

# PROCEDURES FOR HANDLING UNUSUAL OCCURRENCES

Directive: 6.27

"Unusual occurrences" imply situations, generally of an emergency nature, that result from disasters, both natural and man made, and civil disturbances. The category of disasters includes but is not limited to, floods, hurricanes, earthquakes, explosions, and tornadoes. Civil disturbances includes but is not limited to, riots, disorders, and violence arising from dissident gatherings and marches, musical concerts, political conventions, and labor disputes. The purpose of this Directive is to establish policy and procedures for emergency operations in the event of a natural or man-made disaster or civil disturbance.

## A. ADMINISTRATION

The Wilmington Emergency Operations Plan (W.E.O.P.) specifies the position of Emergency Management Coordinator as the person responsible for the planning of response to unusual occurrences. The EMC is the principal advisor to the Mayor for the City of Wilmington, the Mayor's Administrative Assistant, the Director of Public Safety, and the Chief of Police in the event of a disaster or civil disturbance.

The EMC maintains a liaison with other civil defense authorities through the State Division of Emergency Planning and Operations. A mutual aid contract with Federal and State Government, as well as the Red Cross, and New Castle County Government, enables the EMC to provide, as well as evoke the help of, other law enforcement agencies in the event of an unusual occurrence situation. In addition, City Code enables action such as curfews, restrictions on sale of liquor, gasoline; and restrictions on access during emergency situations.

The EMC has in his/her possession, a written plan in the form of a manual, that specifies procedures for responding to natural and man-made disasters. The (W.E.O.P.) manual is reviewed annually by the EMC, who makes any necessary updates to the disaster or civil disturbance plans. A copy of this manual will also be kept in the office of the Director of Public Safety, Chief of Police, Personnel/Planning Division Commander and the House Sergeant and will be updated by the EMC on an as needed basis.

The written disaster plan contained in this manual provides for such components as:

- Communications
- Field Command Post
- Casualty Information
- Community Relations/Public Information
- Other Law Enforcement Agency Support
- Military Support (Martial Law)
- Public Facility Security
- Traffic Control
- Equipment Requirements
- De-escalation Procedures
- Rumor Control
- Availability for Command (Order of Precedence)
- Post-Occurrence (aftermath) Duties

The EMC also has contained in the (W.E.O.P.) manual a written plan for responding to civil disturbances and includes provisions for such components as:

- Communications
- Field Command Post
- Casualty Information
- Court and Prosecutorial Liaison
- Community Relations/Public Information
- General Liaison (with other agencies)
- Legal Considerations
- Other Law Enforcement Agency Support
- Military Support (Martial Law)
- Public Facility Security
- Traffic Control
- Juvenile Offenders
- Equipment Requirements
- De-escalation Procedures
- Rumor Control
- Availability for Command (Order of Precedence)
- Post-Occurrence (aftermath) Duties
- After-Action Reports
- Transportation
- Arrest/Confinement Procedures

The EMC has a written plan in his/her (W.E.O.P.) manual that includes an emergency mobilization plan, which provides for the mobilization of personnel in the event of an emergency. This plan contains such components as:

- Communications
- Alert Stages
- Primary and alternate assembly areas
- Equipment Distribution
- Special Task Force Activation

- Key Personnel Designations
- Transportation Requirements
- Management Control Measures
- Rehearsals

In the event of an emergency at any correctional facility within the city limits, [REDACTED], as stated in Directive 6.6, the Delaware State Police will have the responsibility for [REDACTED]

#### B. OPERATIONS

Each Division Commander is responsible to ensure the readiness of equipment under their command, which would be used in support of an emergency operation. Each division should maintain an active list indicating the numbers and types of equipment under their care and the supplies needed for various emergencies. At a minimum, the list should provide for the location, amount, maintenance, and inspection date of any equipment. In addition, any item that would be useful in an emergency and is under the authority or care of a particular division, should be kept readily accessible by the Division Commander. For example, the Personnel Commander would keep an emergency recall list of all personnel readily accessible, while the Patrol Captain might have an active list of all emergency vehicles available for use at any given time.

An inspection of equipment designated for use in an emergency situation will be conducted by each division commander. This inspection will be documented, and a copy submitted to the Emergency Planner. The inspection will be conducted [REDACTED], using the same time frame for submittal as the divisional [REDACTED] report.

Each Division Commander, Inspector of Police, Chief of Police and Director of Public Safety, is supplied with an emergency operations manual, which contains step-by-step instructions on how to implement the Wilmington Emergency Operations Plan (W.E.O.P.).

