

Emergency Support Function (ESF) #13 Public Safety and Security

Primary Agency/ESF Coordinator

Rolla City Police Department

Support Agencies:

Mutual Aid from Surrounding Police and Sheriff's Departments
Phelps County/City Fire Departments/Districts
Phelps County/City Public Works Department

I. PURPOSE

Emergency Support Function (ESF) #13 Public Safety and Security coordinates the integration of law enforcement, public safety, and security capabilities and resources to support the full range of incident management activities.

II. SCOPE

ESF #13 capabilities support incident management requirements including, but not limited to:

- Facility and resource security/protection
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. The City of Rolla has a municipal police department that provides law enforcement within their city limits.

2. The State Highway Patrol Troop I located in Rolla is available to support law enforcement operations in Phelps County and the City of Rolla.

3. Outside law enforcement resources from surrounding counties and cities are available to support law enforcement operations in The City of Rolla and will

...
respond when needed.

B. Planning Assumptions

1. Law enforcement resources may be severely limited in a major disaster and will be assigned on a priority basis.
2. Surrounding jurisdictions will be available to supplement law enforcement capabilities, but if the event is regional in scope, their ability to provide mutual aid may be limited.
3. State and Federal law enforcement resources will respond when called upon, but their ability to react quickly may be limited.

IV. CONCEPT OF OPERATIONS

A. General

1. Primary responsibility for public safety lies with local authorities. In most incident situations, local jurisdictions have primary authority and responsibility for law enforcement activities, utilizing the Incident Command System (ICS) on scene. In larger scale incidents, additional resources should first be obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or State authorities, with incident operations managed through a Unified Command structure.
2. ESF #13 is activated when local public safety and security capabilities and resources are needed to support incident operations. This includes threat or pre- incident as well as post-incident situations.
3. When ESF #13 is activated, the City of Rolla Police Department, with assistance from supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies or other ESFs.
4. ESF #13 shall provide personnel to staff the Emergency Operations Center (EOC), the Incident Command Post (ICP), and the Joint Information Center (JIC).
5. ESF #13 manages support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and mobilize local security resources and technologies

and other assistance to support response operations.

6. ESF #13 coordinates with local officials to determine public safety and security support requirements and to jointly determine resource priorities.
7. ESF #13 maintains communication with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and funded mission assignments.
8. The ESF primary agency recognizes that there are other departments and agencies that may be called upon to provide assistance. The ESF primary agency reserves the right to call upon agencies and departments not listed in this annex, should the need arise.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting Operating Procedures and Guidelines.
- b. Ensure law enforcement personnel receive appropriate emergency operations training.
- c. Ensure mutual aid agreements with surrounding jurisdictions are current.
- d. Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.
- e. Develop and maintain standard operating guides and checklists to support emergency law enforcement operations.
- f. Ensure emergency personnel call-up and resource lists are current and available to the Emergency Management Department.
- g. Ensure the availability of necessary equipment to support law enforcement activities.
- h. Participate in Emergency Management training and exercises.

2. Response

- a. Respond as required on a priority basis.
- b. Activate mutual aid if needed.
- c. Coordinate activities with other responding agencies.
- d. Coordinate law enforcement agencies responding from outside the jurisdiction.
- e. Alert or activate off-duty and auxiliary personnel as required by the emergency.
- f. Conduct other specific response actions as dictated by the situation.

3. Recovery

- a. Review plans and procedures with key personnel and make revisions and changes.
- b. Replenish supplies and repair damaged equipment.
- c. Continue all activities in coordination with the EOC based on the requirements of the incident.
- d. Participate in after-action briefings and develop after-action reports.
- e. Make necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

- a. Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- b. Develop safety programs, to include disaster situations, and present them to the public.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City of Rolla Police Department

1. Provide expertise on public safety and security issues to the Incident Command, when requested.
2. Manage ESF #13 preparedness activities and conduct evaluation of operational readiness, including a roster and description of public safety and security activities.
3. Maintain close coordination during operations between the affected office(s) and other ESFs.
4. Ensure that all activities performed under the purview of ESF #13 are related to the mission of ESF #13. If any potential for conflict exists, it is the City of Rolla Police Department's responsibility to resolve these issues prior to accepting the mission assignment.
5. Facilitate resolution of any conflicting demands for public safety and security resources, expertise, and other assistance.
6. Process mission assignments, tracks resource allocation and use, and facilitates reimbursement to assisting departments and agencies via emergency management funding mechanisms and authorities, if appropriate.
7. Obtain initial situation assessment from field units and determines appropriate management response to anticipated or current requests for assistance.
8. Obtain and distribute incident contact information to supporting agency coordinators for emergency responders.
9. Assess requests before committing resources and ensure responding agencies are provided with information on known hazards, mission requirements, appropriate vaccinations, credentials, and personal protective equipment to operate in the environment to which they are assigned.
10. Establish security controls to inhibit the looting of damaged or evacuated homes or businesses.
11. Assist in windshield damage assessment operations by utilizing patrol officers equipped with mobile communications equipment.

