	YALE UNIVERSITY POLICE DEPARTMENT STANDARD OPERATING PROCEDURE <i>Serving with Integrity, Trust, Commitment and Courage</i> <i>Since 1894</i>	ORDER TYPE: NEED TO REFER
		632 EMERGENCY RESPONSE AND EVACUATION PROCEDURE
	EFFECTIVE DATE:	REVIEW DATE:
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GENERAL

The purpose of this procedure is to establish guidelines for emergency response and the evacuation of areas due to bombs, chemical-biological, hazardous materials, fire or natural disaster threats. In determining the necessity and means to evacuate persons from imminent danger, safety of citizens and emergency service providers is the first priority. Evacuations must be planned and carried out systematically and efficiently consistent with the primary goal of protection of human life.

THREATS

Threats may include a wide variety of situations representing significant public danger. Examples include:

- **Criminal incidents** such as barricaded suspects, hostage situations or civil disturbances;
- **Natural disasters** such as floods or storms;
- **Fire;**
- **Transportation accidents** involving potential or actual release of hazardous materials;
- nuclear emergencies;
- **Terrorist incidents** involving the use of conventional explosives, biological, chemical or radiological weapons.

RESPONSIBILITIES

INITIAL RESPONSE:

The nature and quality of initial response to emergencies is critical to saving lives and the ultimate resolution of the incident. The exact initial response will vary widely among potential threats, but initial responders should perform these tasks:

- Observe the situation from a safe distance.
- Make a determination of the nature and severity of the threat.
- Notify a supervisor of the situation.
- Determine the scope and likely boundaries of the threat area as well as the potential need for evacuation of businesses or residences.
- Notify the communications center of all pertinent information:
- The type, nature and apparent severity of a chemical spill, accident, natural disaster, threat, hazard or related problem.
- The type of emergency equipment/personnel required as well as the best route for approaching the scene if safety issues exist:
 - EMS-paramedics
 - Ambulances
 - HAZMAT
 - Hazardous Devices Unit
 - SWAT or Tactical Teams
 - Utility personnel
 - Public Works

Take initial steps to contain and isolate the scene of the threat by:

- identifying the “kill zone” or “hot zone” and securing it, denying entry to anyone not properly trained or equipped.
- establishing an inner perimeter to provide safety for responders and citizens
- preventing unauthorized persons from entering the area
- controlling persons leaving the area, particularly when hazardous materials or substances are involved and decontamination may be required
- establishing an outer perimeter

INCIDENT COMMANDER

The first police supervisor (Sergeant or above) responding to the scene will become the Incident Commander until relieved by a superior officer or a Fire Officer under unified command (in cases involving hazardous materials, biological threats or fire).

The Incident Commander IS IN OVERALL CHARGE OF THE SCENE, will be briefed by the officers on the scene, will establish a command post and liaison with other responding law enforcement, fire or public safety agencies and will take other necessary action such as:

- Ensuring notification of other personnel in the chain of command
- Ensuring that necessary outside resources are notified and responding
- Identifying and requesting additional necessary resources
- Assigning individual officers/supervisors to oversee specific tasks or operations such as:
 - perimeter security
 - establishing a command post
 - establishing a staging area
 - witness areas
 - triage areas
 - establishing traffic and crowd control points
 - making provisions to create or obtain:
 - photographic or video records of events at the scene
 - records of actions taken and decisions made at the command post
 - ensuring that requested resources have arrived and are available at the staging area
 - ensuring that emergency medical services are available
 - establishing and staffing a media staging area

EVACUATION PROCEDURES

The Incident Commander will order the evacuation of a premises if the hazard or threat poses a serious danger of injury or death. Factors to be considered in a decision to evacuate are:

- the nature of the hazardous material, condition or threat
- weather conditions; wind speed and direction; drainage
- population density; nature of the location effected
- traffic patterns; routes and methods of egress
- means of transportation for evacuees including the physically challenged
- identity and availability of suitable evacuation locations
- hazards associated with evacuation vs. sheltering in place

- If an evacuation is necessary, determine the scope of the evacuation and the order of priority- the area in the greatest danger is evacuated first.
- Identify safe staging and rallying areas for evacuees and assign personnel to direct people to staging or rallying areas.
- The evacuation area may be enlarged as time and conditions dictate.

EVACUATION METHODS

The Incident Commander may choose different evacuation methods depending on the individual circumstances of the incident:

- Phone evacuation may be used for small areas with operational phone service.
- Evacuation by Fire Alarm: may be used for large buildings or places of public occupancy. Prior to sounding the fire alarm to begin the evacuation the supervisor will:
 - Notify the University Security Central Alarm station that the fire alarm system will be used to evacuate the building;
 - Notify the New Haven Fire Department Communications center that the fire alarm system will be used to evacuate the building.

Audible evacuation using building P.A. system: is an effective method, if available since evacuees can be directed to exit the building using specific routes.

- Audible evacuation by vehicle P.A. system or bullhorn: is the least efficient method and should be used if other methods are impractical or if the hazard is minimal.
- Physical evacuation by emergency personnel: is the most effective method but is time consuming and labor intensive.

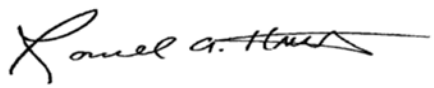
RESPONSIBILITIES OF PERSONNEL CONDUCTING EVACUATIONS:

- Evacuations should be conducted according to established plans, whenever possible.
- Evacuation routes may have to be varied in explosive threat cases.
- Evacuees should be advised to proceed in a calm and orderly manner.
- Persons in high-rise building should be informed not to use elevators.
- Evacuees should be directed to designated assembly or rallying areas.
- Police are responsible for maintaining the security of evacuated areas.

POST-EVACUATION PROCEDURES

- To the extent it can be done safely, evacuated areas should be searched once the evacuation is complete to discover injured persons or persons left behind.
- If there is a greater danger to rescuers and the chance of saving victims is minimal, careful consideration should be given to recalling emergency personnel to a staging area or other safe location for reassembly.
- The Communications Center should be kept updated as to the status and location of evacuees in order to respond to inquiries from concerned persons.

PER ORDER OF



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DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE