MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS
AND OPERATING PROCEDURES

Subject: *Critical Incident Response Plan* **Number: 108-E**

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	108 – Civil Emergency Response	*01-01-2001*
	108-A – Civil Emergency Response	*06-01-2006*
	108-B – Civil Emergency Response	*08-24-2015*
	108-C – Civil Emergency Response	*01-10-2021*
	108-D - Civil Emergency Response	*07-15-2024*

Approved By:

I. PURPOSE

To establish a plan for prompt, efficient, and effective mobilization of the Myrtle Beach Police Department (MBPD) personnel and equipment in response to a critical incident using the Incident Command System (ICS).

II. DEFINITIONS

A. Branch Leaders – Personnel who have been assigned responsibility for a specific group or task.

B. City Emergency Operations Plan – A plan of action that describes specific duties for each city department in the event of a major incident.

C. Civil Emergency – A condition existing within the public domain, possibly occurring as a result of the actions of a group of people who may pose an imminent danger to the general public, resulting in loss of life, great bodily harm and/or an enormous loss of property.

D. Civil Emergency Response Team (CERT) – Sworn members of the department who are deployed in certain situations to deal with civil unrest, disturbance, or unusual occurrences requiring a significant police

presence. This team is designed to provide a rapid and coordinated response.

E. Critical Incident - Characterize situations, generally of an emergency nature, that result from disasters both natural and man-made, civil emergencies, major crime scenes, officer-involved shootings, or any emergency incident likely to generate significant public attention due to the public safety implications and the likeliness for intense public scrutiny. They may include the following: hurricanes, tornadoes, downed aircraft, train wrecks, fires, chemical spills, hazardous materials incidents, nuclear accidents, pandemics, evacuation procedures and routes, riots, unruly crowds, bomb threats, active shooter, and hostage or barricaded situations. All of these situations have the potential to disrupt city operations, cause property damage, and result in casualties. The MBPD will utilize the Incident Command System (ICS) to allow for a systematic and well-organized response to any critical incident or event in the MBPD's jurisdiction.

F. Crowd – A large number of persons temporarily congregated in an area; generally acting as individuals without organization.

G. Demonstration – An assemblage of persons exhibiting sympathy with or against authority or some political, economic, or social conditions or movement. Most demonstrations have leadership and organization.

H. Incident Commander (IC) – A supervisor who has the overall responsibility for the management of a critical incident.

I. Incident Command System – The Incident Command System (ICS) is a management system that facilitates organization, control, and effective use of personnel and resources of the MBPD and outside agencies working toward a common goal of stabilizing an incident, protecting life, property, and the environment. The ICS permits a clear point of control and can be expanded or contracted to escalating or diminishing situations. ICS is not required for minor incidents handled solely by the MBPD. Not all components of ICS need to be activated when the system is operational. Only those components that are needed in the situation should be used.

J. Mob - A crowd whose members, under the stimulus of intense excitement or agitation, lose their sense of reason, respect for law, and follow leaders in lawless acts.

K. Riot – A breach of the peace, which includes violence by three or more persons in furtherance of a common purpose to execute some enterprise by concerted action against anyone who may oppose him or her.

III. PROCEDURE

A. All rules of conduct, written directives and standard operating procedures will remain in effect unless countermanded by proper authority. Administrative notification through the chain of command to the Chief of Police should occur as soon as possible. The Critical Incident Plan will be used to prepare MBPD personnel to:

1. Handle and control an incident and bring it to a safe conclusion.

2. Collect and analyze intelligence data related to the incident.

3. Provide for orderly and efficient assembly of manpower, supplies, and equipment to expeditiously handle the incident.

4. Determine the needs for training and education of MBPD personnel, to include techniques and procedures necessary to handle such incidents.

