



MIDDLETON POLICE DEPARTMENT

DATE
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POLICY
13.1.1.01

SUBJECT: **All Hazards Concise Checklists**

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MRR

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Active Shooter (Policy 13.1.1.02)

1. Confirm location.
2. Form an entry team.
3. Request mutual aid assistance if needed (Patrol, SWAT and EOD).
 - a. If mutual aid needed establish a staging area.
4. Establish Communications (County Channel if using mutual aid).
5. Establish Incident Command.
6. Establish and secure crime scene(s).
7. Notify Command Staff.
 - a. Operations Captain.
 - b. Chief of Police.
 - c. Administrative Captain.
8. Establish a re-unification process/point in a separate location.
9. Notify on duty District Attorney.
10. Establish media safe zone/area.
11. Request additional personnel be called in for the Communications Center and patrol coverage.
12. Request assistance from DCPSC for a reverse 911, if needed.
13. Also see detailed Active Shooter Policy.

Aircraft Accident

1. Initial Assessment
2. Check for Injuries if the environment is safe from hazardous materials.
 - a. If injuries and environment is safe coordinate with Paramedics (Possible Triage Situation).
3. Establish Unified Command
4. Establish Communications
5. Determine Placement of Command Post and staging areas
6. Determine Hazmat Issue and Coordinate with Fire Command
7. Assist in rescue Operations, Determine EVAC site
8. Secure Scene - establish inner and outer perimeters, mutual aid will most be needed.
9. Notify Command Staff.
 - a. Operations Captain.
 - b. Chief of Police.
 - c. Administrative Captain.
10. Notify FAA
11. Determine if Coroner needs to be notified
12. Determine if Additional Debris fields are involved and secure them.
13. If needed Contact Dane County Emergency Management
14. Make sure the scene is photographed as soon as practical from all angles. Use of Video is also recommended.
15. Locate any Witnesses and obtain statements along with any digital evidentiary recordings they might have on them.

16. If Possible at this time Interview Passengers and Crew (or coordinate interviews at the Hospital)
17. If needed Determine Media Placement and assign Liaison
18. If needed Contact Red Cross for victim support services
19. If needed Salvation Army for Responder Support Services
20. Post Incident Debriefing

Barricaded Subject (Policy 13.1.1.03)

1. Confirm location
2. Establish Incident Command
3. Establish and secure inner and outer perimeters
4. Attempt telephone contact if possible
5. Request mutual aid assistance if needed (Patrol, SWAT and EOD)
6. Establish Communications (County Channel if using mutual aid)
7. Notify Command Staff.
 - a. Operations Captain.
 - b. Chief of Police.
 - c. Administrative Captain.
8. Establish media safe zone/area
9. Request additional personnel be called in for the Communications Center and patrol coverage.
10. Request assistance from DCPSC for a reverse 911, if needed
11. Once situation is resolved establish and maintain crime scene

Bomb Found (Policy 13.1.1.04)

1. Confirm location
2. Establish Incident Command
3. Notify Fire and EMS
4. Establish and secure inner and outer perimeters
5. Evacuate immediate area
6. Request mutual aid assistance if needed (Patrol and EOD)
7. Notify Command Staff.
 - a. Operations Captain.
 - b. Chief of Police.
 - c. Administrative Captain.
8. Establish media safe zone/area
9. Request additional personnel be called in for the Communications Center and patrol coverage.
10. Request assistance from DCPSC for a reverse 911, if needed
11. Initiate Media Notifications via CIVIC Plus
12. Once incident is resolved establish and maintain crime scene

Bomb Threat (Policy 13.1.1.04)

1. Confirm location
2. Establish Incident Command
3. Notify Fire and EMS
4. Establish and secure inner and outer perimeters
5. Evacuate immediate area
6. Request mutual aid assistance if needed (Patrol and EOD)
7. Notify Command Staff.
 - a. Operations Captain.
 - b. Chief of Police.
 - c. Administrative Captain.
8. Establish media safe zone/area
9. Request additional personnel be called in for the Communications Center and patrol coverage.
10. Request assistance from DCPSC for a reverse 911, if needed
11. Initiate Media Notifications via CIVIC Plus
12. Once incident is resolved establish and maintain crime scene

Citizen Complaint (Policy 1.9.01)

The Middleton Police Department will accept and investigate all complaints against its employees, policies, procedures, or practices, whether through an identified or anonymous complainant. Complaint forms shall be provided to anyone who asks for one.

