief of Police or his designee, Division Commanders will notify their respective supervisors who will, in turn, contact their employees and order them to report immediately to police headquarters.
- (3)** After employees report to the Police Department they will be assigned specific duties and areas to respond to.

4. Equipment Needs

- a.** The Department will maintain equipment designated for use in critical incidents and emergency situations.
- b.** This equipment will remain in a state of operational readiness and will be inspected by a supervisor at least monthly. (SCLEA 22.9)
- c.** Equipment may include, but is not limited to, the following:
 - (1)** Traffic safety vests
 - (2)** Extra flashlights and batteries
 - (3)** Work gloves
 - (4)** Extra portable radio batteries
 - (5)** Safety cones and barricades
 - (6)** Extra first aid supplies
 - (7)** Biohazard kits
 - (8)** Extra ammunition for all issued weapons
 - (9)** Surveillance equipment
 - (10)** Body armor
 - (11)** Flex cuffs or extra handcuffs (mass arrests)

- d. That equipment required but not available within Department resources will be requested from Anderson County Sheriff Office of Emergency Preparedness. Equipment that is used for Critical Incidents is subjected to monthly inspections to insure operational readiness.
5. If the emergency is of sufficient magnitude to justify implementation of the Anderson County Emergency Operations Plan, the City Anderson Police Department will join with the Emergency Management Team and coordinate all efforts to resolve the emergency.

6. Key Personnel Designations

In the event of a general mobilization, the following key personnel will assume roles as specified below:

- a. The Chief of Police or his designee will serve as the law enforcement commander for the City of Anderson and will coordinate all emergency operations with the ACSO.
 - b. The Emergency Management and Preparedness Coordinator (EMPC) will assist the Chief of Police in directing all street operations during the course of the emergency.
 - c. The Detention Captain will assume command of and responsibility for field processing/booking and the detention facilities.
 - d. The Captain over CID will direct the operations of CID personnel in gathering intelligence related to the emergency and identifying key ringleaders in groups participating in any civil disturbance.
 - e. The Public Information Officer will assume duties, respond to media inquiries and coordinate the dissemination of information.
 - f. The Communication's Trainer will respond to and assume command of the Communications Section and will assist as needed during the emergency.
7. Coordination with Emergency Management Personnel

In the event of a general implementation of the County Emergency Operations Plan, the Chief of Police or the EMPC will coordinate all efforts between the City of Anderson Police Department and the remainder of the emergency management group.

Anderson County and the City of Anderson City police radios are equipped with each other's frequency. In the event of a joint operation, supervisory

personnel will ensure that all participants are on the same frequency to ensure coordination of effort and the safety of all officers.

8. Transportation

The Captain of Patrol will coordinate the transportation needs. All available police vehicles will be put in service and other city vehicles may be requested as needed.

IV. Incident Command System

- A.** The Incident Command System (ICS) shall be the standard operating procedure for all critical incidents.
- B.** The Incident Commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the functional elements.
- C.** The following primary ISC elements shall be assigned personnel as needed to conduct the operation.
 - 1.** The Command Function which shall be responsible for the following:
 - a.** Activating the incident command system
 - b.** Establishing a command post
 - c.** Initiating the notification and mobilization of additional agency personnel
 - d.** Obtaining support from other agencies
 - e.** Establishing a staging area, if deemed necessary
 - f.** Providing public information and maintaining media relations
 - g.** Maintaining the safety of all affected personnel
 - h.** Preparing a documented after action report
 - 2.** The Operations Function which shall be responsible for the following:
 - a.** Establishing an inner and outer perimeters
 - b.** Delegating personnel to conduct evacuations if necessary
 - c.** Maintaining command post and scene security
 - d.** Approving for detainee transportation, processing and confinement
 - e.** Delegating personnel to direct and control traffic
 - f.** Conducting a post incident investigation
 - 3.** The Planning Function will be responsible for the following:
 - a.** Preparing and documenting incident action plan
 - b.** Gathering and disseminating information and intelligence
 - c.** Planning post-incident demobilization

4. The Logistics Function will be responsible for the following areas:
 - a. Communications
 - b. Transportation
 - c. Medical support
 - d. Supplies
 - e. Specialized team and equipment needs
5. The Finance/Administration Function will be responsible for the following:
 - a. Recording personnel time
 - b. Procuring additional resources
 - c. Recording expenses
 - d. Documenting injuries and liability issues

X. ICS General Guidelines

A. Single Agency Command

1. When the nature of an incident is such that the primary responsibility will be assigned to the Department, command will be established and the Incident Commander will establish objectives and overall management strategy.
2. The Incident Commander will be responsible for all actions directed toward the successful resolution of the incident.
3. Every officer could potentially be the Incident Commander in an emergency.
4. The first arriving unit on the scene will be in command and will transmit a brief initial radio report to communications (Arrival Report).
5. This officer will assume command and confirm this status on the radio. The following procedures will then be instituted:
 - a. Rapidly evaluate the situation and activate the Incident Command System.
 - b. Identify and communicate a safe location for a staging area.
 - c. Develop strategies to manage the incident.
 - d. Assign initial units as required.
 - e. Assume effective command post.
 - f. Brief the highest ranking officer from responding support agencies as each agency arrives on scene.

