

HONOLULU POLICE DEPARTMENT

POLICY LAW ENFORCEMENT OPERATIONS

March 17, 2015

Policy Number 4.40

CIVIL DEFENSE DISASTER MITIGATION, PREPARATION, RESPONSE, AND RECOVERY

POLICY

The Honolulu Police Department (HPD) shall be guided by the department's Civil Defense Manual in mitigating, preparing for, responding to, and recovering from natural and man-made disasters and catastrophic emergency events.

PROCEDURE

I. DEFINITIONS

Catastrophic events: These include, but are not limited to, the following: civil disturbances, earthquakes, extensive utility failures, floods, hazardous material-related incidents, high surf, high wind, hurricanes, large-scale explosions or fires, massive transportation collisions, tsunamis, terrorist-oriented events, and other disruptive domestic crises.

Civil defense coordinator: The HPD captain who is responsible for developing departmental guidelines, coordinating training, ensuring that all departmental elements are prepared to handle police-related activities, and coordinating activities with other governmental agencies during catastrophic events.

Disaster response workers: Personnel who shall be available for duty during catastrophic events.

Emergency Operations Center (EOC): The Command Conference Room at the Alapai headquarters where command personnel hold briefings and direct activities during catastrophic events.

State of emergency: Declaration made by the Chief of Police in response to the threat or occurrence of a catastrophic event where full mobilization of the HPD's disaster response workers is needed.

Oahu Warning Point (OWP): The county emergency warning center located in the HPD's Communications Division. The OWP also serves as the first alternate State Warning Point.

II. DEPARTMENTAL PREPARATION POLICY

A. Departmentwide Coordination

1. Departmental guidelines, consistent with the City and County of Honolulu's Emergency Operations Plan, shall be developed in a departmental manual.
2. A departmentwide training program and a readiness evaluation program for each element shall ensure that all elements are prepared to handle police-related activities during emergency events.
3. All civil defense activities shall be coordinated with those of other governmental agencies and emergency-related police activities during emergency events.

B. Departmentwide Training

1. Emergency response training shall be included as a part of each division-level element's emergency preparedness and response plans checklist and manual of operations.
2. Training shall include, but shall not be limited to, the following: orientation; simulation; and interdepartmental as well as recruit, in-service, and management training.

C. Division-Level Planning and Preparation

1. The currency and continuity of disaster readiness programs shall be a part of each division-level commander's responsibilities. These tasks shall not be delegated or disrupted for any reason (e.g., reorganization or change in administration).
2. Each division-level element's manual of operations shall include disaster readiness emergency response checklists.

3. All emergency planning and preparedness documents shall be made a part of the daily management and overall planning process in each division-level element.
 - a. Funds for resources and training shall be included in the element's budget.
 - b. Records that are vital for the continuity of an element's operation shall be identified. Provision for storage of duplicates and subsequent updates shall be made by each element.
 - c. Each element shall maintain a current list of its disaster response workers and ensure that each is properly trained and is aware of his or her role(s) and responsibilities during emergency or disaster conditions.

A copy of an element's disaster response worker mobilization list shall be forwarded to the civil defense coordinator whenever a change of personnel occurs within an element.
 - d. Each element shall identify emergency resources/equipment available in both the public and private sectors in the various jurisdictions and shall maintain a current list of them.

III. MOBILIZATION POLICY

A. HPD Emergency Declaration

1. A departmental "state of emergency" declaration can only be made by the Chief of Police or designee.
2. When a departmental "state of emergency" is declared, the EOC shall take control. Assignments shall be made only with its authorization.

B. EOC

1. The Chief of Police or designee shall coordinate all activities.

2. The deputy chief in charge of field operations or designee shall manage operations.

C. Briefings

1. As soon as a "state of emergency" is declared, the command staff, division-level commanders (to include the radio engineer and the automotive equipment superintendent), and the supply manager shall report to the EOC.
2. Executive officers shall report to their primary reporting station (current duty station).
3. Briefings for natural disasters shall be handled by the civil defense coordinator.
4. Civil disturbance/terrorist-type incident briefings shall be handled by the deputy chief in charge of field operations or designee.