12. Responsible for area evacuation operations.
13. Provide for surveillance and coordination of response efforts at emergency scenes.
14. Responsible for calling upon County/City law enforcement departments for assistance, when needed.
15. Provide vehicles and agency assets for the EOC if available to conduct damage assessment immediately following a disaster event.

B. Support Agencies

1. County/City Fire Departments/Districts

Provide personnel and equipment resources to support ESF #13 activities.

2. County/City Public Works Department

Provide personnel and equipment resources to support public safety and security activities

3. Mutual Aid from Surrounding Police and Sheriffs Departments

Provide specialized equipment and trained personnel to assist with public safety and security activities.

VI. CONTINUITY OF GOVERNMENT

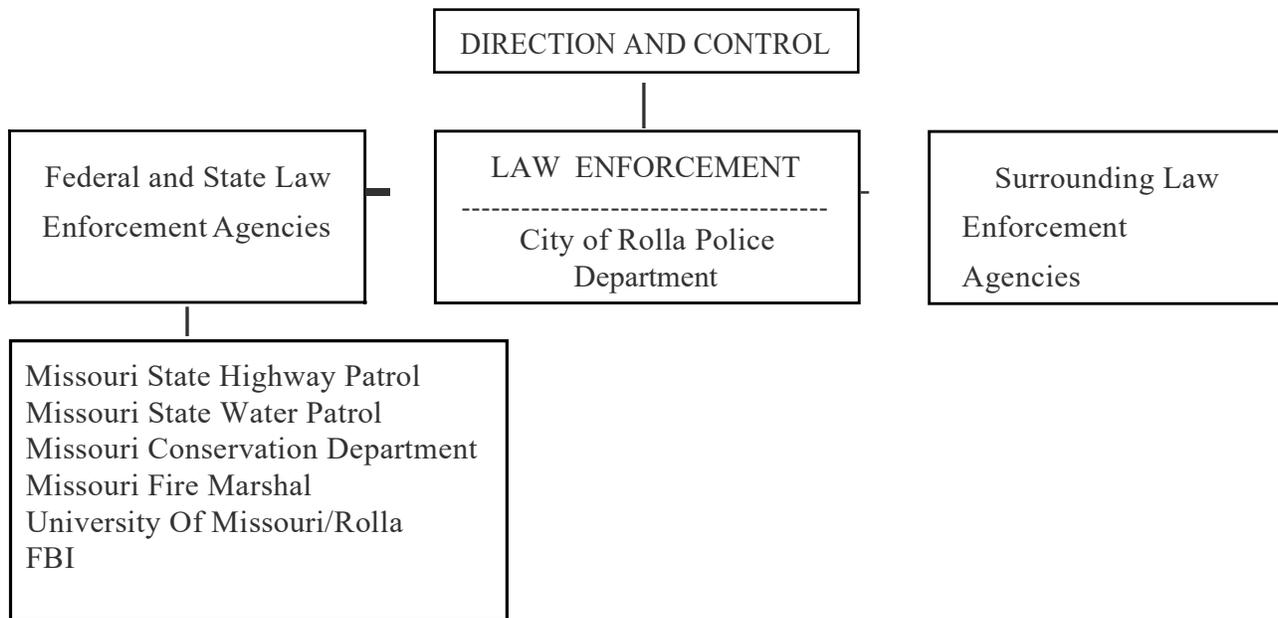
Lines of Succession for ESF #13 Public Safety and Security:

1. City of Rolla Police Chief
2. City of Rolla Police Captain
3. City of Rolla Police Lieutenant
(According to departmental SOG)

