


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 4.55</b></p>	<p><b>Date of Issue</b></p> <p><b>2/23/2016</b></p>	<p><b>Effective Date</b></p> <p><b>2/23/2016</b></p>	<p><b>Revision Date</b></p>
<p>Subject: Unusual Occurrences/All Hazard Response Plan</p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as:</p> <p>Incident Command System, Planning Responsibility, Natural/Man-Made Disaster Plan, Civil Disturbance/Mass Arrest Plan, Hostage/Barricade Situations, Bomb Emergencies, VIP Security Plan, Hazardous Materials Incidents, Rapid Deployment</p>	<p>State Certification Standards: 5.16, 5.17, 5.33, 5.34</p>		

**PURPOSE**

The purpose of this General Order is to establish a written directive, which describes the Department's procedures related to an Unusual Occurrence / All Hazard response plan.

**STATEMENT OF POLICY**

The sections in this General Order relate to unusual occurrences encountered by the Rabun County Sheriff's Office. Unusual occurrence situations, generally of an emergency nature, that result from disasters (both natural and man-made) and civil disturbances. Disasters include floods, hurricanes, earthquakes, explosions, and tornadoes. Civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, political conventions, and labor disputes.

The Rabun County Sheriff's Office does not have full-time components or personnel assigned to respond exclusively to Unusual Occurrences and/or Special Operations, but instead vest the responsibility of this function with the Uniform Patrol Commander under the direction of the Chief Deputy.

It is the policy of the Rabun County Sheriff's Office that the protection of life and property is of primary concern when involved in "Unusual Occurrences." All officers and/or employees are to abide by the guidelines as established in this General Order.

## DISCUSSION

The Rabun County Sheriff's Office has a responsibility to the community to provide quality police services during "Unusual Occurrences" in order to protect life, property, security, and the community. This requires the Department to provide expeditious and quality responses to special situations posed by "Unusual Occurrences." One of the most important components of such a response is to have the proper amount of preplanning in order to effectively deal with such emergency conditions. The Rabun County Sheriff's Office has such a plan and dedicates man-hours each year in reviewing, updating, and exercising the plan. The Rabun County Sheriff's Office values the protection of life and property and this relates directly to the Department's mission and organizational values.

## DEFINITIONS

**COMMAND POST** – A centralized base of operation established near the site of an incident at which primary command functions are executed.

**EMERGENCY OPERATIONS CENTER (EOC)** – A pre-designated facility established to coordinate and support the overall agency response during an unusual occurrence or high risk incident.

**EMERGENCY SUPPORT FUNCTION (ESF)** – A function established to facilitate the delivery of assistance required during the immediate response phase of an incident.

**EMERGENCY MANAGEMENT COMMANDER** – A designated position responsible for the liaison between the Rabun County Sheriff's Office and other agencies, and serves as an advisor to the Incident Commander.

**HIGH RISK INCIDENT (HRI)** – A dangerous event similar to an unusual occurrence, which can be controlled within the scope of the Sheriff's Offices resources. A high risk incident may occur as a sub-occurrence during an unusual occurrence.

**INCIDENT COMMAND SYSTEM (ICS)** – A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment.

**UNIFIED COMMAND** – A multi-agency command incorporating officials and personnel from agencies with jurisdictional responsibilities at an incident scene. When an incident's magnitude exceeds the capabilities, resources or jurisdiction of one agency, the ICS of an agency can evolve into and participate in an established Unified Command structure.

**MOBILE FIELD FORCE** – A Rabun County Sheriff's Office unit assembled on an "as needed" basis, designated to handle crowd control operations. Also may contain officers from other Law Enforcement agencies.

**SITUATION ALERT** – A situation alert consists of phone notification of those individuals who are assigned phones within the Rabun County Sheriff's Office, radio traffic advising of the potential for an unusual occurrence, or high risk incident which may require the activation of the Incident Command System. A situation alert may be authorized by the Sheriff, his designee, or the Incident Commander of an ongoing or threatening incident.

**UNUSUAL OCCURRENCE** – Any natural or man made event, civil disturbance, or any occurrence of unusual or severe nature which threatens to cause or causes the loss of life or injury to persons and/or severe damage to property, and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.

**INCIDENT COMMANDER** – A officer who is responsible for the planning, exercising, execution and facilitation of the emergency management plans. During the activation of the Incident Command System (ICS), the incident commander serves as liaison to other governmental organizations or agencies.

HIGH RISK INCIDENT COMMANDER (HRIC) – A Rabun County Sheriff's Officer with the rank of Sergeant or above, who, by either action or word, assumes command of a high risk incident.

### Procedures

1. **INCIDENT COMMAND SYSTEM** – The Incident Command System (ICS), as detailed in this order, shall be the standard operating procedure for all unusual occurrences. The ICS is comprised of five (5) primary elements: Command, Operations, Logistics, Planning and Finance/Administration.

Each of the primary elements is assigned personnel as needed to conduct the operation. The Incident Commander exercises all control for the incident and directs the efforts of the personnel in charge of each of the functional elements.

2. **LEVELS OF MOBILIZATION (Alert Stages)** – The Uniform Patrol Commander or designee will be responsible for determining the need for, and appropriate level of mobilization for responses to any unusual occurrence or high risk incident.
  - a. Stage One: All sworn officers are notified of conditions and requested to stay in contact with the department either by phone or radio until the alert is lifted.
  - b. Stage Two: The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.
  - c. Stage Three: All sworn officers will report for emergency duty immediately.
  - d. Require a full activation of the agency ICS structure and the opening of the agency EOC. The EMA director will coordinate the opening of the EOC.
  - e. Make the agency EOC operational by the Chief Deputy, or his designee and staff according to the Incident Command System.

3. **PERSONNEL ALLOCATION** – Personnel assignments – Incident Command Staff in preparation for and during an unusual occurrence may utilize personnel for carrying out their area of responsibility. A list of those personnel utilized during the incident, and a list of non-utilized personnel shall be forwarded to the Incident Commander. The Incident Commander shall maintain a list of sworn and non-sworn personnel available for deployment.

4. **MUTUAL AID** – Mutual aid may be requested as follows:
  - a. By contacting the Tallulah Falls Police Department, City of Clayton Police Department, Mountain City Police Department, Dillard Police Department and Sky Valley Police Department.
  - b. Mutual aid requests for the Georgia State Patrol, or other State Law Enforcement Agencies, shall be directed to the post which services the Rabun County area.
  - c. The Sheriff or his designee is the only person authorized to make a request for mutual aid during a stage three mobilization.
  - d. The Incident Commander is responsible for requesting mutual aid assistance during a stage two mobilization.

Prior to making a request for mutual aid, the following shall be done: (1.) Conduct a needs assessment; (2.) Establish a staging area for responders; (3.) Name a liaison officer; and (4.) Establish a communications link.

5. **INITIATION OF THE EMERGENCY MANAGEMENT PLAN** – Once a level of mobilization has been determined, the Uniform Patrol Commander or designee will be responsible for initiating the emergency management plan in accordance with this order.

The **Incident Command** will 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.

The **Operations** Function will be responsible for the following:

- a. establish inner and outer perimeters
- b. delegating personnel to conduct evacuations if necessary
- c. maintaining command post and scene security
- d. providing for detainee transportation, processing and confinement
- e. delegating personnel to direct and control traffic
- f. conduct a post incident investigation.

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

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

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

6. **ICS FIELD MANUAL** – In addition to this general order, there shall be an ICS Field Manual with checklists for use as a guideline for various incidents. The checklist shall include natural, man-made, and law enforcement incidents, and will provide guidance for handling the special needs of each.

- a. The manual shall be maintained by the Uniform Patrol Commander.
- b. The ICS Field Manual will be made available to all personnel, who will familiarize themselves with the contents. Additionally, copies of the ICS Field Manuals will be placed in the Rabun County EOC, Incident Command Vehicle, Lieutenant's patrol vehicle, Sergeant's patrol vehicle, and the vehicle utilized by the Police Services Major and Sheriff.