Complaint options: Informal (no sworn statement), Formal (written complaint which is duly sworn to) or Police Commission (complaint made directly to Police Commission).

Every employee has the responsibility to ensure that a verbal or written complaint, on being expressed, is received and referred to the Shift Commander. Complainants may be referred directly to the Shift Commander.

It is the responsibility of the Shift Commander to receive written and verbal complaints, to contact and advise the complainant of their options, to gather information, document the complaint, and forward the complaint to the Internal Affairs Officer for assignment.

If practical, the receiving Shift Commander shall immediately investigate and attempt to resolve apparent Type I complaints. All apparent Type II complaints shall be referred to the Internal Affairs Officer.

Shift Commanders shall obtain a complaint tracking number from Internal Affairs as soon as practical.

A complaint is classified as Type I if it alleges minor violations of department policy, operating procedures, rules, standards of conduct, or other minor misconduct. Type I Complaints will normally be referred to the employee's immediate supervisor for investigation and mediation, if the complaint is not resolved at intake.

Employees who become the subject of an investigation shall be notified of the complaint/allegation. However, if early notification may hinder an investigation, employee notification will be made as soon as practical.

If the supervisor finds probable cause that the employee violated department policy, procedure, rules or standards of conduct, the employee shall be informed of the specific alleged violation and given an opportunity to respond. After completion of the investigation, the investigating supervisor shall notify the complainant and employee of the finding in writing. If the finding is “Sustained,” “Misconduct Not Based on Complaint,” or “Unintentional Error,” the employee’s supervisor shall take appropriate action (see Discipline Policy). A summary report and all supporting materials shall be forwarded to the Internal Affairs Officer.

A complaint is classified as Type II if it alleges criminal behavior or a serious violation of department policy, operating procedures, rules, standards of conduct, or other serious misconduct. The Internal Affairs Officer shall review all Type II complaints to determine if the allegation requires an internal, external, or criminal investigation and shall then make such assignment

Civil Disturbance (Policy 13.1.1.06)

1. Confirm location
2. Responding officers stage short of actual disturbance
3. Establish incident command
4. Locate off site observation point
5. Determine extent of disturbance
6. Evaluate manpower needs
7. Notify Operations Captain
8. Call in needed officer and dispatcher resources including mutual aid if necessary
9. Establish Communications (County Channel if using Mutual Aid)
10. Establish perimeter to contain / arrest violent offenders
11. Approach and address disturbance activist once appropriate staff is on hand
12. Establish media safe zone

Command Post

1. Obtain complete briefing of situation and all unit activities
2. Assume Command at the scene and establish communications
3. Establish and Communicate inner perimeter
4. Establish and Communicate outer perimeter
5. Identify appropriate location for Command Post - close enough to the center of activity to facilitate control and coordination but sufficiently isolated to allow a free exchange of ideas and information among responders. Location of the Command Post should ideally be equipped or have access to phones, utilities (heat, air conditioning), and rest rooms.
6. Notify all on-scene and responding units of location of Command Post
7. Determine if current Command Post can meet all current and future needs, or if additional resources or equipment are necessary.

8. Identify and Establish Staging area for additional resources
9. Identify and Request additional resources for investigation, searching, etc.
10. Determine need for additional supervisors at the command post, including communications supervisor if necessary.
11. Make all departmental command staff notifications as necessary
12. If possible, assign one person at the command post to record all command post activities, orders, or assignments. Keep a list posted of all personnel assigned to command post or given other duties.

