

DALTON POLICE DEPARTMENT

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Subject Emergency Evacuations			
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I. Policy

It is the policy of the Dalton Police Department to conduct all emergency evacuations safely and efficiently to ensure the safety of Officers and members of the community.

II. Definitions

- A. *Incident Command System (ICS)* – A model for the management of critical incidents and other emergencies that provides a common, uniform approach to the command and management of emergencies at the local, county, and state levels. The incident command system is used for single-agency responses, single-jurisdiction / multi-agency responses, and multi-jurisdiction / multi-agency emergency and disaster responses.
- B. *Hazardous material incident* – A spill or release into the atmosphere of chemicals of a toxic or volatile nature, which are hazardous to human life or the environment.
- C. *Natural disaster* – An event related to some atmospheric or seismic event, such as flooding, tornadoes, high winds, or earthquakes.

III. Procedure

- A. The decision to evacuate portions of the city may depend on several variables. The decision shall be based on the specific incident, the level of perceived danger, and the ability to safely evacuate the area(s) in question. Every situation that may require evacuations cannot be identified; therefore, this policy is intended to provide guidance in situations where the need to evacuate an area has been determined, and specifically applies to policy GO92-6.2, Hazardous Materials Incident Response; III, D.
- B. The Watch Commander or any other Supervisor has the authority to initiate an evacuation. In cases of hazardous material releases, the Supervisor shall confer with the Incident Commander of the Dalton Fire Department, in accordance with policy GO92-6.2, Hazardous Materials Incident Response; III, D, 1-2.

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- C. The Incident Command System, or ICS, shall be used to manage all evacuations. The type of emergency shall determine which agency is responsible for Incident Command. For example, Incident Command for criminal investigations, such as hostage situations or bomb threats, shall be the responsibility of this Department. However, situations involving fire or hazardous materials shall be the responsibility of the Dalton Fire Department.
- D. Duties and Responsibilities
 - 1. Watch Commander or Supervisor:
 - a. On the radio, identify that he / she is the Incident Commander. Depending on the scope of the situation, other sections of the Incident Command System should be staffed (Operations, Planning, Finance, Logistics).
 - b. Notify the appropriate Division Commander, and give periodic updates of the situation.
 - c. Establish a command post in a safe area that will allow monitoring of all operations via sight, radio, or other communication methods. If the incident involves hazardous materials, report to the command post that has been established by the Dalton Fire Department.
 - d. Identify the possible area(s) to be evacuated (evacuations caused by hazardous material release shall require instruction from the fire department incident commander) using the beat and zone designations.
 - e. Evaluate the situation to determine whether the Automated Emergency Notification System should be activated. All activations shall be in accordance with policy GO06-6.7, Automated Emergency Notification System.
 - f. Determine what additional personnel and resources may be needed, and make the necessary notifications. If other resources are needed, establish a staging area for all reporting resources. This shall require that someone be delegated to manage the staging area and any reporting resources.
 - g. Immediately contact another Department Supervisor to assume command of all other law enforcement services under ICS during the evacuation procedures.
 - h. Contact the City of Dalton Communications Director to assume the role of Public Information Officer, as outlined in the Incident Command System. If the Communications Director is not available, a Supervisor or Command Staff member shall be designated the Public Information Officer.

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- i. If necessary, request the assistance of other agencies by notifying the Whitfield County Emergency Management Agency (EMA) Director.
 - j. Determine a safe location for evacuees to assemble to await further information and / or receive medical treatment.
 - k. Request the Whitfield County EMA Director contact the American Red Cross of Northwest Georgia to determine shelter location(s), if needed.
 - l. If the need exists, assemble evacuation teams and assign specific zones within beats that are to be evacuated. If other agencies are involved with evacuations, one Department member should be assigned with other personnel in order to maximize coverage and knowledge of the geographic jurisdiction. A team leader should be assigned.
 - m. Maintain communication with all evacuation team leaders, and note what areas have been cleared using the beat and zone designations.
 - n. After determining it is safe to do so, contact the Public Information Officer to request all media sources to notify community members that re-entry of the affected area(s) is permissible.
2. Operations Section Chief
- a. Once appointed to assume this role, as outlined in ICS, immediately respond and assume command of all law enforcement services, not directly related to the evacuation, until relieved by the Incident Commander.
 - b. Plan for additional resources if necessary.
 - c. Assist the Incident Commander as needed.
3. Evacuation team members / leader
- a. All personnel shall maintain contact with their assigned team members.
 - b. Document the zones visited and cleared, and report the information to the team leader.
 - c. Notify the team leader of any special circumstances, problems encountered, or additional equipment needed.
 - d. Team leaders shall maintain communication with the Incident Commander and give regular updates on the situation.

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- e. Once all team assignments are completed, team members shall report to the staging area, unless dispatched directly to another task / area.
- 4. Public Information Officer
 - a. Respond immediately to the command post for a briefing by the Incident Commander.
 - b. Gather the necessary information for release to the community via media and social media resources.
 - c. In coordination with the Incident Commander, contact the Whitfield County EMA Director for activation of the emergency broadcast system.
 - d. Establish a media briefing area, and arrange for regular media updates, as necessary.
 - e. Do not release new information without coordination with the Incident Commander.
 - f. If multiple agencies / jurisdictions are involved, coordinate media responses jointly, if necessary.
- E. Units shall patrol the evacuated areas, as safety dictates, to prevent looting or unauthorized re-entry.
- F. All personnel authorized to enter the incident area shall be directed to enter through the staging area as established by the Incident Commander.
- G. No law enforcement personnel shall be assigned or allowed to enter areas determined to be contaminated with hazardous materials without proper personal protective equipment.
- H. If necessary, the Incident Commander or his / her designee shall coordinate with Whitfield County Animal Control for evacuation and boarding of pets or other animals.

IV. **Deactivation**

- A. When the Incident Commander determines that the evacuated areas are safe to enter, he / she shall coordinate the release of that information to the media / public.
- B. All evacuation team members must check out through the staging area in order to achieve accountability of all personnel.
- C. The Incident Commander shall provide a briefing to his / her Division Commander immediately after completion of the operation. A written after-action report shall be completed in a timely manner.

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This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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