7. **COMMUNICATIONS CENTER RESPONSIBILITIES** – It shall be the responsibility of the Communications Operator to ensure that proper notifications are made regarding any unusual occurrence as directed by the Incident Commander.
- a. Situation Alert – Notification by pager, radio or phone advising of any critical incident or special event may be authorized by the Sheriff or his designee. The purpose of a situation alert is to notify personnel to review any necessary plans, and to be aware of the potential for activating the Emergency Management Plan/ICS Plan.
    - 1. Upon notification of the Emergency Management Plan, personnel shall be notified by pagers, radio or phone, identifying the level of mobilization.
    - 2. A situation alert may be issued for any high risk incident, special event or unusual occurrence. Such events may include demonstrations, large crowd events, or dignitary protection details, etc.
    - 3. Additional situation alerts may be issued as an incident escalates or de-escalates.

8. **SECURITY OF ESSENTIAL PUBLIC FACILITIES** – Security for County owned public facilities shall be the responsibility of the Rabun County Sheriff's Office. The security function will be conducted when personnel are not needed for law enforcement missions of greater priority.

Facilities may include, but are not limited to:

- 1. Rabun County Courthouse,
- 2. Rabun County Sheriff's Office,
- 3. Rabun County Jail,
- 4. Water Treatment Plants located within the Sheriff's Office jurisdiction,
- 5. County Schools,
- 6. Power Substations.

Due to the potential for looting, the Incident Commander may assign personnel to other locations. These locations may include but are not limited to:

- 1. Food and water distribution sites.
- 2. Fuel, firearms, ammunition, and alcohol sales locations.

9. **LOOTING POLICY** – It is the policy of the Rabun County Sheriff's Office not to tolerate looting. All sworn personnel will take the appropriate action(s) within the scope of their authority to prevent or stop looting from occurring.
10. **MASS FATALITY INCIDENTS** – The Rabun County Emergency Services has the primary responsibility for body recovery and processing regardless of the magnitude of the incident.
- a. The Rabun County Sheriff's Office is responsible for the investigation of all deaths arising from an unusual occurrence.
  - b. The Incident Commander will render all reasonable assistance to the Rabun County Sheriff's Office Criminal Investigations Division in the event of a disaster. Generally, this will involve assisting with scene preservation and processing, collecting of evidence and personal effects, contacting the next of kin and other security related duties.
11. **RE-ENTRY PROCEDURES** – Re-entry to devastated areas will be controlled by sworn personnel at designated checkpoints. Entry will not be made without authorization from the Incident Commander.
- a. Re-entry may be allowed on a gradual basis, and only after the completion of an identification process. A pass may be issued for a limited time period, and permitted with or without an escort.

- b. Initial re-entry to large scale devastated areas will be allowed in groups escorted by sworn personnel.

12. **DE-ESCALATION PROCEDURES** – As the incident de-escalates, the Incident Commander will release personnel and stand down from the event *in a manner that will accommodate the needs of Incident Command Personnel while not producing a law enforcement void.*

- a. The de-escalation procedures will include the collection of rosters, event logs, incident reports, and other necessary documentation from each officer or supervisor involved in the incident.
- b. The Incident Commander or their designee will collect all essential data, and produce an after action report; including a chronological summary of all recorded events, the number of arrests, injuries to both citizens and Rabun County Sheriff Officers, number of personnel involved, hours dedicated to the incident, cost of the incident and other such information as deemed necessary. The after action report shall be forwarded to the Sheriff via the Major of Police Services and to the Accreditation Manager.
- c. Personnel will be assigned to devastated areas for the period of time necessary to maintain order and prevent looting.
- d. De-escalation should be a gradual process, allowing proper relief personnel assigned to the incident for a protracted period of time. A full return to duty schedule should occur as appropriate personnel are available. The lengths of shifts may vary due to allowances for rest and recovery of all personnel.

13. **ANNUAL TRAINING**

Annual training shall be conducted on the Incident Command System. Key personnel identified in the ICS manual will be trained in the requirements of the positions to be staffed. Documentation of the annual ICS training shall be documented and forwarded to the Accreditation Manager. Other training shall include field, table-top exercises, or multiple agency involvement.

**B. ADMINISTRATION**

- 1. The Chief Deputy or designee is responsible for the overall planning of Sheriff's Office participation in the Rabun County Emergency Operation Plan and will be responsible for planning critical incidents. The Criminal Investigations Commander will be the department's liaison for Homeland Security related issues and is responsible for the exchange of information related to terrorism and disseminating information to the appropriate levels within the department.
- 2. Any officer receiving intelligence/information concerning possible terrorism activities will immediately notify the on duty supervisor and complete an incident report according to General Order 13-B Investigator Responsibilities. The supervisor will determine the validity of the information and the appropriate response from the department. This may include notification of the Criminal Investigations Commander, notification of other local law enforcement agencies, or the appropriate state and federal agencies. The contact information for each agency is maintained within the Emergency Operations Manual and the Rabun County Communications Center has this resource list.
- 2. Responsibility for the preparation of specific types of written plans has been assigned to key departmental staff officers. The Chief Deputy or designee will review all such plans and make appropriate recommendations for plan approval.
- 3. All Supervisors will familiarize themselves with all such plans in order that, when implemented, they may readily perform assigned responsibilities.

4. Shift Supervisors will study all plans and ensure that their acting supervisors are also fully aware of their command responsibilities in terms of implementing all plans. Supervisors are required to inform all employees of the plan and assure they have a complete understanding.
5. The Chief Deputy or his designee will ensure that the Emergency Operations Notebook and this General Order are reviewed and updated as required, but not less than annually.
6. The Chief Deputy is responsible for coordination of all Sheriff's office plans with the County Manager, Safety-Risk Manager, and the Rabun County EMA Director.
7. The Uniform Patrol Commander or designee is responsible for maintaining stored departmental property/equipment designated for use in support of critical incident plans in a state of operational readiness and will inspect such equipment quarterly.
8. Aid to other jurisdictions in unusual occurrence situations and mutual assistance. See General Order 4.04 Agency Jurisdiction & Mutual Aid.

## 1. Operations

- A. A variety of maps and photomaps are available to serve in plotting operational commitments including:
  - a. City of Clayton
  - b. City of Tallulah Falls
  - c. City of Mountain City
  - d. Sky Valley community
  - e. City of Dillard
  - f. Rabun County
  - g. Rabun County Schools
  - h. Private airfields
  - i. Others
- B. All unusual occurrence plans identify the Shift Supervisor as the individual who will exercise command and control over all civil law enforcement resources committed, unless or until relieved by the Sheriff or his/her designee.
- C. The department will utilize the Rabun County Incident Command and Communications vehicle which is a marked police vehicle with audio/visual warning devices and assigned to the Sheriff or Chief Deputy. The ICCV is inspected for readiness quarterly. The Incident Command and Communications vehicle has been equipped with all necessary communications equipment needed to establish an Incident Command. It will be the Uniform Patrol Commander or designee to ensure the Incident Command and Communications vehicle is inspected for readiness quarterly.