Domestic – Employee Involved (Policy 13.1.1.07)

1. **Initial Patrol Response:** When responding to any domestic violence call there is potential for danger and potential for the situation to get out of hand. Incidents involving officers can be even more dangerous because the officer involved knows the procedures for approaching the scene and the procedures used to handle these types of calls. The officer involved may also feel as though his career is over because of this situation and may take on the attitude that he has nothing left to lose. This attitude makes them extremely dangerous.
 - a. **Upon arrival** on the scene of a domestic violence call/incident involving law enforcement personnel, the primary patrol unit shall immediately notify dispatch and request a supervisor be sent to the scene, regardless of the involved officer's jurisdiction.
 - b. Whenever an on-duty law enforcement officer is investigating the scene of a domestic violence incident which involves subjects who could cause the officer to experience emotional, political, or career pressures such as city council members, county commission members, judges or prominent citizens, the officer is to request a supervisor respond to the scene.
 - c. Responding officers shall perform the following actions, at a minimum, upon their arrival:
 - i. Obtain medical attention, if needed.
 - ii. Address the immediate and future safety of the victim(s).
 - iii. Secure the scene and preserve evidence.
 - iv. Perform an unbiased investigation under the guidance of the responding supervisor.
 - v. Attempt to locate the accused employee if he/she has left the scene.
 - vi. Make an arrest if probable cause exists.
 - d. All involved officers will write supplemental reports. When completing reports, responding officers should not identify the accused officer by title, for example, they should not write in the report that "Officer Smith..." they should be referred to as Mr. or Mrs./Ms or just by last name.
2. **On scene supervisor response:** A supervisor shall report to the scene of all law enforcement involved domestic violence situations, regardless of the involved officer's jurisdiction.
 - a. The on-scene supervisor shall assume command; ensure that the crime scene is secure and that all evidence is collected, including photographs.

- b. In cases in which probable cause exists, the on-scene supervisor shall ensure an arrest is made.
 - c. If any firearms/ammunition are surrendered or seized on scene, the supervisor shall relieve the accused officer of his service weapon regardless of whether the officer is a member of the responding department.
 - d. Whenever a law enforcement officer involved domestic violence call does not result in an arrest, the on-scene supervisor shall submit a written report explaining any and all reasons why an arrest was not made or a warrant was not sought.
 - e. The on-scene supervisor shall ensure the victim is informed of the following:
 - i. The availability of an on-scene advocate, confidential transportation to a safe house, shelter, or any other location that ensures victim safety, procedures for obtaining restraining and/or protective orders and victim rights, judicial process, victim rights, and compensation following an arrest, written information on community resources and local domestic violence victim advocacy organizations.
3. When responding to a domestic violence complaint involving a police officer from another jurisdiction, all responding officers, investigators, and supervisors shall follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from their own agency. The responding supervisor, or another administrator in the department, shall notify the chief or sheriff, or his designee, in the accused officer's jurisdiction verbally as soon as possible and in writing within 24 hours.
 4. In the event that the reported incident involves the chief or sheriff, the supervisor, or another administrator in the department, shall immediately notify the individual in government who has direct oversight for that individual (i.e. for a chief of police – the mayor; for the sheriff – the county board).
 5. In responding to domestic violence situations in which the victim is a police officer, standard domestic violence response and investigation procedures should be followed.
 6. In responding to domestic violence incidents in which the parties involved are both law enforcement officers, standard domestic violence responses and investigation procedures should be followed. After probable cause and issues of self-defense and/or the most predominant aggressor have been determined, an arrest shall be made and if deemed necessary, all service weapons of the accused officer confiscated.
 7. The supervisor shall debrief all officers who responded to the officer involved domestic violence call in a timely manner. During the debriefing, the supervisor shall:
 - a. Review agency confidentiality guidelines.
 - b. Reaffirm that officers share information only on a need-to-know basis.
 - c. Establish a clear delineation of assignments in order to assist the victim in a coordinated and consistent manner.
 8. In all domestic violence cases involving law enforcement personnel, the Operations Captain will be promptly notified.

