

 <b>NORFOLK</b> Department of Police	<b>Administrative General Order-460: Emergency Preparedness Unit</b>		
	Office of Preparation: Strategic Management Division (rck)		
	<b>CALEA:</b>	46.1.1, 46.3.1	
	<b>VLEPSC:</b>	None	
LEGAL REVIEW DATE:	12-4-2014	PRESCRIBED DATE:	12-10-14
City Attorney:	Cy B Hall	City Manager/Director of Public Safety:	Manu D
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

**Purpose:**

The purpose of this order is to establish the Emergency Preparedness Unit (EPU) and define its mission, composition, function, responsibility, and authority.

**Policy:**

This directive establishes the Norfolk Police Department EPU and assigns command and oversight responsibilities for its operations. The EPU Commander augments the ability of the Norfolk Police Department to ensure emergency preparedness in the event of a critical incident, disaster, terrorist attack, or other emergency event.

**Supersedes:**

1. G.O. ADM-460, dated (May 14, 2009)
2. Any previously issued directive conflicting with this order

**Order Contents:**

- I. Mission, Authority, and Responsibility
- II. Staffing

The Deputy Chief of Police will serve as the Commander of the Emergency Preparedness Unit (EPU). The EPU Commander is assigned responsibility for emergency preparedness command and is authorized to carry out relevant command and oversight functions in the event of potential or actual widespread emergencies. In situations or events related to emergency preparedness and response, all members of the Norfolk Police Department are subject to the command of the EPU Commander. (CALEA 46.1.1)

I. Mission, Authority, and Responsibility

- A. The mission of the Emergency Preparedness Unit is to develop and maintain operational readiness of departmental resources and strategies to ensure effective responses to critical incidents as mandated by the National Incident Management System (NIMS).
- B. To assure unity of command and efficient operation within the scope of a potential or actual critical incident and its aftermath, the Chief of Police authorizes the EPU to plan, implement, and evaluate emergency preparedness, homeland security, and Incident Command System (ICS) strategies department wide.
- C. The Chief of Police retains final authority over all operations of the EPU.
- D. Specific Responsibilities of the EPU include:
  - 1. Collaborating with the Criminal Intelligence Unit (CIU) and other Federal, State, and local intelligence, homeland security, and emergency preparedness agencies or units. (CALEA 46.3.1)
  - 2. Accessing, evaluating, and applying current and relevant intelligence information to inform practices.
  - 3. Disseminating information, as appropriate, to enhance effectiveness of operational decision making and tactics at all levels of the organization.
  - 4. Developing and maintaining the Norfolk Police Department Emergency Action Plan.
  - 5. Facilitating identification and procurement of essential equipment and goods as they relate to emergency preparedness.
  - 6. Developing and implementing appropriate and germane emergency preparedness, homeland security, and Incident Command System (ICS) training for personnel at all levels.

7. Implementing, facilitating, reinforcing, and evaluating compliance to National Incident Management System and Incident Command System protocols as set forth in G.O. OPR-610: Incident Command System (ICS).
8. Identification and, as operations allow, the provision of relevant training that is compatible with the policies, practices and procedures of the Norfolk Police Department.
9. Monitoring and oversight of the Norfolk Police Department's participation in the Metropolitan Medical Response System (MMRS).
10. Arranging tactical debriefing and assessment in the aftermath of critical incidents.

## II. Staffing

- A. The following personnel comprise the Emergency Preparedness Unit (EPU):
  1. Deputy Chief of Police.
  2. Commanding Officers, Field Operations Bureau.
  3. Commanding Officer, Training Division.
  4. Norfolk Police Department Emergency Preparedness Coordinator (assigned by EPU Commander).
  5. Other members as determined by the EPU Commander.
- B. Clerical support for the EPU will be the responsibility of the respective Bureau and command secretaries.

### Related Documents:

1. G.O. OPR-610: Incident Command System (ICS)
2. NPD Emergency Action Plan