Suggested Appendices

Appendix 3 to Annex E

LAW ENFORCEMENT DIAGRAM



LAW ENFORCEMENT RESOURCES

- A. Rolla Police Department
1007 North Elm St., Rolla..... 364-1213
- B. Phelps County Sheriffs Department
301 West Second St., Rolla..... 364-1818
or 364-3860
- C. St. James Police Department
200 North Bourbeuse St., St. James.....265-7012
- D. Newburg Police Department
30 West Second St., Newburg 762-2135
- E. University of Missouri Rolla Police..... 341-4300
- F. Missouri State Highway Patrol
General Headquarters, Jefferson City..... 751-3313
Troop I, Rolla..... 368-2345
- G. Missouri Conservation Agent
Can be dispatched through Sheriffs Department..... see above numbers
- H. Missouri State Water Patrol
Headquarters, Jefferson City..... 751-3333
- I. Missouri Division of Fire Safety
State Fire Marshal, Jefferson City800-877-5688
573-751-2930
- J. FBI..... Jefferson City Field Office 636-8814
.....Kansas City Office (24-hour) (816) 512-8200
- K. Surrounding Law Enforcement Agencies (County Sheriff & Municipal Police Depts): ----
- Maries County Sheriff..... 422-3381
- Belle Police Department 859-3535
- Vienna Police Department 422-3549
- Gasconade County Sheriff..... 486-2424
- Hermann Police Department..... 486-2211
- Crawford County Sheriff..... 775-2125
- Cuba Police Department 885-7979
- Steelville Police Department..... 775-2200
- Dent County Sheriff..... 729-3241
- Salem Police Department..... 729-4242

<u>Texas County Sheriff</u>	(417) 967-4165
- Licking Police Department	(573) 674-2278
- Houston Police Department	(417) 967-3348
<u>Pulaski County Sheriff</u>	774-6196
-Dixon Police Department.....	759-6610
- Richland Police Department	765-4144
- St. Robert Police Department	336-4700
-Waynesville Police Department	774-2414

ROLLA POLICE DEPARTMENT RESPONSIBILITIES

I. PURPOSE

The purpose of this appendix is to provide supplemental information to the Emergency Management Agency Master Disaster Plan, and to outline department responsibilities and procedures to be implemented in conjunction with a major disaster.

II. ORGANIZATION

Refer to Attachment 2 of this Appendix.

III. MISSION

When a disaster occurs, we must assume that one or more of the following may occur: Considerable disruption of public order; public and private services will be interfered with; communications may be partially or totally disrupted for an indefinite period of time; dissident activities may cause damage to public and private operations and interruption procedures in an attempt to delay the community from returning to normal; and an increase in criminal activity, specifically looting, burglary, and civil disorder.

IV. CONCEPT OF OPERATIONS

- A. The magnitude and type of any disaster would dictate the necessity of a determination of the scope of said disaster in order that the necessary agencies and operations can be activated.
- B. It is highly probable that the Police Department would be the first on the scene of most disasters; and, therefore, will reflect the notification of support elements.
- C. In order to preserve public order and civil authority the Police Department may be asked to assist with and be responsible for:
 - 1. The maintenance of law and order and the protection of lives and property.
 - 2. The use of police vehicles to augment the Emergency Management siren warning system.
 - 3. Controlling and limiting access to the scene of a disaster or civil disorder.
 - 4. The preliminary assessment of disaster area through use of information, charts, maps, etc.

5. Traffic control.
6. Security for vital installations and facilities.
7. The enforcement of curfew.
8. Coordination with state and national law enforcement agencies.
9. Requesting aid from area law enforcement
10. The issuance of passes to restricted areas.
11. Direction of the civilian population to areas of public assistance.
12. Mobile support operations.
13. Direction of auxiliary support units.
14. Supplying security in reception centers, lodging, and feeding facilities, and emergency shelters.

D. Alerting Conditions and Corresponding Actions

As outlined in the Police Department Special Order (Appendix 4, Annex B) an orderly, progressive alerting system has been established for the commitment of personnel and equipment. Escalation of preparedness measures will be ordered by pre designated commanders based on an evaluation of current conditions and resource needs.

V. EXECUTION

In the event of an emergency or natural disaster, operations will be conducted under the direction of the Chief of Police or his designated alternate in accordance with the Emergency Operations Procedures, Rolla Police Department Special Order and other applicable directives.

A. Police Department plans call for establishing a command and operations structure responsible to the Headquarters Command Post.

1. All decision-making personnel and support staff will report to the Chief of Police to assume responsibility for all emergency efforts.

B. Field operations will be directed from a command post located at the site of the disaster. The field commander shall be responsible for the direction of operations at the scene of the disaster and his operating headquarters will be the Command Post.

All information concerning the operations shall be transmitted to the Command Post which shall be transmitted to the control center for the entire operation and all other agencies, departments, and utilities shall work from this center.