The Department of Police has situation maps available for use in plotting operational commitments during unusual occurrences. These maps will be located in the [REDACTED] and the [REDACTED]. The [REDACTED] will be used as the Emergency Operations Center (EOC) during an activation.

The following list identifies in the chain of command, person(s) who will exercise command and control over all civil and law enforcement resources committed to an unusual occurrence operation:

- Mayor for the City of Wilmington
- Administrative Assistant to the Mayor
- Director of Public Safety
- Chief of Police

C. MASS ARREST PROCEDURES

Although the Wilmington Emergency Operations Plan (W.E.O.P.) has in its provisions a section on civil disturbances, the following section provides guidelines for mass arrest procedures during any civil unrest.

1. Notifications

Upon arriving on the scene of a possible mass arrest situation, the [REDACTED]

[REDACTED] Once a determination has been made by the Watch Commander that a mass arrest situation exists, he/she will notify the Communications Center. The Communication Center will then contact the Duty Officer who will determine if the following procedures should be implemented:

- b. Notification of additional personnel
- c. Activation of the EOC

2. Identify Staging Area/Assignment of Teams

The on-scene supervisor will identify a staging area where [REDACTED]

Once a sufficient number of officers arrive at the staging area, the supervisor will assign the officer to either an arrest team or a transporting team.

[REDACTED] Behind the [REDACTED] will be an [REDACTED] who will transport prisoners to [REDACTED] (See arrest procedures below.) From the [REDACTED], the transportation team will take the prisoner to [REDACTED]

### 3. Arrest Procedures

- a. Each person when arrested will be secured as quickly as possible. The arresting officer will then transport the prisoner to the pre-identified [REDACTED].
- b. At the [REDACTED], an identification wrist band with the arresting officers name will be placed on each prisoner. These wrist bands are maintained in EDU's mass-arrest kits.
- c. The prisoner, along with the arresting officer will be photographed at the scene by the on-duty EDU officer.
- d. The prisoner will be turned over to the transportation personnel (in case the need arises the [REDACTED])
- e. The prisoners will be transported to [REDACTED] where they will be booked according to standard departmental procedures.
- f. If time and circumstances permit, an EDU officer will videotape the incident.
- g. Procedures for arresting juveniles shall be conducted as outlined in Directive 6.16 (4).
- h. EDU officer(s) will be responsible for all evidence collection related to the incident.

### 4. Riot Equipment (Available)

The below list of equipment is available as of this date to members of the Department in case of a riot or confirmed civil disturbance:

- a. [REDACTED]

b. [REDACTED]

c. [REDACTED]

d. [REDACTED]

[REDACTED]

5. Available Resources for Holding/Booking Prisoners.

The below list of facilities can possibly be used for the holding/booking of prisoners. Each facility is listed with the total amount of room available, however, contact should be made prior to responding to that location by the Liaison Officer, (See Liaison Officer Duties) to verify availability.

A. Wilmington Police Department [REDACTED]

[REDACTED]

B. [REDACTED] [REDACTED]

[REDACTED]

C. [REDACTED] [REDACTED]

[REDACTED]

D. [REDACTED] [REDACTED]

[REDACTED]

E. [REDACTED] [REDACTED]

[REDACTED]

F. [REDACTED]

[REDACTED] In the event of a mass arrest situation, contact must be made by the Liaison Officer to verify availability of any space for holding/booking.

G. [REDACTED]

H. [REDACTED]

This agency can provide the following:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

I. Additional Resources

The following resources are available at any given time, however, their availability should be confirmed by the Liaison Officer as part of his/her duties.

[REDACTED]

6. Liaison Officer

In the event of a mass arrest situation, a liaison officer will be designated by the Duty Officer. The Liaison Officer will be assigned to WILCOM to better coordinate efforts from the scene with other entities. Some of the duties of the Liaison Officer are, but not limited to:

- a. If applicable, monitor any [REDACTED] of civil unrest.
- b. Communicate regularly with the Duty Officer to expedite any assignment or order given. Also disseminate any appropriate information to the Duty Officer or on-scene supervisors.
- c. Attempt to confirm or deny rumors related to the mass arrest situation. Work in cooperation with the Public Information Officer to disseminate the correct information to the media.
- d. Contact [REDACTED], to verify their status as to available equipment, space or personnel if needed.
- e. Maintain contact with appropriate Court personnel to establish procedures for handling bail proceedings. These procedures will mainly depend on where the prisoners are being held.
- f. Work in cooperation with the Emergency Management Coordinator if Emergency Operations Center is activated.