



## CITY OF PORTLAND, OREGON



### Bureau of Police

Tom Potter, Mayor

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### EXECUTIVE ORDER

DATE: September 27, 2007

TO: All Members

RE: Revisions to 762.00 Mobilization

ACTION: Significant revisions to this directive. New reporting locations are listed.

### 762.00 MOBILIZATION

Index: Title; Civil Disorders; Disasters–Mobilization; National Guard-Mobilization; Natural Disasters; Fires and Explosions; Hazardous Materials Incidents

Refer: Emergency Broadcast Message (Operations Branch)  
Emergency Operation Personnel Record (Fiscal)  
Recall Notification Log (Operations Branch)  
OPCON Guide (Operations Branch)

### POLICY (762.00)

It may be necessary to mobilize off-duty members, members from non-operational units and mutual aid resources to augment on-duty members in the event of a natural disaster, civil disorder, or any large-scale incident or emergency.

### PROCEDURES (762.00)

Directive Specific Definitions

ECC: The Emergency Coordination Center for the City of Portland which acts as the Emergency Operations Center.

POC: The Police Operations Center for the Bureau which acts as the Police Emergency Operations Center.

### Mobilization Levels

Mobilization of members will occur at one of four levels, depending on the seriousness of the situation as determined by the Incident Commander (IC).

- a. Level One Mobilization: The level of mobilization is accomplished by using on-duty members from non-involved precincts. The on-duty precinct commander in charge of an incident is authorized to initiate a level one mobilization at his/her discretion. A command post for the incident will be established.

- b. Level Two Mobilization: The second level of mobilization is accomplished by a callback of off-duty precinct members who are normally scheduled to work the next relief. Precinct commanders are authorized to initiate a level two mobilization.
- c. Level Three Mobilization: The third level of mobilization is accomplished by a callback of off-duty members from all Bureau units. The Operations Branch chief is authorized to initiate a level three mobilization. The Chief of Police will be immediately notified of all level three mobilizations. The Police Operations Center (POC) will be activated and a determination of location and support staff needs made.
- d. Level Four Mobilization: The fourth level of mobilization is accomplished by a request for personnel resources from agencies other than the Bureau. Such agencies include mutual aid police agencies and the National Guard. The Chief of Police, or designee, is authorized to initiate a level four mobilization. The Chief of Police will request the City Emergency Coordination Center (ECC) be activated.

Nothing in this directive affects existing agreements between the Bureau and other agencies for the reciprocal provision of specialized support units.

**Reporting Locations:**

Members subject to emergency callback will report to their assigned RU or will be provided with specific reporting location instructions at the time of the callback.

In the event of a catastrophic emergency that significantly impacts or destroys segments of the transportation infrastructure, destroys or compromises the safety or ability to occupy Police Bureau facilities, or otherwise affects the habitability of segments of the city, members will report for duty at locations identified in this directive.

Members will first attempt to report to their assigned RU. In the event that members find that their RU or other Police Bureau facility is rendered unserviceable for any reason, the following are alternate reporting locations for each RU in order of precedence:

Central Precinct and RUs assigned to the Justice Center

- 1<sup>st</sup> Alternate Location Southeast Precinct
- 2<sup>nd</sup> Alternate Location Southwest Contact Office/7688 SW Capitol Hwy

North Precinct

- 1<sup>st</sup> Alternate Location Northeast Precinct
- 2<sup>nd</sup> Alternate Location Southeast Precinct

Southeast Precinct

- 1<sup>st</sup> Alternate Location East Precinct
- 2<sup>nd</sup> Alternate Location Northeast Precinct

Northeast Precinct

- 1<sup>st</sup> Alternate Location Southeast Precinct
- 2<sup>nd</sup> Alternate Location East Precinct

East Precinct

- 1<sup>st</sup> Alternate Location Southeast Precinct
- 2<sup>nd</sup> Alternate Location Northeast Precinct

### Traffic Division

1 <sup>st</sup> Alternate Location	Southeast Precinct
2 <sup>nd</sup> Alternate Location	Northeast Precinct

Members from other Police Bureau divisions, units or functions that are not noted above will report to the nearest alternate location in the event that their RU cannot be reached or is not habitable.

In the event that large scale destruction during an emergency makes it impossible for members to reach their RU or an alternate reporting location, the following locations will be used as staging/reporting locations:

### West of the Willamette River

PFB Station #16, 1715 SW Skyline Blvd.

Rivergate Vehicle Storage Facility  
7027 NW St. Helens Rd.

### East of the Willamette River

PFB Training Facility/Station #2 , 4800 NE 122<sup>nd</sup> Ave.

Oregon Army National Guard Armory  
10000 NE 33<sup>rd</sup> Dr.

## **Alert System and Recall Responsibilities (762.00)**

### **Incident Commander Responsibilities**

- a. Determine number of additional members needed both for immediate control of the incident and for relief during the course of the incident.
- b. Determine appropriate level of mobilization and obtain command authorization, if necessary.
- c. Begin Incident Command System (ICS) to manage the event.
- d. Establish a Command Post and acquire necessary staff to support the incident.
- e. Designate a Recorder for actions taken.
- f. Appoint a logistics officer.
- g. Appoint a staging officer.
- h. Locate and secure appropriate staging area(s).
- i. Cause an Emergency Broadcast message to be created and broadcast for the recall of off-duty members, if necessary.
- j. Allocate members during course of incident.
- k. Determine appropriate time for demobilization.
- l. Establish a plan to sustain operations for more than one shift, if necessary.
- m. Establish incident objectives and have an Incident Action Plan (IAP) written if the incident will be more than one shift in duration.