5. Provide coordination with other agencies, departments, and organizations involved in these types of incidents.

B. Emergency Operations Officer (EOO)

1. Due to the complexity and magnitude of the planning, training, and coordination necessary to manage and implement a current and effective critical incident plan, the Special Operations Lieutenant will be appointed as the Emergency Operations Officer (EOO). The EOO will serve as the principal advisor on critical incidents to the Incident Commander.

2. The EOO serves as a liaison to the City of Myrtle Beach Emergency Management Coordinator and coordinates the MBPD's participation in any joint training exercises that involve the MBPD, including tabletop and actual exercises. The EOO is responsible for:

    a. Maintaining up-to-date copies of Emergency Operations Plans from both Horry County and the City of Myrtle Beach Emergency Management.

    b. Conducting an annual review of the MBPD's Critical Incident Plan. Ensure all command personnel have access to the plans.

    c. Coordinating documented annual training on the MBPD's Critical Incident Plan for all affected personnel.

d. Coordinating documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the Incident Command System.

e. Maintaining a current list of personnel with civil defense agencies to aid in the coordination of the plan's content with all affected agencies.

f. Ensuring availability of current Mutual Aid Agreements.

g. Maintain an inventory of all operational readiness equipment. Document the inspection of all such equipment at least once every quarter.

C. Methods of the Incident Command System

1. A single command should be used when the incident is clearly a law enforcement operation, and there is no overlapping jurisdiction. The most qualified ranking supervisor on the scene will be designated as the Incident Commander and have overall responsibility for the incident.

2. A unified command system should be used when the incident is within a single jurisdiction, and more than one agency shares management responsibility or when it is multi-jurisdictional in nature. A representative from each affected organization will be appointed to represent that agency's interest and contribute its resources for the purpose of incident stabilization and management.

D. System Activation Criteria

1. The ICS should be considered for implementation for a response to situations that require coordination and control of personnel and/or equipment beyond the scope of the first responder. These events or incidents include, but are not limited to, the following:

a. Single jurisdiction but multiple departments involved in the incident.

b. Multi-jurisdiction incidents.

c. Extraordinary Special Events requiring resources from multiple city departments.

d. Other active events such as bank robberies, hostage/barricaded situations, homicides, or other unusual incidents.

e. When an emergency situation or a major crime warrants increasing the number of responding personnel by calling out additional officers or components of the MBPD.

f. Hazardous Material Incidents.

E. Components of Incident Command

1. Incident Commander

a. The Incident Commander is the person in charge at the incident and will be fully qualified to manage the incident. The IC sets objectives and priorities and has overall responsibility at the incident or event. The IC may be the responding officer to the scene, and as an incident grows in size or becomes more complex, a more highly qualified IC may be assigned by the responsible jurisdiction or agency. Staff is assigned major functional authority for the other components of ICS. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As the incident grows, the IC may delegate authority for performance of certain activities by others as required.

b. A change in commander requires a full briefing for the incoming IC and notification to the Communications Center over the radio that a change in command is taking place. The Communications Center will repeat this notification on all open channels.

c. The IC will assume responsibility for the incident and is in charge of all personnel at the scene of any critical incident or event. If resources are going to be needed beyond those of the City, the IC may request activation of the City's Emergency Operations Center. The IC will:

i. Activate the ICS after evaluating and assessing the incident.

ii. Establish a command post.

iii. Be responsible for overall direction and deployment of police personnel necessary to restore order, to include designating personnel to assume the duties of section chiefs for Operations, Logistics, Planning, and Finance Section Chiefs, as needed.

iv. Initiate the chain of command notification and mobilization of additional agency personnel.

v. Establish a staging area, if necessary.

vi. Coordinate overall emergency activities.

vii. Obtain support from other agencies, if necessary, and coordinate MBPD activities with outside agencies such as the FBI, SLED, SC Highway Patrol, and other local agencies as needed.

viii. Ensure designation of a PIO to provide public information to sustain media relations.

ix. Maintain the safety of all personnel.

x. Maintain command of the personnel responding to the critical incident, including the de-escalation period.

xi. Prepare a documented after-action report.

