ILLINOIS STATE POLICE DIRECTIVE
OPS-073, DISTRICT CONTINGENCY PLANNING

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<th>RESCINDS:</th>
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<th>RELATED DOCUMENTS:</th>
<th>RELATED CALEA STANDARDS:</th>
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<td>OPS-010, OPS-049, OPS-052, OPS-103.</td>
<td>2.1.4, 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.8, 46.1.10, 46.2.7, 46.3.1, 46.3.2</td>
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I. POLICY

The Illinois State Police (ISP) will provide assistance and ensure maximum effectiveness in the use of personnel and resources at all special events and disaster/disorder scenes.

II. DEFINITIONS

II.A. Alert Stages - Response and recovery operations are defined by the severity or potential severity of an event or situation. The following alert stages are defined for use during Illinois Emergency Management Agency (IEMA)/ISP operations:

II.A.1. Level I - Initial warning; State Emergency Operations Center (SEOC) not activated; no ISP Emergency Operations Center (EOC) command personnel needed. If the initial warnings indicate a possible terrorism situation, the Statewide Terrorism and Intelligence Center (STIC) should be contacted at (877) ILL-STIC.

II.A.2. Level II - Alert posture intensified; SEOC activated; ISP EOC command personnel report; no other ISP action necessary.

II.A.3. Level III - SEOC activated; ISP EOC command personnel report; situation is such that a defined ISP response is now required; however, limited to one or two adjacent districts.

II.A.4. Level IV - SEOC activated; ISP EOC command personnel report; magnitude or escalated intensity necessitates multi-district/regional ISP response.

II.A.5. Level V - SEOC activated; ISP EOC command personnel report; situational response at multi-region or statewide level.

II.B. Critical Incident – an occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can include:

II.B.1. Aircraft accidents
II.B.2. Earthquakes
II.B.3. Floods
II.B.4. Hazardous materials spills
II.B.5. Hurricanes
II.B.6. Nuclear accidents
II.B.7. Public health and medical emergencies
II.B.8. Terrorist threats/attacks
II.B.9. Tornadoes
II.B.10. Tropical storms
II.B.11. War-related disasters
II.B.12. Wild land/urban fires
II.B.13. Other occurrences requiring an emergency response, such as a major planned event or law enforcement incident.

II.C. Special Operations Command (SOCOM) - a group of personnel who have received advanced, specialized training in managing critical incidents and/or in delivering services to bring about the resolution of such incidents. The SOCOM’s primary functions include:

II.C.1. Receiving and delivering training to ISP personnel and elements of county and municipal law enforcement

II.C.2. Maintaining liaison with:
   II.C.2.a. Illinois Emergency Management Agency (IEMA)
   II.C.2.b. The Illinois National Guard
   II.C.2.c. The Federal Bureau of Investigation
   II.C.2.d. Other official bodies who maintain disaster relief or crisis control responsibilities

II.C.3. Deploying to the site of critical incidents at the request of District or Regional Commanders or department executives

II.D. Incident Command System (ICS) – protocols established by the Federal Emergency Management Agency, pursuant to direction from the President of the United States, that provide for uniform response to emergencies.

II.E. Special Events - include, but are not limited to activities such as:

II.E.1. State fairs
II.E.2. Sporting events attracting a great amount of interest
II.E.3. Large scale labor problems
II.E.4. Highway or bridge construction/maintenance

III. PROCEDURES

III.A. Each District will:

III.A.1. Establish and maintain a District Contingency Plan using ICS protocols, if applicable, for:
   III.A.1.a. Civil disorders
   III.A.1.b. Correctional disorders (see Addendum 1 for sample check list)
   III.A.1.c. Natural disasters
   III.A.1.d. Nuclear disasters - format for the plan is defined in the Illinois Plan for Radiological Accidents
   III.A.1.e. Special events

III.A.2. Include in the District Contingency Plan provisions for:
   III.A.2.a. After action reports
   III.A.2.b. Alert stages
   III.A.2.c. Arrest/confinement procedures (mass arrests)
   III.A.2.d. Availability of command (order of precedence)
   III.A.2.e. Casualty information
   III.A.2.f. Communications
   III.A.2.g. Community relations/public information (media briefing)
   III.A.2.h. Court and prosecutorial liaison
   III.A.2.i. De-escalation procedures
   III.A.2.j. Designation of detention facilities
   III.A.2.k. Equipment requirements and availability
III.A.2.i. Field command post
III.A.2.m. General liaison (other agencies)
III.A.2.n. Identification of suspects
III.A.2.o. Juvenile offenders
III.A.2.p. Legal considerations
III.A.2.q. Medical treatment
III.A.2.r. Military support
III.A.2.s. Mobilization plan (see Addendum 2)
III.A.2.t. Other agency support and liaison
III.A.2.u. Post-occurrence (aftermath duties)
III.A.2.v. Primary and secondary assembly areas
III.A.2.w. Public facility security
III.A.2.x. Rehearsals/training of sworn departmental personnel
III.A.2.y. Rumor control
III.A.2.z. Situation maps
III.A.2.aa. Traffic control
III.A.2.bb. Transportation, including the level and type required
III.A.2.cc. Written estimate of traffic, crowd control, and crime problems expected for an event

III.A.3. Update and revise District Contingency Plans as appropriate.

