

# **ANNEX G**

# **Law Enforcement**

**Petrolia CISD**

**Revised:**  
10/26/2020

# APPROVAL & IMPLEMENTATION

## Annex G

### LAW ENFORCEMENT

This annex is hereby approved for implementation and supersedes all previous editions.

Approved:\_\_\_David Hedges, Superintendent\_\_\_Date: 10/26/2020\_\_\_\_\_



## **ANNEX G**

### **LAW ENFORCEMENT**

#### **I. AUTHORITY**

See the district's basic plan.

#### **II. PURPOSE**

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements. This annex is applicable to all agencies, organizations and personnel assigned law enforcement response.

#### **III. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

1. The district does not have their own police department.
2. The District will work closely with local law enforcement to ensure a coordinated response and eliminate duplication of efforts.
3. During large-scale emergencies, the district may be required to expand their operations and undertake certain tasks that are not performed on a day-to-day basis.
4. Law enforcement agencies are expected to continue their efforts to protect lives and property during emergencies.
5. Large-scale emergencies may impact district and/or local law enforcement personnel, equipment, and facilities.

##### **B. Assumptions**

1. During emergencies, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the incident.
2. During evacuations, law enforcement support may be needed to control traffic.
3. It may be necessary to control access to district property that has been evacuated.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

1. Local law enforcement agencies have the primary responsibility for enforcing laws and protecting lives and property during emergencies.
2. Local law enforcement resources include:
  - The Sheriff's Office
  - The Constable's Office
  - Texas Department of Public Safety
3. Emergency response operations are in accordance with the National Incident Management System (NIMS). The Incident Command System (ICS) includes a core set of concepts, principles, and common terminology.
4. Many of the tasks required of law enforcement during an emergency are an expansion of normal operations.

### **B. Implementation of ICS**

The first official responder on the scene of an emergency will initiate ICS. As other responders arrive, the individual most qualified to deal with the incident should serve as the incident commander (IC).

### **C. Law Enforcement**

1. Law enforcement personnel are expected to enforce the laws and regulations during emergencies.
2. Some disaster-related laws and regulations may be put into effect for a limited period.
3. State law provides a county judge or city major with the authority to order the evacuation of all or part of a jurisdiction.
4. Law enforcement agencies have the lead role in planning and conducting evacuations.

### **D. Actions by Phases of Emergency Management**

1. Mitigation:
  - a. Identify areas prone to disasters and avoid building district facilities in these areas.
  - b. Identify, acquire, and store emergency resources.
  - c. Establish and strengthen relationships with other area law enforcement agencies who may play a role in assisting during emergencies.

2. Prevention:
  - a. Coordinate warning activities with the local agencies.
  - b. Maintain a highly visible law enforcement presence throughout the district.
  - c. Regularly test emergency communication systems.
  - d. Educate staff, students, and parents about what they should do in the event of a campus emergency.
  
3. Preparedness:
  - a. Review and update plans and procedures.
  - b. Identify pre planned evacuation routes for known risk areas.
  - c. Prepare traffic control plans.
  - d. Identify key facilities and determine possible security requirements.
  - e. Develop communications systems that provide for connectivity of all law enforcement agencies and external agencies that may respond.
  - f. Train primary and auxiliary law enforcement personnel to conduct emergency operations.
  - g. Identify and train law enforcement personnel.
  - h. Conduct drills and exercises to test plans, procedures, and training.
  
4. Response:
  - a. Maintain law and order.
  - b. Perform traffic control for evacuations and other appropriate situations.
  - c. Carry out crowd control operations.
  - d. Provide security for key facilities.
  - e. Provide security for evacuation areas.
  - f. Provide security for shelter and mass care operations.
  - g. Conduct initial disaster reconnaissance.
  - h. Support other emergency operations.
  
5. Recovery:
  - a. Continue security operations as needed.
  - b. Perform traffic control for the return of evacuees.
  - c. Provide access control for damaged areas.
  - d. Assist in damage assessment.

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. General**

The district’s normal emergency organization will plan and carry out law enforcement operations. Organizational arrangements, which are followed on a day-to-day basis, may vary during an emergency.

**B. Assignment of Responsibilities**

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures and protocols.