6. Transferring Command

- a. As higher-ranking officers arrive on the scene, they may assume command at their discretion.
- b. During any change of command, the outgoing commander will briefly outline operational and strategic information to the incoming commander before assuming a new role.
- c. All transfers of command will be confirmed on the radio.

B. Unified Area Command/Multi-Agency Response

1. Multi-jurisdictional incidents will normally be managed under a "Unified Command" management structure involving a single incident command post and a single incident action plan applicable to all involved agencies.
2. The first officer of a dispatched agency to arrive on scene first will assume command for their respective agency.
3. During this type of command, each incident commander will work together to manage the emergency incident.

C. Public Information and Media Control

Regardless of the circumstances, the tendency of emergencies will attract media interest. If the media requests information about or access to an emergency incident:

1. The Public Information Officer will be called to the scene of all barricaded suspect situations where media interest is anticipated.
2. The Public Information Officer will establish an information distribution point at or near the command post and will release information to the media according to established procedures.
3. The Public Information Officer will function in barricaded suspect situations under the direction and control of the scene commander.
4. Members of the Police Department involved in the barricaded suspect situations will not release information to the media or general public without the approval of the scene commander.
5. Representatives of the media will be permitted to enter only the outer perimeter area and assemble at the information distribution point at or near the command post. They will not be permitted to enter or approach the inner perimeter area without approval of the scene commander, in which case they must be accompanied by a police officer.
6. Injury or causality information will only be released by the Chief of Police or the Public Information Officer.

7. To inform the public and reduce unnecessary rumors the Public Information Officer will be as descriptive and open with statements to the media as tactical able.

D. Field Command Post

All special operations or emergency situations require that Field Command be established. The command posts shall be setup as specified in each section of this policy.

The departmental chain of command shall be followed at all times during all special operations or emergency situations. Members of other departments will be expected to follow their department's policy while being directed by the Officer in Command.

E. Military support

Military support will be requested at the direction of the Chief of Police or his designee.

F. Logistical requirements

Logistical requirements should be addressed. These would include the number of barricades, barricade positioning, fixed post assignments, traffic direction and control and other relevant considerations that will assist in a smooth and effective operation.

G. Special Equipment

If it is deemed necessary for special equipment to be utilized only persons qualified in their use will possess such weapons and then only in conjunction with an overall security plan approved by the Chief of Police and in conformity with the City of Andersons Police Department General Order 109.3 Use of Force. Specialized equipment may be requested from other agencies by the Chief of Police or his designee as needed. Equipment that is used for Critical Incidents such as Duty Gear, Firearms, Hazmat Protective Suit, PPE Kit, etc. shall be subjected to monthly inspections to insure operational readiness.

H. De-escalation

De-escalation of emergency situations must be the initial and main focus of officer's response.

I. After Action Reporting

Immediately, or as soon as practical after a special operations or an emergency situation has concluded, an after-action debriefing and critique will take place.

The scene commander will oversee this review for compliance with established General Orders and procedures.

The on-duty supervisor at the time of the incident shall be responsible for completing a detailed incident report of the operation, with copies of all reports, witness statements, and other documentation attached.

J. Communications

It will be the responsibility of the EMPC to establish a communications link between all other involved agencies.

1. All available departmental cellular phones and 800MHz radios will be brought to the scene or command post as necessary.
2. All personnel will utilize their assigned radios. In addition, all key personnel have been issued a cellular telephone and will keep it on their person at all times.
3. Unless notified of a change, all transmissions will be routed through the Anderson County Communications Center

L. Transportation

Special transportation needs shall be arranged by the Patrol Captain.

XI. CRITICAL INCIDENT TYPES AND RESPONSES

A. BARRICADED PERSONS

Barricaded persons will generally resist forceful actions on the part of the police. For this reason it is best to avoid offensive police tactics if at all possible. The time element should not be of great importance in removing barricaded people. Premature, aggressive action on the part of police may precipitate similar action by the barricaded person with attendant danger to police and innocent bystanders or occupants. The on-duty supervisor should make the decision to contact the City of Anderson Police Department SWAT Team.

1. **Initial responding officer's responsibility include:**
 - a. The on-duty supervisor will be notified immediately and will respond to the scene to assume command of the incident.
 - b. When an officer is confronted with a situation in which a potentially armed suspect has seized control of a dwelling, structure or place, immediate steps must be taken to ensure the safety of bystanders and responding officers.

