

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: WEAPONS OF MASS DESTRUCTION PREPAREDNESS PLAN

Date of Issue: 07-01-2005

Number of Pages: 6

Policy No. E080

Review Date: 06-01-2007

Distribution: Departmental

Revision Date: 01-13-2016

I. Purpose

To establish a plan of action to deal with acts of terrorism and weapons of mass destruction.

II. Statement of Policy

It shall be the policy of the Covington Police Department to be as prepared as possible to deal with any threats, real or perceived, of terrorism or weapons of mass destruction. The department shall coordinate efforts with local, state and federal agencies so as to provide the maximum protection of life and property. The chief of police or his designee shall maintain a liaison with the Georgia Information Sharing and Analysis Center (GISAC) for the purpose of for the collection, assessment, analysis, and dissemination of terrorism intelligence.

III. Plan of Action

This directive shall establish a plan of action or set of guidelines to:

- A. Identify high-risk targets vulnerable to acts or incidents of mass destruction and terrorism.
- B. Establish a plan for assessing the vulnerability of high-risk targets.
- C. Develop security procedures for identified high-risk targets in coordination with appropriate authorities, as needed.
- D. Define the role and responsibility of emergency and non-emergency responders, local, state and federal.
- E. Coordinate response efforts to such acts or incidents.
- F. Identify types of weapons of mass destruction (WMD) that may be used on high-risk targets.
- G. Completion of an after-action report.

IV. Identification and Assessment of High Risk Targets

Working with local officials, the chief of police or his designee shall identify the most significant targets, i.e. facilities, sites, systems, or special event activities within the City of Covington's jurisdiction to assess the target's risk of being a victim of a potential terrorist act.

When a potential target is identified, the chief of police or his designee shall complete the "Jurisdictional Vulnerability Assessment Survey" worksheets, Part I and Part II.

- A. The availability of the target for entry and exit by a potential threat element.
- B. The presence of weapons of mass destruction materials.
- C. The visibility or knowledge of the existence of the target.
- D. The value most likely achieved through the selection of this target.
- E. The number of people who would be affected at the target site.
- F. The impact on the community by the selection of this target site.

Completed forms and information contained on these forms shall not be released to the public, but shall be maintained by the chief of police or his designee in a secure location.

V. Emergency Planning

The Chief of Police or his designee shall participate in emergency planning with each target's designated security personnel and other local emergency responder personnel, when requested to do so. He shall also act as a liaison to the Newton County Emergency Management Agency and other city and county emergency services for response to incidents.

VI. Notification

When it is evident that an incident has occurred or is imminent, the chief of police shall be notified as well as all pertinent department personnel.

VII. Command Authority

The Watch Commander shall assume the role of Incident Commander and have command authority over all police personnel until relieved of command. Coordination of activities will be made by the Incident Commander at the scene, along with the unified command from the Newton County Emergency Management Agency, Covington Fire Department and emergency medical services and personnel from other local, state and federal agencies.

VIII. Incident Response Plan

In the event of an incident where weapons of mass destruction are used, the following guidelines shall be followed in conjunction with guidelines established through the Newton County and Georgia Emergency Management Agency and/or the Georgia Department of Health, as a guide for handling the situation in an appropriate manner:

- A. Communications: The 911 center shall be designated as the primary communications center during emergency situations. Additional personnel will be assigned to the communications center during emergency operations.
- B. Field Command Post: The Incident Commander shall be responsible for establishing a field command post in a safe area near the incident site. The Incident Commander shall coordinate field activities as necessary using the incident command structure.

Maps depicting the affected area(s) shall be located and maintained at the field command post. Copies shall be made available at other locations when needed, if possible.

- C. Military / Law Enforcement Support: Mutual aid support from other law enforcement agencies will be requested as needs arise. Notification shall be made by 911 personnel.

Support agencies include:

1. Newton County Sheriff's Office, per the Incident Commander.
2. Georgia State Patrol, per the Incident Commander.
3. Newton County and/or Georgia Emergency Management assistance, per the Incident Commander.
4. Newton County and/or Georgia Department of Health personnel, per the Incident Commander.
5. Military support, per unified command through the Sheriff or City Manager.
6. Other resource personnel as dictated by incident type and needs.

