



ANNEX G Baton Rouge City Police Departmental Procedures

I. PURPOSE

This annex and appendices serve to provide concepts, plans, actions and procedures that when implemented will offer city wide response and parish wide support in responding to any hazard that poses a potential threat to the life and property of citizens.

It will further serve to support the City-Parish all hazard plan by providing manpower and equipment to combat the effects of man-made and/or natural disasters. It will serve to provide traffic control to and from shelters, provide security in shelters, and generally assist in maintaining law and order in the community, including the security of key facilities.

These procedures are designed to be flexible enough in offering guidelines which can be utilized in handling small scale incidents, but still can be utilized for larger more complex incidents, which usually present a great threat.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

The City of Baton Rouge could suffer a disaster as the direct result of a number of man-made incidents. Additionally, these could also involve, but not be limited to, those disasters attributed to natural causes (weather related incidents, etc.).

In the event of such disasters, the citizens of East Baton Rouge Parish (approximately 430,317) could be forced by situations beyond anyone's control to evacuate their homes, offices, etc. A forced evacuation could lead to panic with results that could prove to be far worse than the actual emergency itself.

The Baton Rouge Police Department does have, with limitations, the capability to cope with these types of disasters based on the amount of equipment, manpower, and resources as they presently exist.

B. Assumptions

By implementing an evacuation, a serious traffic situation could ultimately result.

In order to effectively fulfill its obligation in an impending emergency/disaster incident, the Baton Rouge Police Department could serve to:

1. Aid in the orderly evacuation through the use of fixed sirens, public address systems and speaker on mobile units providing for the clearing of usable, alternative routes, escorts, traffic direction and control.



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2. Provide security at shelters and in and around evacuated areas.
3. Generally maintain law and order in the community.
4. Provide security for the EOC and other key facilities and operation center(s).

III. CONCEPT OF OPERATIONS

(Refer to policy statements as listed under Basic Plan Concept of Operations).

A. General Statements

1. Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control. Local agencies will have the responsibility for routine law enforcement and support groups will assist in traffic and crowd control.

B. Phases of Emergency Management

1. Prevention

- a. Create traffic and evacuee control plan.
- b. Exercise plans and update as necessary.

2. Mitigation (Departmental limitations in areas of extraordinary service.)

a. Limitations

1. It can be assumed that an emergency/disaster incident could individually or in combination, cause a grave emergency situation within the City of Baton Rouge.
2. It is reasonable to expect that all emergency support service of the Baton Rouge Police Department would be available to support the needs of the citizens of the City of Baton Rouge should a natural or technological incident occur. Due to the nature of events surrounding a particular incident, be it of either a natural or technological circumstance, the Baton Rouge Police Department could be taxed in the area of manpower and, in some cases, safety equipment.

While in the event that such a catastrophe were to occur, and actions to mitigate, prepare for, respond to and recover from the effects of such a resultant event were conducted as soon as possible by the



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local governing authority, it remains none-the-less clear that members of the Baton Rouge Police Department could be in great peril when expected to respond to some emergency/disaster types of incidents due to the lack of manpower, and more specifically, to the lack of proper safety equipment which must be afforded to a first responder.

It is incumbent upon local government to provide that "effective level of protection" to the responding police personnel who must enter a sometimes "impoverished environment" for the sake of insuring the protection of the citizenry.

As a first responder in almost any type of emergency/disaster incident, the law enforcement officer will usually be the first to arrive on scene and the last to leave once it is secured.

In terms of exposure he/she is at greatest risk.

The likelihood of encountering such an exposure is favorable, especially in light of response to hazardous material incidents within the City of Baton Rouge which are much more likely to occur than are other natural or weather related emergencies.

b. Needs

Given the specific type of emergency/disaster incident, it is foreseeable that a responding officer at present will not have all of the necessary protective equipment in order to afford him/her the "effective level of protection" that such a response might require. While the Baton Rouge Police Department does provide its members with good and quality equipment, some emergency/disaster incidents do necessitate the need for specialized protective equipment which at present is neither maintained, nor issued, as standard equipment to field personnel by the department. Given a specific emergency/disaster incident involving a hazardous material leak, spill or release, it would be ill advised to expect a responder from law enforcement to attempt to render aid while at considerable risk themselves, due to insufficient or improper safety equipment.

Being unable to adequately predict when and/or where these incidents will likely occur predetermines the eventual need for safety equipment to be maintained in every uniform field unit. Because most hazardous material incidents occur while products are in transit (shipment) rather than at the production point (plants), there exists the very real possibility that an incident could just as easily occur in a heavily populated residential area as in the industrial corridor of North Baton Rouge.



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An immediate failure to act or react in an emergency/disaster incident involving technological incidents during the incidents critical period (generally considered to be the first 10 minutes of response) could well prove to be the overriding factor between a successful outcome and a complete failure of the circumstances.

