



# EMERGENCY MOBILIZATION PLAN

**INDEX CODE: 2306**  
**EFFECTIVE DATE: 03-10-09**

---

Contents:

- I. Police Emergency Mobilization Plan
- II. Command Authority
- III. Preliminary Steps
- IV. Call-Back Procedures
- V. Rehearsal
- VI. Proponent Unit
- VII. Cancellation

## **I. POLICE EMERGENCY MOBILIZATION PLAN**

The Emergency Mobilization Plan is intended for use in situations requiring more police officers and support personnel and resources than are immediately available from District resources. Specific Alert Phases are described in Index Codes 2306.1, 2306.2, & 2306.3.

## **II. COMMAND AUTHORITY**

Considerable authority is vested in the platoon commander and district commander in committing the resources of the Police Department to an emergency situation. The highest ranking officer on the scene, of the rank of Lieutenant or above, is authorized to implement this plan in response to a civil emergency. It is intended that such authority be applied when needed.

## **III. PRELIMINARY STEPS TO MOBILIZATION**

The platoon commander or district commander is responsible for the following:

- A. Analyzing the emergency or unusual occurrence as to severity, key personnel needs, and probable duration.
- B. Determining the proper Phase response to be implemented.
- C. Selecting the primary and alternate staging areas and command post location.
- D. Identifying transportation requirements and probable equipment needs, such as helmets, crowd control equipment, flares, tear gas, mobile command post, special communications equipment, and mass arrest support. See Index Code 2304 for a complete listing of command functions to be considered.

## **IV. CALL-BACK PROCEDURES**

A. Police Department employees are not to call the Communications Section for information or instructions during a civil emergency. Inquiries should be directed to the appropriate supervisor or district station.

B. Every employee of the Police Department having supervisory responsibilities is required to maintain a current list of telephone numbers for each employee under his or her supervision. Upon receipt of instructions to initiate call-back procedures, each supervisor will contact all personnel under his or her supervision whose presence is required due to the emergency situation. The supervisor will inform each employee of the nature of the emergency, and will order the employee to report for duty at a specific date, time, and location.

C. Employees who are ordered to duty are to report in the uniform of the day with all issued equipment, at the date, time and place indicated by the supervisor. Failure to comply will be considered disobedience of a lawful order and will result in disciplinary action, resulting in possible termination of employment.

Index Code: 2306  
Effective Date: 03-10-09

---

D. An order to implement call-back procedures will be directed by the Incident Commander to the Communications Section. The order should coincide with the declaration of a specific Phase response, and should indicate the number of officers and other support personnel needed.

E. Communications will relay the call-back order to the commanding officers of the *requested bureaus*, who will contact the appropriate subordinate personnel with specific call-back instructions.

**V. REHEARSAL**

Annually, in March each captain will order an unannounced rehearsal of emergency callback procedures for all personnel under his or her command, and will report the results (i.e., number of personnel successfully contacted and number of personnel unable to contact) to the applicable bureau commander.

**VI. PROPONENT UNIT:** Management & Planning Section.

**VII. CANCELLATION:** This directive cancels Index Code dated 07-01-04.