It shall be the duty of all officers in the field to keep the Command Post continually informed of conditions, and the Communications Officer at the Command Post shall keep the Communications Center continually informed of conditions at the disaster site.

In all likelihood, the Sergeant will be one of the first of the initial emergency response personnel who arrive on the scene. By virtue of this, he will inherit the major portion of the responsibility for ensuring that the proper groundwork for an effective operation is initiated. He shall be responsible for:

1. Securing aid for the injured.
2. Providing for immediate security needs for the affected area.
3. Taking the necessary action(s) to effectively control the situation as dictated by the circumstances at the time.
4. Command of all police personnel on the scene and/or assigned to the area involving the disaster until the arrival of the Command or his designated alternate.
5. Assignment of personnel as Communications Officer for the operations. In the event it is necessary to change the communications officer, it will be the responsibility of the commander of the Command Post to notify the Telecommunicator inasmuch as they will receive orders only from the officer appointed as the communications officer.
6. Assignment of personnel as the traffic control officer for the operation.
7. Notification of those emergency support services that are required on the scene. (i.e., public utilities, associated agencies, other city government departments)

8. Deployment of response officers.

It will be the responsibility of the Commander of the Disaster Command Post to decide what action, if any, is required. Upon arrival of the commander, the field sergeant will immediately inform the commander of all action taken prior to his arrival.

All orders to personnel on the scene are to clear through the field commander so that he may retain control of the situation, except when an emergency precludes such action.

C. Notification Responsibilities

The on-scene commander is responsible for notification of:

1. Ambulance;
2. Fire Department;
3. Additional police units for communications and traffic control;
4. Sheriffs Patrol (additional security and traffic control personnel);
5. Public Works for barricades and heavy equipment;
6. Gas Service Company;
7. Water Company;
8. Electricity Company, and
9. Telephone Service Providers, through the Communications Center.

D. In addition to the other duties at the scene, the on-scene commander must:

1. Establish an on-site command post in the most expeditious manner within the following perimeters:
 - a. Site location to accommodate a telephone terminal hook-up if possible.
 - b. Provisions for a staging area for incoming equipment and personnel.
 - c. Effective radio transmission area.
 - d. In proximity to the disaster scene, but distant enough to allow for the free movement of personnel and equipment in and out of the area without interfering with the rescue operations.

2. Direct emergency response personnel to the appropriate areas where they are needed.
3. Determine the locations where stationary barricades and vehicle roadblocks will be required.
4. Maintain a written narrative log of what occurs.
5. Maintain contact with and provide information to the media liaison person on the scene.
6. Provide a location at the site of the disaster for ambulance parking.

Each agency who responds to the scene will have a contact person who will report to the Command Post upon their arrival to receive direction and details from the on-scene commander on the disaster. (This applies only to the initial response. Some agencies will have vehicles entering and leaving the area several times).

Each agency has their own individual responsibilities and plan which they will implement after their contact person has received the details of the situation from the Command Post.

The Communications Officer will:

The Communications Officer is a key link in the chain of a successful operation. It is through this officer that all information to and from the scene of the operation flows for dissemination to the appropriate authority. The purpose of the communications officer is to reduce the inevitable duplication of effort and hold to a minimum, the confusion level throughout the system. It is imperative that the communications officer be the officer on the scene who handles the flow of information to and from the initial notifications. Therefore, any officer or supervisor who deems it necessary to relay or request information from the telecommunicator or higher authority is required to channel such relay or request through this officer. He shall be responsible for:

1. Designating a vehicle for the purpose of establishing contact with the Communications Center until the arrival of the Mobile Command Post.
2. Establishing contact with the Communications Center and identifying himself as the communications officer on the scene to the Telecommunicator.
3. Locating the communications vehicle at the on-site command post. (When the Mobile Command Post is not utilized).
4. Maintain radio contact with the Communications Center and keep them advised of activities at the involved area.
5. Maintain radio contact with other police department elements on the scene and/or assigned to the disaster area.

6. Relaying all information received to the Commander or his designated alternate on the scene.
7. Transmitting information as ordered by the Commander to the Communications Center for upward dissemination.

ALL INFORMATION RELATIVE TO THE DISASTER AREA FROM AND THE COMMAND POST BY POLICE UNITS ON THE SCENE OF THE DISASTER OR ASSIGNED TO SUCH DISASTER SHALL BE ON THE PRIMARY POLICE RADIO FREQUENCY. THE DECISION TO MOVE FROM PRIMARY FREQUENCY TO MUTUAL AID FREQUENCY MAY BE MADE BY THE ON-SITE COMMANDER.

