



San Diego Police Department

EMERGENCY PLANNING UNIT

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OPERATIONS MANUAL

SAN DIEGO POLICE DEPARTMENT

EMERGENCY PLANNING UNIT



2024

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

MISSION

The mission of the Emergency Planning Unit is to provide assistance and support to the Police Department in the preparation and management of, and recovery from natural, intentional and accidental disasters.

OBJECTIVES

The specific objectives of the Emergency Planning Unit are:

1. Provide Field Support

- Emergency Planning personnel are available 24/7 to assist incident commanders in the field with managing all-hazard large-scale events and incidents to ensure the department responds effectively and efficiently. Emergency Planning will ensure the Police Department collaborates with other entities during all-hazard incidents including other city departments or outside jurisdictions.

2. Provide Major Event Planning Support

- Emergency Planning will assist commands in planning and coordinating for any upcoming events. The unit will look to be involved in events that meet the following criteria, and will provide assistance for any event per request:
 - Events that require coordination between multiple divisions or jurisdictions
 - Events that have a high likelihood of being violent, unlawful assemblies, or riots
 - Events given a SEAR Rating

3. Conduct Disaster Preparedness Planning

- Emergency Planning is tasked with disaster preparedness for the Police Department. Emergency Planning coordinates within our department to refine response plans for all-hazard incidents to ensure best practices are used, including during emergencies at our own facilities. Emergency Planning works collaboratively with other departments, agencies, and private businesses to plan and prepare response protocols for all-hazard incidents, to include participating in multiple regional committees and working groups.

4. Facilitate Grant Funded Equipment Purchases (Such As: Urban Area Security Initiative (UASI) & State Homeland Security Grant Program (SHSGP))

- Emergency Planning coordinates with the Office of Emergency Services (SD-OES) and Fiscal to assist the Department with acquisitions of logistical equipment, vehicles, and supplies used during critical incidents and other preplanned events. Emergency Planning ensures the Department's requests fall within grant requirements, requests meet the Department's and region's needs, and maximizes the Department's ability to be prepared with the appropriate operational equipment needed to manage an incident or event effectively.

5. Coordinate Grant Funded Training Requests (Such As: UASI & SHSGP)

- Emergency Planning coordinates with the Office of Emergency Services (SD-OES) and Fiscal to facilitate and provide UASI, FEMA, and other grant funded training to all members of the Department. Emergency Planning ensures the Department's grant funded training requests fall within grant requirements, requests meet the needs of the Department, and maximizes the Department's ability to be prepared with the appropriate organizational training needed to manage an incident or event effectively.

6. Coordinate Mobile Field Force Training & Assist with Mobile Field Force Incidents

- Emergency Planning aims to prepare Department personnel to effectively respond to Mobile Field Force related incidents. Emergency Planning takes a crowd management and safety approach, as well as an all-hazards approach, to the training they provide and adheres to the standards outlined in the Department's Mobile Field Force Guide. Emergency Planning training focuses on specific roles and responsibilities of each rank within the Department and matches the type and level of training to those roles.
- Emergency Planning will be available to assist in the planning for any event that is likely to, or does, require a Mobile Field Force response. Emergency Planning will respond to assist the Incident Command personnel with managing any Mobile Field Force related incident.

7. Coordinate Mutual Aid

- Emergency Planning will assist the Department in coordinating mutual aid requests from the Department, as well as mutual aid requested by the Department. Emergency Planning maintains a relationship with San Diego County Sheriff's Office of Emergency Planning Detail, which is the regional mutual aid coordinator for San Diego County.

