

# Critical Incident Response Manual

## Field Reference Guide for First Responders



Purpose of update: Periodic review and to update Active Assailant procedures to include MARVI protocols.

5/30/14

## SECTIONS

	<b>Page</b>
<b>1. Introduction</b>	
<b>Purpose</b>	<b>1</b>
<b>2. Incident Command System Quick Reference</b>	
<b>Sample Organization Chart</b>	<b>3</b>
<b>Decision Chart</b>	<b>4</b>
<b>Concepts and Principles</b>	<b>6</b>
<b>Position Summaries</b>	<b>7</b>
<b>3. Mobilization</b>	
<b>Mobilization</b>	<b>12</b>
<b>Glossary</b>	<b>17</b>
<b>4. Reference Materials</b>	
<b>■ Rapid Start</b>	<b>25</b>
<b>■ Emergency Checklists</b>	
➤ <b>Abduction (<i>Amber Alert or Adult</i>)</b>	<b>29</b>
➤ <b>Active Shooter</b>	<b>33</b>
➤ <b>Aircraft Crashes</b>	<b>35</b>
➤ <b>Bombing Emergencies</b>	<b>37</b>
<b>Bomb Evacuation Table</b>	<b>39</b>
➤ <b>Civil Disturbances</b>	<b>41</b>
➤ <b>Hazardous Materials Release</b>	<b>43</b>
➤ <b>Major Storm/Tornado/Flood</b>	<b>45</b>
➤ <b>Missing Person (<i>Alzheimer Patient / Elderly/ Child</i>)</b>	<b>47</b>
➤ <b>Unknown Substance/Powder Call</b>	<b>51</b>
<b>■ After-Action Report</b>	<b>53</b>



---

# INTRODUCTION

---

## CRITICAL INCIDENT RESPONSE MANUAL

### Purpose

This manual is intended to serve as a field reference guide to assist first responders assigned to major incidents. It is not intended to teach the Incident Command System (ICS), nor to make officers proficient in its use. It will be used to refresh one's knowledge of the terms, tactics and functions that must be addressed in responding to a major incident.

### Scope

The members of the Tulsa Police Department operate daily in a climate of handling conflict. It is their responsibility to bring control to any situation and restore order. However, there are incidents, which are of such a complex nature in size or impact, that a coordinated response involving large numbers of resources is required. Incidents of this type infrequently occur, but demand the same level of professionalism as regular operations. To respond efficiently requires teamwork.

Incidents of this sort include, but are not limited to the following:

- Natural disasters
  - Flood
  - Tornado
  - Severe thunderstorm
  - Ice storms
- Made-made disasters
  - Civil disturbance
  - Explosion/bombing
  - Acts of terrorism
  - Penal institution disturbances
  - Transportation accident (air, ground, rail, water)

- Hazardous materials release (fixed or in transit)
- Dam failure
- Large fire (geographically or structurally)

Any of these incidents could result in mass casualties or fatalities, substantial property damage, and/or a major disruption of utilities and services. The result is chaos. The function of the Tulsa Police Department is to maintain order. An efficient handling of a major incident will fulfill this function, as well as provide a sense of security to the citizens we serve. The Incident Command System, mandated by the National Incident Management System (NIMS), is a management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency. Always remember, *control the incident or it will control you.*

Section  
**2**

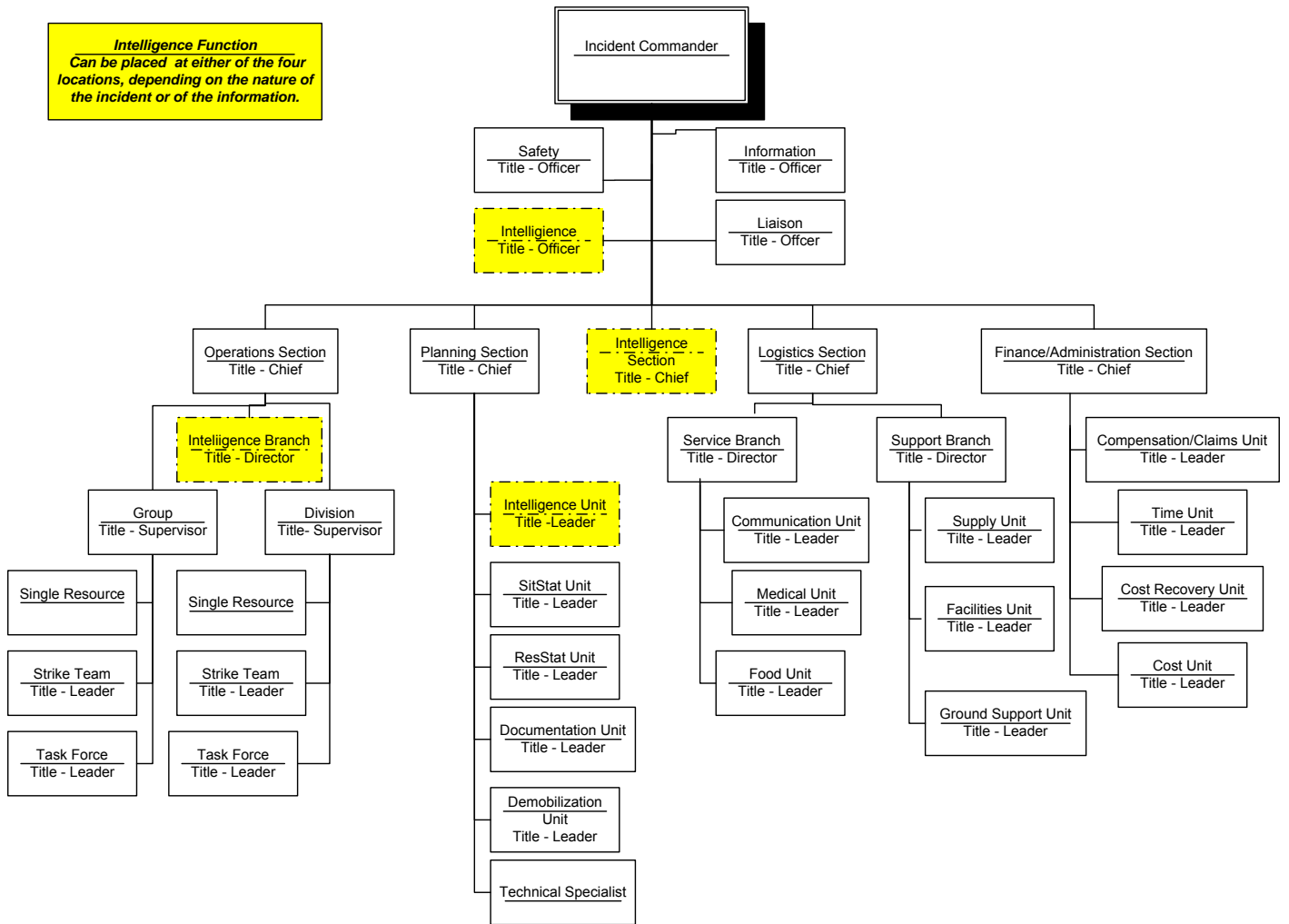
# IC QUICK REFERENCE

## CRITICAL INCIDENT RESPONSE MANUAL

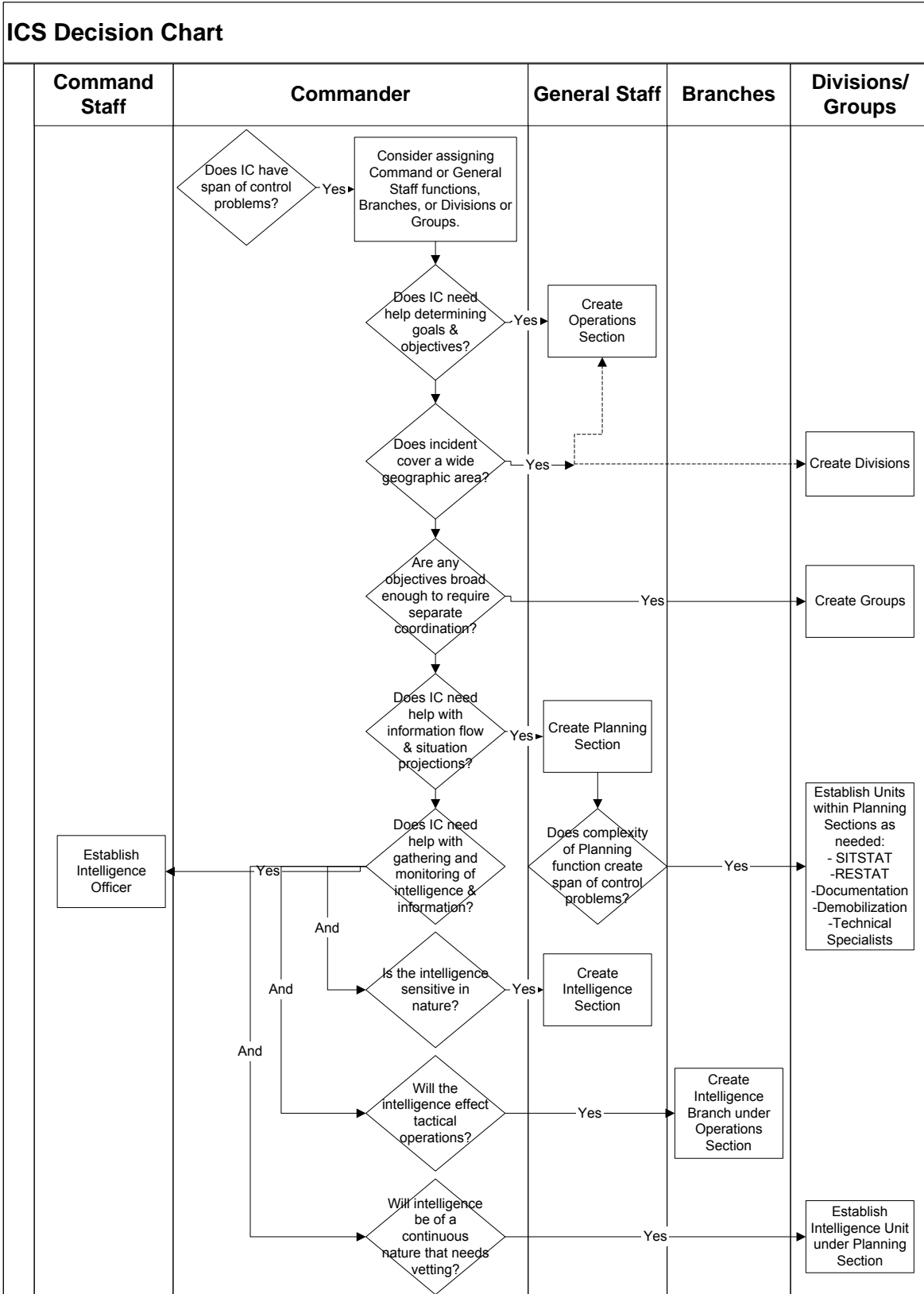
### Sample Organization Chart

The following chart shows the **fully expanded** ICS organizational structure. The structure develops from the top down (Incident Commander). As the incident escalates, additional elements are established. Only the elements required for the incident are established. As the incident subsides, the structure gradually shrinks back to the command function.

**Intelligence Function**  
Can be placed at either of the four locations, depending on the nature of the incident or of the information.