- c. The first officer on the scene, with the assistance of other officers, will establish an inner and outer perimeter at a safe distance to block escape and prevent innocent parties from entering the area.
- d. As soon as possible, an attempt must be made to evacuate any injured persons and bystanders in the line of fire. Evacuation routes should not expose evacuees to any offensive action by police or the barricaded person.
- e. If possible, the responding officer should identify and isolate witnesses or other people with knowledge of the identity of the barricaded person or the situation in order to obtain additional tactical information.
- f. Indiscriminate firing into the position of a barricaded suspect(s) is prohibited. Although unnecessary aggression is prohibited, an officer may need to take action to save a life or contain the situation in accordance with the City of Anderson Police Departments General Order 109.3 Use of Force.

2. Control of scene

- a. The on duty supervisor will establish a central command post in a safe area and shall establish both an inner perimeter (to contain the suspect) and an outer perimeter (to prohibit unauthorized access to the area). When it appears that the situation cannot be resolved promptly and there is the possibility of danger or injury to the police or general public, a request will be made by the on duty supervisor for the City of Anderson Police Department SWAT team.
- b. The dispatcher will contact the SWAT team Commander at the direction of the on duty supervisor, and relay the request for the department SWAT Team and Hostage Negotiators.
- c. Upon arrival at the scene, the on duty supervisor will retain command of Officers providing perimeter support.
- d. Upon arrival of the Anderson Police Department SWAT Team the senior on-duty supervisor will remain in charge of the units unless relieved by a command staff member. The officer-in-charge shall coordinate, communicate and cooperate fully with the SWAT commander.
- e. Fire and emergency medical service units should be notified so they are ready to respond if needed. In the event injuries have already been sustained, arrangements should be made to transport the injured to a safe area, where the medics can treat or transport.

3. Police and Negotiator responsibility

- a. No police employee will allow unauthorized access to the inner perimeter.
- b. The negotiators will attempt to communicate with the suspect and will keep the SWAT commander advised of any developments. The negotiators will follow established policies of their respective department and attempt to obtain the release of hostages without injury and the surrender of the suspect. The SWAT commander is responsible for directing and coordinating the negotiators.
- c. Negotiations begun by non-negotiators will be assumed, where possible, by trained negotiators.
- d. All officers involved in the situation on both the inner and outer perimeters will remain under the command of the scene commander until the situation is resolved. The scene commander will maintain an interaction with SWAT commander.
- e. If it is determined by the SWAT commander that all attempts to obtain a negotiated release or surrender have failed and aggressive action is warranted, the SWAT Team will be given responsibility for neutralizing the situation. Necessary force and chemical agents may be utilized at the discretion of the SWAT commander, in accordance with the general orders involving Use of Force. Execution of tactical actions will be directed by the SWAT team commander or his designee.

4. Public information and media control

- a. The Public Information Officer will be called to the scene of all barricaded suspect situations where media interest is anticipated.
- b. The Public Information Officer will establish an information distribution point at or near the command post and will release information to the media according to established procedures.
- c. The Public Information Officer will function in barricaded suspect situations under the direction and control of the scene commander.
- d. Members of the Police Department involved in the barricaded suspect situations will not release information to the media or general public without the approval of the scene commander.
- e. Representatives of the media will be permitted to enter only the outer perimeter area and assemble at the information distribution point at or near the command post. They will not be permitted to enter or approach the inner perimeter area without approval of the scene commander, in which case they must be accompanied by a police officer.

5. Criminal investigations responsibilities

- a. The scene commander has the authority to call out the on duty investigator if necessary to assist with the on-site and supportive investigative duties.
- b. Investigators will have responsibilities to gather intelligence, interview witnesses, process criminal scenes, and handle charge preparations for anyone arrested as a result of the incident.
- c. The on scene Investigator(s) will be under the direction of the scene commander during the incident.

B. HOSTAGE SITUATIONS

When an officer is confronted with a situation in which an armed suspect has seized a hostage, the officer will proceed as outlined in this policy. The officer or supervisor shall:

- a. Notify the on-duty supervisor immediately if the supervisor is not on the scene already.
- b. Secure the scene and establish an inner and outer safety perimeter.
- c. Evacuate any injured persons or bystanders.
- d. Notify their supervisor who will request Communications to call out the City of Anderson Police Department SWAT Team, advising of a hostage situation and requesting a negotiator.
- e. Advise surrounding agencies of the situation, if necessary.
- f. Alert fire and medic personnel of the potential for injury.

1. Establish a central command post and chain of command.

- a. When possible, negotiations will be carried out by trained hostage negotiators who will communicate with the hostage-taker to arrange release.
- b. Negotiable items / non-negotiable items
- c. If, during negotiations, the hostage-taker makes demands, these items may be considered negotiable:
 - (1) Hostages
 - (2) Cigarettes
 - (3) Food, water
 - (4) Time
 - (5) Utilities

- (6) Prescribed drugs
- d. If, during negotiations, the hostage-taker makes demands, these items will be considered non-negotiable:
 - (1) Police officer exchange for hostage
 - (2) Weapons and ammunition
 - (3) Drugs and alcohol
 - (4) Other persons as exchange for hostage; e.g., family, friends, etc.
- e. The SWAT commander must approve all requested items.
- f. If it is determined by the SWAT commander that all attempts to obtain a negotiated release or surrender have failed, and aggressive action is warranted, the tactical unit members will be given the responsibility for neutralizing the situation. Necessary force and chemical agents may be utilized at the discretion of the SWAT Team commander, in accordance with the general orders involving Use of Force. Execution of tactical actions will be directed by the SWAT commander or his designee.