## 2. Special Operations

Since a Patrol Officer will usually be the first to encounter a situation involving hostages, barricaded persons, or snipers, the Patrol Officer will initiate procedures leading to a safe resolution of a situation immediately. Upon receipt of information indicating the need for SWAT and/or Hostage Negotiator services the Supervisor will:

- A. Dispatch enough personnel to a scene to effectively contain and isolate the situation.
- B. Attempt to prevent escalation of a situation.
- C. Take any action deemed necessary to protect life.
- D. Request through the Sheriff or Chief Deputy a response from Georgia State Patrol or Hall County S.W.A.T. team and also give the location of the Command Post.
- E. Establish a perimeter with patrol personnel until arrival of S.W.A.T., at which time S.W.A.T. members will assume responsibility for the inner perimeter, and Patrol personnel for the outer perimeter. The S.W.A.T. team leader will receive a briefing by the incident commander to include coordinating communications and roles regarding the incident.
- F. Have all persons evacuated from the immediate area to a safe location. If a situation persists, arrange for shelter and provide necessary support services.
- G. Arrange for the care and evacuation of any injured persons by ambulance to an established triage area and on to the appropriate medical facility.
- H. Alert necessary emergency agencies such as a fire department and emergency medical personnel, and have them stand by in the staging area. Responding personnel will be informed of the type of situation and the safest entry. Additional surveillance services will report to the staging area for coordination with Command Staff.
- I. Place vehicles in appropriate locations for surveillance and any pursuit that may develop.
- J. Have officers control travel routes near the scene.
- K. Have the Communications Center notify the Chief Deputy, Uniform Patrol Commander, and Sheriff.
- L. If there is a hostage situation, or the potential for a hostage situation to develop, have a hostage negotiator dispatched to the scene.
- M. Have a K-9 Unit dispatched to the scene, if appropriate.
- N. Establish a surveillance post that is to be manned by patrol officers until relieved by additional support from Patrol, Criminal Investigations or the supporting S.W.A.T. Team.
- O. Establish a command post in a safe location in as close proximity to the situation as possible, limiting access to essential personnel only.
- P. The Incident Commander should remain in the command post and keep it stationary, arranging for



staffing of a staging area outside the danger zone, and seeing that additional personnel remain in this area until assigned to further duty.

- Q. Have the Communications Center establish communications and/or provide information to other agencies as necessary.

**C. PLANNING RESPONSIBILITY**

- A. The Uniform Patrol Commander or designee will be responsible for supervising special operations. Special operations will include:

- 1. Special Events (Parades, Festivals, Freedom Fest. etc.).
- 2. Covert Patrol Operations.
- 3. Natural and Man- Made Disasters.
- 4. Civil Disturbances.
- 5. Emergency Mobilizations.
- 6. Mass Arrests and Detention.
- 7. Barricaded Persons.
- 8. Hostage Situations.
- 9. Hostage Negotiators.
- 10. Bomb Threats and Bomb Emergencies.
- 11. Canine Units.
- 12. Motor Unit.

**1. Special Events**

- A. Annual special events include parades and other similar events, each of which are routinely covered in special plans.

- B. The Uniform Patrol Commander, or designee, shall coordinate special event plans which will include, at a minimum:

- 1. Special personnel qualification requirements, if any.
- 2. Command and control.
- 3. Written estimates of traffic, crowd, and/or crime problems anticipated.
- 4. Logistics requirements.
- 5. Coordination inside and outside the department.
- 6. Contingency plan for traffic direction and control.
- 7. After-action report

**2. Mobilization/Call-Out**

- A. In any emergency or special operations situation where additional department resources are required, the Shift Supervisor may hold the present shift over, call-out the next shift due in, or call-back the last shift off duty so that personnel from two shifts are available.

- B. In case of a call-out, the patrol supervisor will call personnel in the following order:

- 1. Next shift due to work.
- 2. Staff and administrative officers, investigators.
- 3. Shift just relieved.

- C. As part of the call-out procedure, the on-duty supervisor will contact the supervisor of the shift to be called in and advise him or her of the situation and give instruction about the primary and alternate assembly areas, special uniforms, equipment, or personnel needs. The on-duty supervisor will have the Communications Center or other designee contact all personnel required and instruct them as to primary and alternate assembly areas to report, and any special uniforms or equipment needed special provisions for communications or personnel needs. The supporting shift supervisor will ensure that all called-out personnel are in proper mental and physical condition to perform duty, and properly equipped and uniformed upon their arrival for duty.
- D. In emergency situations such as natural disasters or civil disturbances, the shift supervisor may initiate the emergency mobilization procedures. There are three stages of emergency readiness that the supervisor may initiate:
  - 1. Stage One: All sworn officers are notified of conditions and requested to stay in contact with the department either by phone or radio until the alert is lifted.
  - 2. Stage Two: The next shift scheduled to come on duty will report as soon as possible to assist the shift presently on duty.
  - 3. Stage Three: All sworn officers will report for emergency duty immediately.

During a Stage Two or Stage Three alert, regardless of scheduling, no officer will be released from duty until authorized by a supervisor.
- E. The distribution of equipment to responding officers will be the responsibility of the on-duty supervisor or designee in emergency situations. In situations where adequate notice and planning are available, the distribution of equipment will be accomplished by an officer assigned by the commanding officer.
- F. Some special operations are planned in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. Emergency operations may only allow an advance notification of minutes. When advanced notification is made, each responding officer will be advised of a primary staging area and an alternate staging area.
- G. Time permitting, call-out for intricate special operations such as a complex raid plan, will include sufficient time for briefing of all personnel and rehearsal.
- H. During the mobilization call out, the supervisor will coordinate with other emergency management personnel providing them with staging area and other resources as needed.

### 3. Search and Rescue

The Rabun County Sheriff's Office does not have a specific search and rescue team. The Uniform Patrol Commander or designee will notify the Rabun County EMA to form search and rescue teams as needed.

### 4. Emergency Operation Drills

Annually, the Chief deputy or designee and various department heads will develop an emergency operation drill designed to examine and test operational readiness. The time and date of the exercise will be announced to members of the department. Following completion of drill, the Chief Deputy or designee will critique the drill. An After Action report will be completed by the Patrol Commander or designee to be forwarded to the Chief Deputy and Sheriff.

## D. SERIOUS INCIDENT / ACCIDENT NOTIFICATION

**1. Type of Incident Requiring Notification**

- A. Rabun County Central Communications have page notifications lists as to notification of serious incident or accidents.
- B. The examples of the list are not all-inclusive and shift supervisors should use their best judgment in determining when and who to notify. In any questionable case, the Shift Supervisor will contact the Uniform Patrol Commander and a joint determination will be made.

Type of incident	Uniform Patrol Commander	Chief Deputy	Sheriff	Risk Manager
Serious injury or illness to officer on duty	X	X	X	X
Accident – officer vehicle	X	X	X	O
Officer Injured	X	X	X	X
Other persons injured	X	X	X	X
Major damage	X	X	X	O
Major Crime – Murder, bank robbery, assault where death may occur	X	X	X	O
Barricade/hostage situation and other major incidents	X	X	X	O
Disaster, catastrophe, severe weather producing emergency conditions	X	X	X	O
Serious complaint or incident involving deputy, including all shooting incidents	X	X	X	O
Serious accident/injury incident involving County Personnel	X	X	X	X
Death of present or former department employee	X	X	X	O
Deployment of less-lethal munitions or Taser	X	O	O	O

X - Immediate notification. O - Depending on circumstances, may be immediately at start of following workday.

**2. Incidents Involving Other County/City Personnel, Equipment, or Property**

When personnel, equipment, or property, which is the responsibility of another department are involved in an incident, the Shift Supervisor should have the Dispatcher inform the appropriate Department Head. In addition, a copy of any offense or incident report will be provided to the Department Head at their request.

**E. NATURAL / MAN-MADE DISASTER PLAN**

**1. Definitions**

- A. Natural Disaster: Tornado, storm, flood, high water, wind-driven, earthquake, drought, snow or ice storm, fire or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
- B. Man-Made Disaster: Industrial or transportation accident, explosion, conflagration, major power sabotage, hazardous materials incident, and other events that threatens or causes property damage, human suffering, hardship, or loss of life.

## 2. Authority for Placing Plan into Operation

- A. Shift Supervisors are authorized to place this plan into operation. Appropriate notification of the situation requiring plan implementation must be made to supervisory personnel, See section C, of this General Order.
- B. The Supervisors will then be responsible for implementing the plan until relieved by the Uniform Patrol Commander or a Supervisor of higher rank.

