Tarrant County College

Law Enforcement Annex

RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY

APPROVAL & IMPLEMENTATION

Law Enforcement Annex

_____

Vice Chancellor for Administration and General Counsel

_____

Date

LAW ENFORCEMENT ANNEX

I.   AUTHORITY

See Section 1 of the Basic Plan for general authorities.

II.   PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements.   This annex is applicable to TCC Police Department and all agencies, organizations and personnel assigned law enforcement functional responsibilities.

III.   EXPLANATION OF TERMS

A. Acronyms

DDC	Disaster District Committee
DPS	Department of Public Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operations or Operating Center
FBI	Federal Bureau of Investigation
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SOPs	Standard Operating Procedures
TCC	Tarrant County College
UC	Unified Command

B. Definitions

1. <u>Anti-terrorism Activities.</u> Use of defensive methods, including intelligence collection, investigation, passive protection of facilities, implementation of physical and personnel security programs, and emergency planning, to combat terrorism.

2. <u>Consequence Management.</u>   Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.   Emergency management agencies normally have the lead role in consequence management.

3. <u>Counter-terrorism Activities.</u> Use of offensive measures to combat terrorism, such as use of law enforcement and military resources to neutralize terrorist operations.

4. <u>Crisis Management.</u>   Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible.   Law enforcement agencies will normally take the lead role in crisis management.

5. <u>Hazmat.</u> Hazardous materials.   The National Response Framework (NRF) defines Hazmat as a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8).   The term is also intended to mean hazardous substances, pollutants, and contaminants as defined by the National Oil and Hazardous Substances Pollution Contingency Plan.

6. <u>Incident Action Plan</u>. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

7. <u>National Incident Management System (NIMS).</u>   The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

8. <u>National Response Framework (NRF).</u>   An all-discipline, all-hazards plan that establishes a single comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of Federal support to State and local and tribal incident managers and for exercising direct Federal authorities and responsibilities.

9. <u>Terrorist Incident.</u>   According to the National Response Framework (NRF), a terrorist incident is any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United State or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

IV.	SITUATION & ASSUMPTIONS

A. Situation

1. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergency situations.

2. During large-scale emergencies and major disasters, law enforcement agencies may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.

3. Large-scale emergencies and acts of terrorism may adversely impact law enforcement personnel, equipment, and facilities.

B. Assumptions

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.

2. During large-scale evacuations, law enforcement support may be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.

3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.

4. If there is a threat of terrorism or civil disturbance, key District facilities that provide essential services may require protection.

V.	CONCEPT OF OPERATIONS

A. General

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies. Our law enforcement resources include:

   a. TCC Police Department full and part time personnel.
   b. The Arlington Police Department, who shall, when requested by the TCC Police Chief, augment the TCC Police Department during major emergencies.
   c. The Fort Worth Police Department, who shall, when requested by the TCC Police Chief, augment the TCC Police Department during major emergencies.
   d. The Hurst Police Department, who shall, when requested by the TCC Police Chief, augment the TCC Police Department during major emergencies.
   e. The North Richland Hills Police Department, who shall, when requested by the TCC Police Chief, augment the TCC Police Department during major emergencies.
   f. The Crowley Police Department will be the law enforcement responding agency to the TCC location in their city.
   g. The Mansfield Police Department will be the law enforcement responding agency to the TCC location in their city.
   h. The River Oaks Police Department will be the law enforcement responding agency to the TCC location in their city.
   i. The Saginaw Police Department will be the law enforcement responding agency to the TCC location in their city.

2. Our law enforcement emergency response operations are in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.

   a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

   b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

3. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.

4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews and controlling access to damaged areas.

B. Implementation of NIMS/ICS

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.

2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multiagency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

C. Law Enforcement

1. Law enforcement personnel are expected to enforce the laws and regulations during emergency situations in the same way that they do on a daily basis.

2. During emergency situations, particularly major disasters, some disaster-related laws and regulations may be put into effect for a limited period; these must also be enforced by local law enforcement agencies.   When a disaster threatens or has occurred, the Chancellor may issue a disaster declaration putting into effect temporary emergency regulations.

D. Evacuation Operations

1. The District may order a mandatory evacuation of any or all campuses, facilities, and may also take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area.

2. Evacuations may be:

a. Expedient Evacuation

Expedient evacuations are evacuations that must be conducted with little notice, frequently in response to a request from the Incident Commander at the scene.

b. Preplanned Evacuation

For known risk areas, evacuation preplanning may be conducted and primary and alternate evacuation routes identified as part of this plan. Such evacuation preplanning may involve the emergency management staff and other emergency services.

c. During evacuations, law enforcement will:

   1) Determine preferred evacuation routes, based on the status of primary and alternate routes and the current situation.
   2) Provide information on evacuation routes to the Public Information Officer (PIO) for dissemination to the public through the media.
   3) Alert those in the affected area who have not been warned by other means.
   4) Deploy units to direct and control traffic.
   5) Notify adjacent jurisdictions that may be affected by the evacuation, preferably before the evacuation commences.
   6) Monitor traffic flow and resolve problems; report evacuation progress to the Emergency Operating Center (EOC).