2. Provisions for chase / surveillance vehicles

- a. The suspect should only be allowed to become mobile as a last resort, and only to allow police to gain a tactical advantage. Permitting the suspect to move presents a danger to the general public and presents difficult control problems.
- b. In the event the suspect is permitted to become mobile, provisions for chase and surveillance vehicles will be provided at every scene.
- c. The travel routes will be predetermined with the hostage-taker and approved by the scene commander to ensure safety of the general public and police personnel.
- d. News media access will be controlled by the Public Information Officer.

3. Supplemental personnel and equipment

The Police Department may request helicopter support from the Anderson County Sheriff's Office.

4. After-action reports

Immediately, or as soon as practical after a barricaded person or hostage situation has concluded, an after-action debriefing and critique will take place. The scene commander will oversee this review for compliance with established policies and procedures. The on-duty supervisor at the

time of the incident shall be responsible for completing a detailed incident report of the operation, with copies of all reports, witness statements, and other documentation attached.

5. Cooperation and other coordination between operational units

The Chief of Police and Command Staff shall meet, at least annually, to discuss special operations and the role of, both the SWAT Team and negotiators, as well as operations and administrative/support services components. Procedures shall be reviewed and updated to address the following concerns:

- a. In order to alleviate potential misunderstandings among all components.
- b. In order to provide for the safety of the public and the officers and to ensure the success of the mission.
- c. In order to design training for police personnel to understand their role in barricaded person and hostage situations.

6. Availability of command

- a. To provide for unity of command during unusual occurrence operations that may involve personnel from other agencies, a scene or incident commander is necessary. This person exercises command and control over all law enforcement resources committed to an operation within the city.
- b. The Chief of Police or the Emergency Management and Preparedness Coordinator (EMPC) shall act as scene commander.

C. BOMB INCIDENTS

The Anderson Police Department does not maintain a Bomb Disposal Unit. In the event a situation exists which calls for a Bomb Disposal Unit, the Police Department may utilize the services of the Anderson County Sheriff's Office Hazardous Device Team or SLED's bomb disposal unit.

Because of the potential danger to the public represented by a bomb, it is imperative that each member of the Police Department handle this situation in the safest and most efficient manner possible. It is the policy of the Department to ensure the safety of the public and its personnel in situations involving the potential use of any explosive device or substance.

1. Definition

A bomb threat means only communication reported to anyone warning of an explosive device or explosive substance placed where it may cause injury or damage.

2. Communications

- a.** When Dispatch receives a call of a bomb threat, bombing or an un-detonated explosive substance, the Police and Fire Departments will be dispatched immediately, and the shift supervisor will be notified.
- b.** Police personnel receiving a report of a bomb threat, bombing, or un-detonated explosives substance shall try to determine from the caller the detonation time or the location of the suspected device. The Dispatcher shall attempt to keep the caller on the line while dispatching police and fire units to the scene for standby purposes. The dispatcher should try to obtain as many details about the bomb incident as possible from the caller, which should be relayed to the responding police officers and fire personnel officers.
- c.** When dispatching a bomb incident:
 - (1)** The nature of the call and the location will be given to all responding police and fire units in plain English, no radio signals, will be used.
 - (2)** No radio transmissions will take place from any mobile or portable radio, cellular phone, or MDT closer than 1,000 yards to the scene because the device may be radio detonated. All radios, cellular phones, and MDT's within 1,000 yards shall be turned off due to the possibility of the inadvertent transmission.
 - (3)** While at the scene, police and fire personnel will communicate with the dispatcher only by telephone. Cellular phones will not be used.

D. BOMB THREATS

- 1.** In cases of bomb threats where no specific evidence of explosive substances exists, the police officer in charge shall meet with the person having control of the premises to discuss if a search should be conducted. The officer, in conjunction with the person having control of the premises, may use discretion in whether or not to conduct a search. The officer may request an order from the Chief of Police, the Fire Chief or either's designee to evacuate the building when information or evidence is compelling that a bomb is present.
- 2.** The evacuation of the premises is at the discretion of the fire official or adult person having control over the premises.