## 3. Departmental Resources

- A. Supervisors implementing this plan may determine what additional department resources are required in terms of personnel and/or equipment and shall determine if ICS should be activated.
- B. The shift supervisor may initiate the emergency mobilization procedures as outlined in this General Order

## 4. Disaster Operations

- A. The exact nature of the disaster, buildings or area affected, location, potential danger, etc., all will determine the exact nature of police services response. The police services supervisor will give consideration to the following areas.
- B. Information: All patrol units at the scene of a disaster must provide a continuous flow of information concerning the conditions found, so that the police services supervisor can evaluate the magnitude of required responses. The dispatcher should also obtain information for the police services supervisor from other emergency services, utilities, etc. as available.
- C. Field Command Posts: Depending on the nature of the disaster, a field command post may be established in the vicinity of disaster. The command post will be the police vehicle of the highest ranking officer present at the scene or the Incident Command and Communications Vehicle. In any major disaster, the command post will be located at a designated area by Shift Supervisor, Chief Deputy, or Sheriff.
- D. Communications: The Shift supervisor must communicate necessary information to emergency services, utilities, other departments. It will be the Public Information Officer or designees responsibility as time permits to communicate necessary information to media agencies. The supervisor must ensure that adequate dispatcher assistance is provided to handle this increased workload and citizen calls.
- E. Casualty Information: In any situation involving casualties, provision of casualty information will be the responsibility of the hospital and public inquiries will be so directed.
- F. Public information/Media Relations: Chief Deputy or designee will have media agencies notified and establish a media information briefing point either in the vicinity of a small-scale disaster or at the Rabun County Sheriff's Office in case of an area-wide disaster. On a regular basis, information will be provided directly to media representatives by the designated Public Information Officer. All media agencies will be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines.

- G. Other Law Enforcement Agency Support: The Shift Supervisor should advise all other local law enforcement of any disaster and may, subsequently, request additional law enforcement support as required.
- H. Military Support/Martial Law: Any disaster of the magnitude to require military support or the imposition of curfew or martial law will be handled in accordance with the Rabun County Emergency Operations Plan.
- I. Building Security: The involvement of one or more buildings, public or private, can generate a requirement for provision of security to prevent looting, theft, or trespass.
- J. Traffic Control: It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units should be so advised, announcements made over local radio stations, etc. Procedures to be followed:
  - 1. First responding units to notify the supervisor of the situation.
  - 2. The supervisor will assess the situational and determine the initial area to be controlled and will strategically set up the rerouting of traffic and call in additional resources as needed including mutual aid to request assistance from other agencies.
  - 3. At scenes involving biological, nuclear or other hazardous material incidents, the supervisor would consult with the fire department incident commander for determining if the perimeter needs to be expanded or evaluation routes set up.
  - 4. All traffic and control will follow the procedures set forth in General Order 6.15 Traffic Direction and Control.
- K. Damage Control: Necessary Public Works and utilities companies should be notified of road clearance needs, broken mains, downed lines, etc.
- L. Equipment Requirements: Any special equipment needs should be coordinated with the Chief Deputy or designee.
- M. Rumor Control: Factual information must be provided to media representatives particularly regarding any rumors. All patrol personnel will ensure that the patrol supervisor is advised of any rumors heard, so that the supervisor can provide factual information, as available, to media representatives.
- N. De-Escalation Procedures: The Incident Commander will ensure an orderly de-escalation of controls and personnel as the disaster is controlled/overcome.
- O. Transportation: Any special transportation needs may be requested from appropriate city departments or other emergency services.
- P. After-Action Reports: Shift Supervisors involved will debrief officers and prepare after-action reports concerning all police services activity during a disaster incident as well as any recommendations concerning procedures for future problems. After-action reports will include any budgetary impact, commitments, obligations, etc.

**F. CIVIL DISTURBANCES / MASS ARREST PLAN**

## 1. Authority for Plan Implementation

- A. Shift Supervisors are authorized to implement this plan. Appropriate notification of implementation must be made to supervisory personnel in accordance with this General Order.
- B. The Uniform Patrol Commander or designee will immediately notify the Chief Deputy of the situation and will keep him/her advised of any changes so that the Rabun County Emergency Operations Plan may be implemented if necessary without delay.
- C. The Shift Supervisor will be responsible for implementing the plan until relieved by the Uniform Patrol Commander or a Supervisor of higher rank.

## 2. Departmental Resources

The shift supervisor implementing this plan shall determine what, if any, additional departmental resources are required in terms of personnel and/or equipment.

- A. Additional personnel may be called back in accordance with this General Order.
- B. For additional equipment needs beyond that readily available to shift supervisor, the Chief Deputy or designee will be contacted.
- C. Each deputy shall wear their department issued protective vest and have readily available their department issued equipment.

## 3. Duties of First Deputy on Scene

The duties of the first deputy(s) arriving at the scene of disturbance include:

- A. Observe the situation from a safe distance and determine if the crowd is peaceful or potentially violent.
- B. Notify the dispatcher as to the seriousness of the situation and request the Shift Supervisor and additional backup to respond.
- C. Attempt to identify, by observation, the leader of the group.
- D. Consider activation of ICS.

## 4. Duties of Shift Supervisor

Upon arrival at the scene, the Shift Supervisor can assume command until relieved by higher authority. Shift Supervisor duties and responsibilities shall include:

- A. Assessing situation for seriousness and potential danger. If the situation is minor in nature, it may be handled with existing resources.
- B. Maintaining communications with the dispatcher providing such information as:
  - 1. Estimated size of the crowd and area involved.

2. Gauging the mood of the crowd.
  3. Weapons, if any, involved.
  4. Any destroyed property involved.
- C. Establish a command post from his/her vehicle or the Incident Command and Communications vehicle, utilizing the police radio for communication.
- D. Deciding on number of personnel/equipment needed. If a call back is initiated, the Shift Supervisor will determine the staging point and equipment to be worn.
- E. Instruct dispatch to make proper notifications, to include; but limited to:
1. Command Staff via chain of command.
  2. Fire Department- to stand by in general area.
  3. EMS support
  4. Mountain Lakes Medical Center.
  5. District Attorney- to provide legal advice on arrest/confinement.
- F. Instruct deputies as to traffic control in disturbance area.

## 5. Duties and Responsibilities of Dispatchers

When a civil disturbance arises, dispatchers will:

- A. Make appropriate notifications requested by patrol supervisor. Deputies, notified of call back will be told when and where to report and what personal equipment will be needed.
- B. Make media referrals to the Chief Deputy or designee.
- C. Inquiries concerning any casualties will be referred to the hospital where injured persons were transported to for treatment.

## 6. Operations

Once appropriate and adequate personnel are in place, the patrol supervisor will:

- A. Approach crowd and inform the leader or leaders that the assembly is unlawful and they have to disperse. If the crowd is violent, this may be accomplished by using the P.A. system in patrol vehicle or bull horn.
- B. A time limit for dispersal should be established and no extensions allowed.
- C. If the crowd fails to disperse and continues its activity, the Incident Commander will, after consultation with the Sheriff or designee shall:
  1. Authorize use of tear gas/force, less-than-lethal munitions.
  2. Order formation of police lines and move into crowd for control.

## 7. Transportation

All departmental vehicles will be available for transportation of deputies/equipment to the scene, and for prisoner transportation from the scene. If additional transportation is required, the supervisor shall request assistance from other departments as needed.

#### **8. Public Facility Security**

Attempts will be made to provide security to all public facilities threatened by any crowd to include; but not limited to:

- A. Rabun County Court House.
- B. Rabun County Sheriff's Office.
- C. Rabun County Detention Center.
- D. Other Rabun County Government Buildings.

#### **9. Public Information/Rumor Control**

The Sheriff or his designee will respond to appropriate media requests in order to keep the public informed and to dispel rumors.

#### **10. De-escalation Procedures**

Once the disturbance has been brought under control and the situation has returned to normal, the patrol supervisor will begin de-escalation procedures to include:

- A. Disengage deputies as appropriate.
  - 1. On duty deputies will return to normal patrol operation.
  - 2. Released deputies will return issued equipment to the command post.
- B. Assign deputies to remain in the area of the disturbance to protect from any recurrence of trouble. These deputies will protect the scene if it is going to be processed for evidence.
- C. Discontinue the command post.