d. Personnel assigned to the following areas of the MBPD will be prepared to assist the Command Section:

i. Office of Professional Standards (OPS)

ii. Intelligence Unit

2. Operations Section

a. The Operations Section Chief is responsible for conducting tactical operations to carry out the plan, developing the tactical objectives, and organizing and directing all resources. These responsibilities include:

i. Establishing perimeters and ensuring that proper security measures have been taken to control the points of entry and exit.

ii. Conducting Evacuations - Should circumstances of an incident require the evacuation of persons from an area, officers will conduct such action with the safety of the citizens in mind. Consideration should be given to their personal needs and concerns if possible. All available

city vehicles may be used for transporting persons during such evacuations.

iii. Maintaining command post and scene security.

iv. Providing for detainee transportation, processing, and confinement.

v. Coordinating traffic control.

vi. Direct handling of investigations, surveillance, missing persons, juveniles, and follow-up investigations of crimes committed during or resulting from the occurrence.

b. Mobile Field Force

i. The Civil Emergency Response Team (CERT) should consist of the following officers:

1. One CERT Commander (Captain)

2. One CERT Team Leader (Lieutenant)

3. Supervisors to serve as Squad Leaders

4. Officers specified by the CERT Commander

ii. Special Weapons and Tactics (SWAT) will be a separate team used to supplement/support the Civil Emergency Response Team (CERT) at the request of the Incident Commander.

iii. A squad may consist of six officers and one supervisor. A squad may act as part of the total Civil Emergency Response Team or be assigned to act independently. A squad may be assigned a variety of responsibilities by the CERT Commander.

iv. An Arrest Squad will have the responsibility of identifying perpetrators and effecting arrest during CERT situations. There may be more than one Arrest Squad.

v. Special Weapons and Tactics (SWAT), Civil Emergency Response Team (CERT), or a Rescue Squad has the responsibility of responding to and rescuing persons or officers in the event of an emergency.

vi. Special Weapons and Tactics (SWAT) and/or Civil Emergency Response Team (CERT) will be responsible for deploying gas or other nonlethal methods in accordance with Procedure 273 on Less Lethal Equipment and Techniques, if deemed necessary by the CERT Commander.

c. Personnel assigned to the following areas of the MBPD will be prepared to assist the Operations Section:

i. Uniformed Divisions

ii. Community Service Officers

iii. Investigations Division

iv. Mobile Field Force Teams

3. Planning Section

a. The Planning Section Chief is responsible for developing the action plan to accomplish the objectives, collecting and evaluating information, and maintaining resource status. These responsibilities include:

i. Preparing a documented incident action plan.

ii. Gathering and disseminating information and intelligence.

iii. Identifying anticipated equipment and manpower needs.

iv. Providing periodic predictions on incident potential.

v. Maintaining the maps used during the critical incident to include:

1. Posting manpower deployment sites.

2. Posting locations of groups of people and their movements relative to the incident.

3. Posting property damage sites relative to the incident.

4. Ensure that all public facilities are noted on the maps for the affected area in order to address security issues.

5. Planning post-incident demobilization.

b. Personnel assigned to the following areas of the FPD will be prepared to assist the Planning Section:

i. Administrative Division

ii. Intelligence Unit

4. Logistics Section Responsibilities

a. The Logistics Section Chief is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies. These responsibilities include:

i. Communications.

ii. Securing vehicles for necessary transportation and keeping a record of assignments and availability.

iii. Coordinating medical support.

iv. Coordinating specialized team and equipment needs.

v. Coordinating meals and similar services for personnel assigned to the incident as needed for the duration of the occurrence. Establishing and maintaining contact with the utilities companies for the repair or installation of telephone and electrical power lines.

vi. Coordinating the removal of wrecked or disabled police vehicles to the Fleet Maintenance Department and taking the steps necessary to provide the operations section with an adequate supply of motor vehicles.

vii. Coordinating the process for receiving, recording, and storing all recovered property and confiscated property (in cases of looting), until dispositions can be made.