3. The police officer will discuss with the fire official and the person having control over the premises the possible reasons for the threat and the possibility that the threat may be real.
4. If the person having control over the premises wishes to disregard the threat and does not want to evacuate, this shall be noted on the police officer's report, along with the name of the person making that decision.
5. If the person having control over the premises wishes to have the facility searched, the police officer in charge of the scene shall establish a search team. The police officer in charge of the scene shall request cooperation from the person having control over the facility to be searched in providing persons who are familiar with the facility to help search for the device.
6. If a search is to be conducted or the building evacuated, the police officer in charge shall solicit the help of fire personnel in establishing a secure perimeter near the facility.
7. On-scene communications between police officers and/or fire personnel should be face-to-face communications or by the use of "runners" to deliver messages. There should be no radio communications. Internal telephones may also be utilized for communications between the searchers and the police officer in charge of the scene.
8. If a suspected device is located, the police officer in charge of the scene shall be notified. The police officer in charge will see that the appropriate bomb disposal units are contacted, and the police search teams shall be evacuated from the facility, pending arrival of the bomb disposal team(s) and their resource personnel.
9. When searches are made, they will be thorough, systematic, and supervised.
 - a. Civilians should be instructed not to touch or move any suspicious or unidentified objects.
 - b. Suspicious objects discovered by searchers should be brought to the immediate attention of the police officer in charge of the scene.
 - c. The police officer in charge of the scene shall contact the person having control over the premises. If that person cannot identify the object(s), the object(s) should be treated as an un-detonated explosive substance and not moved or touched.
 - d. The suspicious object should be surrounded by items in order to draw attention to the object's presence. The items used to surround the object should be items that are available in the immediate area and are not likely to increase the threat risk and can be trashcans, traffic cones, boxes, or other things available to

form three points of a triangle around the suspicious object. The triangular shape is symbolic with a suspicious object or unexploded substance.

- e. When no suspected explosive substance is found, the police officer in charge will notify the dispatcher and ensure an incident report is completed.

E. UN-DETONATED EXPLOSIVE SUBSTANCES

1. When an officer discovers any un-detonated explosive device, he/she will notify the dispatcher by telephone. The dispatcher will immediately make the proper notifications.
 - a. The officer in command or his/her designee will work in cooperation with the fire department personnel to facilitate evacuation.
 - b. No person shall touch, examine, or otherwise tamper with any explosive substance except as authorized by the officer in command prior to the arrival of the bomb squad. The bomb squad will control the device upon their arrival, assisted by police and fire personnel at the scene.
 - c. At the direction of the officer in command the Anderson County Sheriff's Office Hazardous Device Team or SLED Bomb Disposal Team will be called.
 - d. The officer in command will assign an officer to take command of the security operations. A command post with telephone communications will be established near the scene but not closer than 100 yards and protected from the effects of any potential explosion.
 - (1) Minimum scene security consists of a safe area beyond a 200-yard radius from the explosive substance.
 - (2) No person will be admitted into the danger zone beyond the command post except as authorized by the officer in command.
 - (3) Only explosive ordinance specialists and investigators are authorized to enter danger zones except to prevent injury or death to a person.
 - (4) The Fire Chief or his designee will be asked to report to the police command post to work with the police commander, assuring the smoothest possible scene operations between the two departments.

- (5) Fire personnel will stand by at the 300-yard perimeter and assist police in establishing this perimeter. Radio silence is to be maintained at the scene.
- (6) The bomb removal specialist will inform the police supervisor of any needed equipment or meet with him for discussion of a possible place to safely detonate the explosive device.
- (7) If an escort is requested by the bomb removal specialists, the police supervisor will provide an adequate number of marked police cruisers. All emergency lights and headlights will be turned on, but the siren and radios will not be used.
- (8) When the police scene is secured, the officer in command will coordinate the preservation of evidence and allow no one to enter the danger zone except rescue personnel, investigators, and bomb specialists.
- (9) Once the scene is secured and safe, the police supervisor will summon the on call Investigator and Crime Scene Investigator to collect and photograph any possible evidence available at the scene. The on call investigator and Crime Scene Investigator shall cooperate with the Fire Chief or his designee to conduct a joint crime scene search for possible evidence.
- (10) The Chief of Police and Emergency Management and Preparedness Coordinator (EMPC) of the City of Anderson Police Department will be notified by the officer in command on the scene upon the discovery of either an un-detonated or detonated explosive substance.

F. EXPLOSIONS

In cases where an explosion has occurred, the procedures for notification, scene security, and responsibility for follow-up investigation are the same as in un-detonated explosive substance.

Explosions may cause structural damage and other un-detonated explosives may still be present. People on the scene should use caution, and no person should enter the danger zone except to prevent injury or death to another person. This does not apply to investigators or specialists examining the scene.

G. ARSON INCIDENTS

1. Joint Arson Investigation

Because of the various techniques needed to investigate a possible arson fire scene (evidence collection, fire movement determination, char patterns, investigative interviews, search warrants, etc.), the City of

Anderson Police Department may request investigative assistance from another agency. The goal of this joint investigation is to utilize the expertise available.