E. Warning

   1. The TCC Police Department Communications Dispatch Center operates a local LE warning point.

F. Area Security and Incident Scene Control

   1. Incident Scene Control

   In response to a request from the Incident Commander, the TCC Police Department will provide traffic control and perimeter control at incident scenes, including hazmat spills, major fires and explosions, and other types of incidents.

   2. Security for Evacuated Areas

   In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Experience has shown that law enforcement agencies must provide security in evacuated areas to minimize looting. Access to such areas will be controlled by roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot.

   3. Access Control and Security for Damaged Areas

   In areas that have suffered damage, access must be controlled to protect health and safety, as well as to protect property. When a county judge or mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area. Law enforcement agencies will control access to such areas with roadblocks and, where appropriate, barricades. Access controls should be supplemented by periodic roving patrols, particularly within areas that are readily accessible by persons on foot. Re-entry to damaged areas will generally be conducted in the three phases outlined below:

6

1) Phase One - Emergency Workers. Admit police, fire, EMS, utility crews, emergency management personnel, building inspectors, state and federal response agencies.

2) Phase Two - Concerned Parties. Admit insurance agents, limited media, and contractors making temporary repairs. The following conditions should prevail before these individuals are authorized to enter the damaged area:

    (a) The threat that caused the evacuation has been resolved.
    (b) Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired or rendered safe; and other significant safety hazards have been eliminated.
    (c) Structures have been inspected and those unsafe to enter are so marked.
    (d) Some means of fire protection is available.

4. Guidance for Personnel Staffing Access Control Points

    a. To ensure consistent treatment, Law Enforcement personnel staffing access control points shall be provided with clear written guidance on who may be admitted to the damaged areas in each phase or reentry. This guidance should be formulated by the TCC Police Chief, coordinated by the Director of Emergency Management, and approved by the Chancellor.

    b. A pass or permit system may be implemented to simplify regular ingress and egress. If a pass or permit system is used, passes or permits and appropriate written instructions for their use should be developed by the TCC Police Chief, coordinated by the EMC, and approved by the Chancellor. Copies should be provided to all Law Enforcement personnel staffing access control points. Common sense suggests that identification cards issued by government, utilities, insurance companies, and the media to their employees be honored as passes or permits for those individuals, unless questions arise regarding their authenticity.

G. Terrorism Incident Response

1. Crisis Management

Law enforcement agencies have the lead in terrorism crisis management activities. Pre-incident crisis management activities include efforts to define the threat, identify terrorists, and prevent terrorist acts. Post incident crisis management activities include efforts to resolve the terrorist incident, investigate it, and apprehend those responsible. The TCC Police Department has the lead role in terrorism crisis management and will coordinate its efforts with state and federal law enforcement agencies as appropriate.

2. Consequence Management

Consequence management activities undertaken to deal with effects of a terrorist incident are conducted in essentially the same manner as the response and recovery operations for other emergencies or disasters. Post-incident crisis management

activities, such as investigation, evidence gathering, and pursuit of suspects, may continue during consequence management. The lead agencies for crisis management and consequence management should mutually determine when crisis management activities are complete. The lead role in terrorism consequence management may be assigned to one of several law enforcement departments or agencies, depending on the type of incident that has occurred. Law enforcement agencies will typically play a significant supporting role in the conduct of consequence management activities.

H. Disaster Reconnaissance

In the immediate aftermath of an emergency situation, the Incident Commander or the EOC staff may request law enforcement units to conduct reconnaissance to identify specified areas affected and provide an initial estimate of damages. Timely initial disaster reconnaissance, also referred to as a windshield survey, is important in deciding what assistance is needed immediately and where limited resources should be initially committed.

I. External Assistance

If local law enforcement resources and those available through inter-local agreements are insufficient to deal with an emergency situation, local officials may request support from the State using the procedures outlined in Section V of the Basic Plan.

J. Actions By Phases of Emergency Management

1. Prevention

    a. Operate a local warning point.
    b. Carry out public education activities.

2. Preparedness

    a. Review and update plans and procedures.
    b. Identify and prepare traffic control plans.
    c. Develop communications systems that provide for connectivity of all local law enforcement agencies and external agencies that may respond pursuant to inter-local agreements.
    d. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
    e. Identify and train law enforcement personnel to staff the EOC and ICP.
    f. Conduct drills and exercises to test plans, procedures, and training.

3. Response

    a. Maintain law and order.
    b. Perform traffic control for evacuations and other appropriate situations.
    c. Carry out crowd control where needed.

    d. Provide security for District facilities
    e. Provide security for evacuated areas.
    f. Conduct counter-terrorism operations.
    g. Conduct initial disaster reconnaissance.
    h. Support other emergency operations.

4. Recovery

    a. Continue security operations as needed.
    b. Provide access control for damaged areas, issuing passes/permits if required.
    c. Assist in damage assessment.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBLITIES

A. General

Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, will plan and carry out law enforcement operations.