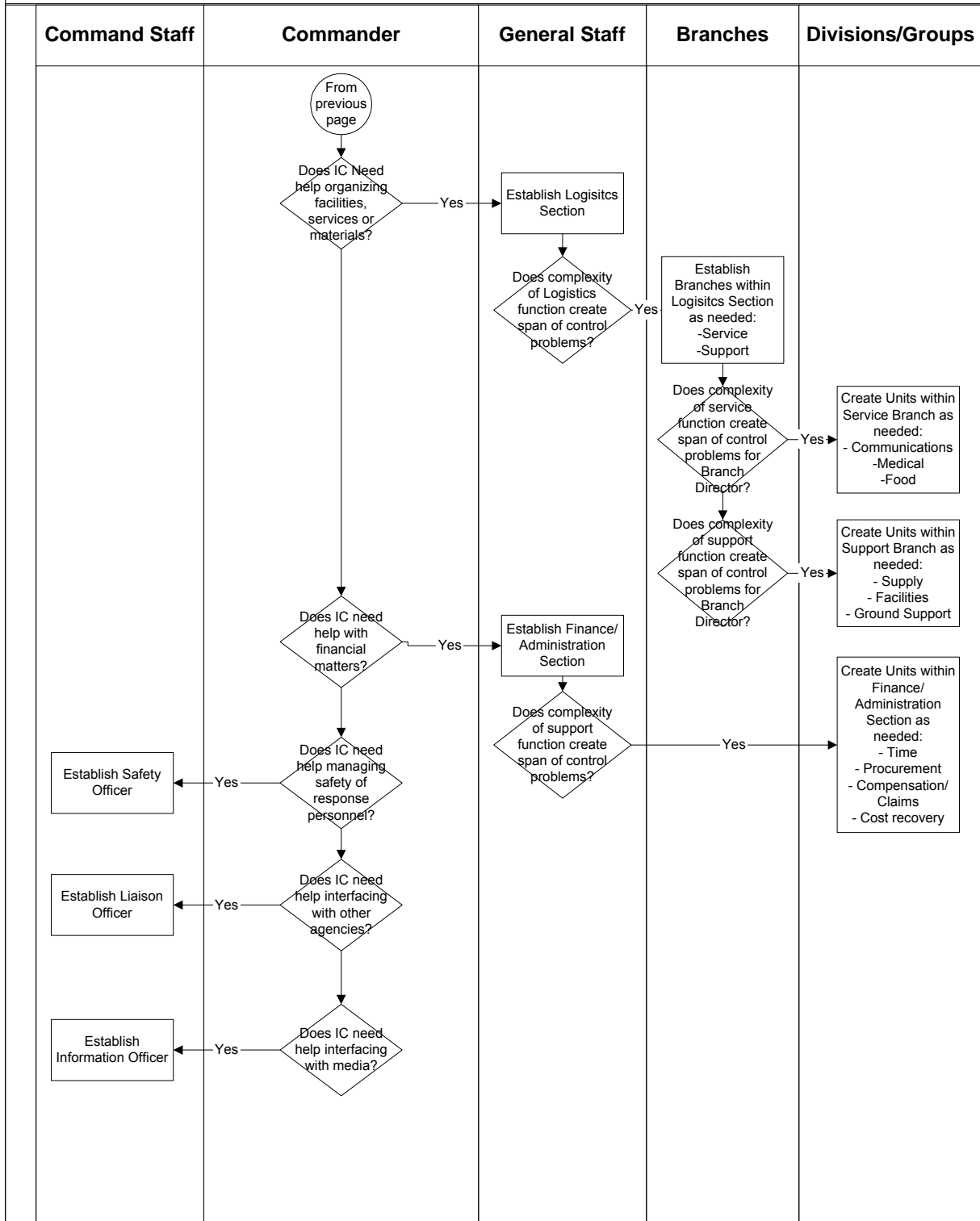
# Decision Chart





# Decision Chart (continued)

## ICS Decision Chart



## ICS Concepts and Principles

<i>ICS CONCEPT</i>	<i>RELATED PRINCIPLES</i>
Common terminology	<input type="checkbox"/> Major organizational functions and units named. <input type="checkbox"/> In multiple incidents, each incident named. <input type="checkbox"/> Common names used for personnel, equipment, and facilities. <input type="checkbox"/> Clear text used in radio transmissions (i.e., no "10" codes or agency-specific codes).
Modular organization	<input type="checkbox"/> Structure develops top-down, from first-in unit. <input type="checkbox"/> Structure based on incident's management needs. <input type="checkbox"/> IC always staffed; other functions staffed as needed.
Management by Objectives (MBO)	<input type="checkbox"/> Establish overarching objectives based on priorities. <input type="checkbox"/> Direct the response based on the objectives.
Reliance on an Incident Action Plan (IAP)	<input type="checkbox"/> Directs the tactical operations to accomplish the identified objectives. <input type="checkbox"/> Requires a written or verbal plan. <input type="checkbox"/> Written plan required when multiple agencies are involved and for complex incidents. <input type="checkbox"/> Covers goals, objectives, and support activities.
Chain of command and Unity of command	<input type="checkbox"/> Structured lines of authority. <input type="checkbox"/> Individuals report to only one supervisor <input type="checkbox"/> Clarify reporting procedures and eliminated confusion of directives from multiple sources.
Unified command structure	<input type="checkbox"/> Single jurisdiction, multiple agency. <input type="checkbox"/> Multi-jurisdictional incidents. <input type="checkbox"/> Individuals representing involved agencies or jurisdictions share command responsibility.
Manageable span of control	<input type="checkbox"/> Range 3–7. <input type="checkbox"/> Optimum 5.
Designated incident facilities	<input type="checkbox"/> Command Post. <input type="checkbox"/> Staging area. <input type="checkbox"/> Others identified as needed.
Comprehensive resource management	<input type="checkbox"/> Staging area: resource-marshaling area. <input type="checkbox"/> Monitor resource status: Assigned, Available, Out of Service.
Information and intelligence management	<input type="checkbox"/> Gathering, sharing and managing incident related information. <input type="checkbox"/> Ensures operational security for confidential and/or sensitive information.
Integrated communications	<input type="checkbox"/> Ensures interoperability of on-scene communications. <input type="checkbox"/> Dedicated communications plan.
Transfer of command	<input type="checkbox"/> Clearly established protocol for transition of command function
Accountability	<input type="checkbox"/> Systematic tracking of personnel and resources. <input type="checkbox"/> Systematic tracking of incident status. <input type="checkbox"/> Elimination of freelancing.
Deployment	<input type="checkbox"/> Matching resources to the established objectives <input type="checkbox"/> Elimination of self dispatched resources.

**POSITION SUMMARIES**

<b>POSITION</b>	<b>REPORTS TO</b>	<b>OVERSEES (IF ASSIGNED)</b>	<b>RESPONSIBILITIES</b>	<b>COORDINATES WITH</b>
<b>Incident Commander (IC)</b>	No one	<input checked="" type="checkbox"/> General Staff: <input type="checkbox"/> Operations <input type="checkbox"/> Planning <input type="checkbox"/> Logistics <input type="checkbox"/> Finance/Administration  <input checked="" type="checkbox"/> Command Staff <input type="checkbox"/> Safety Officer <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Information Officer  <input checked="" type="checkbox"/> Branches, Divisions, Groups	<input checked="" type="checkbox"/> Assess incident priorities. <input checked="" type="checkbox"/> Determine goals and objectives. <input checked="" type="checkbox"/> Develop and implement the incident action plan. <input checked="" type="checkbox"/> Develop an appropriate organizational structure. <input checked="" type="checkbox"/> Manage incident resources. <input checked="" type="checkbox"/> Coordinate overall emergency activities. <input checked="" type="checkbox"/> Ensure responder safety. <input checked="" type="checkbox"/> Coordinate activities of outside agencies. <input checked="" type="checkbox"/> Authorize release of information to the media. <input checked="" type="checkbox"/> Assign responsibilities as needed to the General Staff and the Command Staff. <input checked="" type="checkbox"/> Ensure completion of an After Action Report (AAR).	<input checked="" type="checkbox"/> Other agencies involved in the incident <input checked="" type="checkbox"/> Key General and Command Staff Personnel
<b>Operations Section Chief</b>	IC	<input checked="" type="checkbox"/> Staging Manager. <input checked="" type="checkbox"/> Branch Directors within section. <input checked="" type="checkbox"/> Division and Group Supervisors within section. <input checked="" type="checkbox"/> Other staff as assigned.	<input checked="" type="checkbox"/> Direct and coordinate all tactical operations. <input checked="" type="checkbox"/> Help IC develop goals and objectives for the incident. <input checked="" type="checkbox"/> Develop operational plans. <input checked="" type="checkbox"/> Request or release resources through IC. <input checked="" type="checkbox"/> Consult with IC on the overall incident action plan. <input checked="" type="checkbox"/> Keep IC informed of the situation and resource status within section. <input checked="" type="checkbox"/> Supervise the staging area manager.	<input checked="" type="checkbox"/> IC <input checked="" type="checkbox"/> Key staff under Operations Section

**POSITION SUMMARIES (Continued)**

<b>POSITION</b>	<b>REPORTS TO</b>	<b>OVERSEES (IF ASSIGNED)</b>	<b>RESPONSIBILITIES</b>	<b>COORDINATES WITH</b>
<b>Planning Section Chief</b>	IC	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Situation Status (SITSTAT) Unit</li> <li><input checked="" type="checkbox"/> Resource Status (RESTAT) Unit</li> <li><input checked="" type="checkbox"/> Documentation Unit.</li> <li><input checked="" type="checkbox"/> Demobilization Unit.</li> <li><input checked="" type="checkbox"/> Technical Specialists.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manage information by:</li> <li><input checked="" type="checkbox"/> Collecting information on incident and resources.</li> <li><input checked="" type="checkbox"/> Evaluating information received.</li> <li><input checked="" type="checkbox"/> Disseminating information to IC, Operations, and incident personnel.</li> <li><input checked="" type="checkbox"/> Using information to prepare the incident action plan</li> <li><input checked="" type="checkbox"/> Assist IC in:</li> <li><input checked="" type="checkbox"/> Developing the incident action plan based on projected needs.</li> <li><input checked="" type="checkbox"/> Modifying the incident action plan to meet changing needs.</li> <li><input checked="" type="checkbox"/> Anticipating changes in resource needs.</li> <li><input checked="" type="checkbox"/> Preparing alternate strategies and tactical options based on projections.</li> <li><input checked="" type="checkbox"/> Assign responsibilities as needed to SITSTAT, RESTAT, Documentation, and Demobilization units and to technical specialists.</li> <li><input checked="" type="checkbox"/> Develop master contact list of key players and agency representatives involved in the incident.</li> <li><input checked="" type="checkbox"/> Assist the IC in the completion of an AAR.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> IC</li> <li><input checked="" type="checkbox"/> Operations and incident personnel as required</li> <li><input checked="" type="checkbox"/> Key staff under Planning Section</li> </ul>
<b>Intelligence Officer</b>	IC	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Intelligence Unit</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Manage sensitive/classified (S/C) information by:</li> <li><input checked="" type="checkbox"/> Collecting S/C information on incident.</li> <li><input checked="" type="checkbox"/> Evaluating the S/C information received.</li> <li><input checked="" type="checkbox"/> Disseminating S/C information to IC, Operations, Planning, and incident personnel.</li> <li><input checked="" type="checkbox"/> Assign responsibilities as needed for follow-up on S/C information.</li> <li><input checked="" type="checkbox"/> Serve as the central point of contact for all agencies providing or receiving S/C information for the incident.</li> <li><input checked="" type="checkbox"/> Establish procedures to ensure operational security (OpSec).</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> IC</li> <li><input checked="" type="checkbox"/> Information Officer</li> <li><input checked="" type="checkbox"/> Safety Officer</li> <li><input checked="" type="checkbox"/> Operations Section Chief</li> <li><input checked="" type="checkbox"/> Planning Section Chief</li> <li><input checked="" type="checkbox"/> JTTF/TEW</li> <li><input checked="" type="checkbox"/> Agencies dealing with sensitive/classified information</li> </ul>

**POSITION SUMMARIES (Continued)**

<b>POSITION</b>	<b>REPORTS TO</b>	<b>OVERSEES (IF ASSIGNED)</b>	<b>RESPONSIBILITIES</b>	<b>COORDINATES WITH</b>
<b>Logistics Section Chief</b>	IC	<input checked="" type="checkbox"/> Service Branch. <input checked="" type="checkbox"/> Support Branch.	<input checked="" type="checkbox"/> Provide facilities, services, and materials for incident response, to include specialty team personnel and equipment. <input checked="" type="checkbox"/> Assign responsibilities as needed to the Service and Support Branches. <input checked="" type="checkbox"/> Oversee communications, medical, and food services functions. <input checked="" type="checkbox"/> Oversee supplies, facilities, and ground support functions. <input checked="" type="checkbox"/> Keep IC informed of activities within section.	<input checked="" type="checkbox"/> IC <input checked="" type="checkbox"/> Key staff under Logistics Section
<b>Finance/Administration Section Chief</b>	IC	<input checked="" type="checkbox"/> Time Unit <input checked="" type="checkbox"/> Procurement Unit <input checked="" type="checkbox"/> Compensation-Claims Unit <input checked="" type="checkbox"/> Cost Unit <input checked="" type="checkbox"/> Cost Recovery Unit	<input checked="" type="checkbox"/> Track all incident costs. <input checked="" type="checkbox"/> Evaluate financial and administrative considerations of the incident. <input checked="" type="checkbox"/> Oversee budgeting and future payments. <input checked="" type="checkbox"/> Assign responsibilities, as needed, to Time, Procurement, Compensation/Claims, Cost, and Cost Recovery units. <input checked="" type="checkbox"/> Track all injuries to responders.	<input checked="" type="checkbox"/> IC <input checked="" type="checkbox"/> Other agencies involved in financial/administration issues <input checked="" type="checkbox"/> Key staff in the Finance/Administration Section
<b>Staging Area Manager</b>	<input checked="" type="checkbox"/> Operations Section Chief or <input checked="" type="checkbox"/> IC	Staging Area personnel	<input checked="" type="checkbox"/> Establish a check-in procedure. <input checked="" type="checkbox"/> Respond to request for resources by assigning available resources. <input checked="" type="checkbox"/> Monitor status of resources. <input checked="" type="checkbox"/> Keep IC or Operations Section Chief informed of the status of resources in the Staging Area. <input checked="" type="checkbox"/> Determine the need for a secondary staging area.	<input checked="" type="checkbox"/> IC or <input checked="" type="checkbox"/> Operations Section Chief