- a. Normally, the Fire Department will be on the scene of a fire or potentially explosive device or substance for extinguish or protection purposes. Once the fire officer or scene commander determines a situation is of suspicious origin, the fire scene commander will notify the on-duty police supervisor to request the police supervisors presence at the scene. The police supervisor will meet the fire scene commander at the established fire command post and will notify the dispatcher to call out the on call investigator for a joint investigation. Once the need for a joint investigation is determined, the scene will be secured, access restricted, and any further investigation or overhaul temporarily stopped until the arrival of the police investigator and the fire department arson investigator. Only necessary actions to stop fire spread or additional damage should be continued.
- b. If a police officer finds a suspicious fire or potentially explosive device or substance situation and the fire department is not on the scene, the police officer shall notify the fire department and the on-duty supervisor to respond to the scene. Once on the scene, the fire scene commander and police supervisor will determine if a joint investigation is needed and will make the appropriate notifications.
- c. The police supervisor may delegate the preparation of the incident report to a police officer. This report will be in addition to any report completed by the Fire Department.
- d. The fire scene commander will be given the name of the police investigator responding to the scene by the police supervisor. Upon arrival, the police investigator will report to the established fire command post to team with the arson investigator.
 - (1) The police investigator will work and cooperate fully with the arson investigator through all phases of the investigation.
 - (2) Any evidence obtained at the fire scene should be packaged by the police investigator and handled through the police department's property room, using the established chain of custody needed to protect the integrity of the evidence. Evidence may be jointly obtained, but will be processed through the police department. In addition to any photographs taken by the fire department, the police investigator will thoroughly photograph the scene.
 - (3) The Criminal Investigations Division supervisor will oversee any joint police/fire investigation. He will communicate any

problems or potential problems to the CID Captain. The normal chain of command will be followed for problems that can't be resolved at the first level.

H. VERY IMPORTANT PERSON (VIP) SECURITY

1. The City of Anderson Police may coordinate with government agents, state and county police and private security to provide the safest possible environment for visiting dignitaries.
2. Specialized vehicles and equipment (unmarked cars, bulletproof cars, buses, vans, body armor, etc.) and other transportation needs shall be considered in pre-event planning sessions and arranged for in advance by the Emergency Management and Preparedness Coordinator (EMPC).
3. The Emergency Management and Preparedness Coordinator (EMPC) will command and coordinate any given security detail, unless otherwise directed by the Chief of Police.
4. In the event of a " Very Important Person " (VIP) defined as a dignitary, famous personality, notorious person, or any other person in need of special security, visits or stays overnight in the city, the following provisions and considerations will be addressed:
 - a. Equipment & Requirements:
 - (1) Officers assigned to the detail will work in the designated uniform with their normally issued weapons and personal equipment, unless otherwise instructed by the Chief.
 - (2) If it is deemed necessary for special equipment to be utilized only persons qualified in their use will possess such weapons and then only in conjunction with an overall security plan approved by the Chief of Police and in conformity with the City of Anderson Police Department General Order on Use of Force.
 - (3) Specialized vehicles and equipment (unmarked cars, bulletproof cars, buses, vans, body armor, etc.) and other transportation needs shall be considered in pre-event planning sessions and arranged for in advance by the Emergency Management and Preparedness Coordinator (EMPC).
 - (4) Planning and reconnoitering travel route with at least two alternate routes will be conducted to determine the safest and most expedient route.

- (5) Advance on-site inspections will be conducted and may include aerial overview when available. One final inspection prior to arrival will be made of the immediate area the VIP is likely to occupy, and the area will be guarded from that point until the arrival of the VIP if necessary.
 - (6) All intelligence gathering and coordinating will be assigned to the Criminal Investigations Division supervisor.
- b. Prior to the VIP's arrival, a briefing will be conducted by the commander of the detail. This briefing will be attended by all affected personnel and a representative from all outside agencies involved. These agencies may include the Secret Service, FBI, any local or private law enforcement agencies, and the City of Anderson Police. Duties and assignments of each agency will be outlined, as will the duties of all employees of the Police Department.
 - c. The fire department and EMS will be available for emergency first aid and ambulance service. Any removal will be to the hospital designated at the briefing meeting.
 - d. All assigned officers will carry a portable radio and maintain communication with the communication section or a command post if one is established.
 - e. Appropriate steps will be taken to provide identification of designated and authorized persons involved in the security detail. This may include lapel pins, badges, or other items as specified by the detail supervisor.

I. SPECIAL EVENTS

Special events may be defined as an activity such as a parade, athletic contest, public demonstrations, or other activity that results in the need for control of traffic, crowds, or crimes.

- 1. The Chief of Police or his designee will be the overall scene commander of any special event detail.
 - a. The commander of the detail will determine what resources are needed to effectively and efficiently oversee the event. This would include any special operations units deemed necessary, from inside or outside the Department.
 - b. The commander of the detail should meet with any sponsoring organizations, other involved city departments, and participating

outside resources to coordinate plans and exchange information.

- c. At that time, a written estimate of traffic and crowd size should be obtained. The Commander will also complete any required after-action reports.
- d. The Criminal Investigation Division supervisor will provide any information concerning anticipated crime problems, other than those generally associated with large crowds.
- e. Logistical requirements should be addressed. These would include the number of barricades, barricade positioning, fixed post assignments, traffic direction and control and other relevant considerations that will assist in a smooth and effective operation.

