

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 128-A

REFERENCE STANDARDS: 46.1.1 46.1.2 46.1.6 46.1.7 46.1.8

SUBJECT: Emergency Operations – Unusual Occurrences

PURPOSE: To provide appropriate plans of action in order to effectively respond to, and limit the extent of damage in unusual occurrences. (46.1.2)

DEFINITIONS:

EMA – Emergency Management Agency

Unusual Occurrence - An unusual occurrence is defined as any explosion, flood, tornado, civil disturbance, march, concert, labor dispute, or other natural or man made disaster or event which requires a special police response.

I. ADMINISTRATION

- A. The Chief of Police is responsible for the planning and coordination of the department's response(s) to unusual occurrences. (46.1.1)
- B. The Chief of Police is also the Village's Emergency Management Coordinator.
- C. The Administrative Division under the guidance of the Emergency Management Coordinator will have available the Village's emergency preparedness plan and resource manual.
- D. The following legislation permits responsive and preventive action by law enforcement authorities during emergency situations.
 - 1. Chapter 20, Illinois Compiled Statutes. Act 3305.
 - 2. Local ordinance, Chapter 8, Sections 6 and 17.
- E. Command and supervisory personnel are required to have a working knowledge of the emergency preparedness plan.

- F. The Sergeant of the Support Services Division or his/her designee shall complete a documented quarterly inspection for operational readiness of equipment designated for use in support of its critical incident plan. (46.1.8)
 - 1. The Deputy Chief of Support Services, or designee, will be responsible for quarterly inspections and replacement, if necessary, of such equipment.

II. EMERGENCY MANAGEMENT PLAN AND RESOURCE MANUALS

- A. Upon being advised that an emergency situation or unusual occurrence has taken place, command personnel are to refer to the Emergency Operations Plan for a reference of resources and operational guidelines. (46.1.6) (46.1.7)
 - 1. The EOP plan will be filed electronically with the DuPage County Office of Homeland Security and Emergency Management as part of the Community Emergency Management Plan (CEMP). Access to the CEMP for command personnel shall be provided for by the Deputy Chief of Support Services or his/her designee.
 - 2. Additionally, printed copies of the plan will be located in the police records room, Emergency Management Coordinator's office, DuComm dispatch center, and the Emergency Operations Center.

III. OPERATIONAL GUIDELINES

- A. Notifications and administrative reports.
 - 1. Upon receiving approval from the on-duty supervisor, records room personnel should begin to make such notifications of Village personnel, as are indicated in the emergency preparedness plan.
 - 2. In the event of an incident in which the likelihood of serious damage to Village property or major public interest is anticipated, the on-duty supervisor will have the Chief of Police, the Deputy Chief of Operations and the Deputy Chief of Support Services, notified immediately.
 - 3. In the event that these personnel cannot be notified, the on-duty supervisor will be responsible for the preparation of the following documents:
 - a. A summary report for the Chief of Police and the Village Manager;
 - b. Reports indicated by current department policy and directives;
 - c. A press release that is to be left in the Records room for dissemination.