

ILLINOIS STATE POLICE DIRECTIVE

OPS-073, DISTRICT CONTINGENCY PLANNING

RESCINDS: OPS-073, 2012-058, revised 08-22-2012.	REVISED: 10-29-2015 2015-085
RELATED DOCUMENTS: OPS-010, OPS-049, OPS-052, OPS-103.	RELATED CALEA STANDARDS: 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

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.2)a) The need for the emergency communications van
- III.C.5.c.2)b) The need for a telephone installation for phone and fax functionality
- III.C.5.c.2)c) 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-

**ILLINOIS STATE POLICE DIRECTIVE
OPS-073, DISTRICT CONTINGENCY PLANNING
ADDENDUM 1, PRISON CONTINGENCY PLANNING**

RESCINDS: OPS-073, Addendum 1, 2012-058, revised 08-22-2012.	REVISED: 10-29-2015 2015-085
RELATED DOCUMENTS: OPS-010, OPS-049, OPS-052, OPS-103	RELATED CALEA STANDARDS: 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

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-

**ILLINOIS STATE POLICE DIRECTIVE
OPS-073, DISTRICT CONTINGENCY PLANNING
ADDENDUM 2, CONTINGENCY PLAN CHECKLIST**

RESCINDS: OPS-073, Addendum 2, 2012-058, revised 08-22-2012.	REVISED: 10-29-2015 2015-085
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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

Yes No

- Is the Department serving in an assist capacity?
- Does the Department have overall responsibility for response to the disorder?
- Have the specific responsibilities of the Department, such as security, traffic control, been determined?

d. Illinois State Police

i. Division of Operations

Yes No (circle as completed)

- Early warning, threat potential, and assessment of hostility
- On-site support, both field and command post. Investigation, tactical and strategic intelligence, and technical equipment
- Off-site support, investigation, and strategic intelligence

ii. Forensic Services

Yes No

- Crime scene investigators
- Forensic analysis of evidence
- Photographic assistance, supplies, and processing

iii. State Agencies

Yes No

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

iv. Local Resources

Yes No

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

e. Establishing Logistics

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Air support
<input type="checkbox"/>	<input type="checkbox"/>	Clothing
<input type="checkbox"/>	<input type="checkbox"/>	Food
<input type="checkbox"/>	<input type="checkbox"/>	Housing
<input type="checkbox"/>	<input type="checkbox"/>	ID pass kit
<input type="checkbox"/>	<input type="checkbox"/>	Medical support
<input type="checkbox"/>	<input type="checkbox"/>	Prisoner transportation
<input type="checkbox"/>	<input type="checkbox"/>	Support equipment
<input type="checkbox"/>	<input type="checkbox"/>	Temporary morgue/refrigerated trucks
<input type="checkbox"/>	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	<input type="checkbox"/>	Video equipment

4. EXTERNAL REPORTING

a. News Media

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Coordinate news releases with the Department's Public Information Officer (PIO) to ensure accurate and uniform information is being released to media.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Public Information Warning(s)

5. DETAIL TERMINATION PROCEDURES

6. CRITIQUE

| Indicates new or revised items.

-End of Addendum-

**ILLINOIS STATE POLICE DIRECTIVE
OPS-073, DISTRICT CONTINGENCY PLANNING
ADDENDUM 3, DATA COLLECTION INSTRUCTIONS**

RESCINDS: OPS-073, Addendum 3, 2012-058, revised 08-22-2012.	REVISED: 10-29-2015 2015-085
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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-