**POSITION SUMMARIES (Continued)**

<b>POSITION</b>	<b>REPORTS TO</b>	<b>OVERSEES (IF ASSIGNED)</b>	<b>RESPONSIBILITIES</b>	<b>COORDINATES WITH</b>
<b>Branch Directors</b>	<input checked="" type="checkbox"/> IC or <input checked="" type="checkbox"/> Section Chief (Usually Operations or Logistics).	Divisions Groups/Units	<input checked="" type="checkbox"/> Implement portion of the incident action plan appropriate to the branch function. <input checked="" type="checkbox"/> Coordinate activities of units within the branch. <input checked="" type="checkbox"/> Evaluate goals and objectives, and request additional resources if needed. <input checked="" type="checkbox"/> Keep IC (or Section Chief) informed of the resource status within the branch. <input checked="" type="checkbox"/> Assign specific tasks to Divisions or Groups within the branch. <input checked="" type="checkbox"/> Resolve logistical problems associated with units within the branch.	<input checked="" type="checkbox"/> IC or <input checked="" type="checkbox"/> Section Chief
<b>Division and Group Supervisors</b>	<input checked="" type="checkbox"/> IC or <input checked="" type="checkbox"/> Section Chief or <input checked="" type="checkbox"/> Branch Director	<input checked="" type="checkbox"/> Division personnel or <input checked="" type="checkbox"/> Group personnel	<input checked="" type="checkbox"/> Implement assigned portion of the overall incident action plan. <input checked="" type="checkbox"/> Coordinate activities within the group. <input checked="" type="checkbox"/> Evaluate resource needs within the group. <input checked="" type="checkbox"/> Keep IC (or Branch Director) informed of resource status within the group.	<input checked="" type="checkbox"/> Other Divisions <input checked="" type="checkbox"/> Groups whose boundaries or tasks overlap
<b>Safety Officer</b>	<input checked="" type="checkbox"/> IC	Safety personnel	<input checked="" type="checkbox"/> Monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety. <input checked="" type="checkbox"/> Identify safety problems and suggests solutions to minimize risk. <input checked="" type="checkbox"/> Correct unsafe acts on own authority when necessary. <input checked="" type="checkbox"/> Keep IC informed of present problems and potential hazards.	IC

**POSITION SUMMARIES (Continued)**

<b>POSITION</b>	<b>REPORTS TO</b>	<b>OVERSEES (IF ASSIGNED)</b>	<b>RESPONSIBILITIES</b>	<b>COORDINATES WITH</b>
<b>Liaison Officer</b>	IC	Other staff as needed.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Serve as point of contact for assisting or coordinating agencies.</li> <li><input checked="" type="checkbox"/> Coordinate management of participating agencies.</li> <li><input checked="" type="checkbox"/> Act as a diplomat between agencies when needed.</li> <li><input checked="" type="checkbox"/> Work with private contractors to establish mission, radio communication, and supervision.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Other agencies</li> <li><input checked="" type="checkbox"/> Private contractors</li> <li><input checked="" type="checkbox"/> IC</li> </ul>
<b>Information Officer</b>	IC	Other staff as needed.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Obtain briefing on situation from IC and determine limits of authority.</li> <li><input checked="" type="checkbox"/> Establish information center or press area near incident and away from the Command Post.</li> <li><input checked="" type="checkbox"/> Obtain needed personnel.</li> <li><input checked="" type="checkbox"/> Prepare initial information summary.</li> <li><input checked="" type="checkbox"/> Release information to news media as available, and post information in the Command Post.</li> <li><input checked="" type="checkbox"/> Establish specific times for news releases, fact sheets, or updates.</li> <li><input checked="" type="checkbox"/> Conduct tours of emergency scene as directed by IC.</li> <li><input checked="" type="checkbox"/> Coordinate significant information releases with IC.</li> <li><input checked="" type="checkbox"/> Establish system for rumor control, to verify information that is being released by media or passed around throughout the incident.</li> <li><input checked="" type="checkbox"/> If needed, establish a Joint Information Center (JIC) to operate as the Joint Information System (JIS).</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Media</li> <li><input checked="" type="checkbox"/> IC</li> <li><input checked="" type="checkbox"/> PIOs from other participating agencies and organizations.</li> </ul>

---

# MOBILIZATION

---

## CRITICAL INCIDENT RESPONSE MANUAL

The response of personnel and deployment of resources is strongly dictated by the needs of the incident. Efficient use of these resources includes anticipating needs before they actually arise. Addressing them early can actually decrease the need for greater escalation and quicken the outcome of the incident. Efficient use does not mean being stingy with deploying resources. Trying to just match the current needs with the resources deployed is risky and leads to potential safety issues. Always try to maintain a level of resources readily available that is slightly more than what is currently required by the incident.

The mobilization of resources by the Tulsa Police Department requires an understanding of the following concepts. These concepts are general conditions the department has utilized from time to time, but are codified in this manual to assist in the understanding of escalation of resource deployment. These concepts follow the natural progression that has taken place in responding to past incidents.

### Response Levels

*Based on the NIMS Incident Level Typing*

#### **I. Type 5 Incident:**

Beat Response: *The normal response mode for our personnel.*

1. Initial officer and backing officers.
2. The initial officer serves as “IC” for the incident. The “ Incident Command Post” (ICP) is wherever this officer is positioned. This officer must assign responsibilities, as needed, i.e. request for tactical frequency
- c) No need for a written IAP.

Platoon Response:

- a) Requires response of a field supervisor and a contingent of officers up to that of normal squad size (6-8 officers).
- b) The supervisor serves as the IC. The IC is responsible for assessment of incident needs and assignment of responsibilities.
  - (a) The IC must track the assignments of officers, by time of assignment, location and function. Determines the need for further escalation and deployment of resources, as well as the establishment of an Incident Command Post (ICP).



(b) If the response is going to exceed 4 hours in duration, consider the need for relief by assigned personnel. Provide for pool personnel to rotate into various positions to give personnel the opportunity for relief.

## **II. Type 4 Incident**

Unit Response:

- a) Requires the activation of a specialty unit to address the specific needs of the incident.
  - (a) An example is an armed and barricaded subject. The SOT is activated to assume the tactical functions of the incident, fulfilling the Operations Section functions. The field supervisor acting as IC maintains control of the overall scene.
  - (b) A unit response can occur at any response level above that of a beat response.

Shift Response:

- a) Requires the response of a number of officers exceeding a normal squad (6-8). This type of incident would utilize the resources of a majority of the officers on a particular shift within a single uniform division.
- b) A Shift Commander (for the affected area) would serve as the IC. A field supervisor would act in this capacity in the absence of a Shift Commander.
  - (a) If not already established, set up an ICP. If the response is anticipated to exceed 4 hours, activate the Disaster Response Team (DaRT) for assistance in running the ICP.
  - (b) Special considerations:
    - (i) Possible extension of shifts for the responding personnel. Prior to extending shifts, determine if the needs could be better addressed using a specialty unit, i.e. TPR for scene control, Mounted Patrol for crowd control, Motorcycle Unit for traffic control.
    - (ii) Use of limited call assignments. All calls for service within the affected area are dispatched to the ICP. Available field personnel, possibly from another uniform division, handles calls for service outside the affected area.
- c) Other activities that may be occurring: The activation of the Emergency Operations Center (EOC). The Chief, or Bureau Deputy Chief will respond to the EOC for overall coordination of the department.

## **III. Type 3 Incident**

Divisional Response:

- a) Requires the use of personnel from multiple uniform divisions in the direct response to the incident. This level utilizes a majority of officers from more than one uniform division.
- b) The Divisional Commander of the area most directly affected will serve as the IC. The Division Commander from other Uniform Divisions will be the secondary IC. In the absence of a Divisional Commander, a Shift Commander will serve in the capacity of IC.
  - (a) Special considerations:
    - (i) Establishment of an ICP (if not already set-up).

- (ii) Activation of specialty units.
- (iii) Extension of shifts.
- (iv) Limited call assignment.
- c) The EOC may have been activated, with the Chief or Bureau Deputy Chief responding to coordinate the overall operations of the department.

#### **IV. Type 2/1 Incident**

##### Departmental Response:

- a) Requires the response of most of the resources of the Tulsa Police Department.
- b) The IC will be a Division Commander.
  - (b) Activation of personnel, on and off-duty.
  - (c) All personnel will go to 12 hour rotating shifts.
  - (d) Limited call assignments citywide.
  - (e) Activation of all specialty units to support the incident response.
- c) The EOC will have been activated, with the Chief or Bureau Deputy Chief responding to coordinate the overall operations of the department.

##### Exceeds Departmental Response:

- a) This will be a City Emergency / Disaster, declared by the Mayor.
- b) The resources of the department are not enough to address the needs of the incident. The State of Oklahoma will provide resources, governmental or military, for support. For state resources, a request must be made by the Chief of Police through the Mayor to the Governor's office. If the incident exceeds state resources, a State Emergency / Disaster will be declared and federal resources, governmental or military, will be made available.
- c) When agencies from outside our jurisdiction have been brought in for support, they will operate under the direction of the IC at the scene, fulfilling scene control functions. They will not serve to replace officers in "regular patrol functions" outside the incident response.
- d) When the incident has been stabilized and demobilization has begun, personnel from outside agencies will be relieved before decreasing the department's deployment of personnel.

##### Martial Law:

- a) Declared by the President, Governor, or the Commander of the local National Guard unit.
- b) The authority of the military will supercede that of local government, with local law enforcement coming under the direction of the military Commanding Officer.

In responding to any incident, personnel on-scene will evaluate the needed level of response. It is not required to make a step by step progression through the levels. If personnel on-scene properly assesses a shift response is required; this level will automatically be utilized without first establishing a squad response. Response levels do not have to "Declared" to be attained.

## Assumptions

- All the response levels assume the Tulsa Police Department will be acting as lead response agency. In the event another response agency has assumed the responsibility as lead and has staffed an IC, the TPD person designated above as IC will act as the department's liaison to the established ICS structure.
- All levels of response will operate under the concepts of the ICS, i.e. common terminology when multiple agencies involved, coordinated response plans, coordinated resource management, etc., as outlined by NIMS.
- All TPD personnel will only act in a capacity afforded by their training, equipment, expertise and/or legal authority.

## Activation of Specialty Unit / Off-Duty Personnel

When an incident response is of such a nature, size or complexity as to require the use of specialty unit or off-duty personnel, the IC may authorize notification of these personnel. If an official from another response agency staffs the role of the IC, the lead TPD official may authorize notification.

Specialty unit leaders will maintain a current contact list of all team members. A copy of this list will be provided to dispatch. Team leaders will also maintain a current list of contact phone numbers of any outside resources that they normally would require.

To activate a specialty unit, contact dispatch to notify the unit supervisor or team leader, by radio, phone or pager. The IC will provide dispatch with the following information to be provided to the responding personnel:

- Incident information
- Identity of IC
- Location of scene
- Location of command post
- Location of staging – where the personnel will respond to
- Route of approach

The unit supervisor or team leader will then notify the unit members.

An incident requiring the activation of off-duty personnel will most likely be a divisional response or above. The IC will implement a reverse phone tree by contacting the affected Shift Commander to advise of the need for personnel. The Shift Commander will contact the squad Sergeants, who will then contact their respective officers to report for duty at a designated time and location.

If the incident requires the immediate mobilization of numerous off-duty personnel, the IC will notify TV and radio media to have them broadcast the activation of off-duty personnel.

The information provided will include the time and location where to report as well as the need for specific equipment.

## Law Enforcement Tasks

At whatever level of response the department may be engaged in, the Tulsa Police Department is tasked with the fulfillment of the following tasks: (as outlined by the Tulsa Co. E.O. P.)

- Provide traffic and crowd control
- Provide scene security by:
  - ✓ Establishing scene perimeters (inner and outer)
  - ✓ Establishing dedicated routes of ingress and egress
  - ✓ Providing security at the various scene sites (Command Post, Field Booking Area, Media Area, Staging Area, Family Assistance Center, Morgue Sites, etc.)
  - ✓ Denying entry to non-essential person (civilian and response personnel) to various perimeters
- Conduct or assist in evacuation by:
  - ✓ Establishing evacuation routes separate from responder routes
  - ✓ Providing for relocation sites
  - ✓ Providing for protection of property within evacuation area
- Conduct or assist in warning the public of potential threat (door to door, public address system, bullhorn, telephone)
- Maintain law and order throughout the City of Tulsa
- Conduct or assist in search and rescue
- Assist Tulsa County Sheriff's Office (TCSO) with jail/detention functions and security
- Conduct or assist in any scene investigation required
- Provide scene intelligence
- Support Medical Examiner in the recovery and identification of victims
- Provide other support, as capable

Command begins with the arrival of the first emergency responder on scene, whether law enforcement or not. If the incident requires the Tulsa Police Department to assume the role of IC as lead agency, command will transfer to the first arriving supervisor. For incidents where TPD personnel are serving in a support role, transfer command to the first arriving supervisor of the lead agency. Often, TPD personnel arrive after other emergency responders are on-scene and command has already been established. In this instance, determine the location of the person in command and the ranking TPD person should proceed to their location for assignment of law enforcement duties.

When transferring command, the outgoing IC must brief the incoming IC to provide:

- The incident conditions (e.g., objectives, hazards, priorities, etc.)
- The incident action plan and current status.
- Safety considerations and concerns.
- Deployment and assignment of operating units and personnel.
- Appraisal of the need for additional resources.

Be sure to advise dispatch of the command change.