D. Assignments

1. At the end of the briefing, each division-level commander shall complete the applicable sheet:
 - a. Patrol Assignment Sheet, HPD-198 form; or
 - b. Non-Patrol Assignment Sheet, HPD-198A form.
2. Subsequent changes in assignments shall be submitted to the EOC as they occur (facsimile, e-mail, or hand carried).

E. Reporting for Duty/Assignments

1. All sworn personnel shall be attired in the regulation uniform or utility uniform.
2. Personnel who usually receive a car allowance shall not use white cars unless they are authorized to do so by the EOC.
3. All on-duty personnel shall remain at their assigned posts until they are relieved.
4. Depending on the severity of the emergency, timeliness of notice, and/or specific instructions, all off-duty disaster response workers shall report for duty as follows:

- a. Primary: Current duty assignment;
 - b. Secondary: District police station closest to the employee's residence; and
 - c. Other: Contact the Communications Division.
5. Disaster response workers include:
- a. All sworn personnel;
 - b. Nonclerical personnel of the Communications Division, Vehicle Maintenance Section, and Telecommunications Systems Section;
 - c. Property and Supply Section personnel; and
 - d. Information Technology Division personnel who can assist with computer-related problems.

IV. GENERAL POLICE RESPONSE POLICY

- A. Basic police responsibilities shall include, but not be limited to, the following:
- 1. Maintaining law and order;
 - 2. Protecting vital city facilities/resources;
 - 3. Assisting in warning and evacuating the populations of the areas at risk. Evacuation personnel should be especially aware of the elderly and disabled individuals;
 - 4. Ensuring that all properly identified public and private emergency officials and volunteers are permitted access to and movement within the disaster area(s);
 - 5. Maintaining security of the evacuated areas, evacuation shelters, and staging areas;
 - 6. Directing and controlling traffic flow in and around the disaster area(s);
 - 7. Providing helicopter support, if needed;

8. Providing command and control for civil disturbances and terrorist/terrorist-oriented events;
9. Supporting other city elements in their command and control of the incident areas during radiological defense and hazardous materials operations; and
10. Assisting the fire department in controlling the area around a fire.

B. Dissemination of Information

1. Only essential emergency information that has been prepared by the media liaison officer and approved by the Chief of Police or designee may be released to the news media.
2. Advisories and warnings to the department, government officials, and the public shall be disseminated through the OWP.

V. INTERNAL DAMAGE ASSESSMENT

- A. Casualties, damages, property losses, and any other conditions that will have an effect on operations shall be assessed by the element commanders.
- B. Damage assessment reports shall include detailed descriptions of damages and estimated costs to repair or replace items.

VI. REPORT OF EXPENSES INCURRED DUE TO DISASTER

- A. When a disaster occurs, all division-level commanders shall, on a daily basis, submit the Element Daily Report for Expenses Due to Disaster, HPD-436 form, to the Finance Division no later than 0600 hours of the following day.
- B. A separate report shall be submitted for the period beginning at 0001 hours and ending at 2400 hours for each day of the disaster, whether or not any expenses were incurred.
- C. Reports may be submitted to the Finance Division by facsimile or e-mail or be hand carried.

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VII. CIVIL DEFENSE MANUAL

- A. Copies of the HPD's Civil Defense Manual shall be distributed by the civil defense coordinator and maintained by the following:
 - 1. Two copies by each division-level element; and
 - 2. One copy by each field lieutenant in Districts 1 through 8.
- B. Additional copies may be obtained from the civil defense coordinator.
- C. An electronic copy of the Civil Defense Manual shall be permanently posted on the Civil Defense page of the HPD intranet.


LOUIS M. KEALOHA
Chief of Police

Post on bulletin
board for one week

Policy first issued
April 15, 1994