#### **11. Post-Occurrence Duties/After-Action Reports**

The Patrol Supervisor, upon returning to the patrol station, will perform the following duties:

- A. Debrief deputies and get reports/statements for inclusion in the final report.
- B. Prepare a detailed after action report, providing all factual information about incident to be forwarded through the chain of command to the Sheriff, along with any appropriate recommendations.
- C. Provide information to the Sheriff or designee for media release.
- D. Arrange for evidence collection at the scene.
- E. Arrange for medical care, food, water and sanitation at the scene.

#### **12. Mass Arrest Procedures**

During the course of a civil disturbance mass arrests may occur and must be handled quickly and efficiently providing for security, transportation to the jail, release on summons, arrestee rights, etc. Arrested persons will be removed from the point of the disturbance and brought to a point where initial booking will take place. The patrol supervisor will establish an arrest team to handle prisoners. Arrest team duties will include:



- A. Prisoners will be transported to the Rabun County Detention Center where formal charging/booking will take place. Prisoners will be fingerprinted.
- B. Arrested persons will be allowed the opportunity to make bond, if bond has been set or contact legal counsel at the conclusion of booking.
- C. Arrested persons who are injured will be given medical treatment before the formal booking begins. The Rabun County Emergency Services may establish a triage to treat minor injuries that do not require hospitalization.
- D. The District Attorney or his/her assistant or Magistrate will provide legal advice to the patrol supervisor as appropriate.
- E. Juveniles involved in arrests will be treated according to juvenile procedures.

### **13. Use of Force**

The minimum amount of force to affect an arrest or control the disturbance will be used.

### **14. Retreat of Deputies**

At any time the On-Scene Supervisor feels the crowd is beyond the control of the department, the supervisor is authorized to order a retreat to deputies. The supervisor shall form a perimeter, isolating the crowd and advise the Sheriff or designee. The Sheriff or designee shall request additional help from outside agencies.

## **G. HOSTAGE/BARRICADE SITUATIONS**

### **1. General**

The first 10-20 minutes of a hostage/barricade situation are the most emotionally charged and therefore offer the highest potential for danger. Stress levels are high both among police and persons involved. Normally there is no need to rush to a resolution of the situation. Many of these situations may continue for 10 hours or more. Time may reduce stress levels and allow the communication process to begin. Additionally, time is needed to assess the situation and to secure the area surrounding the incident. The Sheriff or his designee will make all decisions on whether to call another agency or Tactical Response Team for assistance or handle the situation with members of the department.

### **2. Initial Responding Deputy Responsibilities**

Hostage situations may arise from a variety of incidents. Some of these include: domestic violence, escape from custody, for political or ideological reasons, or by emotionally disturbed persons. The life and well being of the hostages have top priority. All members shall implement the following procedures:

- A. When confronted with a hostage situation, take up a safe position offering cover and concealment. Members may use deadly force in accordance with departmental policy and procedure. Unless there is imminent danger of death or bodily harm, deputies should take no overt action to apprehend the hostage taker.
- B. The primary goal of the initial deputies on the scene is to stabilize the situation. Do not grant any demands by a hostage taker. Stall for time until hostage negotiators are in place. A patrol deputy or supervisor may say, "I have no authority to make any deals, I must call the Sheriff or designee to decide." Time is essential and the more time the deputy can buy the better.

- C. Deputies shall assist in gathering as much information as possible about the situation as directed by the scene commander:

### 3. Incident Commander Responsibilities

Upon arrival at the scene, if he/she deems it necessary the Shift Supervisor can assume Incident Command of all patrol personnel and make all appropriate decisions, until such time as he/she is relieved as described in this general order. Since accomplishing all of these tasks may take time, it is important to thoroughly brief the personnel assuming command of the incident to ensure that nothing is overlooked. The duties and responsibilities of the incident commander include:

- A. Contact Rabun County Central Communications to request hostage negotiators. Upon their arrival they shall be briefed by the incident commander.
- B. Communications between tactical and hostage negotiation personnel. Tactical teams will be responsible for any tactical operations plan. These must be approved by the Sheriff or designee and Incident Commander prior to action. The Incident Commander will be responsible for notifying the Chief Deputy, Sheriff and command officers.
- C. Begin assembling resources from within the department and from any outside agencies such as the Rabun County Fire Department, the Georgia Power Company, Jackson Electric, and Public Works, or the Rabun County Board of Education (for school incidents). Rabun County EMS will be advised to be on standby. Personnel from civilian agencies summoned to help will not be placed in potentially dangerous areas. If there is the possibility of multiple casualties, Northeast Georgia Medical Center and other area hospital emergency rooms will be put on standby.
- D. The Incident Commander or the Sheriff will make the determination to request mutual aid from area law enforcement agencies for assistance with the incident or patrol coverage while Rabun County Sheriff's Office deputies are at the scene.
- E. The incident commander and all personnel involved should maintain communications security. Sensitive information about plans, personnel dispositions, or tactics should not be relayed "in the clear" on the department's radio frequency. Precautions should be taken so that personnel from other agencies do not divulge sensitive information via their communications.
- F. Establish an inside and outside perimeter to ensure a safe area in which to operate and establishment of a central command post with appropriate chain of command.
- G. Coordinate the evacuation of innocent persons from the danger area or potential danger area. **Everyone should be treated as a suspect until it is positively determined that they are not.** These people are to be detained in a designated area of safety for identification and intelligence interviews. All intelligence obtained through these interviews shall be relayed to the scene commander.
- H. Establish communications with the suspect to determine their demands or intentions.
- I. Decide whether to allow hostage situations to go mobile. Normally this will only be allowed to gain a tactical advantage or reduce the number of hostages.

- J. Surrender of the hostage taker shall be handled by the arrest team as determined by the Incident Commander.
- K. The decision to make an entry will be made by the Incident Commander based on consultations with the Sheriff or Chief Deputy. Lethal or less lethal force to resolve a situation will be used in accordance with department policy and procedure.

#### **4. Media Access**

The Sheriff, or his designee, will establish a media briefing area and will provide timely updates to media personnel.

#### **5. Special Equipment**

Hostage/barricaded persons incidents may require the use of specialized equipment on the scene.

- A. The department armory room contains such equipment as:
  - 1. Less Lethal ammunition.
  - 2. Additional shotguns and ammunition.
- B. When activated, deputies will only be allowed to use weapons they are qualified to use.
- C. All deputies assigned to a hostage / barricade situation will wear protective vests.

#### **6. Negotiating With Barricaded Persons/Hostage Taker**

The negotiation process is one of establishing a trust between the hostage taker and negotiator which involves some "give and take" on both parts.

- A. In negotiating, practically all demands are negotiable except supplying gunmen with weapons or providing additional hostages or exchanging hostages.
- B. Negotiators shall be positioned at a location separate from the Command Post. The location should provide privacy and security for the negotiators and contain the equipment to maintain communications with both the scene commander and hostage taker. "Throw phones", radios, cellular phones, and bullhorns may be used to communicate with the suspect. Negotiators should also be conscious of communications security.
- C. The Negotiator can recommend to the on scene supervisor to terminate negotiations at any time he determines they are not fruitful.

#### **7. Chase/Surveillance Vehicle/Control of Travel Route**

The On-Scene Supervisor will ensure that, should a hostage situation become mobile, i.e., the hostage taker obtains a vehicle, all possible routes of travel are covered by patrol units. Additionally, surveillance vehicles may be assigned in order to observe activities of hostage takers.