III.A.4. Make plans available to all relevant command personnel.

III.A.5. Ensure the training and readiness of subordinate personnel.

III.A.6. Ensure copies are available in the appropriate district communications center.

III.B. Regional Commanders will ensure the District Contingency Plans:

III.B.1. Follow the prescribed format

III.B.2. Are on file in the District, Region, and SOCOM offices

III.C. Format for response plans (see Addendum 2 for sample check list)

III.C.1. Statement of problem

The response plan will include a statement addressing the topic of the plan.

III.C.2. Initial response procedures

III.C.2.a. Verification and assessment

III.C.2.a.1) Before initiating any response, verify the specific problem.
III.C.2.a.2) This verification will include gathering preliminary data to provide basic information needed to assess the severity of the situation prior to implementing a response.

III.C.2.b. Historical information

III.C.2.b.1) Maintaining a history of a disaster or disorder will be assigned to an incident chronicler.
III.C.2.b.2) The incident chronicler will have a tape recorder available to record conversations.
III.C.3. Notification

III.C.3.a. During verification and assessment, the degree of severity may project a need for notification throughout the Department, to other agencies, or governmental entities.

III.C.3.b. As outlined in directive OPS-010, “Significant/Unusual Incident Notification,” the Region Commander, SOCOM, and the Springfield Communications Center will be notified.

III.C.3.c. This notification process will be coordinated through Region Commanders and identified in this section of the plan.

III.C.4. Determination of responsibilities

III.C.4.a. Identify whether the Department will have overall responsibility or serve in an assist capacity.

III.C.4.b. Identify and prioritize the specific responsibilities: i.e., security, traffic control, etc.

III.C.4.c. Establish command authority at the scene.

III.C.5. Response implementation

Certain disorders permit clear and specific assignments; others require general or flexible procedures.

III.C.5.a. Predetermined strategic plans

Traffic control, alternate routes, perimeter security, etc., will be placed in the response category.

III.C.5.b. Staging area

Planning will permit prior determination of assembly points. An example would be determining the best location to assemble personnel prior to initiating action in incidents such as prison riots.

III.C.5.c. Command post

The communications system at the command post will address the primary instruments available for communications including radio, telephone, fax, Internet access, and messengers.

III.C.5.c.1) Radio frequencies for the operation will be identified.

III.C.5.c.2) Communications will also address:

III.C.5.c.2a) The need for the emergency communications van

III.C.5.c.2b) The need for a telephone installation for phone and fax functionality

III.C.5.c.2c) The maintenance of a dedicated line with the District and operational support offices

III.C.5.d. Liaison

Liaison will be established with a number of entities.

III.C.5.d.1) In a prison riot, liaison will be with Corrections authorities; in other plans, liaison will be with nuclear plant personnel, local authorities, or other state agencies.

III.C.5.d.2) Establishing liaison will address vertical reporting in the Department.
III.C.6. Requesting personnel

III.C.6.a. The plan will identify a procedure for notifying district personnel. This section will address the staffing process for the command post and the size of squads (normally a 6:1 ratio).

III.C.6.a.1) Each component will maintain a roster listing all personnel assigned. The roster will contain the name, address, telephone number (both land-line and cell phone), Lotus Notes email address, and any other pertinent information deemed appropriate by the Commander of the component.

III.C.6.a.2) Each component will update the roster as necessary, with copies provided to all assigned personnel and to telecommunications personnel who normally handle the components communications needs.

III.C.6.b. The plan may establish a small span of control to ensure the safety of personnel.

III.C.6.b.1) Requests for personnel from other districts will specify the size of squads.

III.C.6.b.2) The integrity of squads will be maintained, if possible, when provided from another district.

III.C.6.b.3) Notification will include the uniform, equipment, and personal items required for the detail.

III.C.7. Support agencies

Support agencies and services will be considered in the plan. In most instances, requests for assistance from other state agencies should be directed through SOCOM to the SEOC (if activated), or the State Forward Command Post (operated and staffed by IEMA). The State Forward Command Post is a function of IEMA and its purpose is to field requests from the law enforcement posts at a critical incident. The IEMA Command Post will request, direct and supervise any assets deployed by IEMA at a critical incident. In emergencies, the District Commander, or designee, and the Region Commander are authorized to request other state resources with subsequent notification of the request to SOCOM.