E. The Traffic Control Officer will:

The traffic control officer at the direction of the QIC bears the responsibility for the smooth uninterrupted flow of motor vehicles and pedestrian traffic into, out of, and around the involved area. He shall be responsible for:

1. Sealing off the involved area.
2. Directing incoming personnel and equipment to the appropriate location within the involved area.
3. Establishing security on vehicles and equipment.
4. Notifying the on-scene commander of actions taken.
5. The control of official and civilian traffic into, out of, and around the involved area.
6. Determining the number of personnel and type of equipment required for effective traffic control.
7. The location and type of roadblock equipment, when necessary.
8. Requesting equipment and personnel through channels and assignment of such equipment and personnel as needed for traffic control.

F. Commander

1. The Police Commander or his designated alternate will be in command of the entire police operation in the affected area.
2. It shall be the Commander who shall make the determination as to what police action is required in the involved area.
3. The Commander shall be responsible for the relay of information upward through the department chain of command to the Chief of Police and other appropriate police department authority.
4. The Commander shall station himself at the on-site Police Command Post and direct all police activities at the involved site.
5. The Commander will ensure the relay of vital information to the Commander of the Patrol Operations through the on-site Communications Officer.

G. Call-up Procedure

Each commanding officer or supervisor who is responsible for notifying subordinates under his command will, upon conclusion of his contacts, advise the Chief of Police as to the number of men responding to the scene.

1. All department personnel will be under a general call-up order.
2. All days off and leave time are automatically cancelled for the duration of emergency conditions.
3. All personnel called from off-duty will report to the patrol supervisor in command at police headquarters.
4. The call-up of commissioned and reserve officers will be by designated personnel on orders of the Chief of Police or his designated alternate.
5. Personnel will report for duty in the uniform of the day.

H. Assignment of Personnel

1. The manpower needs will be assessed by the Commander on the scene of the disaster.

The Commander or his immediate subordinate will assign personnel as needed and available for:

- a. Care of the injured.
- b. Establishing security and sealing off the area.
- c. Traffic control in and around the affected area.
- d. Implement immediate measure to control looting and acts of civil disobedience.

2. All personnel assigned to the scene of the disaster will remain at their assigned post until relieved, either by order, relief personnel, or termination of the operation. Department personnel may expect to work 12 hour shifts.

3. The Mobile Command Post when utilized shall be positioned at the site (near the affected area) that will accommodate:

- a. Telephone terminal hook-up.
- b. Staging area for incoming equipment.
- c. Radio contact to be maintained between the command post and staging area for effective dispersal of personnel and equipment as determined by need
- d. The command post shall be positioned in proximity to the disaster area, but far enough away to not hamper the free movement of personnel and equipment into the area. It shall be manned by the commander or field sergeant and sufficient personnel to facilitate the flow of information and services needed.
- e. The patrol supervisor at headquarters will assume responsibility for police operations in the communications center to assure that all police related orders and requests are handled on a priority basis.
- f. Frequency designation will be made by on-site commander.
- g. All telephone calls concerning the disaster will be routed to the. Duty

Officer/Supervisor.

- h. Personnel assigned to the Detective Division will remain available for assignment as needed.
- 1. The commander will evaluate any occurrence which may require the activation of specialized units and make final determination on the activation of such units.
- J. If activated, special units will report to the command post for assignment of their teams, personnel assigned to these units will report directly to their commanders at the staging area.
- k. In the event of an impending disaster, all district and traffic units not actively engaged in call response or other necessary activity will move slowly through their assigned areas with their sirens on high-low or alternating to alert the community of the imminent danger. This alert activity will continue until the all clear is broadcast by communications, or the disaster occurs, or the officer receives another assignment requiring immediate response. In the event that the department base communication system is damaged or for any other reason rendered inoperable, communications will be handled by mobile and handheld portable radio units.

4. Disasters occurring out of the city limits, but within the county will be handled by the Phelps County Sheriff's Department.

- a. The Rolla Police Department will provide support personnel.
 - b. The Commander will determine the number of personnel assigned to this duty. Personnel assigned will be under the command of the County Sheriff.
5. A Red Cross Flag or an official American Red Cross vehicle authorization card displayed on the windshield will identify civilians who have the right or need to be in the area (residents, etc.) and will be issued at the command post by the officer in charge. (Provided by the American Red Cross).