Employee Traffic Accidents (Policy 13.1.1.09)

1. When police employees receive a call or otherwise encounter a serious traffic or ordinance violation, a criminal violation, a traffic accident, or other serious incident and become aware that a police or city employee is involved, the OIC shall be called to the scene, and is responsible for insuring a proper investigation is done and for making any charging decision. This requirement is not intended to alter the standard practice of referring some types of incidents to outside agencies or having close calls reviewed by a prosecutor or others. If the OIC is not a “bonafide supervisor,” or in any case where the employee involved is a ranking officer, the OIC should consult with a member of the command staff. It is our policy to take enforcement action during accident investigations when evidence exists to satisfy all the elements of a particular offense.
2. On-duty public safety personnel and street maintenance workers are granted certain exemptions under the traffic code, given the nature of their duties, and the circumstances and conditions they are required to work under. During accident investigations, when contemplating citations to on-duty public safety personnel or street maintenance workers, the law and totality of circumstances should be considered, including, but not limited to, the following factors:
 - a. Was the employee engaged in a police, fire, EMS, street maintenance, or utility operation?
 - b. What were the circumstances and conditions the employee was required to work under?
 - c. Was there a second party involved, an injury, significant damage, or minor damage?
 - d. Were warning lights activated and/or the vehicle marked?
 - e. Was a second involved party reasonably and prudently attentive to the potential hazards of police, fire, EMS, street maintenance, and utility operations?
 - f. Did the actions or omissions of a second party partially contribute to the accident?
 - g. Is there substantial evidence the employee committed a non-exempt violation that was the primary contributing factor in the accident?
3. For accidents involving an on-duty Public Works, Fire, or EMS personnel, the OIC should notify and consult with the supervisor (DPW), Director (EMS), or Chief (MIFD) concerning circumstances, conditions, practices, and exemptions.

Flash Flooding

1. The actions listed below are a guide to the OIC. The necessity for and sequence of these actions will be determined by the nature of the emergency and the OIC’s discretion.
2. Evaluate incoming information from National Weather Service and local media weather reports.
3. Determine potential flooding areas.
4. Deploy officers to locate and report on any affected flood areas.
5. Notify Command Staff.
6. Increase Communication Center staffing.
7. Place EMS and Fire on stand-by.
8. Set up Incident Command.

9. Call in off duty personnel if needed. Brief upon arrival.
10. Send out a Media Release via [CivicPlus](#) as soon as possible and practical
11. Notify Dane County Emergency Management and request use of CV-1.
12. Evacuate citizens in danger.
13. Notify City officials and department heads of the current situation-DPW, Code Compliance Manager.
14. Incident size up-size of area affected and population.
15. Activate mutual aid if necessary.
16. Establish scene security.
17. Notify all agencies with a response role in plan.
18. Search damaged area, rescue injured and affected, recover bodies.
19. Be prepared to deal with spontaneous volunteers. Track offers of assistance.
20. Conduct several Command Staff briefings during the shift.
21. Implement public information activities.
22. Track citizen requests for assistance and deliver assistance as needed.
23. Track requests for information on disaster victims.
24. Brief next shift.
25. Keep record of agency expenses.
26. Maintain information exchange with National Weather Service.
27. Provide relief for personnel-food, beverages, rest periods.

Hazardous Material Discharge

1. Determine Hazmat Issue (obtain ID of Placard) and Coordinate with Fire Command
2. Secure Scene and Evacuate effected area determined by Fire Command
3. Coordinate with fire on the use of DCPSC for Reverse 911 if necessary and Send out Media Release as soon as possible/practical
4. Assist in Rescue operations **Only if Environment is determined Safe**
5. If there are injuries, coordinate with paramedics and Fire Command to determine risks involved
6. Determine Secure Zone for Triage (if necessary) and Responding Units
7. Notify Operations Captain, or designee
8. Determine Placement of Command Post
9. If needed Contact Dane County Emergency Management
10. Contact ChemTrac
11. Photograph the scene as soon as practical from all angles. Use of Video is also recommended.
12. Locate any Witnesses and obtain statements along with any digital evidentiary recordings they might have on them.
13. If Possible at this time Interview people directly involved (or coordinate interviews at the Hospital)
14. If needed Determine Media Placement and assign Liaison
15. If needed Contact Red Cross for victim support services
16. If needed Salvation Army for Responder Support Services
17. Post Incident Debriefing