viii. Obtaining special equipment and emergency supplies to be requisitioned as needed from:

1. Any department of the City of Myrtle Beach
2. Myrtle Beach Emergency Operations Center
3. Horry County Emergency Operations Center
4. South Carolina National Guard
5. South Carolina Department of Transportation
6. Other state agencies
7. Local resources

ix. Equipment will be distributed to individuals and units based upon the assignments and duties resulting from the particular situation at hand. The issuing official will be responsible for ensuring that such distribution is properly recorded. Additionally, all equipment assigned to personnel and Divisions/Units will, at a minimum, be inspected quarterly to ensure operational readiness in the event of a critical incident.

b. Personnel assigned to the following areas of the MBPD will be prepared to assist the Logistics Section:

i. Administrative Division

ii. Support Service Division

iii. Traffic and CSO Units

5. Financial/Administration Section

a. The Finance Section Chief is responsible for on-site financial management to include: monitoring costs, procuring special equipment, contracting with vendors, and making cost estimates of alternative strategies. These responsibilities include:

i. Maintaining a duty log of personnel assigned to the critical incident operation or incident for the duration of the emergency.

ii. Recording personnel time.

iii. Establishing the twelve-hour shift schedule to utilize manpower in the most effective manner, if needed.

iv. Procuring additional resources.

v. Recording expenses.

vi. Documenting injuries and liability issues.

b. Personnel assigned to the following areas of the MBPD will be prepared to assist the Finance Section:

i. Administrative Division

IV. Response Procedures

A. The initial steps taken at the site of any critical incident will be to safeguard lives and property, secure the scene, and restore and maintain order. The response of the first officer and the first supervisor on the scene may include, but not be limited to, the responsibilities discussed in this plan and procedure. These responsibilities will not apply in all cases. The ICS will go into effect immediately after the first officer on the scene assesses the scale and scope of the situation and determines that an incident meets the activation criteria for ICS.

1. The First Police Officer on the scene of a critical incident will assume command until relieved, secure and contain the scene if possible, and notify the Communications Center of the following:

a. Location of the incident;

b. Nature of the incident;

c. Type and amount of assistance needed;

d. Continue with IC protocol until relieved of IC duties; and

e. Inform a supervisor of the incident and request their assistance at the scene.

2. The First Supervisor on the scene will:

a. Assume incident command of all police activities at the scene;

b. Verify the initial officer's assessment of the situation and either confirm or revise the request for support units. If the need for ICS is confirmed, the Watch Commander or another member of the command staff will respond to provide support and only assume IC duties if there is a clear need to do so;

c. Coordinate with Communications personnel for chain of command notification;

d. Designate two radio channels, one for Incident Command, and the second for the use of the units involved in the occurrence;

e. Establish a temporary command post and inform the Communications Center of its location as well as the call number of the IC. A police vehicle may serve as the temporary command post in accordance with the ICS.

f. Transmit additional information to Communications that may include:

    i. Number of injured people;

    ii. Estimation of crowd size;

    iii. Weapons; and

    iv. Destroyed property.

g. Establish an emergency response route to the scene.

h. Designate a staging area for personnel and equipment. This area should not be in the same area as the command post.

i. As additional personnel arrive, the Incident Commander will appoint branch leaders as needed. The branch leaders, as required, may assume responsibility for, but not limited to:

    i. Perimeter

    ii. Traffic Control

    iii. Tactical

    iv. Staging

    v. Intelligence

    vi. Prisoner Processing and Transport

    vii. Security for Public or Critical Facilities that may be threatened.

    viii. Video-taping the incident

j. Contain the affected area as much as possible to ensure the security of persons and property in the area. Containment of the incident shall be achieved by constructing an outer perimeter sufficient to contain the disturbance and prohibit entry into the immediate area of the incident. To the degree possible, innocent civilians will be assisted in evacuation.

k. Time permitting or need established, the Chief of Police or designee will make requests for assistance from other law enforcement agencies.

    i. Personnel from the agencies will be requested to respond to the designated staging area.

    ii. A representative from the other agency(s) will respond to the command post to ensure that unity of command is maintained for personnel from other agencies.

l. If needed, the Chief of Police shall notify the City Manager, who shall have the power to notify the South Carolina Emergency Management Division in order to request assistance from the National Guard.

m. Reassign all units not responding to the critical incident area to existing calls for service throughout the city.

n. Inform relief officers and command personnel of all developments in the occurrence.

o. Continue with IC protocol until relieved of IC duties.