Section  
**4**

---

# REFERENCE MATERIALS

---

## CRITICAL INCIDENT RESPONSE MANUAL

### Glossary

- After-Action Report* A report prepared by the Incident Commander summarizing the overall response to an incident. The report will contain information about the incident itself, the resources deployed to deal with it, and the consequences of the incident and response, including any potential liability issues. The report will identify strengths of the incident as well as deficiencies that occurred. Recommendations will be made to overcome the deficiencies from reoccurring.
- Area Command* Provides command authority and coordination for two or more incidents in close proximity. Works directly with Incident Commanders.
- Branch* That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
- Branch Tactical Planning* That the detailed action plans are developed within the Operations Section at the Branch level with the Planning Section providing support and coordination. Often used for incidents involving specialty operations.
- Cold Zone* The fully safe operating area surrounding the Warm Zone at a hazardous materials site. The Command Post and general Staging Areas are located in the Cold Zone.
- Command* The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

<i>Command Staff</i>	Consists of the Information, Liaison and Safety officers. These persons work directly with the IC in overseeing the incident response.
<i>Command Post</i>	A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; usually located near the incident scene, but out of the risk area.
<i>Communications Unit</i>	Functional unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communication Center. Also may refer to a vehicle (trailer or mobile van) used to provide the major part of an Incident Communications Center.
<i>Compensation/ Claims Unit</i>	Functional unit within the Finance/Administration Section. Responsible for financial concerns resulting from injuries or fatalities at an incident.
<i>Community Emergency Response Teams (CERT)</i>	A FEMA program which trains teams of civilians to be prepared for disaster response where they live and/or work. They are specifically trained for light search and rescue, fire suppression, and first aid medical in the absence of first responders. They are trained to operate using the ICS system, and to yield to professional responders when they arrive on the scene.
<i>Cooperating Agency</i>	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement, public works, National Guard, etc.)
<i>Coordination</i>	The process of systematically analyzing a situation, developing relevant information, and informing the appropriate command authority of viable alternatives for the selection of the most effective combination of available resources to meet specific objectives.
<i>Cost Unit</i>	Functional unit within the Finance/Administration Section. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
<i>Decontamination</i>	The process of removing hazardous substances from the body or equipment.
<i>Demobilization Unit</i>	Functional unit within the Planning Section. Responsible for ensuring orderly, safe, and efficient demobilization of resources committed to the incident.
<i>Division</i>	That organizational level having responsibility of operations within a defined geographical area. The Division level is the organizational level between Single Resources, Task Force or Strike Force and the Branch.

<i>Documentation Unit</i>	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.
<i>Emergency Management Institute (EMI)</i>	The Federal Emergency Management Agency's (FEMA) training campus in Emmitsburg, Maryland, known as the National Emergency Training Center (NETC), houses both the National Fire Academy (NFA) and the EMI. EMI offers training in a variety of emergency management topics.
<i>Emergency Medical Services (EMS)</i>	A system that provides care to the sick and injured. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.
<i>Emergency Medical Technician (EMT)</i>	A person trained and licensed by the State to provide emergency medical care to the sick and injured. EMTs may be trained to different levels depending upon the skill mix required by the community medical service system.
<i>Emergency Operations Plan (EOP)</i>	A written document for the City and County of Tulsa developed by the various emergency response agencies within this jurisdiction. The plan outlines the potential threats that the jurisdiction is vulnerable to, and directs the individual agencies to carry out the specific functions to bring the incident to a conclusion. It delineates the capabilities of this community to respond to emergencies.
<i>Emergency Response Guidebook (ERG)</i>	A field reference manual published by the Department of Transportation listing hazardous materials. The manual is cross-referenced by chemical name and ID number. The book lists the general hazards of these chemicals and the steps to be taken by emergency response personnel dealing with them.
<i>EPA</i>	Environmental Protection Agency.
<i>Extremely Hazardous Substance</i>	One of more than 300 EPA-designated chemicals and substances that are highly toxic and subject to the planning requirements of Superfund Amendments and Reauthorization Act (SARA).
<i>Facilities Unit</i>	Functional unit within the Support Branch of the Logistics Section. Provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping area, sanitary facilities, and a formal Command Post.
<i>FEMA</i>	Federal Emergency Management Agency.
<i>Finance/Administration Section</i>	Responsible for all costs and financial/administrative considerations of the incident, including the documentation of responder injuries. Includes the Time Unit, Procurement Unit, Compensation Unit, Compensation/Claims Unit, and the Cost Unit.

<i>Fusion Center</i>	The entity established to coordinate the sharing of information between law enforcement agencies, and with other response entities.
<i>General Staff</i>	The group of incident management personnel comprised of the Incident Commander and the functional Section Chiefs (Operations, Planning, Logistics, and Finance/Administration.)
<i>Goals</i>	The overall plan that will be used to control the incident. Goals are broad in nature and are achieved by the completion of objectives.
<i>Ground Support Unit</i>	Functional unit within the Support Branch of the Logistics Section. Responsible for fueling, maintaining and repairing vehicles, and transporting personnel and supplies.
<i>Group</i>	That organizational level having responsibility within a defined specific functional assignment at an incident. A group is managed by a Group Officer.
<i>Hazardous Materials (HazMat)</i>	A group of materials that can cause harm to people or the environment upon release.
<i>Hot Zone</i>	The <b>total exclusion</b> area around a hazardous materials incident. Entry is limited to personnel wearing special protective clothing. Clearance to enter the area must be approved by the Safety Officer or his designee.
<i>Incident Action Plan</i>	The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.
<i>Incident Command System (ICS)</i>	A management tool designed to control field emergency response operations by establishing functional area under the direction of an Incident Commander (IC). The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
<i>Incident Commander (IC)</i>	The person in overall control of the incident site. The IC leads the ICS and is the local individual responsible for the management of <b>all</b> incident operations.
<i>Information Officer</i>	The person responsible for communicating with the media or other appropriate agencies requiring information direct from the incident scene.
<i>Intelligence and Investigation</i>	Responsible for the collecting, coordinating, and evaluating sensitive and/or classified information pertaining to the incident, as well as



<i>Function</i>	implementing intelligence gathering efforts during the incident. This person serves as the central point of contact for representatives of the Fusion Center, Joint Terrorism Task Force (JTTF) and the Terrorism Early Warning (TEW) group. These personnel should be initially considered to serve in this capacity. The intelligence function can be established as part of the command staff, as a separate function as part of the general staff, or as a part of the planning function at the discretion of the IC.
<i>Intelligence Officer</i>	The person responsible for the oversight of the Intelligence function with the organization structure. Also responsible for the implementation of operational security (OpSec) of the scene.
<i>Joint Information Center (JIC)</i>	The location identified to operate the Joint Information System.
<i>Joint Information System (JIS)</i>	The process of centralizing information gathering for incidents involving multiple agencies to allow for the release of information. All involved agencies provide input of information for collection and evaluation. A single Information Officer is assigned as the lead to operate as the "single voice" for the incident. This reduces conflicting information from being released by the various participating agencies.
<i>Joint Terrorism Task Force (JTTF)</i>	A multiagency contingent of federal, state, and local law enforcement officials headed by the FBI. The JTTF is responsible for the collecting, coordination, and investigation of information related to potential terrorist activity.
<i>Liaison Officer</i>	The central point of contact for assisting and coordinating agencies.
<i>Limited Call Assignment</i>	The assignment of only Priority 1 and 2 calls in the affected division to officers from other unaffected divisions. Priority 1 and 2 calls within the perimeter of the incident will be dispatched to the Command Post for assignment.
<i>Logistics Section</i>	Responsible for providing facilities, services and materials for the incident, to include specialized team and equipment needs, utilizing NIMS resource typing. Includes the Communications, Medical and Food Units (within the Service Branch) and the Supply, Facilities, and Ground Support Units (within the Support Branch).
<i>Martial Law</i>	Military rule or authority imposed on a civilian population when the civil authorities cannot maintain law and order, as in a time of war or during an emergency.
<i>Material Safety Data Sheet (MSDS)</i>	A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.

<i>Media Area</i>	An area designated for responding media representatives to park their vehicles, equipment and establish their interview and broadcast facilities, and to receive briefings from the Information Officer.
<i>Medical Unit</i>	Functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.
<i>Mutual Aid</i>	Resources provided by agencies other the Tulsa Police Department in order to supplement the Department. Agreements should be developed with these agencies to delineate the resources likely to be provided and facilitate the request process.
<i>National Incident Management System (NIMS)</i>	Established under Homeland Security Directive #5 and #8, the federal guidelines for responding to all types of hazards. Mandates the use of ICS as the management structure for emergency response.
<i>Objectives</i>	the specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.
<i>Operational Period</i>	The period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan.
<i>Operations Section</i>	Responsible for all tactical operations at the incident.
<i>Out-of-Service Resources</i>	Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
<i>Plain-talk</i>	The elimination of usage of 10-codes to facilitate understanding of communications. Plain language is utilized between units and command throughout an incident involving multiple agencies.
<i>Planning Meeting</i>	A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.
<i>Planning Section</i>	Responsible for the tracking and documentation of the incident or event, the resources used, and the actions taken. Helps develop and writes out the IAP. Assists the IC with the completion of the AAR. Includes the Resource Unit, Situation Unit, Documentation Unit, and Demobilization Unit.
<i>Procurement Unit</i>	A functional unit within the Finance/Administration Section. Responsible for the financial matters involving vendors.

<i>Recorder</i>	An officer assigned the responsibility of the Documentation Unit during an incident.
<i>Resource Status Unit (RESTAT)</i>	Functional unit within the Planning Section. Responsible for recording the status of resources committed to the incident and evaluation of resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs. The unit will maintain the resource database during an incident.
<i>Resources</i>	All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained. Resources will be typed according to NIMS standards for ease of identification. A database will be maintained of all resources by type.
<i>Resource Typing</i>	The process of categorizing resources based on the kind of resource and the capability of the individual resource. Used to facilitate the identification and ordering of resources.
<i>Safety Officer</i>	Person responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.
<i>Section</i>	That organizational level having functional responsibility for primary segments of incident operations, such as operations, Planning, Logistics, and Finance/Administration. Organizationally, the Section level usually is between Branch and Incident Commander.
<i>Service Branch</i>	A branch within the Logistics Section. Responsible for service activities at the incident. Components include the Communication Unit, Medical Unit and Food Unit.
<i>Situation Status Unit (SITSTAT)</i>	Functional unit within the Planning Section. Responsible for analysis of the situation as it progresses. Reports to the Planning Section Chief.
<i>Staging Area</i>	Location where incident personnel and equipment are assigned on an immediately available status. Equipment and personnel will be held at the staging area until called for at the emergency site by the Command Post. Overseen by a Staging Area Manager (SAM).
<i>Strike Team</i>	A set number of resources of the same kind and type. A strike team should not exceed four members.
<i>Supply Unit</i>	Functional unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.

<i>Support Branch</i>	A branch within the Logistics Section. Responsible for providing the personnel, equipment and supplies to support incident operations. Components include the Supply, Facilities, and Ground Support Units.
<i>Task Force</i>	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
<i>Technical Specialists</i>	Personnel with special skills who are activated only when needed. They may be needed in the areas of fire behavior, bomb characteristics, structural considerations, environmental concerns, resource use and training. Technical Specialists report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.
<i>Time Unit</i>	Functional unit within the Finance/Administration Section. Responsible for recording the time personnel work at the incident.
<i>Unified Command</i>	A variation of Incident Command, in which more than one person serves in the capacity of the Incident Commander, because of jurisdictional concerns, complexity of the incident, or size of response. The persons serving as IC will jointly make decisions on the response.
<i>Unity of Command</i>	Each individual report to only one supervisor. During a major incident, supervision and direction of departmental personnel and units will flow from the designated Incident Commander.
<i>Unity of Effort</i>	Actions taken by individual responders are carried out in coordination with the efforts of all other agencies involved. <b>No freelancing.</b> Control of departmental personnel is <u>not</u> relinquished.
<i>Warm Zone</i>	The area between the Hot and Cold Zones at a hazardous materials site. The Warm zone includes the staging area for entry into the Hot Zone, which is where decontamination takes place.

## Rapid Start

All actions shall serve to address three main priorities in the following order:

- Life safety
- Incident stabilization
- Preservation of property

Having these priorities in mind, make assignments to accomplish the following objectives:

### Secure the Scene

- (a) Set inner perimeter, advise responders
- (b) Set outer perimeter, advise responders
- (c) Set routes of ingress/egress, advise responders
- (d) Deny entry to non-essential personnel
- (e) Provide traffic/crowd control

### Establish Command Structure

- (a) If command already established by another responding agency, make on-scene contact with IC
- (b) If command has not been established, initiate ICS and Incident Command Post (ICP), advise dispatch and all responders of IC and ICP location

### Designate Tactical Radio Talkgroup

- (a) Set up different talkgroups for various functions (when multiple agencies are involved do not use 10 codes)

### Request Additional Personnel/Specialty Units or Outside Agencies as Needed

- (a) Establish staging area, as needed (multiple agency response may require multiple staging areas)
- (b) Advise responders of where to respond (not to incident scene)
- (c) A representative from jurisdictional legal authority, as needed

## Identify Specific Hazards

- (a) Hazardous Materials – use Emergency Response Guidebook
- (b) Explosion, threat vs detonation
- (c) Crowd conditions, i.e. violent, armed, etc.
- (d) Weather conditions
- (e) Secondary hazards, i.e. downed power lines, traffic conditions, etc.
- (f) Secondary devices

## Special Considerations

- (a) Evacuation – determine if needed or not, set evacuation routes (separate from response routes), establish relocation shelters, transportation, special needs population
- (b) Public Warning – conduct or assist in warning the public of potential threats, by means of public address, telephone, door-to-door, media (*Make warnings uniform, consider special needs population [deaf, other language]*)
- (c) Crime Scene Investigation – depending on the nature of the incident, TPD will either conduct or assist in the criminal investigation. assist the Medical Examiner's office with the retrieval and identification of victims
- (d) Media area - designate a location for media, advise responders of location so they can direct media to it, advise media of briefing schedule
- (e) Mass casualties/fatalities – consider the establishment of a Family Assistance Center (FAC) run by the American Red Cross
- (f) Mutual aid – determine the existence of mutual aid agreements and the need to activate these agreement
- (g) Intelligence – contact the Fusion Center or JTTF

## Command Post Considerations

- (a) Site Selection Factors
  - ❑ Out of kill/hot zone
  - ❑ Between inner/outer perimeter
  - ❑ Accessible to responding personnel
  - ❑ Sufficient space for responding personnel/equipment/parking
  - ❑ Accessible to restroom facilities
  - ❑ Accessible to utilities: phone, electric, water
  - ❑ Protection against weather
  - ❑ Security of the area

**(b) Possible Site Locations**

- ❑ **Parks**
- ❑ **Schools/Universities**
- ❑ **Public Facilities**
- ❑ **Large Parking Lots**

# Incident Response Checklist

## ABDUCTION (AMBER ALERT OR ADULT)

This checklist is intended to serve as a guideline for the first responder with the initial stages of an abduction. When someone has been taken against their will, the first few hours are most always the most critical in being able to successfully locate the victim.