High Speed Pursuit (Policy 6.1.04)

1. Ensure that active pursuit is within policy – Officers are authorized to pursue and apprehend, as expeditiously and safely as possible, any person in a vehicle who the officer has reasonable cause to believe has **committed, or is about to commit, a violent felony**. **Violent Felony** means a felony that involves an actual or threatened attack on a person or persons that involves the use of force or threatened use of force.
2. Monitor pursuit and exercise discretion in ordering termination of the pursuit
3. Consider the following factors in determining whether to provide continued authorization for a pursuit:
 - a. Nature of the initial offense
 - b. Necessity of the pursuit
 - c. Ability of the officer in the pursuit
 - d. Condition of the pursuit vehicle
 - e. Road and weather conditions
 - f. Time of Day / Day of Week
 - g. Volume of vehicle and pedestrian traffic
 - h. Speeds involved
 - i. Location of pursuit
 - j. Passengers in squad vehicle
4. Ensure each of the following
 - a. No more than the required or necessary units are involved in the pursuit
 - b. Proper radio frequency is being utilized
 - c. Affected allied agencies are notified
 - d. Approve or order alternative tactics and continue to monitor until the pursuit is terminated.
5. Proceed to the location of a terminated pursuit, if the suspect flees on foot, is arrested, or when there is a pursuit related accident, to direct police actions and insure adherence to all department policies and procedures.

Homicide

1. Confirm location
2. Initial response / scene control
3. Establish incident command
4. Establish perimeter
5. Appoint perimeter guard to log name, date and time off all entering scene
6. Notify
 - a. ISB Commander
 - b. Operations Captain
 - c. Public Information Officer
7. Call in needed officer and dispatcher resources
8. Establish media safe zone

Hostage Situation (Policy 13.1.2.01)

1. Confirm location
2. Responding officers stage short of scene
3. Establish incident command
4. Establish perimeter
5. Notify Operations Captain
6. Call in needed officer and dispatcher resources
7. Mutual Aid request Dane County Sheriff Hostage Negotiator / T.R.T.
8. Establish Communications (County Channel if using Mutual Aid).
9. Establish media safe zone

Major Fires, and/or Explosions (Policy 13.1.1.10)

1. Determine Hazmat Issue (obtain ID of Placard) and Implement Unified Command with Fire Command
2. Secure Scene and Evacuate effected area determined by Fire Command
3. Assist in Rescue operations **Only if Environment is determined Safe**
4. If Injuries coordinate with paramedics and Fire Command to determine risks involved
5. Determine Secure Zone for Triage (if necessary) and Responding Units
6. Notify Operations Captain, or designee
7. Determine Placement of Command Post
8. If needed Contact Dane County Emergency Management
9. Contact ChemTrac
10. Photograph the scene as soon as practical from all angles. Use of Video is also recommended.
11. Locate any Witnesses and obtain statements along with any digital evidentiary recordings they might have on them (The use of cell phones makes this more common).
12. If Possible at this time Interview people directly involved (or coordinate interviews at the Hospital)
13. If needed Determine Media Placement and assign Liaison
14. If needed Contact Red Cross for victim support services
15. If needed Salvation Army for Responder Support Services
16. Post Incident Debriefing

Major Utility Problems

1. Determine Utility or Utilities involved.
2. Determine if Fire Support is needed
3. Determine if Paramedics are needed
4. Secure Scene
5. Evacuate people from area **Only if determined Safe**
6. **Consider use of reverse 911 if practical**
7. **Use Media release using [CivicPlus](#)**
8. If there are injuries coordinate with paramedics **Only if determined Safe**
9. Determine Secure Zone for Triage (if necessary) and Responding Units