J. Chemical, Biological, Radiological, Nuclear Weapons, Hazardous Materials (CBRN)

It is the policy of the Anderson Police Department to support the Anderson County HazMat Team with needed law response for emergencies involving CBRN incidents as well as incidents involving the release of hazardous chemicals or materials whether intentional or accidental that may occur within the city limits of Anderson. Awareness level training is provided to officers every three years.

Every CBRN incident is different therefore it is not possible to develop a document outlining a single chronology or sequence of actions for every possible incident.

1. Law enforcement functions are primarily perimeter control, traffic control and scene security.
2. The initial detection of a Weapon of Mass Destruction (WMD) terrorist attack will likely occur at the local level by either first responders or private entities. First responders should recognize that a (WMD) incident has occurred and may involve explosives and/or chemical, biological, radiological/ nuclear agents (CBRN).
3. First responders will be relied upon to provide an initial assessment of the scene and identification of the proper authorities needed who are capable of dealing with and containing the hazard.
4. Department officers are equipped with Level C PPE protection.
5. Officers responding to a known or suspected CBRN incident shall wear departmental issued PPE equipment if so required.

- a. The response to any incident must take into account this limited level of protection.
- b. In some situations, officers may only be able to establish an outer perimeter and wait for better-equipped responders (Fire, Hazmat) to deal with the incident.
- c. Once the scene is stabilized, criminal investigation and evidence collection may be added to these functions.

6. Initial Responding Officer Considerations

- a. Security Assessment including the officer's initial approach and the security of other responders, back up officers, fire fighters, and others.
- b. Initial responders will need to consider safety, security, witness identification, evidence protection and suspect apprehension.
- c. All persons present at the time of the CBRN incident and those arriving afterwards should be identified and checked for weapons and/or possible links to the suspects before they are released from the scene if possible.

(1) Victims:

- (a) CBRN victims should be treated, identified and transported to a hospital as soon as possible by EMS personnel.
- (b) Hospitals receiving these victims should be notified so security arrangements can be established prior to their arrival should follow-up investigation be required.
- (c) Because some victims may leave the scene prior to the arrival of EMS and law enforcement, hospitals must be notified so that medical personnel can be prepared to receive them.
- (d) This notification must also inform hospitals of the need for follow-up investigation and identification of these victims and identify a point of contact within the department.

(2) Witnesses:

- (a) Uninjured witnesses should be held at an established location a safe distance from the scene for follow-up investigation and debriefing.
- (b) Officers may restrain witnesses if there is a possibility that they have been exposed to chemical agent, have unknown internal injuries related to blast

overpressure, or may have information to assist in the identification of suspects.

(3) Suspects:

- (a) Suspect(s) responsible for the CBRN incident may still be at the scene and attempt to escape by posing as a member of the general public.
- (b) These suspect(s) may also be armed, possess additional agents or be waiting to activate a secondary device.

One or more of the indicators listed below:

- Are you responding to a known hazard or a target event? (Political rally, sporting event, protest march)
- Has there been a threat?
- Are there multiple victims?
- Are other responders already victims?
- Are there known hazardous substances involved?
- Has there been an explosion?
- Have there been multiple explosions or attacks?
- Has a secondary device or incident taken place?

7. A supervisor shall immediately respond to all suspected CBRN incidents and establish a Unified Incident Command System.

a. Command Considerations

- (1) Isolate area and deny entry
- (2) Designate a secure command post
- (3) Ensure scene security and protection of crime scene
- (4) Initiate hazard/risk assessment.
- (5) Designate safe staging area(s) for incoming units
- (6) Ensure the use of PPE by all responders and personnel accountability
- (7) Designate emergency egress routes
- (8) Notify local hospitals and other medical facilities of the suspected incident and agent involved and the potential of self evacuated victims
- (9) Designate a safety officer who is responsible for the safety of responders. The safety officer ensures PPE's are worn; traffic vests are worn (if necessary), and monitors the scene for developing hazards.
- (10) Assign a liaison officer to coordinate with other agencies NOT in the command post.

- (11) Assign a public information officer, NOT the incident commander.
- (12) Assess the need for other specialized resources (Hazmat, Bomb Squad, Tactical and Public Works).
- (13) Make notifications to other Local, State and Federal Agencies

8. Chemical Agents

- a. Chemical agents are intended to kill, seriously injure or incapacitate people through physiological effects.
- b. Most chemical attacks will be localized, and their effects will be evident within a few minutes.
 - (1) Persistent chemical agents remain in the affected area for hours, days or weeks.
 - (2) Non-persistent agents disperse rapidly in well-ventilated areas.
- c. General indicators of possible chemical agents are:
 - (1) Unusual occurrence of dead or dying animals
 - Lack of insects
 - Dead birds
 - (2) Unexplained casualties
 - Multiple victims
 - Surge of similar calls
 - Serious illness, nausea, convulsions
 - (3) Unusual liquids, spray or vapor
 - Droplets, oily film
 - Unexplained odor
 - Low-lying clouds/fog
 - (4) Suspicious devices or packages
 - Unusual metal debris
 - Abandoned spray devices
 - Unexplained munitions
- d. Guidelines for first responders are:
 - (1) Approach from uphill and upwind.
 - (2) On arrival, stage at a safe distance away from the scene. This will depend on the chemical and concentration along with the size of the release.
 - (3) Visually observe the area, use binoculars if necessary. Identify any visible HAZMAT placards. The DOT Emergency Response Guidebook should be used as a reference.
 - (4) Secure and isolate the scene. Deny entry.