### Situation Assessment

First responder on scene should begin to gather this information upon arrival to determine the appropriate course of action.

- AMBER PLAN CRITERIA **Refer to Policy 31-122B, Amber Plan**
  - A. Is the abduction one in which the child is 17 years of age or younger?  
If yes, answer question D. If no, answer question B.
  - B. Is the abduction one in which the child victim has a proven mental or physical disability?  
If yes, answer question D. If no, answer question C.
  - C. Did the child abduction involve acts of violence?  
If yes, ACTIVATE THE AMBER PLAN! If no, answer question D
  - D. Do you believe the child to be in danger of serious bodily harm or death?  
If yes, ACTIVATE THE PLAN! If no, do not activate the Amber Plan.
  
- If the criteria are met, notify a Shift Commander or supervisor.**
- If the above criteria are not met (age, witness, level of violence, etc.) but there is reason to believe that the victim is missing not as the result of their own desires, determine the following:
  - History of disappearance
  - Criminal history
  - History of domestic violence, stalking, etc.
  - Existing/suspected medical/mental condition
  - Knowledge of any problems with family/friends/acquaintances
  - Possible witnesses
  - Length of time missing
  - Presence of crime scene

### Initial Response

- Information to begin collect as quickly as possible to provide to other officers/detectives (COS)
  - Victim information
    - Identifiers of victim – age, race, sex, height, weight, hair (color/style), eyes (glasses), build (heavysset/skinny/medium), identifying marks (facial hair/tattoos/scars), clothing description
    - Photograph/video of victim
    - Last known location
    - Points of contact for victim – family/friends/coworkers/place of employment
    - Possession of cell phone/pager/PDA/credit cards by victim
    - Determine if victim has any disabilities/injuries
  - Suspect information
    - Identifiers of victim – age, race, sex, height, weight, hair (color/style), eyes (glasses), build (heavysset/skinny/medium), identifying marks (facial hair/tattoos/scars), clothing description
    - Vehicle information
    - Last known location
    - Points of contact for suspect – family/friends/coworkers/place of employment
    - Possession of cell phone/pager/PDA/credit cards by suspect
- If Amber Plan activated, follow procedures from Policy 31-122B.**
  - The Shift commander or supervisor will have dispatch notify the following:
    - Detective Division Captain over people crimes
    - Exploitation Unit Sergeant and personnel
    - Child Crisis Personnel
    - Sex Crimes Personnel
    - Disaster Response Team (DaRT) Commander
    - PIO
    - A Child Is Missing.
    - FBI



- Set up "Soft Perimeter" by assigning officers to city limits to monitor for suspect vehicle
- Assign officers to respond to the Detective Division to assist with the activation and staffing of the Amber Alert Call Center located on the first floor.
- Assign officers to victim's home to secure it, obtain search waiver and search it (computers searched by Cybercrimes)
- Assign officers to protect crime scene
- Assign officer to obtain victim's photo as quickly as possible. The photo will be provided to the assigned detective for preparation of incident flyers
- Identify pedestrian traffic in area
- Assign officer to stay with the person reporting (family/friend)
- Assign officers to begin canvas of the area for possible witnesses/evidence. Obtain written statements from witnesses
- Determine if victim is involved in custody battle, or has had prior incidents of abductions/threats
- If Amber Plan **not** activated, contact the Detective Division for the appropriate squad to respond. If the detective makes the determination for immediate action:
  - Set up "Soft Perimeter" by assigning officers to city limits to monitor for suspect vehicle
  - Assign officers to victim's home to secure it, obtain a search waiver and search it
  - Assign officers to protect crime scene
  - Assign officer to obtain victim's photo as quickly as possible. The photo will be provided to the assigned detective for preparation of incident flyers
  - Assign officer to stay with the person reporting (family/friend)
  - Assign officers to begin canvas of the area for possible witnesses/evidence. Obtain written statements from witnesses

### Scene Management

- Establish a field command post
  - Begin a grid search moving out from location of scene
  - Track actions carried out by field, documenting areas canvassed/searched and contacts made
- Establish liaison with Detective's Division (Call Center and/or Investigator in charge of case) to coordinate efforts.
- Consider notification of following: (To provide incident information as "Be On The Lookout")
  - Tulsa Fire Dept
  - Public Works
  - EMSA
  - U. S. Post Office
  - PSO/AEP
  - ONG
  - UPS
  - SBC
  - Cox Communications
  - Area Businesses

### TPD Resources to Consider Utilizing

- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media, Purple Pager)
- SID (intelligence, documentation)
- Major Crimes Unit (crime scene processing)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- Motorcycle unit (traffic control, perimeter)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- VIPS (administrative/clerical support)

### Outside Resources to Consider Utilizing

- Tulsa Fire Dept. (medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)

- FBI (law enforcement support, federal resources)
- Oklahoma Dept. of Transportation (public information release on highway signs)
- American Red Cross (meals, counseling)
- Salvation Army (meals)
- Tulsa Co. District Attorney's office (legal considerations)
- National Center for Missing and Exploited Children (NCMEC) (national information database)
- A Child Is Missing (public information access, information database)
- CERT (personnel for field/areas search)



# Incident Response Checklist

## Active Assailant Checklist

This checklist is intended to assist the first responder with the initial response to an incident involving an active shooter, active assailant or terroristic attack. These guidelines strive to quickly establish tactical operations to deal with the immediate threat to innocent lives, followed closely with the establishment of Unified Command with other response agencies. **Refer to TPD TOG 120: Patrol Response to Active Assailant: Multi-Agency Response to Violent Incidents (MARVI).**

### Situation Assessment

Ensure that a situation estimate has been obtained and relayed to the dispatch and other responders en route to the scene containing at least the following information:

- The presence of an active assailant.
- The need for additional resources; other officers, medical assistance, TFD, etc.
- The route of approach for other responders
- Point of entry into the structure
- Other pertinent issues, i.e. potential hazards, size of structure, number of potential victims

### Special Considerations

- The type of weapon being used by the suspect
- The identified kill zone
- Staging area outside the kill zone for all responding personnel.
- For responders entering the incident, identify a rally point.
- Containment of the suspect – if the suspect attempts to exit the structure, allow the suspect to do so.**

### Initial Actions

Based on the numerous 911 calls at a given location and information indicating a likely active assault in a target rich environment, PSC personnel will automatically activate **the Special Operations Team, the Disaster Response Team, the Bomb Squad and the PIO** as soon as they it becomes apparent that this is an active shooter even if you are still en route.

Formation of a Contact Team (one or more of the initial officers to arrive on the scene) If the initial officers determine that immediate action – rapid deployment is needed, they will form a Contact Team for entry into the danger area. One member will be designated as the Team Leader to direct the movement of the team and to update dispatch on the radio. Their specific function is the location and neutralization of the threat. The Contact Team will remain in the main frequency, which will be dedicated to the incident until Command determines otherwise. Prior to entry into the danger are, the TL will broadcast the following on the radio:

- Identify of all members of the Contact Team
- Advise they are making entry into the area, and of the route of entry
- Advise they are passing Command to the next arriving responder to assume IC.

Establish Incident Command(IC) – this will only be accomplished only after a Contact Team has been established and deployed and should occur simultaneous to the establishment of the Search Team. The next officer to arrive on scene after the Contact Team deploys should take on the responsibility of establishing Incident Command. This is done by advising dispatch of the following:

- Your identify
- Specific location
- Taking Command of the Incident

*NOTE: If no officer or supervisor comes on the radio to assume the role of IC, dispatch will ask who is the IC at the scene.*

Dispatch will notify other response agencies of the exact location of the Incident Command Post (CP) and name of the Incident Commander (IC). This will allow their lead official to respond to CP to establish Unified Command (UC). The CP must quickly establish the following needed frequencies, with a person assigned to monitor each:

- Main frequency (the main frequency for the affected Uniform Division) - already in use by the Contact Team for use as the Interior Tactical Frequency
- Interior – for use by Search Team to communicate with the CP.

- Exterior – for use by CP to communicate for operations outside of the affected structure
- TFD
- Medical Branch

☐ Formation of a Search Team (ST) – This should happen simultaneous to the establishment of an Incident Command. Their function is the methodical sweeping of the building to locate victims and begin to secure the building. Assign the following for the ST:

- Team Leader (STL) – responsible for directing the movements of the ST inside the building. The STL will remain on the Main frequency to allow communications with the Contact Team.
- Assistant Team Leader (ASTL) – responsible for identifying the location of occupants inside the affected area, specifically noting the numbers of occupants, as well as injuries. The ASTL will monitor the Interior frequency and communicate this information to the CP.
- Breaching Officer – responsible for breaching interior doors to allow the ST to clear all areas throughout the structure.

Prior to deployment, the STL will:

- Determine locations of master keys of facility and provide to Breaching Officer (or other entry tools that may be needed – TFD may be able to supply these)
- Ensure all Search Team members are properly equipped.
  - ✓ Raid jackets/ ballistic vests for non-uniform officers
  - ✓ Flashlights

Once deployed, the STL will:

- Establish safe corridor inside the structure by posting officers at all juncture points – the IC will continue to backfill officers as the team moves throughout the structure/area
- Move room by room to identify all possible occupants and any other threats
- In areas where they are occupants:
  - ✓ Identify any injuries and the STAL will communicate numbers and types to the ICP
  - ✓ STL will assign officers to provide security for them as the team moves on

☐ Formation of a Tactical Triage Task Force (TTTF) – Their function is to deploy medical resources into the structure as quickly as possible to treat and evacuate victims. The TTTF will be comprised of a Security Contingent (at least 2 officers) and a Medical Contingent (at least one paramedic and 4 firefighters). Once assembled, members of the TTTF will remain as a unit for the entirety of the incident, and operate as a single unit. Assignments within the TTTF:

- TF Team Leader (TFTL) [supervisor of the Security Contingent] – responsible for directing the movement and ensuring the safety of the TF once deployed. The TFTL will monitor the Main frequency to remain in contact with the Contact and Search Teams.
- Assistant TF Team Leader (ATFTL) – responsible for maintaining contact with ASTL and CP.
- Medical Supervisor – responsible for determining treatment and handling of injured victims. Will monitor EMS tactical frequency.

The TTTF will deploy into the structure along the secure corridor maintained by the Search Team. The TTTF will move to areas of the injured to ensure rapid treatment of their injuries. The Medical Supervisor will advise of status of all patients and identify potential need for immediate evacuation of life threatening injuries. Otherwise, all occupants and victims will be sheltered in place, absent an identified immediate threat that would necessitate evacuation. Once the IC has established a secure relocation area outside the affected area, the TTTF will evacuate the victims.

*NOTE: In the event the TTTF encounters the active assailant, the Security contingent will engage the threat and give pursuit, if needed. At this time, the Medical Contingent will retreat along the secure corridor to the last known area of safety.*

## Scene Management

The ICP will assign a lead person to establish and oversee the following zones for scene:

- Inner Perimeter (Hot Zone) - this is the kill zone and should be secured of all non-essential personnel.
  - ✓ Contact Team
  - ✓ Search and Rescue Team
  - ✓ Tactical Triage Task Force
  - ✓ Casualty collection points, but within the secure corridor
- Operational Zone (Warm Zone) – outside of the kill zone and is the area of operation for responders and should be cleared of all non-responders. The following will be set up in this area:
  - ✓ Command Post
  - ✓ Staging Area – with a Staging Area Manager assigned.
  - ✓ Triage, Treatment and Transport area
  - ✓ Medical unit for responders
  - ✓ Rest and Rehabilitation area

- ✓ Outer Perimeter (Cold Zone) – This area is manned by uniformed officers and should be evacuated of civilian personnel and traffic. The following will be set up in this area:
  - Media Staging Area – with a PIO assigned to coordinate this area.
  - Relocation area
  - Reunification area

Bomb Squad will remain on stand-by for immediate deployment in the event that the Search Team locates any potential explosive devices. They may also be deployed to sweep the CP and Staging areas.

Establish outside safe area for building occupants

Relocate victims

- Consider where and how to move the estimated numbers of occupants.
  - Consider using a bus for movement of large numbers of people.
- Search victims prior to moving them to a relocation area.
- Obtain names of victims either on bus or when they exit at safe area.
- Obtain occupant lists from representative if agency involved.