#### **8. De-Escalation**

Once the hostage/barricaded situation has been resolved the following procedures should be followed:

- A. Once the arrest team has secured and searched the suspect he/she will be given any medical treatment needed and should be removed from the scene immediately. If the suspect's injuries are serious enough to warrant hospitalization, the receiving hospital will be notified along with the law enforcement agency having jurisdiction. An appropriate number of patrol personnel will be assigned to provide security at the hospital. Suspects taken directly to the Sheriff's Office will be mirandized and transported in a unit equipped with a cage.
- B. Hostage should be removed immediately, upon capture of suspect.
  - 1. Radio communication should be made that the hostages are coming out.
  - 2. Medical treatment should be provided, if needed.
  - 3. Hostages should not be allowed to discuss the incident with anyone until they have been debriefed by department personnel.
  - 4. The incident commander should assign a deputy/investigator to each hostage for debriefing. Hostages will also be notified of services that are available to them as the victims of crime.
- C. The crime scene shall be preserved until processed for evidence by deputies assigned.
  - 1. The area will remain cordoned off until the incident commander declares it open.
  - 2. Units that are no longer needed should be cleared for normal assignments by the incident commander.
  - 3. All deputies will return all special equipment to the Sheriff's Office.
  - 4. Investigations will be made for collateral damage to surrounding properties such as bullet holes in neighboring buildings or destroyed lawns and gardens. Investigations should include pictures.

## 9. After Action Reports

All deputies will be debriefed after an incident. Information will be collected both for use in the prosecution of suspects and to critique department actions. The incident commander will submit a detailed after action report to the Sheriff through the chain of command on all hostage / barricaded person incidents containing all facts pertaining to the incident. A copy of this report will be forwarded to the Accreditation Manager.

## H. BOMB EMERGENCIES

### 1. Administration

- A. Supervisors shall have the authority to implement this plan and can assume command of operation until relieved by the Sheriff or a Commander of higher rank.
- B. The initial response to bomb threats will normally be conducted by patrol deputies, while actual bombings require the assignment of detectives and state/federal law enforcement agencies. There is an overlap where a bomb threat is a form of extortion or terrorism.
- C. If there is an actual bomb explosion, the GBI must be notified, will respond, and will conduct an investigation. Members of the Rabun County Sheriff's Office will not disturb the scene and will provide whatever assistance is required.

### 2. Duties and Responsibilities of Shift Supervisor

Upon notification by the dispatcher the Shift Supervisor will immediately respond to the scene. Radios and cell phones will be turned off. Additionally, the Shift Supervisor will:

- A. Assess the situation and make a determination on notification of command personnel, Detectives, FBI or GBI.
  - 1. If a call back of additional police personnel is necessary, the dispatcher will be instructed to do so in accordance with section B, 2, D in this General Order
  - 2. Determine what outside agencies should be notified and/or assistance requested such as fire, EMS, hospitals, the Georgia State Patrol, or the GBI Bomb Disposal Unit.
- B. Interview the person who received the original call. All details, such as caller's voice, mannerisms, background noises, and time elements should be gathered. The time the call was received is most important since most bombs are activated by some type of watch or clock which restricts "bomber" to a 12 hour period or less.
- C. Instruct deputies about traffic control in the general area.
- D. Establish a security perimeter around the scene.
- E. Coordinate with outside agencies that have been called, as they arrive.
- F. Activate ICS if appropriate.

### **3. Duties and Responsibilities of Investigating Officer**

Upon arrival at the scene, investigating officer will assume responsibility for completion of the preliminary investigation and begin a follow-up. If an actual explosion has occurred, detailed investigation and crime scene processing should await arrival of FBI or GBI.

### **4. Evacuation**

- A. The final decision to evacuate a building based on a threat must be left up to the management of that building or institution against which the threat was directed. The role of the Sheriff's Office is to provide information and recommendations which management officials may choose to use in making evacuation decision.
- B. If the decision is made to evacuate the building, Sheriff's Office personnel may assist in the process.
- C. If an actual or suspected explosive device or secondary device is discovered, the investigating deputy will demand an immediate evacuation of premises. Building management personnel will have no right to deny law enforcement authority to evacuate a building in these situations.

### **5. Searching the Premises**

- A. The decision to search a building based on a threat is also a building management decision, with Sheriff's Office providing recommendations. Since building employees are most familiar with the building and space therein, part of the building management responsibility includes providing assistance to Sheriff/fire building search teams.

- B. Once it is decided to search a premise, the Shift Supervisor will designate search teams as needed, depending on the size of the area to be searched. The shift supervisor may also request the Rabun County Sheriff's Office Bomb/Explosion Detection K-9 unit to assist.
- C. Sheriff's Office personnel should coordinate the search so as not to be repetitious or overlook any areas. However, it should be impressed on searchers the importance of not disturbing any suspected device that may be located because it may be booby trapped. Additionally deputies/searchers need to be cautioned about secondary devices. A floor plan of the building should be obtained for immediate reference, if available.
- D. All areas open to the public should be given special attention-restrooms, trash receptacles, stair wells, elevator shafts, etc. Custodians should be advised to check their closets and storage areas for any unusual objects, and supervisors should relate to their subordinates to check their work areas for unusual objects.
- E. Nothing should be done to change the environment of the area being searched, such as cutting on light switches, thermostats, etc., until the area has been searched thoroughly using flashlights. Do not use radios or cell phones when approaching or searching area. Do not smoke.
- F. Never tell management that everything is all clear. Tell them that the search revealed nothing, but let them make any decisions concerning re-occupation of building or area.
- G. If any unusual device or bomb is believed to have been found, **DO NOT ATTEMPT TO DISARM OR MOVE IN ANY MANNER**. The explosive may be booby trapped, and should be approached only by explosive experts. The main concern is to safeguard lives by isolating the area. If a device suspected of being a bomb is found, the dispatcher should be advised to contact the EOD Teams listed in this General Order. The disposal team will respond to handle the device, and have all necessary equipment to handle the bomb disposal operations.

## 6. Communications

Do not use radios or cellular phones due to the danger of possible bomb detonation from radio transmissions. All radios at the scene will be turned off. Communications between Shift Supervisor and dispatch will be through the use of landline telephones, or deputies can be sent several blocks away to transmit messages using police radio.

## 7. Scene Protection/Evidence Collection

If an explosive device has been detonated, the scene will remain protected until the FBI or GBI arrives to begin scene processing. Deputies/investigators will give any assistance requested by the FBI or GBI.

## 8. After-Action Report

Incident reports will be completed on each bomb threat/bomb emergency. Additionally, deputies will be debriefed and an after-action report will be completed by the Shift Supervisor, and forwarded through the chain of command to the Sheriff relating all facts of the incident and recommendations, if appropriate.

## I. VIP SECURITY PLAN

### 1. General

- A. All requests for police security services for VIP visitors will be directed to the Sheriff or designee, who will make an administrative decision as to the level and nature of services to be provided.
- B. The Uniform Patrol Commander will designate a single individual as supervisor and coordinator of any given security detail.
- C. The Uniform Patrol Commander or security team coordinator will meet, as required, with the advance party/VIP security representative, and will prepare necessary plans for provision of security services.
- D. VIP visitors will generally fall into one of three types, which affect the level of necessary protection as follows:
  - 1. Quiet, private, visits with no or limited public activity. Requires little or no police security.
  - 2. VIP known by name or position, but not by actual physical appearance. May require limited security prior to public appearance, more security after.
  - 3. Readily recognizable VIP making public appearances. Police security assistance required.

### 2. Security Considerations

Advance planning normally involving a VIP representative and security team coordinator must consider the following:

- A. VIP itinerary and schedule: Review for conflicts with other activities scheduled during the same period.
- B. Travel routes: Plan and survey the quickest and safest routes, as well as alternative routes. Identify possible hazard locations. Verify no planned construction or maintenance.
- C. Emergency "safe house" locations: Identify public buildings or other places where VIP could be taken in case of emergency.
- D. Medical Care: Identify any medical needs which might necessitate treatment or hospitalization and availability of emergency service personnel and equipment.
- E. Hotels/Restaurants: Determine plans, needs, make recommendations based on security considerations.
- F. Communications: If VIP has security personnel, communications arrangements may include loan of police radio.
- G. Physical inspection of building area to be visited should be made to ensure familiarity with layouts, exits, stairways, etc.
- H. Media Representation: Determine media requirements/ needs/arrangements.
- I. Intelligence on trouble/problems: Any information concerning possible sources of trouble or problems should be obtained. Information as to threats received or persons who may cause problems should be obtained.
- J. VIP party composition: Information as to who will be included in the VIP party, vehicles to be used, security arrangements normally used, security equipment and identification devices normally

available/used must be obtained and/or planned. Names of contact personnel, security personnel and license numbers are essential.

