1. **POLICY AND PURPOSE**

The Harrisonburg Police Department shall engage in preparedness for large-scale emergencies both within and outside its jurisdiction by planning and collaborating with other agencies, consistent with [(VA Code § 44-146.19).](https://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.19/) This policy outlines the responsibilities of Department members regarding large-scale disasters and emergency management.

1. **ACCOUNTABILITY STATEMENT**

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

1. **HARRISONBURG CODES/ORDINANCES**

An emergency management organization is established by City Ordinance, approved by the City Council. [(VA Code § 44-146.19)](https://law.lis.virginia.gov/vacode/title44/chapter3.2/section44-146.19/) [(City Code Sec.5-3-1).](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances?nodeId=PTIITHCOGEOR_TIT5PUSA_CH3OFEMMA_S5-3-1CROFRE)

1. **RECALL OF PERSONNEL**

Upon activation of the Emergency Operations Plan, all Harrisonburg Police Department personnel are subject to immediate recall. Personnel may also be recalled during extraordinary circumstances, as determined by the Chief of Police or the ranking on-duty supervisor. Failure to promptly respond to a recall may lead to disciplinary action.

1. **LOCATION OF THE EMERGENCY OPERATIONS PLAN**

Accessible copies of the Emergency Operations Plan are available in the Administrative Bureau, the Patrol Commander’s Office, and the Emergency Communications Center. All supervisors should review the plan and understand employee roles upon implementation. The Administrative Bureau Commander is tasked with ensuring all personnel are informed of their roles within the plan. Harrisonburg-Rockingham-JMU EOP 2021 v4

1. **INCIDENT COMMAND SYSTEM**

The Incident Command System (ICS) will activate during emergencies threatening life, health, or property in Harrisonburg, including but not limited to weather events, accidents, hazardous material incidents, major fires, explosions, utility failures, and structural collapses.

1. **PRIORITY I CALL-OUT**

All sworn personnel must report for duty amid a Critical Incident. Such call-outs can be activated by any sworn Supervisor or Commander. Personnel will receive details on reporting locations, uniform requirements, and any specific instructions for safe travel to the designated area.

1. **PRIORITY II CALL-OUT**

A designated number of personnel may be recalled for incidents requiring increased police presence, whether imminent or ongoing. Notifications will detail gear requirements, reporting locations, and safe routes to the designated areas.

1. **RESPONSIBILITIES DURING PRIORITY I/II CALL-OUTS**
2. Division Commanders
   1. Responsible for activating personnel within their division.
   2. Ensure that supervisors are accountable for having their personnel report for duty.
   3. Provide a call-out report to the Bureau Commander.
   4. Investigate instances where personnel could not be contacted and ascertain the reasons.
   5. Review and determine the acceptability of personnel absences.
3. Supervisors
   1. Ensure personnel under their command are contacted and report for duty unless excused for valid reasons.
   2. Submit a call-out report of assigned personnel to the Division Commander.
   3. Require approval for personnel who cannot report for duty from the immediate supervisor.
4. Responding personnel
   1. Respond promptly and safely to the designated location with the required uniform and equipment.
   2. Be prepared for potentially extended duty and arrange for necessary personal commitments.
5. **METHODS OF CALL-OUT**
   1. PRIORITY I/II CALL-OUT
      1. The Emergency Communications Center (ECC) will send a call-out text message to all sworn personnel’s mobile phones, including:
         1. “Priority I Call-Out” or “Priority II Call-Out” designation
         2. Reporting location
         3. Required uniform and equipment
         4. Supervisor contact information for availability confirmation
6. **INCIDENT COMMANDERS**
   1. Crime/Disaster Scene Coordination
      1. When additional resources from another shift are required to manage a crime or disaster scene, the patrol supervisor will contact the Patrol Commander. The Patrol Commander will coordinate personnel and equipment assignments to the scene and, if possible, assume the role of Incident Commander. If unavailable, the ranking patrol supervisor will act as Incident Commander until relieved by higher authority.
   2. Incident Commander Responsibilities
      1. Exercise overall administrative command of all personnel involved at the scene.
      2. Support the investigation through the patrol supervisor by providing necessary resources within the scene perimeter.
      3. Brief the Public Information Officer, Chief of Police, or Bureau Commanders as required.
      4. Request assistance from the Public Information Officer for managing media relations at the scene, if necessary.
      5. Establish a command post if needed.
      6. Record personnel and equipment presence and assignments at the scene, ensuring proper relief and deployment of staff.
   3. Command Continuity
      1. The Incident Commander will maintain command unless relieved by a superior officer or at the end of their tour by an officer of equal rank.
7. **SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLANS**

The Chief of Police or their designee shall conduct an annual review of the written plans for school crisis, emergency management, and medical emergency response, as mandated by [Va. Code 22.1-279.8](https://law.lis.virginia.gov/vacode/22.1-279.8/).

1. **TRAINING**

The Department shall conduct annual training on the Emergency Operations Plan for all supervisors and relevant personnel. Supervisors must become familiar with the plan and understand personnel responsibilities during its implementation. Training should include a full or partial exercise, tabletop exercise, or command discussion.