10. Contact Utility or Utilities Involved
11. Notify Operations Captain, or designee
12. Determine Placement of Command Post
13. If needed Contact Dane County Emergency Management
14. Make sure the scene is photographed as soon as practical from all angles. Use of Video is also recommended.
15. Locate any Witnesses and obtain statements along with any digital evidentiary recordings they might have on them.
16. If Possible at this time Interview people directly involved (or coordinate interviews at the Hospital)
17. If needed Determine Media Placement and assign Liaison
18. If needed contact Red Cross for victim support services
19. If needed Salvation Army for Responder Support Services
20. Post Incident Debriefing

Officer Injured/Killed

1. Secure scene/suspects
2. GET EMS ENROUTE/MEDFLIGHT IF APPROPRIATE
3. DO NOT AIR SENSITIVE INFORMATION (use MDC or cell phone)
4. GET MUTUAL AID IF NEEDED
5. SET UP PERIMETER
6. KEEP AN OFFICER WITH INJURED OFFICER
7. REQUEST K9 IF APPROPRIATE
8. CALL COMMAND STAFF MEMBER (LIKELY CAPT)
9. NOTIFY OFFICER'S FAMILY IF INJURED (allow injured officer to do so, if capable)
10. CONTACT ISB/DCSO IF APPROPRIATE
11. CONTACT CORONER IF NECESSARY
12. CONTACT DISTRICT ATTORNEY'S OFFICE IF APPROPRIATE

Officer Involved Shooting (Policy 6.3.08)

1. SECURE THE SCENE/SUSPECT(S)
2. DETERMINE EXTENT OF INJURIES (if any)
3. GET EMS/MEDFLIGHT – IF APPROPRIATE
4. IDENTIFY ALL INVOLVED OFFICERS
5. GET "PUBLIC SAFETY STATEMENT"
6. DO NOT AIR SENSITIVE INFORMATION
7. GET PERIMETER SET UP
8. K9 IF APPROPRIATE
9. CONTACT COMMAND STAFF
10. GET UNINVOLVED OFFICER PARTNERED WITH OFFICER INVOLVED
11. GET OFFICER AWAY FROM SCENE AS SOON AS POSSIBLE
12. CONTACT UNION REPRESENTATIVE
13. ADVISE THE OFFICER NOT TO DISCUSS THE INCIDENT WITH ANYONE
14. CONTACT OUTSIDE AGENCY FOR INVESTIGATION

15. CONTACT CRISIS COUNSELOR
16. MAKE ARRAIGNMENTS FOR A GUN REPLACEMENT
17. MAKE ARRAIGNMENTS FOR A BLOOD DRAW (if criminal investigative team hasn't obtained it by consent of probable cause)

Protestors (Policy 13.1.1.06)

1. Confirm location
2. Responding officers stage short of actual disturbance
3. Establish incident command
4. Locate off site observation point
5. Determine extent of protest
6. Evaluate manpower needs
7. Notify Operations Captain
8. Call in needed officer and dispatcher resources
9. Use Mutual Aid if necessary
10. Establish Communications (County Channel if using Mutual Aid)
11. Establish perimeter to contain / arrest violent offenders
12. Approach and address disturbance activist once appropriate staff is on hand
13. Establish media safe zone

Railway Accident

1. The actions listed below are a guide to the OIC. The necessity for and sequence of these actions will be determined by the nature of the incident and the OIC's discretion.
2. Notify EMS and Fire-suggest staging area.
3. Establish Unified Command with Fire, EMS and DPW if necessary
4. Establish inner perimeter-cordon off is possible. Determine wind direction.
5. Establish command post.
6. Determine scope of the incident with Fire.
7. Identify hazardous materials by placard, train personnel and transporting company.
8. Determine size of hot zone. Determine need for evacuation or shelter in place.
9. Locate, identify and remove injured. Provide first aid.
10. Contact command staff
11. Contact Dane County Emergency Management and Office of the Commissioner of Railroads.
12. Call in additional staff if needed. Augment staffing of Communications Center.
13. Activate mutual aid.
14. Request outside assistance-Dane County Sheriff, Madison Police, Wisconsin State Patrol, Department of Natural Resources.
15. Brief oncoming staff.
16. Liaison with Fire, they will be contacting Chemtrec.
17. Implement public information activities.
18. Conduct several briefings of Command Staff during shift.
19. Activate emergency shelters.
20. Be prepared to deal with spontaneous volunteers. Track offers of assistance.