III.C.7.a. State agencies

III.C.7.a.1) Department of Central Management Services

III.C.7.a.2) Department of Corrections

III.C.7.a.3) Department of Natural Resources

III.C.7.a.4) Department of Public Health

III.C.7.a.5) Department of Transportation

III.C.7.a.6) Environmental Protection Agency

III.C.7.a.7) IEMA (local representative)

III.C.7.a.8) Illinois National Guard (requests will be authorized by the Director)

III.C.7.a.9) Illinois Secretary of State Police Bomb Squad (or other appropriate agency Bomb Squad)

III.C.7.b. Local agencies

III.C.7.b.1) Charitable organizations (Red Cross, Salvation Army, etc.)

III.C.7.b.2) County coroner

III.C.7.b.3) County sheriff's department

III.C.7.b.4) Fire department

III.C.7.b.5) Heavy equipment operators

III.C.7.b.6) Hospital, ambulance, emergency rescue service

III.C.7.b.7) Local police departments

III.C.7.b.8) Private contractors

III.C.7.b.9) State's attorney

III.C.7.b.10) Utilities (electric, gas, water, telephone)
III.C.7.c. Division of Operations

III.C.7.c.1) Early warning, threat potential, and assessment of hostility
III.C.7.c.2) On-site support (both field and command post), investigation, tactical and strategic intelligence, and technical equipment
III.C.7.c.3) Off-site support for investigation and strategic intelligence
III.C.7.c.4) Protective Services Unit explosive detection canine teams

III.C.7.d. Division of Forensic Services

III.C.7.d.1) Crime scene investigators
III.C.7.d.2) Forensic analysis of evidence
III.C.7.d.3) Photographic assistance, supplies, and processing

III.C.7.e. The STIC is available as an additional resource for off-site support for investigation and strategic intelligence for terrorist related events.

III.C.8. Logistical considerations within a contingency plan can be extensive.

III.C.8.a. When a locality has been declared a federal disaster area, the incident chronicler will collect information for the application for federal disaster relief reimbursements (see Addendum 3 for instructions on data collection).

III.C.8.b. The following checklist will be considered:

III.C.8.b.1) Air support
III.C.8.b.2) Clothing
III.C.8.b.3) Food
III.C.8.b.4) Housing
III.C.8.b.5) ID pass kit
III.C.8.b.6) Medical support
III.C.8.b.7) Prisoner transportation
III.C.8.b.8) Sanitation
III.C.8.b.9) Support equipment
III.C.8.b.10) Temporary morgue and refrigerated trucks
III.C.8.b.11) Transportation
III.C.8.b.12) Video equipment
III.C.8.b.13) Water

NOTE: Appropriate unit commanders will ensure that stored equipment designated for use during special events and/or critical incidents is inspected monthly for operational readiness.

III.C.9. External reporting

III.C.9.a. News media

III.C.9.a.1) The District Safety Education Officer (SEO) will coordinate news releases with the Department Public Information Officer (PIO).
III.C.9.a.2) The District SEO will coordinate the release of information with other agencies involved in the response. Joint news releases are encouraged. District releases will address only departmental involvement.
III.C.9.a.3) The District SEO will coordinate the release of information with prison officials during prison disorders. District SEOS will release information concerning only the Department's involvement.
III.C.9.b. Public information warning

A process of warning the public about a situation will be included in plans where applicable.

III.C.10. Inventory of firearms and ammunition

Plans for response to man-made disorders will include a process for inventorying firearms and ammunition preceding and following tactical situations.

III.C.11. Termination

An orderly process for securing and accounting for all personnel on the detail will be included in the plan.

III.C.12. Critique

The Region Commander will evaluate contingency plans after implementation. Upon completion, the critique will be forwarded to the Deputy Director.

III.C.13. Addenda 1, 2, and 3 are samples to be used in preparing individualized district contingency plans.

Indicates new or revised items.

-End of Directive-
Upon receiving the initial request for assistance from a correctional center, the Shift Commander will ascertain at least the following information:

How many inmates are involved? ________________

Yes  No

Are they contained within the walls of the prison?  
Are they confined within a certain building(s)?
Do they have the run of the prison yards and buildings?
What type of weapons have they obtained? ________________

Are there known deaths or injuries? If so, how many...

Correctional Officers __________
Civilians __________
Residents __________
Others __________

Type of property damage involved:

Fire?
Is it under control?
Being fought at this time?
Looting?
Vandalism?

Hostages

Have any hostages been taken? And, if so, how many?