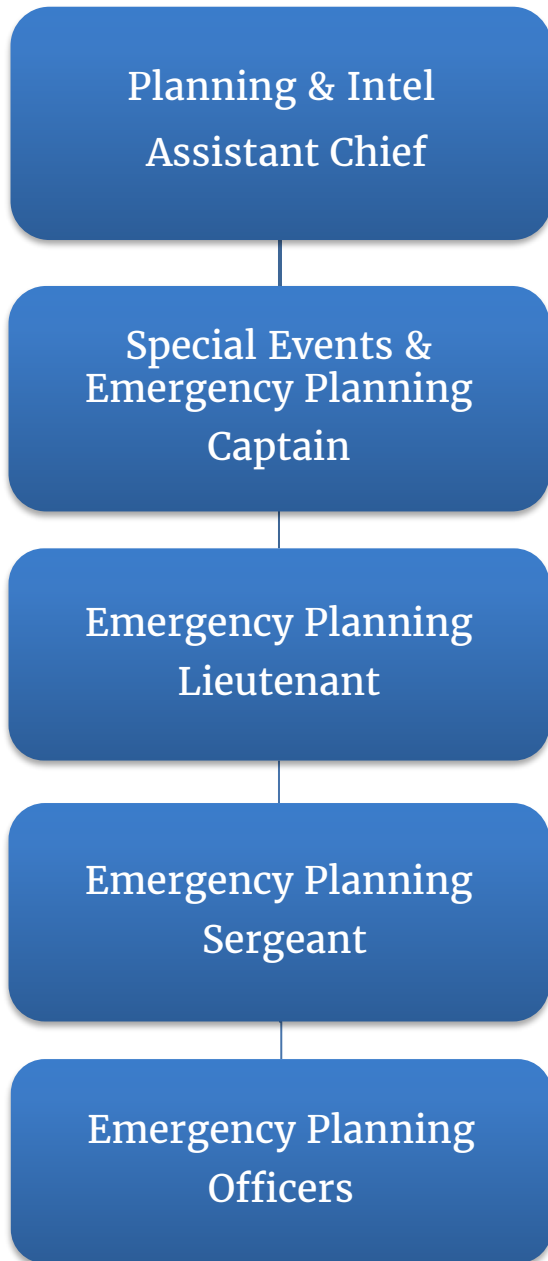
8. Coordinate All-Hazard / ICS Training

- Emergency Planning takes an all-hazards approach to the training they provide and adheres to the standards outlined in the National Incident Management System. Emergency Planning trainings focus on preparation for, management of, response to, and recovery from natural, intentional and accidental disasters and incidents (such as conducting large scale evacuations). This includes planning for and teaching at region wide exercises.

9. Manage the Department Operations Center (DOC)

- Emergency Planning has the responsibility of maintaining and operating the Department's DOC. This includes making sure the equipment is functionally operational, as well as operating the DOC during an activation. Emergency Planning personnel will be onsite during an activation to assist personnel assigned to the DOC in performing their roles. Emergency Planning personnel will provide training on DOC operations to members of the department assigned to work the DOC.

ORGANIZATIONAL CHART



ROLES AND RESPONSIBILITIES OF CIMU PERSONNEL

Captain

The Captain ensures the overall mission and direction of Emergency Planning is consistent with the San Diego Police Department's current strategic vision. The Captain serves as the Commanding Officer overseeing the Department Operations Center (DOC) during emergencies and events.

Lieutenant

The Lieutenant is the primary point of contact between the Emergency Planning Sergeant and the Command and serves as a liaison for the Department to the City's Office of Emergency Services. The Lieutenant ensures the Emergency Planning Sergeant successfully carries out the objectives of the Emergency Planning work plan. The Lieutenant is the Deputy Commanding Officer overseeing the Department Operations Center (DOC) during emergencies.

Sergeant

- Supervises the activities of the Emergency Planning Unit.
- Identifies, implements, and manages projects, programs, training, exercises, and other activities related to planning, preparedness, mitigation, response, and recovery from critical incidents.
- Serves as a specialist to the Incident Commander or DOC Commanding Officer for the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS)
- Coordinates with other agencies and City Departments regarding Homeland Security / Emergency Management issues.
- Serves as liaison between SDPD Administration, San Diego Fire Rescue Emergency Management, City Office of Emergency Services (OES), and County Office of Emergency Services.
- Evaluates and manages any requests for Emergency Planning personnel to respond to an incident.
- Ensures the Department's participation in regional training exercises.
- Liaison with the Criminal Intelligence Unit (CIU), to share Unclassified (UC), For Official Use Only (FOUO) intelligence information.
- Supervises the below Officer responsibilities.

Emergency Planning Officers

All officers assigned to the Emergency Planning have the following responsibilities:

- Handles a scheduled rotation of on-call responsibilities.
- During emergencies, provides field support as NIMS/SEMS/ICS Specialists.
- During activations of the DOC, provides management, coordination, and fills responsibilities as necessary.
- Assists in providing trainings on behalf of the unit.
- Participates in regional committees and working groups to maintain a network of connections in the emergency management field.

