

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 06/30/2012	Supersedes Policy Dated: 09/15/2008	Rescinds:	SOG Number:
Accreditation Index: 46.1.2, 81.2.4			409.6
Part Title: Operations		Chapter Title: Emergency Operations	
Chief of Police:			

Severe Weather Action Plan ¹

I Policy

The event of a severe weather emergency such as a tornado requires that specific actions occur to protect employees and visitors from harm while still continuing to provide public safety services. Employees need to understand their responsibilities in the event of such an emergency. This procedure applies to occupants of the Police Department Headquarters, the South District Station and any other facility, temporary or otherwise, housing SPD personnel.

II Definitions

Tornado Warning – a warning that a tornado strike is imminent in the metropolitan area of Springfield or Greene County; as provided by competent authority either by activation of storm warning sirens, notification by National Weather Service (received directly or by media), notification by Emergency Communications Department or any law enforcement officer.

III Procedure

1 IMMEDIATE NOTIFICATION

- 1.1 Any employee at Headquarters or the South District Station who learns of a tornado warning shall immediately notify their supervisor, or the ranking employee in the facility.

¹ This document has been revised to meet current formatting standards. Minor grammatical and/or typographical corrections have been completed as necessary, per Policy Change Order 12-059, Effective Date 06/30/2012.

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- 1.2 The notified supervisor shall verify the information, if needed, and shall activate the public address system, if one is available:
 - 1.2.1 The supervisor shall declare the nature of the emergency and shall order all employees and visitors (screened and unscreened) to proceed immediately to the appropriate designated evacuation safety area.
 - 1.2.1(a) Each SPD facility, even temporary facilities, shall have an appropriate location and alternate location designated for specific emergencies.
 - 1.2.1(b) Such designations shall be made by the Commander in charge of that facility and communicated to all personnel assigned to that facility.
 - 1.2.1(c) The locations of such designated evacuation safety areas shall be clearly marked in each facility.
 - 1.2.2 This information shall be announced twice on the public address system, or verbally if no PA system is available.
 - 1.3 TELCOM staff for HQ and the SDS shall notify the Emergency Communications Department that this Severe Weather Plan is in effect and that the building has been evacuated to the evacuation safety area. Peripheral facilities do not need to notify Comcen of evacuations. (CALEA 81.2.4(a))
 - 1.4 Elevators will not be used. ²
 - 1.5 Uniform Operations Bureau supervisors will evaluate whether to send Patrol and Traffic officers back to their vehicles or to seek shelter based on the immediacy and location of the threat.
 - 1.5.1 If safety allows, officers should return to the field to assist with emergency operations.
- 2 INSPECTION AND SECURITY
- 2.1 The ranking officer present in the facility will inspect the facility and evacuate employees and visitors to the safety area.
 - 2.2 Areas of any facility open to the public (building lobbies) will continue to be monitored as safety permits.
- 3 EVACUATION LOCATION
- 3.1 All persons will evacuate to the safety area and should take position in a lower level if possible, away from windows or other plate glass structures.
 - 3.2 If no lower level area is available, or the safety area is not accessible, take shelter in interior rooms, with doors closed.
 - 3.3 Property/Evidence Control will remain secured at all times.

2 Section 1.4 deleted reference to the Training Unit in Old City Hall, renumbered remaining sections as necessary, section 1.5 corrected bureau name, per Policy Change Order 12-059, Effective Date 06/30/2012.

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- 3.4 The safety of any detainee will remain the responsibility of the officer responsible for his/her custody at the time of the emergency.
 - 3.5 Staff will remain away from exterior doorways and windows.
 - 3.6 As employees evacuate, they should close all doors behind them, and if time permits, see to the security of any open or unsecured files that they may be responsible for.
 - 3.7 The ranking officer will insure that a police radio is available in the evacuation area to allow monitoring and contact.
- 4 **RETURN TO NORMAL OPERATIONS**
- 4.1 Staff will return to workstations upon receiving the all clear advisory:
 - 4.1.1 All clear notification from Communications;
 - 4.1.2 National Weather Service broadcast
 - 4.2 In some cases, the ranking officer present may evaluate the risk and determine no immediate threat is presented to the facility. In such cases, that officer may order a return to workstations, even if storm sirens continue to sound.
 - 4.2.1 This may be done if the position and direction of travel of the storm is away from the center city area and the risk is remote.
 - 4.3 The Officer in Charge will insure that unscreened visitors are cleared from secure areas and returned to the public lobby.
- 5 **HEADQUARTERS/SOUTH DISTRICT STATION DAMAGE**
- 5.1 In the event of facility damage, the on-duty records supervisor shall notify:
 - 5.1.1 Emergency Communications Center to dispatch medical assistance and if fire and/or electrical or natural gas hazards are likely;
 - 5.1.1(a) Headquarters: Investigations and Support Services Bureau Commander and Chief of Police.³
 - 5.1.1(b) South District Station: Investigations and Support Services Bureau Commander and Chief of Police
 - 5.2 The Commander shall order the building evacuated by all visitors and shall determine if a security perimeter is needed to protect property, evidence, records and other valuable assets.
 - 5.3 Supervisors assigned to the facility shall inspect and report damage to the facility. Where temporary repairs can be made or further protection facilitated, the supervisors shall immediately do so.

IV Attachments

³ Section 5.1.1(a) and 5.1.1(b) changed Division to Bureau, per Policy Change Order 12-059, Effective Date 06/30/2012.