- (5) Use the above indicators to make a risk assessment.
- (6) Be aware of secondary devices or threats.
- (7) Determine if Level-C PPE will protect you and other officers. You may need to wait for better-protected responders.
- (8) Do not enter an area or structure where the chemical and the oxygen levels are unknown. "If you don't know, don't go." There needs to be adequate ventilation to provide breathable air. When in doubt, wait for other better-equipped responders.
- (9) Any rescued victims need to be taken to designated decontamination and triage areas
- (10) Brief the initial responding supervisor or command officer.

9. Biological Agents

Recognition of a biological hazard can occur through methods including identification through a credible threat, discovery of bio-terrorism evidence (devices, agents, and clandestine lab), diagnosis of a disease caused by an agent, and detection through public health data.

- a. A characteristic of an infectious disease may include a delay between exposure and onset of illness or an incubation period.
 - (1) Incubation may range from several hours to a few weeks.
 - (2) Initial response is likely to be made by direct patient care providers and the public health community.
- b. Indicators of possible biological agent use are:
 - (1) Unusual occurrences of dead or dying animals
 - (2) Unusual casualties
 - (a) Unusual illness for a region or area
 - (b) Definite pattern inconsistent with natural disease
 - (3) Unusual liquids, spray or vapor
 - (4) Spraying or suspicious devices or packages
- c. Guidelines for first responders are:
 - (1) Approach from uphill and upwind.
 - (2) Level-C PPE will provide adequate protection. Wear PPE if entering the area.
 - (3) Biological agents (Anthrax, Ricin, Plague, Smallpox, etc) may produce delayed reactions.
 - (4) Removing victims prior to medical isolation and observation may spread the biological agent.
 - (a) Unlike chemical incidents, victims of a biological attack do not need to be immediately removed from the scene.
 - (b) Keep all potential exposure victims at a designated secured location.

- (5) If possible shut down the HVAC equipment to keep the agent from spreading.
- (6) If a suspicious package is located handle as a point source event.
 - (a) Identify, Isolate and Protect.
 - (b) Leave in place and secure the area.
- (7) Isolate the area and deny entry.
- (8) Be aware of other CBRN devices and secondary threats.
- (9) Avoid contact with puddles, wet surfaces, and powdery substances.
- (10) Brief the initial responding supervisor or command officer.

10. Radiological/Nuclear Agents

- a. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation itself.
- b. Depending on the nature of the explosive device, radioactive material may or may not be obvious.
- c. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.
- d. Inhalation is the primary source of particle radiation. Level-C PPE will not provide adequate protection.
- e. Radiological agents may produce delayed reactions. Exposed or contaminated victims may not exhibit any symptoms.
- f. Indicators of possible nuclear weapon or radiological agent use are:
 - (1) A stated threat to deploy a nuclear or radiological device
 - (2) The presence of nuclear or radiological equipment (spent fuel canisters or nuclear transport vehicles)
 - (3) Nuclear placards or warning materials along with otherwise unexplained casualties
- g. Guidelines for first responders are:
 - (1) Approach from upwind of suspected event.
 - (2) Set outer perimeter to limit any radiation exposure.
 - (3) Isolate and secure the area. Deny entry.
 - (4) Depending on the device, any response may be delayed until a radiological survey is made. HAZMAT has some limited radiological threat survey equipment.
 - (5) Detain and isolate any uninjured persons and equipment for radiological testing and decontamination.
 - (6) Brief the initial responding supervisor or command officer.


XII. HIGH RISK FACILITIES

- A. At the onset of a large-scale civil disturbance or a natural/man-made disaster, the Incident Commander may dispatch personnel to secure key facilities within the City of Anderson. Such facilities may include, but not be limited to:
1. Anderson City Hall
 2. Anderson Fire Stations
 3. Public and Private Schools
 4. City of Anderson Public Works Facilities
 5. Any other location or facility deemed high risk by the Incident Commander.

XIII. REPORTING OF TERRORISM INCIDENTS AND INFORMATION

- A. The Anderson Police Department maintains liaison with organizations for the exchange of information related to terrorism. Such organizations are SCIEEX, which is operated through the South Carolina Law Enforcement Division and the Joint Terrorism Task Force.
- B. Any intelligence related to terrorism will be relayed to the proper task force or agency as follows:
1. Officers should notify their immediate supervisor.
 2. The Supervisor should notify the Emergency Management and Preparedness Coordinator.
 3. The proper agency or task force should then be notified by telephone, radio or teletype.

By order of:


Martin D. Brown, Chief of Police

1-31-2011
Date