Considering this time frame, it would not be feasible to maintain only a limited amount of safety equipment at each precinct for use in the event that a response of this type becomes necessary. Incidents of this nature have become far too common an occurrence within the city limits of Baton Rouge, and for this reason, more than adequate amounts of safety equipment needs to be obtained and maintained for use by field personnel.

c. Specific Needs (one set to unit)

1. Minimum level protective outer clothing (to be worn over uniform): rubber or vinyl suit with hood.
2. Rubber gloves and boots.
3. Duct tape (for closing openings where suit joins hands and feet, and for securing around face plate/mask).
4. Breathing apparatus (air packs or appropriate filtration masks with filters). *Some filters may not be suitable for every type of exposure.
5. Capability to refill air bottles on site.
6. Training in the use and wearing of safety equipment.
7. Initial training and re-training in the area of first responder to hazardous materials incidents.

d. Synopsis

Provided that these specific needs could be met, members of the Baton Rouge Police Department could safely, effectively and reasonably support the needs of the citizens and political subdivisions should a technological incident (hazardous materials emergency) occur.

* Acquisition of necessary equipment in any quantity would allow for limited response.



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Discretion on the part of the initial responding officer and of his/her supervisor will pre-determine the need for either routine handling, or for a more protected mode of response.

3. Preparedness, Response and Recovery

a. The Chief of Police

1. The Chief of the Baton Rouge Police Department, or in the event of his absence, his designee will assume the overall responsibility for operations and police during an emergency/disaster incident where police officers are generally concerned.
2. If the incident dictates such action, the Chief of Police or his designee will assign key personnel to positions within the EOC. (Refer to G-6-8 and G-6-9).
3. The Chief of Police will maintain close liaison with any military units made available to assist in this form of disaster. He will also be kept informed on the extent of the involvement of other supporting law enforcement personnel, (Sheriff's deputies, State Police, etc.) traffic control operations, and overall security.

b. Division Commanders

1. The Division Commanders will support the Chief of Police or his designees. They will provide:
 - a. Leadership to all officers.
 - b. Liaison between the EOC and field units.
 - c. For the rapid deployment of men and equipment as is directed by the EOC.

c. Remaining supervisory personnel and field personnel will assist the Division Commanders and thus maintain the chain of command to include:

1. Keeping of trip sheets, assignments, etc.
2. Records of depleted supplies, equipment, etc.
3. Advise of conditions of equipment/supplies utilized by field personnel.



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4. Communications - take measures to insure all possible net link-ups between the EOC (includes pairing of field units in order to assure joint communications).
5. Inspect all equipment, vehicles, etc. for immediate operational use.
6. Secure the assistance of Department of Public Works (DPW) portable signs, barriers, lighting, etc.
7. Assign all field personnel specific duties:
 - a. Area security.
 - b. Traffic control.
 - c. Medical aid assistance.
 - d. Evacuation.
 - e. Disseminate the work to evacuate or "shelter in place" if the need arises by the conventional use of sirens, public address systems, etc.
 - f. Assist fire, public utilities and DPW where, when and if the need arises.
 - g. Seal off all contaminated areas until declared safe.
 - h. Constantly update the EOC with necessary information which may tend to indicate the need for additional emergency operations/services.
 - i. Assist in damage assessment(s).
 - j. Assist in return of evacuees to homes.
 - k. Commence routine operations as soon as is possible.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Responsibility of the Responding Law Enforcement Agency
 1. In the event of an emergency/disaster incident, the initial responding agency will be determined by location. If the police department arrives first, they shall remain in charge of the scene until the arrival of personnel deemed qualified to handle the



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individual situation at which time they may relinquish control of the incident and offer assistance. If a technological incident/accident, occurring on a state or federal highway system, or a railroad grade crossing of these highways outside incorporated municipalities, the State Police will be the primary controlling law enforcement agency. The troopers will control the scene until the local elected Sheriff asks that control be relinquished to him. Complete cooperation between responding agencies is of utmost importance in order to bring the emergency/disaster incident to a satisfactory conclusion.

B. Law Enforcement - Initial response in an emergency/disaster incident.

1. Perhaps the most basic step of initial response is parking the vehicle safely. Often times, the strategic location of a patrol car actually protects the affected area or perhaps even closes a route of approach.
2. Although care should be exercised to avoid the affected area until properly assessed, an appropriate distance should be placed between the vehicle and the affected area. The responding agent must bear in mind that the unit's radio may be the only line of communication for quite some time.
3. As soon as possible, the emergency/disaster incident must be assessed. Emergency personnel must be familiarized with simple means of achieving this. Accurate information and reporting are the basis for determining the potential danger posed by the incident. Only once an accurate, thorough assessment of potential danger has been made can an intelligent, professional response be activated, coordinated and maintained.