Emergency Planning Officers must have a basic knowledge in each of the following areas of responsibility and they will have an expertise in at least one of the areas.

The Emergency Planning Sergeant manages officer's assignments regarding each area of responsibility, and officers should expect to receive assignments in all areas depending on the unit's operational needs. Each area of responsibility listed below is accompanied by examples. The examples are not meant to be all-encompassing, but only illustrations of duties that may arise within that area of responsibility.

Emergency Management Coordination

- Manages and maintains the DOC.
- Develops, reviews, and updates the emergency plans and procedures of the San Diego Police Department.
- Facilitates the WebEOC crisis management program.
- Provides and facilitates exercises for the Police Department.
- Provides expertise to Department personnel during critical incidents and disasters.
- Works with department members to assist in planning for and executing major preplanned events.
- Works with In-Service Training to coordinate Department NIMS/SEMS/ICS training programs to verify Department personnel comply with required guidelines.
- Manages the Department's access to the Genasys Evac evacuation management program and works with Dispatch to help facilitate the Department's access to the GEM alerting program.
- Provides training to department members regarding conducting large scale evacuations and public alerting.

Grants Coordination

- Works collaboratively with the City of San Diego Office of Emergency Services (City OES), Police Fiscal, and City Purchasing on using the Department of Homeland Security Grants.
- Identifies equipment gaps within the Department that can be filled by the use of Department of Homeland Security (DHS) grant funds.
- Oversees the purchasing of Police Department equipment and vehicles through the Urban Area Security initiative (UASI), State Homeland Security Grant Program (SHSGP), as well as other Grants.
- Provide expertise and assistance to other units regarding the process of utilizing DHS grants.
- Maintains accountability for the use of equipment and vehicles purchased using DHS grant funds.
- Maintains a Department-wide "wish-list" of equipment and training with estimates to expedite the purchasing and planning process for grant funds.
- Coordinates grant funding for Homeland Security related training.

Mobile Field Force / Mutual Aid Coordination

- Maintains, coordinates, and conducts the Department's mobile field force training.
- Provides expertise to Department personnel on mobile field force matters.
- Assists in managing the inventory of the Department's mobile field force equipment, which is managed on a daily basis by the staff sergeant of the assigned team (Bravo or Delta).
- Identifies logistical needs for the Department and cost estimates for purchasing the equipment.
- Develops, reviews, and updates the Department's mobile field force guide.
- Provides and facilitates mobile field force exercises and expertise to the Department.
- Serves as a liaison between SDPD and allied agencies on mobile field force related training.

- Works with the San Diego County Sheriff's Department and other allied agencies to coordinate both requests from SDPD for mutual aid, as well as request for SDPD to provide mutual aid.

RULES AND REGULATIONS

- The standard-duty uniform for Emergency Planning Officers will be:
 - Class "C" uniform or
 - Blue long or short sleeve polo shirt with San Diego Police logo on left side
 - Blue law enforcement cargo pants (5.11 or similar type pants)
 - Black belt and boots (closed-toed)
 - White or black crew neck tee shirt
- All Emergency Planning staff will adhere to Department rules and regulations.
- The Emergency Planning Unit office will generally be staffed by officers Monday through Friday, working the 4/10 plan. However, due to the many field responsibilities of Emergency Planning, business hours are in a constant state of flux. All personnel are issued Department cell phones. It is highly recommended employees needing to meet with Emergency Planning staff to make contact either through email or cell phone.
- As representatives of the San Diego Police Department, Emergency Planning staff will conduct themselves positively and professionally, reflecting highly on the overall membership of this organization.

OPERATING PROCEDURES

- Emergency Planning Office Locations:
 - Main Office: **(Deleted – records of security)**.
 - Command Staff Offices and DOC: **(Deleted – records of security)**.
- Officers will coordinate their work activities through the Unit Sergeant.
- The Sergeant will coordinate his/her work activities through the Unit Lieutenant.

Activation of the DOC

DOC activations must be ordered by one of the following Command Personnel:

- The Chief of Police
- The Deputy Chief of Police
- The Assistant Chief of Planning and Intelligence
- Any Assistant Chief
- The Captain of Emergency Planning

Callout Procedures

Emergency Planning personnel are subject to callouts. All Emergency Planning personnel will monitor their cell phones unless they are on approved leave or ill. All on-call Emergency Planning personnel will notify the Emergency Planning Sergeant immediately if, for any reason, they are not available to respond to a callout.