B. Communications personnel will:

1. Dispatch support units as requested by the officer at the scene.

2. Notify the chain of command and specialized units.

3. Assign a dispatcher to the channel(s) designated for the Incident.

4. Inform units that radio communication from individual officers should be for emergency situations only. If necessary, supervisors may use the radio to communicate with individual squads.

5. Upon request by the IC, contact the City and/or County Emergency Management to request activation of the EOC procedures. This will

ensure that EMS can prepare to staff an adequate number of vehicles and personnel to respond to the incident.

C. Mobile Field Force Commander's Responsibilities

1. Meet with the IC and be briefed on the incident.

2. Under direction of the IC, organize the CERT response to the incident and deploy with the intent of controlling and suppressing the incident.

3. Request and coordinate external support services to sustain the efforts of CERT.

4. Select a mobilization point, brief the Civil Emergency Response Team officers regarding the incident, and make necessary assignments.

5. Terminate the Civil Emergency Response Team at the direction of the Incident Commander or their designee.

D. Arrest and Transport Procedures

1. During critical incidents, arrests may need to be made and must be handled quickly and efficiently. The Operations Section Chief will designate a person to establish arrest teams to maintain an arrest log, manage prisoners, and provide for prisoner transportation.

2. The Operations Section Chief will notify the Detention Supervisor to initiate the Mass/Group Arrests procedures found in MBPD Procedure 312.

3. Prisoners who are injured or otherwise in need of care will be provided medical treatment as soon as it is safe to do so.

4. Officers with MBPD will protect the rights of all prisoners. If further investigation with a prisoner is pursued prior to arrestee processing, investigators will provide the prisoner with the means to communicate with counsel through telephone or visitation in compliance with constitutional requirements.

5. All department vehicles shall be available for transportation of officers and equipment to the scene, and for prisoner transportation from the scene. If additional transportation is required, the IC may request assistance from other agencies and city departments.

6. The transport officer will secure both the prisoner and the prisoner's property in the transport vehicle.

7. The transport officer will be responsible for the security and transport of the prisoner and their property to the jail.

8. The transport officer will turn the prisoner's property bag over to detention personnel at the time they present the prisoner for booking.

9. The prisoner will remain in restraints until released by detention personnel.

10. The transport officer will be released after detention personnel have verified that the prisoner's property has been secured.

11. Juveniles involved in critical incident arrests will be:

    i. Segregated from adult offenders.

    ii. Processed through regular juvenile methods, i.e., release to parents or guardians, or arrange for intake if the juvenile meets the criteria.

E. De-Escalation Procedures

1. The de-escalation period will occur when the situation is deemed to be under control and the conditions are returning to normal. During the de-escalation period, officers will be systematically relieved from their duty assignments in regard to the occurrence. Officers will follow the deactivation plan set by the IC.

2. The following actions will be taken to de-escalate adverse conditions that may have resulted from the incident itself or the ensuing response and control by public safety agencies:

    i. All available evidence will be collected.

    ii. Identify areas still affected by the disaster.

    iii. Establish priorities for restoration of services.

    iv. Coordinate restoration activities with the MBPD and other mutual aid agencies.

    v. Provide continued security to designated areas.

vi. Conduct roll call for all MBPD and assisting agency officers.

vii. Disengage officers as appropriate.

viii. On-duty officers will return to normal duties.

ix. Officers called back or held over for duty will be relieved.

x. All special equipment issued during the incident will be collected and/or accounted for.

xi. The command post will be discontinued.