- D. Public Facility Security: Fixed security posts will be established on an "as needed" basis at the following locations when authorized by the Incident Commander in conjunction with the unified command structure:

1. Piedmont Newton Hospital
2. Newton County Courthouse
3. Newton County Judicial Center

- E. Traffic Control

1. Traffic control shall be coordinated through the incident command structure. Traffic will be directed away from the incident site in an efficient manner.
2. Persons desiring entry into affected areas will not be permitted, except those with official authorization.

- F. Equipment Requirements: Initial special equipment or emergency supplies shall be requested on an "as needed" basis from any of the following agencies by 911

personnel per direction of the Chief of Police or his designee and in conjunction with the unified command structure:

1. Georgia Emergency Management Agency
2. Georgia National Guard
3. Georgia Office of Homeland Security
4. Georgia Department of Transportation
5. Newton County Emergency Management
6. Newton County Emergency Medical Services
7. Covington Fire Department
8. Georgia Environmental Protection Agency
9. Federal Bureau of Investigation
10. Alcohol, Tobacco and Firearms
11. Georgia Bureau of Investigation
12. Other agencies, as needed

- G. Injury and Casualty Information: All injury and casualty information shall be relayed to the Public Information Officer (PIO) for media briefings with approval from the Incident Commander. Information shall include, but not limited to, the number of injuries, number treated and released, number of casualties, names and ages of victims, and names of casualties once next of kin is notified. Information related to the incident type and related information may be disseminated but only on a limited basis and for specific reasons only.
- H. Transportation Considerations: Shall be handled through the logistics component of the incident command structure. For purposes of transporting a large number of individuals to and from the incident site, school buses may be used. Passenger vehicles may be used for transporting small numbers away from the affected area.
- I. Medical Service: Shall be coordinated through the operations component of the incident command structure.

IX. Identification of Weapons of Mass Destruction

- A. Handling of Weapons of Mass Destruction Materials
1. Procedures to be followed upon receiving notice of weapons of mass destruction materials are as follows:
 - a. Any member of the department receiving notice of found or unwanted materials that are considered to be weapons of mass destruction must first attempt to gather the following information:

- 1) Name, location and telephone number of the person providing the information.
 - 2) The exact location of the item.
 - 3) The type(s) of material(s) found.
 - 4) The amount of material found.
 - 5) Any other identifiable information.
- b. If this information is received by a member of the 911 Center, a unit shall immediately be dispatched to the incident site.
 - c. If received by a member outside the 911 Center, they shall immediately relay all information to the 911 Center so that a unit can be dispatched.
2. Responsibility of officers encountering materials believed to be considered a weapon of mass destruction.
 - a. Notify the Federal Bureau of Investigation.
 - b. If the material is suspected or known to be biological, the public health department shall be notified immediately.
 - c. If the material is suspected or known to be chemical, Newton County Emergency Management shall be notified immediately.
 - d. If the material is suspected or known to be nuclear/radiological, the public health department and Department of Defense shall be notified immediately.
 - e. If the material is suspected or known to be explosives, notify the Watch Commander immediately.
 - f. If the material is suspected or known to be incendiary, notify the Watch Commander immediately.
 - g. If the material is unknown, notify the Watch Commander immediately for assistance and refer to local and state resources for guidance.

X. Crime Scene Technician

Upon arrival at the scene, the Crime Scene Technician will confer with the appropriate authorities, as needed, before processing the scene.

This is to ensure proper processing, using every safety precaution. Since these personnel are familiar with various hazardous substances, they can direct the Crime Scene Technician in safety practices.

XI. Evacuation

- A. The Incident Commander, along with incident command, shall have authority to declare the necessity of evacuation. Emergency personnel shall assist in

evacuating persons from designated/affected incident sites. School buses may be obtained if necessary to evacuate persons who have no other means of transportation.

- B. Post-occurrence duties will include the continuance of security in affected areas and maintenance of traffic/security checkpoints.

XII. Rumor Control

In efforts to combat rumors, the news media will be notified of up-to-date, factual information via the incident command procedures. The incident command PIO, via the Incident Commander, shall be responsible for the coordination of public and media information.

XIII. Situation After Action Report

A situation after action report will be prepared by the Incident Commander, with input and advice from the incident command and a copy will be forwarded to the participating agencies.

XIV. Maintenance of Plan

The Chief of Police or his designee shall be responsible for maintaining the department's weapons of mass destruction preparedness plan in accordance with the Newton County Emergency Management Agency, Georgia Emergency Management Agency and other state and federal guidelines. The plan shall be reviewed, updated annually and procedural changes made in the plan, if necessary.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police