Identify Relocation Area –

- Liaison with business representative of site to be used.
- Staff area with involved agency representatives, officers for witness statements, etc.
  - Uniform officers – for area security.
  - Non-uniform / uniform officers – for incident reports, witness statements and investigation.
  - Medical Unit – for treatment of identified needs
  - Red Cross – for mass care.
  - Chaplain – for pastoral care.
  - Crisis Team – for counseling.
- Secure area from all non-essential personnel. Consider TPD, TPR, TCSO, TCSOR.
- Set up different areas for victims and responding family/friends.

Establish ingress/egress routes

- Have wrecker available for moving vehicles

Set up perimeter

Set up Staging area – make sure they are accessible and that the resources staged have quick and direct access to the scene.

- Police / Fire / EMSA (collocate these resources)
- Wrecker
- Media Area
- Transport Buses

PIO

- Identify media areas, and set briefing times.
- Publicize reunification area for responding family/friends.

After Assailant is neutralized, the following concerns must be addressed

- Clearing the scene – conduct subsequent inspections of the facility for possible victims or threats. Coordinate Bomb Squad, TFD, HazMat response as needed.
- Crime scene processing – assign officers to assist Major Crimes Unit as needed.
- Long-term site security – develop site security plan for estimated length of time the site will be held for investigative purposes.
- Shift rotation for long-term operations.
- Release of personal property and cars of building occupants and victims.

In the event of mass casualties/fatalities, a Family Assistance Center should be established to address the needs of victims and their families while assisting in the needs of running the investigation and processing the victims.

### Post Incident Considerations:

All involved agencies need to consider the need for Critical Incident Stress Management for their personnel. This should be offered for responders and personnel that were any part of the response even if they did not make entry into the building.

Other considerations: (to determine and plan for staffing and coordination of their operation)

- Follow-up activities, such as mass spontaneous gatherings at the incident site, victim funerals, public meetings, etc.
- Dignitary and VIP visits to the scene and follow-up activities.

### **TPD Resources to Consider Utilizing**

- SID (intelligence, documentation)
- Major Crimes Unit (crime scene processing)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- Motorcycle unit (traffic control, perimeter)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- VIPS (administrative/clerical support)

### **Outside Resources to Consider Utilizing**

- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- FBI (law enforcement support, federal resources)
- American Red Cross (meals, counseling)
- Tulsa Co. District Attorney's office (legal considerations)
- TIA (via dispatch, to establish a no-fly zone around scene)
- Tulsa Public Schools (transportation, staffing)
- Tulsa Transit (transportation, rehab in buses)
- Wrecker (clear area)
- ONG (cut/restore utilities)
- PSO/AEP/OG&E (cut/restore utilities)
- SBC/US Cellular (cut/restore utilities, set up cell on wheels [COW])
- JTTF (scene/incident intelligence)
- Medical Examiner (investigation, custody of deceased)
- Public Works (barricades, crowd control, perimeter, debris removal)
- TAEMA (logistic support)

# Incident Response Checklist

## AIRCRAFT CRASHES

This checklist is intended to assist the first responder with the initial response to an air crash. Until otherwise determined by the NTSB and FAA, the scene will be handled as a crime scene. Unified Command will be established, with TFD handling fire and rescue operations and TPD handling scene control. Federal authorities will handle the scene investigation. **Refer to TPD Policy 31-132A: Aircraft Crashes.** Officers shall not issue statements regarding the potential cause of the crash.

### Situation Assessment

Ensure that a situation estimate has been obtained and relayed to the communication center and that it contains the following information:

- Location of accident
- Type of structures involved
- Type of aircraft involved—military or civilian, passenger or cargo, helicopter or jet, private or commercial
- Class of aircraft—single engine or multiple
- Number of injuries and deaths, if known
- Additional assistance needed—police, fire, medical, military, etc.
- Location of Command Post and Staging Area
- Best available ingress/egress routes for emergency personnel and vehicles

### Special Considerations

- Approach scene from upwind/uphill if possible
- Do not approach on same path as aircraft
- Avoid contact with smoke, vapors and fluids, possible toxic materials
- Potential for fire/explosions—military aircraft may contain weapons, ammunition, ejection seats, approach military craft from the side—no smoking or flares
- Crash site security, keep all non-essential persons from the scene
- Establish Traffic, Crowd, and Perimeter control ASAP - 300 foot perimeter if possible
- Evacuation if necessary - 2,000 feet downwind
- Any person who enters the Hot Zone shall be considered contaminated and must be decontaminated before leaving the Warm Zone.

### Crash Site Management

- Establish Command Post in conjunction with TFD under Unified Command
- Restrict air traffic over scene
- Identify all witnesses, and obtain the following data:
  - Time of crash
  - Location of witnesses at time of crash
  - Weather at time of crash
  - Aircraft direction in flight
  - Aircraft fire in flight
  - Explosion prior to crash
  - Location of objects falling from aircraft prior to crash
  - Impact angle and position of survivors
  - Anything removed from scene and by whom
- Deceased or injured victims may be displaced by impact—conduct a thorough, wide search for survivors and other evidence
- Take photographs of scene – Detective Division
- Ensure all crash debris is protected, but do not disturb wreckage/evidence
- In the event of mass casualties/fatalities, consider the establishment of a Family Assistance Center to address the needs of victims and their families

### SUBSEQUENT SITUATION ASSESSMENT

- Aircraft identification numbers, owner(s) of involved aircraft and involved structures
- Identification of pilot(s)
- Property damage
- Location of deceased and known survivors



## Notification

- Military, if applicable
- National Transportation Safety Board
- Federal Aviation Administration
- All necessary fire/rescue services, Medical Examiner
- Hospitals of potential influx of patients

## TPD Resources to Consider Utilizing

- Bomb Squad (handle explosive devices located, Robot for recon/disarm explosives)
- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media)
- Major Crimes Unit (crime scene processing)
- Detective Division (investigation, interview of witnesses)
- Motorcycle unit (traffic control, perimeter)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- CIRT (counseling)
- VIPS (administrative/clerical support)

## Outside Resources to Consider Utilizing

- Tulsa Fire Dept. (fire suppression, search and rescue, medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- FBI (law enforcement support, federal resources)
- Medical Examiner (investigation, custody of deceased)
- Public Works (barricades, crowd control, perimeter, debris removal)
- TAEMA (logistic support)
- Health Dept. (address environmental/health issues)
- Dept. of Environmental Quality (address environmental issues)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Public Schools (transportation, staffing)
- Tulsa Transit (transportation, rehab in buses)
- Tulsa Co. District Attorney's office (legal considerations)
- Wrecker (clear area)
- ONG (cut/restore utilities)
- PSO/AEP/OG&E (cut/restore utilities)
- SBC/US Cellular (cut/restore utilities, set up cell on wheels [COW])
- JTTF (scene/incident intelligence)

# Incident Response Checklist

## BOMB EMERGENCIES

This checklist is intended to assist the field supervisor in the initial stages of a bomb emergency. These guidelines are flexible and can be modified to deal with specific field situations. **Refer to TPD Policy 31-134A: Bomb Threats.**

### Immediate Considerations

- Time call received
- Type of call received
- Time of detonation or when detonation expected
- Location of the bomb or intended target
- Bomb description or appearance
- Immediate evacuation

### Notification

- Agency entities, concerned personnel, and property owners
  - Bomb Team (Duty pagers through PSC)
  - Bomb Scene Investigators (MCU duty pagers through PSC)
  - Fire Department
  - EMSA
  - Shift Commander/Staff Duty Officer

### Search

- Systematic visual search with persons familiar with the facility/location
- Limit radio communication to emergency traffic when on-scene. If a suspected device is located, terminate all radio transmissions within 100 yards of the device.
- Conduct visual searches only
- Issue instruction to not touch, move, or attempt to disarm any suspected item
- Isolate any suspected items
- Keep all personnel away from any suspected item
- Establish evacuation procedures. Person in charge of location should make decision to evacuate, unless a suspected device is located. If suspected explosive device is located, the law enforcement officer present can make the decision to evacuate.
- Use easiest evacuation routes that minimize confusion
- Subsequent measures to be considered if an explosive device has been detonated
  - Following detonation of an explosive device, consider possibility of second device
  - Do not conduct search for second device
  - Evacuate immediate area and make above notifications
- In the event of mass casualties/fatalities, consider the establishment of a Family Assistance Center to address the needs of victims and their families

### Tactical Considerations

- Establish Incident Command Post
- Establish safe perimeter to seal off location
- Sweep Command Post area, staging area and operations area to clear it of any possible secondary devices
- Evacuate immediate area (minimum of 300 ft).
- Request TFD and EMSA to respond and standby
- Have gas and power turned off
- Establish traffic control
- Notify local hospital if injuries have occurred
  - Bombing suspect may be among injured
- Preserve physical evidence
- Implement investigation/arrest procedures

### TPD Resources to Consider Utilizing









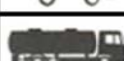

- Bomb Squad (clear the building, handle explosive devices located, Robot for recon/disarm explosives)
- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media)
- Canine (locating possible explosive devices, clearing the building)

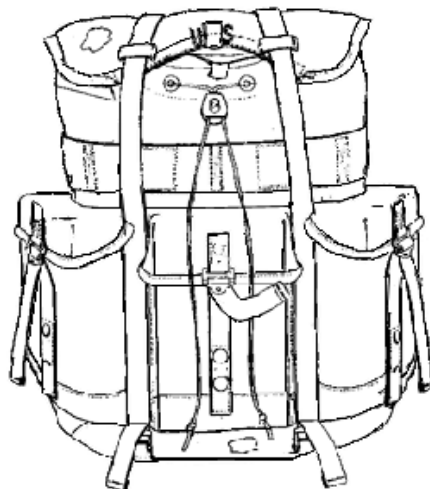
- Major Crimes Unit (crime scene processing)
- Detective Division (investigation, interview of witnesses)
- Motorcycle unit (traffic control, perimeter)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- CIRT (counseling)

### **Outside Resources to Consider Utilizing**

- Tulsa Fire Dept. (fire suppression, search and rescue, medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- FBI (law enforcement support, federal resources)
- ATF (logistical support, federal resources)
- Medical Examiner (investigation, custody of deceased)
- Public Works (barricades, crowd control, perimeter, debris removal)
- TAEMA (logistic support)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Public Schools (transportation, staffing)
- Tulsa Transit (transportation, rehab in buses)
- Tulsa Co. District Attorney's office (legal considerations)
- Wrecker (clear area)
- ONG (cut/restore utilities)
- PSO/AEP/OG&E (cut/restore utilities)
- SBC/US Cellular (cut/restore utilities, set up cell on wheels [COW])
- JTTF (scene/incident intelligence)

## Vehicle Bomb Explosion Hazard and Evacuation Distance Table

<b>ATF TSWG NGIC</b>	<b>Threat Description</b>	<b>Maximum Explosive Capacity</b>	<b>Lethal Air Blast Range</b>	<b>Building Evacuation Distances</b>	<b>Falling Glass Hazard and Outdoor Evacuation Distance</b>
	Galvanized or PVC Pipe Bomb	5 Pounds or 2.3 Kilograms	<b>23 feet or 7 meters*</b>	<b>70 feet or 21 meters</b>	<b>850 feet or 259 meters*</b>
	Suicide Belt Bomb	10 Pounds or 4.5 Kilograms	<b>28 feet or 9 meters*</b>	<b>90 feet or 27 meters</b>	<b>1080 feet or 330 meters*</b>
	Suicide Vest Bomb	20 Pounds or 9 Kilograms	<b>36 feet or 11 meters*</b>	<b>110 feet or 34 meters</b>	<b>1360 feet or 415 meters*</b>
	Briefcase or Suitcase Bomb	50 Pounds or 23 Kilograms	<b>48 feet or 15 meters*</b>	<b>150 feet or 46 meters</b>	<b>1850 feet or 564 meters*</b>
	Compact Sedan	500 Pounds or 227 Kilograms	<b>100 feet or 30 meters</b>	<b>320 feet or 98 meters</b>	<b>1,500 feet or 457 meters**</b>
	Full Size Sedan	1,000 Pounds or 455 Kilograms	<b>125 feet or 38 meters</b>	<b>400 feet or 122 meters</b>	<b>1,750 feet or 534 meters</b>
	Passenger Van or Cargo Van	4000 Pounds or 1,818 Kilograms	<b>200 feet or 61 meters</b>	<b>640 feet or 195 meters</b>	<b>2,750 feet or 838 meters</b>
	Small Box Van (14 Ft Box)	10,000 Pounds or 4,545 Kilograms	<b>300 feet or 91 meters</b>	<b>860 feet or 263 meters</b>	<b>3,750 feet or 1,143 meters</b>
	Box Van or Water/Fuel Truck	30,000 Pounds or 13,636 Kilograms	<b>450 feet or 137 meters</b>	<b>1,240 feet or 375 meters</b>	<b>6,500 feet or 1,982 meters</b>
	Semi - Trailer	60,000 Pounds or 27,273 Kilograms	<b>600 feet or 183 meters</b>	<b>1,570 feet or 475 meters</b>	<b>7000 feet or 2,134 meters</b>



Satchel Improvised Explosive Devices consist of a homemade or commercial explosive placed inside what would appear to be a backpack. They are considered to be more powerful than a pipe bomb or a grenade and while often are placed as secondary devices, they can be thrown. The size of the container allows for the placement of anti-personnel materials such as nails and metal strips to easily be placed inside next to the explosive. Most contain between 11-22 pounds of explosives.