- K. Coordination within the agency and with outside agencies as required.
- L. Equipment: Equipment needed shall be determined such as vehicles, body armor, weapons, etc., for both security personnel as well as the VIP party.

### 3. Basic Protection Principles

- A. All personnel on duty during a VIP visit should be made aware of the visit and general visit itinerary and security plans. Exact timing and precise security details may be restricted on a need-to-know basis.
- B. Security will generally be tightest when the VIP is moving either on foot or in vehicle or when stationary during a public appearance. In general, it may be necessary to also protect the VIP's residence location and any parked vehicles. When traveling by vehicle, there normally should be an advance vehicle, VIP vehicle and a follow-up car, and the three vehicles should not normally be separated.
- C. Personnel security/bodyguard procedures should try to minimize the impact on the lifestyle of the VIP. Protection may be planned on a double ring concept, with the outer ring of security designed to limit access to the VIP while the inner ring prevents personal contact.
- D. In the event of an emergency the duty of security/body guards is to protect and remove VIP from scene, and not to assist other law enforcement officers in quelling disturbances or apprehending perpetrators.
- E. Sheriff personnel assigned to security duties must be carefully selected for mental calmness and stability, physical fitness, good hearing and vision and all should have the same type of weapon, ammunition, handcuffs, communications equipment, and security identifier worn. All personnel will wear body armor.
- F. Close security personnel should remain near enough to the VIP, so that in one large step they can reach out and touch the VIP. The VIP should never be actually touched except as an emergency signal of impending danger, and the VIP should not be "crowded." Radio traffic should be limited with no direct references to times or places unless part of essential emergency traffic.
- G. Dress of security personnel will be consistent with the event, either appropriate civilian attire or uniform. In civilian attire, all Sheriff's Office equipment should be kept out of sight.
- H. Deputies assigned to stationary posts will not leave those posts; Supervisors must plan adequate relief. While on a post, unauthorized intrusions and deliveries will not be allowed. Deputies should be polite with the public but not allow any distracting conversations or release confidential information. No special recognition should be given when VIP passes the post.
- I. During any VIP foot movement, the security/bodyguards will form a protective formation around the VIP, the exact shape determined by the number of personnel assigned and the route followed. For tight security, four persons are used, right front and rear, left front and rear, with VIP in the middle. In case of emergency the four will collapse around VIP, and will bend the VIP over to reduce target size and then immediately remove him or her from area. If the assailant is close by, any weapon will be attacked and the suspect smothered to the ground by other security personnel.

### 4. After action report

After security mission has been terminated, the security team coordinator will debrief officers and submit an after action report to the Chief Deputy to forward to the Sheriff, describing the activities, resources utilized, problems noted, and giving and recommendations for future assignments.



## J. HAZARDOUS MATERIALS INCIDENTS

### 1. General

Because of the potential hazard which might exist or may develop through an accident, especially an overturned vehicle transporting hazardous materials, a cautious approach should be made in responding to and investigation of such incidents. Deputies approaching any truck accident which may involve a hazardous materials spill should take the following actions:

- A. Any evidence of leaking liquid or vapor should be sufficient to alarm deputies of potential danger and to seal off area until positive identification can be made by the Rabun County Fire Department, who should be immediately notified.
- B. Identification of hazardous material may be accomplished via:
  - 1. Placards: Placards are supposed to be displayed at the front, rear, and on both sides of all vehicles hauling hazardous materials, however, experience has indicated that placards are sometimes either not displayed or the wrong placard may be displayed. Placards are made of paper. If a vehicle is on fire, placards may have burned before the deputy's arrival. This description does not list all hazards or recommendations for handling. Refer to the Emergency Response Guide Manual (HazMat book) located in all patrol vehicles.
  - 2. Driver: When an accident involves a truck, the driver of the truck may be able to supply information about the load transported. However, the driver is not required to know a great deal about cargo or emergency measures for handling it except for explosives. In case of explosives, the driver is required to have in possession and be familiar with documents containing instructions on procedures to be followed in the event of accident or delay.
  - 3. Shipping papers:
    - a. When the hazardous material is being transported by truck, the driver is required to have in their possession a copy of the shipping papers which show the name of the materials, its classification, and quantity. By using these papers and the Emergency Response Guidebook, the officer can identify the hazards associated with material and ways of handling it.
    - b. Chem-cards: To supplement the placard system, many shippers of chemicals provide drivers with Chem-cards which provide emergency information. Although Chem-cards are subject only to voluntary use, the officer should ask the driver for the Chem-card.
  - 4. Approach the accident scene up wind if possible. If you suspect radiological materials are involved, do not approach. Await Fire Department personnel or HAZMAT team personnel who have special monitoring equipment.
  - 5. Request dispatch to contact the Rabun County Fire Department. Upon their arrival, and confirmation of a hazardous material incident, they will assume authority and responsibility for initiation of emergency procedures and the Rabun County Sheriff's Office will provide assistance as directed by the on-scene Commander.
  - 6. The Shift Supervisor should respond and ensure appropriate notifications are made.
  - 7. The Chief Deputy or designee will immediately notify the Sheriff of the situation and will keep him/her advised of any changes so the Rabun County Emergency Operations Plan may be implemented if necessary without delay as the direction of the EMA Director.

8. Normal accident investigation procedures will be suspended until such time as appropriate clearance has been received, at which time the accident will be investigated and reported.

## 2. Evacuation

When the possibility of an evacuation of all residents/inhabitants of certain sections of the County exists, the following should be considered:

- A. Manpower requirements: See section B, 2, D in this General Order.
- B. Method of notifying the persons to be evacuated (i.e., door to door, PA system, use of local radio stations, etc.)
- C. The size of area and number of people living in the area to be evacuated.
- D. The use of mass transportation to move evacuees.
- E. Housing of evacuated persons, where possible, in local/county schools or other areas deemed appropriate.
- F. The security of evacuated areas to prevent looting, premature return.

## 3. Key Contact Agency Information Requirements

Key contact agencies and persons are available for evaluation and assistance in the handling of hazardous material incidents, evacuation, etc. They must have information about the incident in order to assist. Every effort must be made to obtain the following information before contacting these agencies:

- A. Location of the accident.
- B. Hazardous materials involved and shipper, if known.
- C. The color and number on any labels on carrier or cargo.
- D. Type of environment (residential, rural, business, etc.).
- E. The Size of container and amount of product leaking.
- F. If an aircraft, tail ID number.

## 4. Key Agencies

Depending on hazardous materials involved, one or more of the following agencies will be contacted:

- A. Rabun County EMA – (phone: 706-782-6226)
- B. Georgia Emergency Management Agency: for assistance with pesticides, radioactive materials, etiological (disease causing) agents, oil or other polluting substances in water, and hazardous chemicals:  
  
(404) 635-7200 (24-hour line) (Communications)  
404-635-7000 (Local office, open during business hours only)
- C. Chemical Transportation Emergency Center (CHEMTREC): for assistance with chemicals and pesticides: (800 424-9300 (24-hour line)
- D. Heavy Equipment and Other Material: Rabun County Public Works
- E. Housing: Rabun County School System, local churches, on a limited basis.