<b>Agency or Position</b>	<b>Functions/Responsibilities</b>	<b>Phase(s)</b> (Mitigation, Prevention, Preparedness, Response, Recovery)
District Admin Department	Prepare and maintain law enforcement agreements.  Maintain law and order during an emergency.  Provide security for key facilities, including shelter and mass care operations.  Protect property in evacuated areas.  Provide access and control to damaged areas.	Preparedness  Response, Recovery  Response, Recovery  Response, Recovery  Response, Recovery
Local Law Enforcement	Protect key facilities  Enforce curfews  Control access points	Response, Recovery  Recovery  Response, Recovery

## **VI. DIRECTION AND CONTROL**

### **A. General**

1. Routine law enforcement operations may continue during some emergency situations. Direction and control of these operations will be performed by personnel who normally direct and control day-to-day operations.
2. During emergencies, the district will coordinate all law enforcement operations.
3. NIMS and ICS will be implemented and followed.
4. External response agencies are expected to conform to the general guidance provided by the district to carry out the operations.

### **B. Incident Command System and EOC Interface**

If the district activates an Emergency Operations Center (EOP) and an Incident Command Post are operating, the Incident Commander at the command post and the manager of the district's EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The district's EOC and the command post must maintain a regular two-way information flow.

### **C. Line of Succession**

1. Superintendent
2. Director of Support Services
3. Elementary Principal
4. JH/HS Principal
5. Business Manager

## **VII. READINESS LEVELS**

### **A. Readiness Level IV – Normal Conditions**

1. Review and update plans.
2. Maintain a list of law enforcement resources.
3. Develop and update a list of key district facilities that may require security during an emergency.
4. Maintain and test equipment including communication equipment.
5. Conduct training, drills, and exercises.
6. Identify potential evacuation, traffic control and security issues.
7. Estimate law enforcement requirements for various emergencies.

## **B. Readiness Level III – Increased Readiness**

1. Check readiness of law enforcement equipment, supplies, and facilities.
2. Correct equipment and facilities deficiencies.
3. Update incident notification and recall rosters.
4. Notify key personnel of possible emergency operations.
5. Update information on key facilities and related security requirements.

## **C. Readiness Level II – High Readiness**

1. Alert personnel to the possibility of emergency assignments.
2. Place selected personnel and equipment on standby status.
3. Alert external resources covered by agreements.

## **D. Readiness Level I – Maximum Readiness**

1. Mobilize selected law enforcement personnel.
2. Consider precautionary deployment of equipment and personnel to enhance response time.
3. If an evacuation has been recommended, activate traffic control plans and deploy traffic control resources.

# **VIII. ADMINISTRATION AND SUPPORT**

## **A. Reporting**

Law enforcement agencies participating in emergency operations should provide appropriate situation reports to the district. The district will maintain current records of significant operational activities, commitment of resources, and other information relating to the emergency.

Certain expenses incurred in carrying out emergency response operations for some emergencies may be recoverable. The district will maintain records of personnel, equipment, supplies, and other expenses.

## **B. Maintenance and Preservation of Records**

All records generated during an emergency will be collected and filled in an orderly manner, so a record of events is preserved for use in determining response costs, settling claims, and updating emergency plans and procedures.

Vital records should be protected from the effects of a disaster to the maximum extent feasible. Should records be damaged during an emergency, professional assistance in preserving and restoring the records should be obtained as soon as possible.

### **C. Post Incident Review**

The district will organize and conduct a review of emergency operations. The purpose of this review is to identify needed improvements to this annex, procedures, facilities, and equipment.

### **D. Training**

All support personnel, including substitute teachers, will be trained over this annex.

### **E. Exercises**

Drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by the district will periodically include law enforcement operations. All support personnel, including substitute teachers, should be included in these exercises.

## **IX. ANNEX DEVELOPMENT AND MAINTENANCE**

The superintendent will continue to provide updates to this annex. The annex will be reviewed annually and updated as needed. Departments and agencies having responsibilities in this annex are responsible for developing and maintaining standard response protocols (SOPs) to address these responsibilities.

## **X. REFERENCES**

- A. FEMA, Comprehensive Preparedness Guide (CPG) 101 Version 2.0 November 2010
- B. Texas Division of Emergency Management Plan Template

## **XI. APPENDICES**