F. Post-Incident Duties

Following the de-escalation of the FPD's response, the following post-incident duties will be required for an additional time period if applicable to the type of critical incident experienced:

1. Continuation of security and additional patrol in affected areas;

2. Maintaining traffic checkpoints;

3. Periodic news media briefings as necessary;

4. The Chief of Police or designee, in collaboration with the City Attorney and the PIO, should disseminate to all sworn personnel a detailed account of information that can be released to the public. This information should concentrate on accuracy and transparency in regard to fully explaining the actions of the police to the fullest extent allowable under the law. All MBPD officers will be tasked with engaging in informal conversations with concerned community members to explain in general terms what occurred in the critical incident. This may include, but is not limited to, knocking on doors after an incident is over to talk with residents of the area, inviting residents to a special community meeting to explain the latest neighborhood incident, and talking to those community members that have gathered around the incident.

5. Post-Incident Duties will be an ongoing mission with the ultimate goal of community restoration and achieving the highest level of trust and legitimacy with the public. Officers will continue to serve the neighborhood after a critical incident until it is clear that the restoration has been completed. The focus is that this may take a significant amount of time and effort. The Watch Commander

responsible for the area where the critical incident occurred will have primary responsibility in regards to facilitating the community restoration effort.

6. Crime Prevention Through Environmental Design (CPTED) Specialists will be tasked with assisting uniform personnel with community restoration efforts after the critical incident is concluded.

7. Efforts will be made to reach out to community volunteers such as faith-based organizations, nonprofit group leaders, individuals from underrepresented and minority communities, educational leaders, and other leaders that may be willing to provide assistance toward community restoration efforts in collaboration with the MBPD. The Department should maintain a list of community members with contact information who are willing to assist with community communication and to act as a liaison between the MBPD and the public during restoration efforts. These community members will be asked to engage in informal communication and to assist with conducting special community meetings as requested by department personnel.

8. Local leaders and community-based leaders will be provided a unified message and encouraged to embrace a message that promotes peace and a willingness to allow the investigative process to take place. While some may have questions or perceptions of the situation that vary from each other at the onset, it is extremely important that the department work with these leaders to develop a unified message that can be supported by all. This may include arranging meetings or engaging in face-to-face communication to facilitate this message.

G. After-Action Reports

1. The IC or their designee will submit to the Chief of Police a written briefing within three days of the conclusion of an incident requiring ICS to be activated. The briefing should include evaluative information for each ICS component that was established.

2. After reviewing the briefing, the Chief of Police may order a Post-Incident Review and an After-Action Report (AAR). The EOO is responsible for coordinating the review, which should include personnel and reports from all agencies involved. The EOO is responsible for obtaining a copy of any After Action Report prepared by the IC as well as reports prepared by an assisting agency.

3. When a Post-Incident Review is ordered, the EOO will convene a debriefing within two weeks of the conclusion of the incident. Post-Incident Reviews require the following actions:

    i. All involved MBPD command staff and supervisors will attend.

    ii. Selected personnel from Emergency Management as well as other involved agencies will be invited to attend.

    iii. Other involved MBPD personnel may be invited to attend.

    iv. At a minimum, the following items will be discussed:

        1. An overview of the incident which may include reports from the first officer/supervisor on scene, the IC, each section chief, and any assisting agency;

        2. How the incident developed;

        3. Who was involved;

        4. How personnel and special teams responded;

        5. What went right;

        6. Areas of improvement;

        7. Ways to avoid or minimize a similar incident in the future;

        8. Equipment performance and needs; and

        9. Training needs.

    v. The EOO will prepare a final written After-Action Report (AAR).

    vi. After review and approval of the Chief of Police, the AAR will be shared internally as well as with the leadership of all assisting agencies.

    vii. The Training Unit will develop and implement strategies to address any identified training needs.