

EMERGENCY OPERATIONS CHECKLIST

- _____ Establish perimeter and secure affected area.
- _____ Determine scope of incident (casualties/damage) and whether the incident has the potential to expand or escalate.
- _____ Notify Dispatch and other agencies of the scope of the incident and any other vital information.
- _____ Establish traffic and crowd control. Maintain open entrance/exit routes for emergency vehicles.
- _____ Establish Command Post, liaison with other agencies.
- _____ Determine manpower needs, both immediate and long-term.
- _____ Determine equipment needs (barricades, cones, etc).
- _____ Assign a Recorder.
- _____ Request additional manpower if necessary. Mutual Aid, SMART response, off-duty personnel, auxiliaries.
- _____ Notify Command personnel if required.
- _____ Initiate public warning and evacuation if necessary.
- _____ Identify evacuation/shelter sites.
- _____ Maintain adequate police coverage for unaffected areas of City.
- _____ Establish staging area if necessary.
- _____ Contact Emergency Management if warranted.
- _____ Notify surrounding agencies/media of incident. Advise safe traffic routes. Assign a PIO for this function.
- _____ Determine appropriate staffing level for communications, both dispatch and desk officers.
- _____ Establish relief schedules for officers. Ensure personnel are outfitted for weather conditions.

_____ Maintain field communications. Ensure radio batteries are recharged.

_____ Advise on-coming personnel of current status of incident. Debrief out-going personnel.
Rumor control. Debrief key personnel.

_____ Develop plan for orderly dispersal of personnel/equipment when incident is concluded.

Emergency Mobilization Plan

The purpose of this plan is to establish procedures for the mobilization of off-duty personnel in the event of a disaster, civil disturbance or other emergency requiring additional resources. The mobilization of off-duty personnel can be in addition to, or concurrent with, mutual aid, SMART response or other requests for specialized units. This plan is a supplement to the Emergency Operations policy.

The supervisor working at the time of the emergency has the authority to activate a partial or complete mobilization of off-duty personnel.

I. Mobilization Options

- A. Utilization of all on-duty personnel.
- B. Partial mobilization of personnel, usually accomplished by extending the on-duty shift and/or early activation of the next shift. If the supervisor decides that a partial mobilization would be sufficient, the specific officers to be mobilized should be identified.
- C. Full-scale mobilization requiring all off-duty personnel to report for duty.

II. Notification Procedures

- A. The supervisor will notify the desk officer with the number of off-duty officers to be called and provide the desk officer with basic information for responding officers. The desk officer will be responsible for contacting officers and passing on the following information:
 - 1. Nature of the emergency.
 - 2. Location to report and who to report to.
 - 3. Any special uniform or equipment needs.
- B. The desk officer will notify the supervisor of the number of officers contacted and expected response time. The desk officer will continue to attempt

contact with officers not previously contacted until they have either been contacted or the supervisor determines that no additional personnel are required.

- C. The desk officer will be responsible for notifying command staff and key personnel in accordance with the Emergency Notifications policy.
- D. The standard police uniform will be worn for all emergency mobilizations, unless specified otherwise. Any special equipment required will be issued at the time of mobilization.

III. Assembly Areas

- A. Primary Assembly Area - Glendale Police Department.
- B. Secondary Assembly Area - may be designated by the incident commander, depending on the type and location of the emergency.
- C. Transportation from the assembly area to the incident site will be by department or other government vehicles. Vehicles should be loaded with as many officers and equipment as practical.