C. Law Enforcement - Coordination in an emergency/disaster incident.

1. Much overlap will occur during the first few minutes of an emergency/disaster incident between the response and coordination phase. So much so that in fact, many of the individual steps are interchangeable, and with skillful application, much of the initial response phase and the coordination phase may be accomplished simultaneously.
2. In order to insure safety and economy of personnel, the best avenue of response should be suggested quickly, keeping in mind that various responding agencies may need to respond to different locations of the incident. With the arrival of sufficient personnel, the perimeter can be established or strengthened and evacuation, assistance, and/or investigation can commence.
3. Crucial to the successful coordination of any emergency where many different agencies have responded is communication. Therefore, it is essential that an on-scene command post be immediately established, when and where practical, in order that the greatest economy of personnel and least duplication of effort are achieved. This is most easily accomplished by assigning one radio equipped member of (not



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necessarily command element) each responding agency to a central location such as a strategically located vehicle of the agency first on the scene. Emergency personnel must be trained and the habit instilled, to instinctively search out the responsible elements of the other agencies so that the establishment of an on-scene Command Post is facilitated. This, however, is not the place for the policy making level officials of government and other agencies. Their efforts will be enhanced and their thinking clearer if they gather, for example, at a pre-established Emergency Operations Center (EOC).

- D. Notification - Upon the completion of scene assessments and/or confirmation of emergency/disasters, the reporting agency shall then notify by the fastest available means (but not necessarily in this order):
1. Mayor-President.
 2. Hospital/Medical assistance.
 3. Emergency Medical Services (EMS) and other ambulance companies.
 4. Mutual Aid.
 5. Mayor's Office of Homeland Security & Emergency Preparedness.
 6. American Red Cross.
 7. Department of Public Works.
 8. Local contractors as needed and authorized.
 9. National Guard.
 10. Utility companies.
 11. Shippers and manufacturers.
 12. National Weather Bureau.
 13. Local School Board.
 14. Any other assistance, as may be necessary.
 15. Emergency call-out procedures (in the event of EOC activation)
- E. Emergency call-out procedures (in the event of EOC activation).



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EMERGENCY OPERATIONS CENTER- CRISIS RESPONSE TEAM will be activated according to Baton Rouge Police Department procedures and callout.

F. Baton Rouge Police Department Manpower/Vehicle Resources

Based on 2000 population figures for the City of Baton Rouge.

Resources presently available:

Sworn police officer	=	644(allotted 698)
Patrol cars	=	620 (389 marked) (231 unmarked)
City limits population	=	210,667

Proportionate Ratios - Police to Citizenry

Police officers - 1:	344 people
Patrol cars - 1:	340 people

V. CONTINUITY OF DEPARTMENT OPERATIONS (CONTINUITY OF GOVERNMENT)

The Baton Rouge Police Department by virtue of its organizational chart maintains a formidable plan for orderly succession, thus ensuring the department's overall survival and operational capability during periods of emergency, just as it would during peaceful, non-emergency times.

Succession of the Chief of Police is accomplished down the "chain of command" to the Deputy Chief and from that point downward to the Police Major ranking highest in seniority. Orderly succession would continue downward through the rank of Major by seniority and then downward to the rank of Captain and so on should continued succession warrant such action.

A. The Designated Successor

The designated interim emergency successor shall:

1. Be instructed on, or by necessity and/or circumstances be aware of, their responsibilities.
2. Be aware of the order of succession.
3. When they will assume these positions.

*Normally, the interim emergency successor shall assume the leadership whenever the incumbent becomes unavailable to perform their functions or, are requested to do so during periods of emergencies/disasters. They shall hold these



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positions until relieved by higher authority or the emergency/disaster has been brought to a successful conclusion.

B. Line of Succession

In the unlikely event that succession should be required, the following list is authorized and will be utilized in determining a successor to the Chief of Police by order of rank and seniority.

*Succession in order of seniority/availability

1. Chief Donald D. White
2. Chief of Staff
3. Uniform Patrol Bureau Commander

VI. DIRECTION AND CONTROL

Refer to Basic Plan - Part V. Direction and Control.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex to the East Baton Rouge Parish Emergency Operations Plan is the Baton Rouge Police Department's principal source of documentation pertaining to the handling of emergency/disaster incidents within its jurisdiction, or in a support role to other law enforcement agencies within East Baton Rouge Parish.
- B. This law enforcement annex and its implementation procedures shall be based on the potential hazards that the City of Baton Rouge and Parish of East Baton Rouge are subject to and the support that we provide before, during, and after an emergency/disaster incident. It details who, what, when, where and how emergency responsibilities will be carried out.
- C. Emergency plans, annexes, appendices, or those portions actually implemented shall be subject to review and revision annually.

*When deficiencies are noted during actual emergency/disaster operations steps will be taken to change/correct the deficient policy statement as soon as is practical following a return to normalcy immediately after the recovery from the emergency/disaster incident.

Notification/recall/stand-by lists shall be revised and/or updated every six (6) months.



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VIII. AUTHORITIES AND REFERENCES

Refer to Basic Plan IX - Authorities and References.

IX. GLOSSARY/DEFINITION OF TERMS

Refer to Basic Plan X - Glossary/Definition of Terms.