# Incident Response Checklist

## CIVIL DISTURBANCES

This checklist is intended to assist the first responder with the initial response to a civil disturbance. This type of incident will be the direct responsibility of TPD, with support from TFD and EMSA to handle fire and medical operations.

### Situation Assessment

First officer on the scene should begin gathering the following information and forwarding it to dispatch and other officers enroute.

- Location and area involved (business, residential, industrial, open)
- Type of structures involved or possible targets
- Make up and demeanor of those involved – criminal acts, potentially violent, etc.
- Approximate number of crowd
- Weapons present or available (be aware of potential weapons – rocks, sticks, boards, etc)
- Likelihood of reinforcement to crowd
- Additional assistance needed—police, fire, medical, military, etc.
- Location of Command Post and Staging Area
- Best available ingress/egress routes for emergency personnel and vehicles

### Special Considerations

- Determine posture of responding personnel – high or low
- Mobility of responders in correlation to that of crowd
- Individual officers will be grouped into squads
- Officers involved in crowd control will be in uniform
- Officers positioned so that physical contact with crowd is kept to a minimum
- Position officers so that they are always in communication with immediate supervisors
- Supervisor's actions are directed toward control of officers and not involved in incident
- All actions must be made in unison with each unit – no freelancing or acting independently
- Maintain presence in area after conclusion of incident to keep it from reoccurring
- Contact SID or Detectives to respond to gather video surveillance of the crowd and their actions

### Dispersing a Crowd

For tactics on crowd dispersion, refer to **TOG 1004: Civil Disturbance/Crowd Control**.

- Prior to attempting to physically disperse the crowd, make announcement that crowd must disperse – make message uniform and consistent, repeat message, document
- Plan for dispersion location and route – away from businesses/other potential targets, into an open area, into an area that will physically break up crowd into smaller groups
- Designate arrest teams, prisoner transport, and dispersion units
- Move against crowd from at least two directions to facilitate dispersion
- Sweep area several times after dispersion to check for remnants or regrouping
- Identify and remove by arrest the leader(s) who are inciting the crowd

### Mass Arrests

The IC will make determination of whether to make on scene arrests or to document violation for arrests at later time. This decision will be based upon the size and demeanor of crowd and the availability of resources. A Field Booking Station may be established. For arrests of juvenile suspects, refer to **TPD Policy 31-121B: Juvenile Arrest and Detention**.

- Located in secure location close to scene (Consider the availability of food, water, sanitation)
- Bring Prisoner Transport Vehicles to location for immediate use
- Request a detail from Property Room to handle property and evidence if time allows
- Request a detail from TCSO, Uniform Investigations or Detective Division to assist in processing of prisoners
- Request a representative from the jurisdictional legal authority, as needed
- Designate a specific officer to make announcements to the crowd reference dispersing or being subject to arrest. Standardize and document the specific announcements made. All other officers must refrain from verbally interacting with members of the crowd
- For officer safety and to avoid escalation, arrests will be made one subject at a time. A skirmish line of officers will be deployed to separate the arrest team from the crowd. An arrest team consisting of at least 2 officers will be designated for each subject to be arrested. One officer will be designated as the arresting

officer. This officer will personally advise the subject they are being arrested. The arrest team will then move the subject to the Field Booking area.

- Arresting officer will bring prisoner to Field Booking for photographs of the officer and the subject
- Arresting officer will complete an arrest report
- No defense counsel visits will be allowed at the field booking site

### **TPD Resources to Consider Utilizing**

- SOT (secure the scene, armed & barricaded, crowd control)
- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media)
- SID (intelligence, documentation)
- Major Crimes Unit (crime scene processing)
- Detective Division (investigation, interview of witnesses)
- Motorcycle unit (traffic control, perimeter)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- CIRT (counseling)

### **Outside Resources to Consider Utilizing**

- Tulsa Fire Dept. (fire suppression, search and rescue, medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- CCA (arrestee processing/handling)
- Public Works (barricades, crowd control, perimeter, debris removal)
- TAEMA (logistic support)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Public Schools (transportation, staffing)
- Tulsa Transit (transportation, rehab in buses)
- Tulsa Co. District Attorney's office (legal considerations)
- Wrecker (clear area)
- ONG (cut/restore utilities)
- PSO/AEP/OG&E (cut/restore utilities)
- SBC/US Cellular (cut/restore utilities, set up cell on wheels [COW])
- JTTF (scene/incident intelligence)

# Incident Response Checklist

## HAZARDOUS MATERIAL RELEASE

This checklist is intended to serve as a guideline for the first responder with the initial stages of a spill of a hazardous material substance or waste. The Tulsa Fire Department (TFD) will serve as the lead agency, establishing a Command Post, making the required notifications and determining the need for evacuation. The Tulsa Police Department will be operating in a supportive role throughout this type of critical incident. **Refer to TPD Policy 31-111A: Hazardous Materials Incidents.**

### Situation Assessment

First responder on scene should begin to gather this information upon arrival. Provide to dispatch and other responders.

- Type of incident, fixed site or transportation; fire involved or not
- Location of incident, size of involved area
- Direction of fluid or vapor travel
- Property and/or vehicle owner's name
- Placard information, bill of lading information
- Emergency Response Guidebook (ERG) information
- Symptoms of injured persons, number of injured
- Weather conditions, wind direction, speed, and any expected changes
- Degree of danger at site, potential danger to surrounding area and first responders
- Designate safe ingress/egress routes for responding emergency personnel
- Command Post location and staging area site

### Special Considerations

- Do not drive through the contaminated area
- Do not eat, drink, or smoke near the area
- Do not use flares—request barricades for traffic blocks
- Avoid contamination (all contaminated items must be decontaminated)
- Stay uphill/upwind of scene—monitor wind direction changes
- Gas masks do not filter many toxic vapors
- Keep all non-essential personnel away from scene

### Initial Response

- Closure of immediate area
- Establishing perimeter control
- Providing liaison with fire and other emergency response units
- Initiating control activities in coordination with other emergency units

### Contaminated Personnel

- Isolate in warm zone, be aware of cross contamination
- Fire Department will establish a Decontamination line
- Remove all clothing and equipment for wash down of contaminated area of body
- Place all clothing and equipment in sealed containers
- Seek medical treatment as soon as possible

### Incident Investigation

- If transportation incident, notify an Advanced Traffic Investigator
- Collect information for incident reporting
- Should not begin until area has been decontaminated; however, evidence should not be disturbed until evaluated and recorded
- May be jointly conducted with other involved agencies
- Should provide all available information and assistance to other agencies
- In the event of mass casualties/fatalities, consider the establishment of a Family Assistance Center to address the needs of victims and their families

### TPD Resources to Consider Utilizing

- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media)



- SID (intelligence, documentation)
- Major Crimes Unit (crime scene processing)
- Motorcycle unit (traffic control, perimeter)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)

### **Outside Resources to Consider Utilizing**

- Tulsa Fire Dept. (fire suppression, search and rescue, medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- Medical Examiner (investigation, custody of deceased)
- Public Works (barricades, crowd control, perimeter, debris removal)
- TAEMA (logistic support)
- Health Dept. (address environmental/health issues)
- Dept. of Environmental Quality (address environmental issues)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Public Schools (transportation, staffing)
- Tulsa Transit (transportation, rehab in buses)
- Tulsa Co. District Attorney's office (legal considerations)
- Wrecker (clear area)
- ONG (cut/restore utilities)
- PSO/AEP/OG&E (cut/restore utilities)
- SBC/US Cellular (cut/restore utilities, set up cell on wheels [COW])

# Incident Response Checklist

## MAJOR STORM/TORNADO/FLOODING

This checklist is intended to serve as a guideline for the first responder with the initial stages of a major storm that has caused substantial damage to property, possibly resulting in the loss of life and/or utilities. Coordination with other response agencies is vital for this type of response. The Tulsa Police Department will be operating in a supportive role throughout this type of critical incident.

### Situation Assessment

First responder on scene should begin to gather this information upon arrival. Provide to dispatch and other responders.

- Type of incident, fire involved or not
- Location of incident, size of involved area
- Symptoms of injured persons, number of injured
- Weather conditions, wind direction, speed, and any expected changes
- Degree of danger at site, potential danger to surrounding area and first responders
- Type and degree of damage within affected area, damage to utilities, structures, roads, etc.
- Designate safe ingress/egress routes for responding emergency personnel
- Incident Command Post location and staging area site

### Special Considerations

- Secondary hazards; i.e. downed power lines, broken gas lines, rising water in low-lying areas.
- Monitor changing weather conditions, wind direction changes, increased rain, drop in barometric pressure
- Keep all non-essential personnel away from scene

### Initial Response

- Closure of immediate area
- Establishing perimeter control
- Providing liaison with fire and other emergency response units
- Initiating control activities in coordination with other emergency units

### Scene Management

- Establish ingress/egress routes
  - Have wrecker available for moving vehicles
- Set up perimeter
  - Long-term site security
    - Shift rotation
    - TPR
- Set up Staging area
  - Police
  - Fire
  - EMSA
  - Public Works
  - Wrecker
  - Media Area
  - Transport Buses
- PIO
  - Identify media areas, and set briefing times
  - Publicize relocation area for responding family/friends
- Identify Relocation Center

*(Once decision has been made to move victims out of affected area, allow time for Center to be set up and manned before announcing its location.)* Staff area

- Secure area
- Set up Dual Areas for victims and responding family/friends
- Red Cross
- TCSO
- Chaplain
- Crisis Team
- Evacuation and Relocation of Victims
  - Provide transportation

- Obtain names of victims when they arrive at relocation area. Provide names to Incident Command Post.
- Release of personal property and cars
- In the event of mass casualties/fatalities, consider the establishment of a Family Assistance Center to address the needs of victims and their families

### **TPD Resources to Consider Utilizing**

- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media)
- SID (intelligence, documentation)
- Major Crimes Unit (crime scene processing)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- Motorcycle unit (traffic control, perimeter)
- TPR (assist with crowd control, perimeter, traffic)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- VIPS (administrative/clerical support)

### **Outside Resources to Consider Utilizing**

- Tulsa Fire Dept. (fire suppression, search and rescue, medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- Medical Examiner (investigation, custody of deceased)
- Public Works (barricades, crowd control, perimeter, debris removal)
- TAEMA (logistic support)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Public Schools (transportation, staffing)
- Tulsa Transit (transportation, rehab in buses)
- Tulsa Co. District Attorney's office (legal considerations)
- Wrecker (clear area)
- ONG (cut/restore utilities)
- PSO/AEP/OG&E (cut/restore utilities)
- SBC/US Cellular (cut/restore utilities, set up cell on wheels [COW])
- National Guard (perimeter, site security, search and recovery)
- CERT (assist in field search)

## Incident Response Checklist

### MISSING PERSON (ALZHEIMER PATIENT / ELDERLY / CHILD)

This checklist is intended to assist the first responder with the initial response to a missing person. This type of incident will be the direct responsibility of TPD. While most missing person incidents involve no foul play and are the result of individual's own desires, officers must realize that, under certain circumstances, a missing person should be handled as an emergency situation. In all instances, life safety is the main priority. **Refer to TPD Policy 31-122A: Missing Person/Runaway.**

#### Situation Assessment

- Utilize the following scoring criteria as a guide for determining the search urgency (taken from **National Assoc. for Search and Rescue** guidelines)

SUBJECT PROFILE	FACTOR RATING
<b>Age</b>	
Very young	1
Very old	1
Other	2-3
<b>Medical Condition</b>	
Known/suspected injured, illness or mental problem	1-2
Healthy	3
Known fatality	3
<b>Number of subjects</b>	
One alone	1
More than one (unless separated)	2-3
<b>Subject Experience Profile</b>	
Inexperienced, does not know area	1
Not experienced, knows area	1-2
Experienced, not familiar with area	2
Experienced, knows area	3
<b>Weather Profile</b>	
Past and/or exiting hazardous weather	1
Predicted hazardous weather, (< 8 hrs.)	1-2
Predicted hazardous weather, (> 8 hrs.)	2
No hazardous weather predicted	3
<b>Equipment Profile</b>	
Inadequate for environment & weather	1
Questionable for environment & weather	1-2
Adequate for environment & weather	3
<b>Terrain/Hazards Profile</b>	
Known terrain or other hazards	1
Few or no hazards	2-3
<b>TOTAL</b>	
<b>RANKING</b>	
<b>TOTAL RANGE</b>	
May indicate an emergency response	8-11
Considered a measured response	12-16
May indicate more investigation and evaluation is needed	17-21

*\* All figures are relative and the total from the chart only indicates a possible relative urgency.*

#### Initial Response

- Based on the scoring above, determine the level of urgency.
- Determine the length of time victim has been missing, and the last known location (mark and secure the spot).
- Determine whether the individual missing is from a private residence, medical facility, place of business, or other.
  - Assign officers to conduct a search of the location. (Do not take the person reporting's word that it has already been searched.)

- Assign officers to conduct area canvas.
- Determine existence of area of special concern; i.e. body of water, vacant structure, wooded area.
- Determine the following regarding the victim:
  - Location of family/friends
  - Location of favorite places/hangouts/places of interest
  - Location of previous residence (especially for Alzheimer's patient)
- Assign officers to check above locations.