F. HazMat Teams: Rabun County Fire and EMS HazMat Team

## 5. After-Action Reports

The Incident Commander will debrief officers and prepare after-action reports concerning all police services activity during a disaster incident as well as any recommendations concerning procedures for future problems. A completed after-action report will be provided to the Chief Deputy to be forwarded to the Sheriff. After-action reports will include any budgetary impact, commitments, obligations, etc.

## K. RAPID DEPLOYMENT

### DEFINITIONS

Active Shooter	one or more suspects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others and when their overriding objective appears to be that of inflicting mass casualties rather than other criminal conduct.
Contact Team	first group (3 or 4) deputies that arrive on the scene.
Rescue Team	second group (3 or 4) deputies that arrive for the purpose of rescuing victims or a fellow injured deputy.
Team	a group of three or four deputies immediately available to be a part of either the contact team or the rescue team. Not a pre-assigned group of deputies.

The philosophy of this policy recognizes that the active shooter must be stopped before they can inflict injury upon innocent lives. This shall be the objective and responsibility of the initial responding deputies and any deputies responding thereafter, and they shall use all legal means to accomplish this objective. The prioritization of activities, in their order of importance is to capture or neutralize the active shooter, rescue the victims, provide medical assistance, and preserve the crime scene.

All trained deputies regardless of rank or assignment, whether in uniform or plain clothes, are expected to immediately take the following response measures should an in-progress shooting incident or armed intruder be reported at a school or any other locations with large gatherings of people. All deputies, unless they are already involved in a life threatening or other emergency situation or otherwise directed by a supervisor, will immediately respond to the area of the active shooter.

### 1. Communication

- A. Rabun County Central Communications Center upon receipt of an active shooter call shall clear the radio frequency of all unnecessary traffic.
1. The Rabun County Sheriff's Office frequency shall be the primary frequency for the coordination of all emergency procedures. Contact and Rescue Teams shall use the Rabun County Sheriff's Office frequency. When incident command arrives on location, he/she will make the decision to change radio frequencies to keep unnecessary traffic off the same channel as the contact / rescue team(s).
  2. The Communications Center shall put out an administrative page as soon as the incident is received.

3. The Communications Center will advise all responding agencies to report to the staging area determined by the Incident Commander.
4. If determined by the Incident Commander it is required, the Communications Center will notify the F.A.A. at the Hartsfield-Jackson Airport to restrict all but emergency air traffic near the location of the incident.

## 2. **Contact Team**

- A. The first three or four responding deputies shall form a contact team and enter the premise in immediate pursuit of the active shooter. The focus of the contact team is to:
  1. engage the active shooter as soon as possible;
  2. stop him/them by arrest, containment, or use of deadly physical force;
  3. maintain radio contact with the Incident Commander.
  4. provide intelligence about the scene;
  5. provide intelligence about the movement of suspects and weapons; and,
  6. advise the Incident Commander on the need for additional entry personnel.
- B. The second group of three or four deputies arriving on the scene will either form another contact team or a rescue team. The contact team(s) will be subject to 360 degree vulnerability and will not do a thorough clearing of the premise. They will continue past victims or harmless distractions. The location of the victims may be relayed to the rescue team and/or the Incident Commander.
- C. Deputies shall make entry at a location other than the main entrance, as this is the place where a suspect might logically set up barricades, explosives and/or an ambush.

## 3. **Rescue Team**

- A. Rescue teams will locate and remove injured victims, and direct uninjured victims that are not "locked down", out of the building.
- B. Rescue team members should remember that uninjured victims may be in shock or paralyzed with fear, and may not respond to regular verbal commands.
- C. Rescue team members are to remain vigilant as the rapidly changing dynamics of an active shooter incident may put them in contact with the suspect and they will now act as a contact team, advising the Incident Commander and the other contact team(s) of the situation as soon as practical.

## 4. **General Procedures**

- A. Should a team encounter a suspected explosive device, they must use their own judgment with reference to reporting it and bypassing it.

- B. Prior to entering the building, the contact team will establish a Team Leader and all other members of the contact team will assume team positions/assignments with their designated responsibilities. (Any confusion will be resolved by the Team Leader)
- C. Should it appear that the situation has become a hostage or barricaded subject incident, the contact or rescue team will isolate and contain the area, relay as much information as possible to the incident commander, and await further instructions.

5. **Duties and Responsibilities of other Responding Personnel**

- A. An initial responding deputy on the scene that is not part of the contact or rescue team shall establish incident command and will be governed by the Emergency Response Manual.
- B. The Incident Commander will obtain as much information as possible and deploy additional personnel to either enter the building or assume perimeter security around the threatened area.

6. **Evacuation Procedures**

It can be expected that a shooting incident will produce mass panic and that individuals will take all necessary steps to flee from the perpetrators. Others not in immediate danger may elect to remain locked in safe areas within the building until it is safe to leave.

- A. In school settings, students, staff, faculty, and visitors will be directed to take cover within classrooms, offices, and other safe areas that can be locked and secured thus preventing outside entry.
- B. No attempt should be made to evacuate individuals that are "locked down" until the situation is stabilized and it is declared safe to do so unless such individuals become directly threatened by the perpetrator and their immediate evacuation becomes required.
- C. As soon as it is safe to do so, the Incident Commander should form teams of available deputies to search for and recover individuals in the building.
- D. In a school setting, as soon as it is safe to do so, the Incident Commander will begin clearing all classrooms and safe areas within the school and make contact with those who are "locked down".
  - 1. The first priority must be to locate and evacuate any individuals who are unable to leave under their own power.
  - 2. As individuals are located, team members will provide assistance and an escort from the building for those individuals unable to leave under their own power. Team members may be required to reenter the building numerous times until all individuals have been evacuated.
  - 3. Evacuated individuals must be directed to precede as quickly and orderly as possible to designated safe locations where their identification can be established and where accountability of all persons can be maintained.

4. Those being removed should be told to depart from the building with their hands on top of their heads until it can be reasonably determined that they are not involved in perpetrating the incident.

7. **Site Management**

It is imperative that control of the area surrounding the incident location be achieved as quickly as possible. There will only be a short period of time to limit vehicular and pedestrian traffic before news of the incident becomes public and concerned parents, friends, and members of the media and others attempt to gain access to the threatened school or facility.

- A. The Incident Commander will establish an inner perimeter and when manpower becomes available, an outer perimeter, to prevent entry by non-law enforcement personnel.
- B. The Incident Commander based on the situation and location of the incident will determine the locations for the Command Post, Sheriff's Office, fire and EMS staging areas, media assembly areas, and other points of contact.
- C. All responding fire and EMS personnel will be directed to remain at the staging areas until the incident scene is declared safe for their entry.

8. **Emergency Mobilization of Personnel**

The Incident Commander shall notify the Communications Center of the need for additional personnel, to initiate a re-call of off duty deputies in accordance with this General Order.

9. **Steps to Take with Involved Deputies:**

Should an officer use deadly physical force and such force results in death or bodily injury to another person, deputies shall follow the guidelines as set forth in the Use of Force policy.

10. **De-Escalation Procedures**

Once the incident has been brought under control and the situation has returned to normal, the Chief Deputy will begin de-escalation procedures to include:

- A. Disengage deputies as appropriate.
  1. On duty deputies who were not part of a contact or rescue team will return to normal patrol operations.
  2. Released deputies will return issued equipment to the command post.
  3. A debriefing team can be called in for the contact and rescue teams if the Sheriff or his designee deems it necessary.
- B. Contact the Crime Scene Technician for evidence collection at the scene.
- C. Discontinue the command post.

11. Post-Occurrence Duties/After-Action Reports

The Incident Commander, Operations Commander or designee, upon returning to the Sheriff's Office, will perform the following duties:

- A. Debrief deputies and get reports/statements for inclusion in the final report.
- B. Prepare a detailed after action report, providing all factual information about the incident to the Chief Deputy to forward to the Sheriff, along with any appropriate recommendations.
- C. Provide information for media release after approval from the Chief Deputy, and/or Sheriff.



By Order of the Sheriff: **Chad K. Nichols**  
Sheriff, Rabun County