### **Logistics Section Chief Responsibilities (762.00)**

- a. Determine additional member needs from the IC.
- b. Initiate call up appropriate to level of mobilization.

- c. Notify specific units, if needed, SERT, EDU, RRT, Detectives, Canines, ID, EAO, etc.
- d. Obtain necessary personnel to act as assistants.
- e. Maintain records of personnel requests made to other units and/or agencies.
- f. Plan for necessary relief of members engaged in incident.
- g. Locate school, church, other facility, or TriMet bus to house officers who are relieved or resting.
- h. Provide for necessary food, supplies and equipment to support incident members, including but not limited to: batteries, lights, flares, extra pack set batteries, restrooms, and barricades.
- i. Provide for the use of the Emergency Operations Personnel Record Form to track all members costs associated with the incident.
- j. Designate a radio channel to be used for the incident, separate from the precinct operational channel.
- k. Track available resources and advise the IC.

### **RU Manager Responsibilities (762.00)**

- a. Each RU will recall its own off-duty members, if requested by the IC or his/her designee.
- b. All RU managers will ensure that an SOP for an emergency recall is created and maintained by their RU.
- c. Members engaged in an emergency recall of members will:
  1. Use the following format: "This is (identify yourself). This is a recall to duty. Effective (time and date) you will report to (person) at (location). Special instructions are: (uniform and/or equipment); (expected length of time of recall); (nature of emergency and expected duties, if known). Any questions?"
  2. Maintain the Recall Notification Log.
  3. Prepare a summary memorandum for the Operations Branch chief indicating the time the recall was initiated and the members who reported for duty and their hours worked.
  4. To the extent possible, RU managers will ensure that members reporting to staging area(s) will be organized by squads, including supervision, and report as a unit.

### **Staging Area Officer Responsibilities (762.00)**

- a. Designate a secure staging area for responding vehicles and equipment, provide for staffing, and maintain security.
- b. Log in all arriving members and equipment.
- c. Maintain ready status records of arriving members by squad.
- d. Advise the Logistics Section Chief on the availability of reserve forces.
- e. Dispatch squads to incident, as requested by the IC or his/her designee.
- f. Maintain deployment status records of members involved in incident.
- g. Coordinate with the Logistics Officer the provision of food and/or equipment of members held in reserve at the staging area.
- h. Arrange for debriefing and/or decontamination of returning members, if necessary.
- i. Request TriMet for a bus to house, or transport officers relieved or resting, if needed.
- j. Demobilize and arrange for clean-up of staging area at direction of the IC.

### **Duty of Off-Duty Members in Event of a Major Incident (762.00)**

- a. Off-duty members who become aware of a catastrophic emergency or major incident affecting the City, in the absence of any communication from the Police Bureau, are encouraged to monitor any available news or information source for reporting and duty instructions.
- b. Off-duty members are encouraged to report as soon as possible to their RU or an alternate reporting location in accordance with this directive.
- c. Off-duty members will not respond directly to the scene of an incident before reporting to an RU for assignment.

### **Mutual Aid Considerations (762.00)**

- a. Unless otherwise provided for in a mutual aid agreement, the Bureau is responsible for costs incurred by other local law enforcement agencies responding to assist the Bureau.
- b. Members and equipment costs must be tracked by the IC or their appointed Finance Section Chief.
- c. When requesting mutual aid, the following information will be provided to the responding agency:
  1. The specific types of duties to be performed by responding units.
  2. The specific number of members (including supervision) and types of equipment needed by officers assigned to each unit.
  3. The location where responding units are to report.
  4. Directions on how to safely access the reporting location.
  5. An estimate of how long the responding units will be needed.
- d. A full-time liaison officer with a pack set must be assigned to the commander of each responding mutual aid unit to act as a communications link.
- e. If possible, a representative of the responding agency will be assigned to the PPB POC to coordinate policies and resource management.
- f. The IC must be prepared to give the Logistics Section Chief the authority and financial support to provide fuel, food and shelter, if necessary, to responding units.
- g. The IC or designated Operations Section Chief should provide tactical missions for entire responding units, leaving their agency command intact. This is absolutely necessary when receiving military aid.
- h. Only the Governor can activate the State of Oregon National Guard.
  1. The Mayor must request the National Guard.
  2. The National Guard will respond only after all civilian resources are completely committed.
  3. The National Guard requires a staging area, convoy escort and command co-location with civilian authorities.
  4. The National Guard will accept missions, but will determine the means to accomplish those objectives on their own.
  5. The National Guard will determine the extent and type of force used by their personnel.

### **Demobilization (762.00)**

The IC will ensure that demobilization occurs in an orderly manner by addressing the following issues:

- a. Secure location of occurrence for determination of the preservation of evidence, etc.
  - b. Account for departmental equipment and ensure that it is serviced and returned to its proper place.
  - c. Return any borrowed equipment.
  - d. Supervise clean-up of areas used by Bureau personnel.
  - e. Decontaminate personnel exposed to hazardous materials and document those members exposed to the identified hazardous material in the Incident Command Injury Log, and in their respective RU Injury Log.
  - f. Conduct critical incident stress debriefing of affected members.
    1. Request Employee Assistance Office to respond and assist.
    2. Request Crisis Response Team (CRT) members to respond, if necessary.
  - g. Collect completed Emergency Operation Personnel Records forms.
  - h. Complete all reports immediately necessary for prosecution or reporting purposes.
  - i. As soon as practical, critique operation and complete the After Action Report.
  - j. Demobilize mutual aid.
  - k. If applicable, draft letters of appreciation to those who assisted Bureau personnel.
  - l. Complete the After Action Debrief and After Action Report.
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FOR MORE INFORMATION:

Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

ROSANNE M. SIZER  
Chief of Police

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