### Special Considerations

Officers conducting a search should be aware of the following information: (taken from **National Assoc. for Search and Rescue**)

- Children, ages 1-3
  - Unaware of the concept of being lost
  - Navigational skill and sense of direction are practically nonexistent
  - Tend to wander aimlessly with no specific objective
  - Might seek out the most convenient location to lay down and go to sleep
- Children, ages 3-6
  - More mobile and capable of going farther than those in younger category
  - Have a concept of being lost and will generally try to return home or go back to some familiar place
  - Have definite interests and may be drawn away by animals, following older children, or just exploring
  - When tired, they generally will try to find a sleeping spot
  - Many have been instructed to stay away from strangers and, as such, will not answer or talk to searchers when called by name
- Children, ages 6-12
  - Navigational skill and sense of direction are more developed
  - Generally more oriented to their normal familiar surroundings and become confused in a strange environment
  - May intentionally run away to avoid punishment, gain attention, or sulk
  - Whether circumstances are intentional or accidental, often will not answer when called
  - Darkness usually brings on a willingness to accept help and be found
- Elderly, over age 65
  - Easily attracted by something that strikes their fancy
  - Their orientation is to past environments rather than the present
  - Many pose the same supervision problems as children
  - The more active and lucid are likely to overextend and exhaust themselves rapidly which can result in heart attack or other potentially fatal complications
  - Are often hard of hearing or deaf
- Mentally retarded (all ages)
  - Act much the same as children, age 6-12
  - Generally will not respond to their name
  - Most often will be hidden from view as a result of fright or seeking shelter from the elements
  - Many times they remain or hide for days in the same location
  - They really have no physical impairments except they will do nothing to help themselves

### Scene Management

- Based on level of urgency and response, consider establishing an incident command post.
  - Track actions taken, document area canvassed/searched and contacts made
- Consider notification of following: (To provide incident information as "Be On The Lookout")
  - Tulsa Fire Dept
  - Public Works
  - EMSA
  - U. S. Post Office
  - PSO/AEP
  - ONG
  - UPS
  - Cox Communications

### TPD Resources to Consider Utilizing

- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)
- PIO (handle media, Purple Pager)
- Mounted Patrol (conduct area search)

- Major Crimes Unit (crime scene processing)
- TPD Legal Advisor (legal considerations)
- Police 1 & 2 (air reconnaissance)
- Motorcycle unit (traffic control, perimeter)
- TPR (assist with crowd control, perimeter, traffic, area search)
- Uniform Division barricades (crowd control, perimeter, traffic)
- TPD Chaplain (death notification, counseling)
- Explorers (assist with area search)
- VIPS (administrative/clerical support)

**Outside Resources to Consider Utilizing**

- Tulsa Fire Dept. (search and rescue dogs, medical emergency/treatment)
- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Co. District Attorney's office (legal considerations)
- National Center for Missing and Exploited Children (NCMEC) (national information database)
- A Child Is Missing (public information access, information database)
- CERT (assist in field search)



# Incident Response Checklist

## UNKNOWN SUBSTANCE/POWDER CALL

This checklist is intended to assist the first responder with the initial response to a suspicious powder. **Refer to TOG 2008: How to Handle Anthrax Threats.**

### Situation Assessment

- Determine if container or package is suspicious (one item alone does not make package suspicious)
  - Threats received by complainant
  - Item marked "Personal/Confidential/etc."
  - Postmark does not match return address
  - No return address
  - Excessive postage, weight, or wrapping/tape/string
  - Mailed from foreign country
  - Addressed to title only or incorrect title
  - Lopsided/bulky package
  - Strange odor
  - Handwritten, badly typed or misspelled words
  - Oily stains, discolorations or crystallization on wrapper
  - Protruding wires or aluminum foil
  - Ticking sound
  - Visual distractions

### Initial Response

- After applying above criteria, if determined "no threat"
  - Advise complainant to throw package away
  - Leave complainant a brochure
  - If complainant insists that officer take item into custody
    - Have complainant complete waiver form relinquishing custody
    - Double bag the item
    - Transport item in trunk to Uniform Division property room
    - Seal outer bag with tape and store in storage barrel, recording information on storage log
    - Forward waiver through the Administrative Sergeant to Legal Advisor
- If threat is determined, but no substance is visible
  - Have PSC contact Lab Personnel to respond to collect package
  - Lab personnel will respond to collect the package
  - Field officers will complete an Incident Report and Property Receipt.
- If threat is determine and a substance is visible
  - Notify
    - TFD's Hazardous Materials Unit
    - Tulsa City/County Health Dept.
  - Secure the immediate area where the package is located
  - Attempt to contain any potential spread of substance by having person responsible for structure turn off air handling system in the area where the package is located
  - Track identity of all persons who have been in immediate area of the package or possible contamination during the time period of the incident and try to isolate them
  - TFD and Health Dept will run field tests on substance. Based on results, complete the following:
    - If negative – advise the complainant of results and that they may dispose of package
    - If complainant insists Officer take package into custody, follow checklist listed under "no threat"
    - If positive
      - ✓ Health Dept. will retain sample of the substance to transport to the State Lab for confirmation
      - ✓ TFD and Health Dept. will decide on appropriate course of action for decontamination and medical treatment of victims
      - ✓ FBI will be in charge of any evidence from the scene
      - ✓ Officer will hold the scene until advised by the FBI
- If package cannot be sealed in large bag, contact the Bomb Squad to respond for retrieval of the item.

### TPD Resources to Consider Utilizing

- DaRT (coordinate and staff Command Post, liaison with other responding agencies, track incident events, incident documentation, Command Post vehicle)



- PIO (handle media, Purple Pager)
- Major Crimes Unit (crime scene processing)
- TPD Legal Advisor (legal considerations)
- TPR (assist with crowd control, perimeter, traffic, area search)
- Uniform Division barricades (crowd control, perimeter, traffic)

**Outside Resources to Consider Utilizing**

- EMSA (medical emergency/treatment)
- Tulsa Co. Sheriff (law enforcement support, crowd control, perimeter, traffic)
- OHP (law enforcement support, perimeter, traffic)
- American Red Cross (meals, counseling, Family Assistance Center)
- Salvation Army (meals)
- Tulsa Co. District Attorney's office (legal considerations)
- JTTF (scene/incident intelligence)



# Tulsa Police Department

## After-Action Report

BPAG 07/01/05

**Incident Location:** \_\_\_\_\_ **Incident Number:** \_\_\_\_\_

**Date/Time of Incident::** \_\_\_\_\_ **Duration of Incident::** \_\_\_\_\_

Include an interoffice as a cover sheet, which outlines the event and the timeline of events.  
Delete sections that do not apply.

**Nature of Incident:**

<input type="checkbox"/> Armed and Barricaded / Hostage	<input type="checkbox"/> Penal Institution Disturbance
<input type="checkbox"/> Civil Disturbance	<input type="checkbox"/> Thunderstorm/Flood/Tornado
<input type="checkbox"/> Dam Failure	<input type="checkbox"/> Special Event
<input type="checkbox"/> Explosion / Bombing / Terrorism	<input type="checkbox"/> Transportation Accident
<input type="checkbox"/> Hazardous Materials Release	<input type="checkbox"/> Air
<input type="checkbox"/> Fixed Site	<input type="checkbox"/> Ground
<input type="checkbox"/> In Transit	<input type="checkbox"/> Rail
<input type="checkbox"/> Kidnapping	<input type="checkbox"/> Water
<input type="checkbox"/> Large Fire	<input type="checkbox"/> Other (indicate) Ice Storm
<input type="checkbox"/> Missing Person / Amber Alert	

**Command Staff:** (if needed) Incident Commander:

*Command Staff:* Information Officer: \_\_\_\_\_

Liaison Officer: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

*General Staff:* Operations Officer: \_\_\_\_\_

Planning Officer: \_\_\_\_\_

Logistics Officer: \_\_\_\_\_

Finance Officer \_\_\_\_\_

**TPD Units Involved:**

<b>UNIT</b>	<b># OF PERSONNEL</b>	<b>UNIT</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> <b>Uniform Division</b>		<input type="checkbox"/> <b>Detective Division</b>	
UDE		Administrative	
UDN		Auto Theft	
UDSW		Burglary	
<input type="checkbox"/> <b>Support Division</b>		Child Crisis	
Canine		Cybercimes	
DaRT		Exploitation	
Dive Team		Family Violence	
Helicopter		Fraud/Forgery	
Motorcycles		Homicide	
Mounted Patrol		MCU 1	
SOT		MCU 3	
TPR		Robbery	
<input type="checkbox"/> <b>Chief's Section</b>		Sex Crimes	
<input type="checkbox"/> <b>SID</b>		<input type="checkbox"/> <b>SDS</b>	
<input type="checkbox"/> <b>Training Division</b>		<input type="checkbox"/> <b>ITS</b>	
VIPS		<input type="checkbox"/> <b>Other</b>	

**TPD Personnel Used / Cost:**

<b>#</b>	<b>POSITION</b>	<b>HOURS</b>		<b>COST</b>	
		<b>Straight</b>	<b>OT</b>	<b>Straight</b>	<b>OT</b>
	Chief				
	Deputy Chief				
	Major				
	Captain				
	Sergeant				
	Corporal				
	Officer				
	TPR				
	Civilian				
	<b>TOTALS</b>				

**Other Agencies Involved:**

City:

<b>AGENCY</b>	<b># OF PERSONNEL</b>	<b>AGENCY</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> TFD		<input type="checkbox"/> EMSA	
<input type="checkbox"/> City Legal		<input type="checkbox"/> Tulsa Transit	
<input type="checkbox"/> Finance Dept.		<input type="checkbox"/> Parks & Recreation	
<input type="checkbox"/> PSC		<input type="checkbox"/> Street Dept.	
<input type="checkbox"/> Public Works		<input type="checkbox"/> Other:	
<input type="checkbox"/> Telecommunications			

*County:*

<b>AGENCY</b>	<b># OF PERSONNEL</b>	<b>AGENCY</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> TCSO		<input type="checkbox"/> Health Dept.	
<input type="checkbox"/> TAEMA		<input type="checkbox"/> DA's Office	
<input type="checkbox"/> Tulsa Public Schools		<input type="checkbox"/> Other	

*State:*

<b>AGENCY</b>	<b># OF PERSONNEL</b>	<b>AGENCY</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> Oklahoma Highway Patrol (OHP)		<input type="checkbox"/> Okla. State Bureau of Investigation (OSBI)	
<input type="checkbox"/> Okla. Emergency Management Dept. (OEM)		<input type="checkbox"/> Okla. Dept. of Environmental Quality (ODEQ)	
<input type="checkbox"/> Dept. of Human Services (DHS)		<input type="checkbox"/> Other	

*Federal:*

<b>AGENCY</b>	<b># OF PERSONNEL</b>	<b>AGENCY</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> FBI		<input type="checkbox"/> ATF	
<input type="checkbox"/> DEA		<input type="checkbox"/> Corps of Engineers	
<input type="checkbox"/> Federal Emergency Management Agency (FEMA)		<input type="checkbox"/> Federal Aviation Administration (FAA)	
<input type="checkbox"/> National Transportation Safety Board (NTSB)		<input type="checkbox"/> Other:	

*Military:*

<b>AGENCY</b>	<b># OF PERSONNEL</b>	<b>AGENCY</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> National Guard		<input type="checkbox"/> Other	

*Private:*

<b>AGENCY</b>	<b># OF PERSONNEL</b>	<b>AGENCY</b>	<b># OF PERSONNEL</b>
<input type="checkbox"/> American Red Cross		<input type="checkbox"/> Salvation Army	
<input type="checkbox"/> PSO		<input type="checkbox"/> ONG	
<input type="checkbox"/> Union Pacific Railroad		<input type="checkbox"/> Burlington Northern Railroad (BNRR)	
<input type="checkbox"/> SWBT		<input type="checkbox"/> Other:	
<input type="checkbox"/> GTE		<input type="checkbox"/> Other	

Other: list

---

---

**Resources Used / Cost:**

ITEM/DAMAGE	UNIT #	DIV	COST
<b>TOTALS</b>			

**Resources Donated and Remaining:**

ITEM	DONATED BY:	CONSUMED	REMAINING

**Injuries / Deaths:**

INJURED	KILLED	NAME(if known)	TPD	OTHER RESPONDER	CIVILIAN

**Arrests:**

#	CHARGE (indicate highest offense)
	Homicide
	Felony Assault
	Misdemeanor Assault
	Grand Larceny
	Petty Larceny
	Robbery
	Burglary
	Public Intoxication
	Obstruction of police / fire
	Other:

**Strengths/Problems Encountered/Recommendations:**

For each function that is staffed for the incident, document the strengths that were identified for the response. Also document any problems that were encountered, along with any recommendations for dealing with them in the future.

*Command*

*Liaison*

*Information*

*Safety*

*Operation*

*Staging*  
*Planning*  
*SITSTAT*  
*RESTAT*  
*Documentation*  
*Demobilization*  
*Technical Specialists*  
*Logistics*  
*Communication*  
*Medical*  
*Food*  
*Supply*  
*Facilities*  
*Ground Support*  
*Finance*  
*Time*  
*Procurement*  
*Compensations / Claims*  
*Cost*  
*Cost Recovery*