Correctional officers __________
Residents __________
Civilians __________
Others __________

Correctional Center Information

How many personnel does the correctional center have on duty? ________________
How many personnel does the correctional center have currently available? ________________
Get the name and rank of person calling from the correctional center. ________________
Office telephone number of the contact person ________________
Cellular telephone number of the contact person ________________
Staging area location ________________
Command Post location ________________
Radio frequencies being utilized ________________
Additional resources needed ________________

Indicates new or revised items.

-End of Addendum-
1. **TYPE(S) OF DISORDER**
   - Civil disturbance
   - Hostage situation
   - Natural disaster
   - Nuclear incident
   - Prison disturbance
   - Weapons of mass destruction
   - Other

2. **INITIAL RESPONSE PROCEDURES**
   a. Verification and assessment
      - Yes
      - No
      - Reliable source
      - Officer on scene
      - Log/scribe
      - Recorder (Pursuant to EQP-016, "Electronic Recording of Interviews and Interrogations")
   b. Notification levels (See ISP directive OPS-010, "Significant/Unusual Incident Notification").
      - Yes
      - No
      - Notification to Shift Commander
      - Notification to District Commander
      - Notification to Region Commander
      - Notification to SOCOM Commander

3. **RESPONSE IMPLEMENTATION**
   a. Alert stages - Ensure adequate numbers of personnel and equipment are deployed to alert stages to address the situation.
   b. Mobilization Plan
      - Yes
      - No
      - Alert stages
      - Alerting support agencies
      - Communication system
      - Coordination with emergency management personnel
      - Establish command post
      - Establish liaison(s)
      - Equipment distribution
      - Key personnel designations
      - Management control measures
      - Notifying (requesting) personnel
      - Rehearsals
      - Special task force activation (SOCOM)
      - Staging area(s)
      - Transportation requirements
c. Establish specific department responsibility

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<tr>
<td>Is the Department serving in an assist capacity?</td>
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<td>Does the Department have overall responsibility for response to the disorder?</td>
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<td>Have the specific responsibilities of the Department, such as security, traffic control, been determined?</td>
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d. Illinois State Police

i. Division of Operations

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<td>Early warning, threat potential, and assessment of hostility</td>
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<td>On-site support, both field and command post. Investigation, tactical and strategic intelligence, and technical equipment</td>
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<td>Off-site support, investigation, and strategic intelligence</td>
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ii. Forensic Services

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<td>Crime scene investigators</td>
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<td>Forensic analysis of evidence</td>
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<td>Photographic assistance, supplies, and processing</td>
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iii. State Agencies

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<td>Department of Central Management Services</td>
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<td>Department of Corrections</td>
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<td>Department of Natural Resources</td>
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<td>Department of Public Health</td>
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<td>Department of Transportation</td>
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<td>Emergency Services and Disaster Agency - Local Representative</td>
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<td>Environmental Protection Agency</td>
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<td>National Guard - Request for utilizing National Guard must be made by the Director</td>
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iv. Local Resources

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<td>Charitable organizations - Red Cross, Salvation Army, etc.</td>
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<td>Coroner's office</td>
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<td>Local police agencies</td>
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<td>Fire departments</td>
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<td>Hospitals/ambulances/emergency rescue services</td>
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<td>Private contractors</td>
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<td>Sheriffs' offices</td>
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<td>State's attorneys</td>
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<td>Utilities - electric, gas</td>
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e. Establishing Logistics

Yes  No

Air support  
Clothing  
Food  
Housing  
ID pass kit  
Medical support  
Prisoner transportation  
Support equipment  
Temporary morgue/refrigerated trucks  
Transportation  
Video equipment

4. EXTERNAL REPORTING

a. News Media

Yes  No

Coordinate news releases with the Department’s Public Information Officer (PIO) to ensure accurate and uniform information is being released to media.

Coordinate the release of information with prison officials during prison disorders. District Safety Education Officers (SEOs) will release information concerning department involvement. The Department of Corrections will release all information regarding the overall situation.

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Public Information Warning(s)

5. DETAIL TERMINATION PROCEDURES

6. CRITIQUE

| Indicates new or revised items.

-End of Addendum-
It is important to have the information necessary to apply for federal reimbursement for disaster recovery efforts. The following information will need to be captured from relief efforts for each participant:

Disaster site

1. District
2. Officer completing
3. Date

Then gather the following information:

1. Name of department employee (code or sworn)
2. ID number
3. Car number
4. Total number of hour(s) worked
5. Number of overtime hour(s) worked
6. Total cost of overtime hour(s) worked
7. Employee’s hourly salary rate
8. Number of regular days off (if any) during the period
9. Miles driven to the detail
10. Miles driven while on the detail
11. The average cost per mile to operate the automobile
12. The total amount of per diem (If meals are provided to the detail, the per diem will be decreased by the meal allowance rate.)
13. Total cost for lodging

Indicates new or revised items.

-End of Addendum-