The Emergency Planning Sergeant will be responsible for making an on-call schedule. Generally, there will be one Emergency Planning Supervisor and one Emergency Planning officer on-call at all times. On-call personnel are eligible to take their City vehicles home per DP 1.16., Off Duty Use of Department Take Home Vehicles. The schedule will be routed to all Emergency Planning personnel and a copy of the on-call schedule will be routed to the Watch

Commander. During a major incident, all available Emergency Planning Officers may be called to assist. Only those on-call will be required to respond unless it is an emergency callback situation.

When activated, personnel may be asked to respond to a field incident command post (ICP) or the DOC. Personnel will generally not be assigned a specific role as they lend their expertise to the Incident Commanders and assist in managing the overall event. During DOC activations, personnel do have the responsibility to ensure responding staff are provided the appropriate resources and direction to carry out their Incident Command System (ICS) roles. During the initial stages of a percolating or developing emergency, personnel will be pulled in many critical directions. It is imperative that unit supervision coordinate to effectively manage and carry out the many responsibilities of the unit.

Emergency Planning personnel and Logistics Unit Personnel may be asked to assist each other if necessary.

Callout Notifications

Cell phones are the primary means of notification for an emergency callback of Emergency Planning staff. Emergency Planning staff are issued either a department cell phone or are eligible to receive the cell phone stipend.

During regular business hours, the Emergency Planning Sergeant should be contacted when there is a need for Emergency Planning personnel to respond to an incident or the DOC. After regular business hours, callbacks should be made via the Watch Commander's Office to the on-call Emergency Planning Sergeant. The Unit Sergeant will determine the level of officer callout to carry out the requested mission. The Unit Sergeant will keep Command Staff apprised of callouts and ongoing events. After arrival, Emergency Planning personnel will obtain a briefing from the Incident Commander and evaluate if additional Emergency Planning resources are required.

Emergency Planning personnel will respond to:

- Any all-hazards incidents at the request of the Incident Commander.
- Any incident requiring mass evacuations.
- Any DOC Activation.
- Any MFF activation at the request of the Incident Commander.
- Any incident requiring the use of Mutual Aid whether provided to SDPD or by SDPD.

Vehicles

The use of all Department vehicles will occur in accordance with Department Policy 1.16, which sets response and incidental use guidelines for take home vehicles, and any published unit-specific guidelines for each position.

All future job bulletins will specify the Department's response time requirements pursuant to Department Policy 1.16, in addition to unit-specific response requirements. Emergency Planning personnel must live within 60 minutes of the DOC. Emergency Planning are responsible for activating the Department Operations Center and responding to critical incidents, major disasters, and emergencies to assist the Incident Commanders with managing the incident. Emergency Planning vehicles play a crucial role during a critical incident as mobile command posts, have specialized radios for mutual aid purposes, and have the ability to tow specialized Department equipment anywhere within San Diego County.

In the event of a disaster or critical incident, it may be necessary to call in additional Emergency Planning personnel to assist the on-call Emergency Planning Sergeant and Officer. For the listed reasons and to expedite response times, Emergency Planning officers **not on official On-Call** status are authorized to drive their police vehicles to and from home **ONLY**, but **DO NOT HAVE AUTHORIZATION** for 24-hour in-County use of

their police vehicle. Emergency Planning officers are authorized to drive their police vehicles to and from home **ONLY** and should monitor their Department cell phones in the event of a callback.

The Emergency Planning Sergeant and the on-call Emergency Planning Duty Officer are authorized to take home their assigned vehicle and shall generally be on-scene within one (1) hour of receiving a call-back notification. **While on-call**, Emergency Planning personnel **are allowed** 24-hour in-County use of their vehicle.

Additionally, the following procedures will be adhered to:

- Whenever practical, vehicles will be parked off-street.
- Vehicle doors will be locked, and alarms, if installed, will be armed.

Purchase Card (P-CARD) Usage:

Qualified Emergency Planning staff are provided P-cards for necessary purchases during emergencies. Emergency Planning personnel will follow procedure 8.25 (Purchase of Provisions) for all p-card purchases and work through SDPD Fiscal for all purchases not covered in that procedure.