B. Task Assignments

1. The TCC Police Department will:

    a. Prepare law enforcement inter-local agreements.
    b. Maintain law and order during emergency situations.
    c. Plan, direct, and control evacuations.
    d. Provide security for key facilities.
    e. Protect property in evacuated areas.
    f. Provide access control to damaged areas.
    g. Carry out traffic control when and where needed.
    h. Provide crowd control when needed.
    k. Conduct counter-terrorism and anti-terrorist operations.
    l. Support search and rescue operations.
    m. Assist in hazardous materials incidents.
    n. Provide qualified individuals to staff the EOC and ICPs when those facilities are activated.
    o. Support other emergency functions as necessary.

2. The Incident Commander will:

    a. Establish an incident command post (ICP) and control and direct emergency response resources at the incident scene from that ICP to resolve the incident.
    b. Provide an initial incident assessment, request additional resources if needed, and provide periodic updates to the EOC.
    c. Establish a specific division of responsibilities between the incident command operation and the EOC, if the EOC has been activated.
    d. Determine and implement initial protective actions for emergency responders and the public in the vicinity of the incident site.

A. General

1. Routine law enforcement operations may continue during some emergency situations. Direction and control of such operations will be by those that normally direct and control day-to-day operations.

2. For most emergency situations, an Incident Commander will establish an ICP at the scene and direct and control emergency operations at incident site from that command post; law enforcement and other resources committed to the incident will carry out missions assigned by the Incident Commander. The Incident Commander will be assisted by a staff with the expertise and of a size required for the tasks to be performed. The individual most qualified to deal with the specific type of emergency situation present should serve as the Incident Commander. Hence, for incidents that primarily involve a law enforcement matter, the senior law enforcement officer present will typically serve as the Incident Commander.

3. In some situations, the EOC may be activated without an incident command operation. This type of organizational arrangement is most likely when: (a) a hazard threatens, but has not yet impacted the local area (such as a predicted flood), or (b) when a generalized threat exists and there is no identifiable incident site (as may be the case for a terrorist threat). During these situations, a senior law enforcement officer will normally direct the combined efforts of local law enforcement agencies from the EOC, receiving general guidance from the Chancellor, and coordinating as necessary with the law enforcement agencies concerned and other emergency functions.

4. External response agencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.

B. Incident Command System- EOC Interface

If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort and conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow.

C. Continuity of Government

The line of succession for the TCC Police Chief is:

1. Assistant Chief
2. Captain
3. Administrative Lieutenant

VIII.	READINESS LEVELS

A. Readiness Level IV – Normal Conditions

1. Review and update plans and SOPs.
2. Maintain list of law enforcement resources.
3. Develop and update a list of key facilities that may require security during emergency situations.
4. Maintain and periodically test equipment.
5. Conduct appropriate training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues and estimate law enforcement requirements.
7. Develop tentative task assignments and identify potential resource shortfalls.

B. Readiness Level III – Increased Readiness

1. Check readiness of law enforcement equipment, supplies and facilities.
2. Correct equipment and facility deficiencies.
3. Correct shortages of essential supplies.
4. Update incident notification and staff recall rosters.
5. Notify key personnel of possible emergency operations.
6. Update information on key facilities and related security requirements.

C. Readiness Level II – High Readiness

1. Alert personnel to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Alert full and part time personnel.
4. Identify personnel to staff the EOC and ICP if those facilities are activated.
5. Alert external resources covered by inter-local agreements.

D. Readiness Level I – Maximum Readiness

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended or spontaneous evacuation is taking place, activate traffic control plans and deploy traffic control resources.
4. Dispatch law enforcement representative(s) to the EOC when activated.
5. Provide increased security at key facilities if needed.

IX.	ADMINISTRATION & SUPPORT

A. Reporting

In addition to reports that may be required by their parent organization, law enforcement elements participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the EOC. The Incident Commander will forward periodic reports to the EOC. Pertinent information will be incorporated into the Initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.

B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC, shall maintain accurate logs recording significant operational activities, the commitment of resources, and other information relating to emergency response and recovery operations.

2. Documentation of Costs. Expenses incurred in carrying out emergency response operations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale law emergency operations.

C. Post Incident Review

For large-scale emergency operations, the Director of Emergency Management shall organize and conduct a review of emergency operations in accordance with the guidance provided in Section IX.E of the Basic Plan. The purpose of this review is to identify needed improvements in this annex, procedures, facilities, and equipment. Law enforcement personnel who participated in the operations should participate in the review.

X.	ANNEX DEVELOPMENT & MAINTENANCE

A. The TCC Police Chief is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

B. This annex will be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

C. Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOPs covering those responsibilities.

XI.   REFERENCES

A. Annex G (Law Enforcement) to the *State of Texas Emergency Management Plan*

B. Annex V (Terrorist Incident Response) to the *State of Texas Emergency Management Plan*