21. Track citizen requests for assistance and deliver assistance as needed.
22. Track requests for information on victims.
23. Brief next shift.
24. Keep record of agency expenses.
25. Provide relief for personnel-food, beverages, rest periods.

Robbery – Bank (Policy 9.1.08)

1. Ensure officers are in primary & secondary positions
2. Make call into bank
3. IF ACTUAL ROBBERY:
 - a. Tend to any injuries
 - b. Secure door
 - c. Get suspect(s) description aired
 - d. Establish perimeters
 - e. Get K9 started
 - f. Notify ISB (if not already enroute)
 - g. Identify and separate witnesses
 - h. Identify and secure any evidence – notify an evidence tech
 - i. Get detailed statements if ISB is not available
 - j. Contact Public Information Officer for Media Releases/Media Interviews

Severe Weather Warning

1. Notify OIC, officers, Chief, EMS, FIRE, DPW and City Hall supervisors
2. Building Emergency Plan – Post signs, move employees and citizens to squad room/EOC. The Com Center, Processing Center, and squad room/EOC are hardened and persons there should shelter in place.
3. Deploy officers to observe and track weather or tornado. Verify unconfirmed citizen reports.
4. Review procedure for impact of severe weather or tornado.
5. Evaluate incoming information from National Weather Service and local media weather reports.
6. Be sure Communication Center has flashlight and portable radio available.
7. Be sure squads are fully gassed.
8. To the extent possible warn citizens who are in exposed areas such as parks and pedestrians.
9. **Sighting**-If tornado is observed notify Dane County Dispatch Center so it can activate sirens and warning system.
10. Augment Communication Center staffing.
11. Check emergency power equipment.

Severe Weather Watch

1. Notify OIC, Officers, EMS, FIRE, DPW and City Hall personnel supervisors.
2. Deploy officers to observe and track weather. Verify citizen reports.

3. Be sure dispatch center has flashlight and portable radio available.
4. Be sure squads are fully gassed.
5. Review procedure for severe weather/tornado.
6. Evaluate incoming information from National Weather Service and local media's weather reports.
7. Be sure Communication Center staff gets a break (if severe weather impacts it may be a while before they get another one).

Snow Storms, Blizzards, Ice, and Glaze Storms

The actions listed below are a guide to the OIC. The necessity for and sequence of these actions will be determined by the nature of the emergency and the OIC's discretion.

1. Evaluate incoming information from the National Weather Service and local media weather reports.
2. Check emergency power equipment.
3. Have tire chains installed on squads. Be sure all squads are gassed.
4. Increase Communication Center staffing.
5. Notify Command Staff.
6. Place EMS, FIRE and DPW on standby.
7. Notify City officials and department heads of current situation.
8. Notify needed personnel-may want to call in early while roads are still passable. Brief them as they come in.
9. Set up Incident Command.
10. Incident size up-size of affected area, population affected, any special need population.
11. Activate mutual aid if necessary.
12. Notify all agencies with a role in the plan.
13. Notify Dane County Emergency Management-request use of CV-1.
14. Check affected area-families of on-duty personnel, schools, Senior Center, large businesses. Door-to-door if power outage with special emphasis on locating special need individuals.
15. Activate emergency shelters.
16. Evacuate citizens if necessary.
17. Be prepared to deal with spontaneous volunteers. Track offers of assistance.
18. Conduct several Command Staff briefings during shift.
19. Implement public information activities.
20. Track citizen requests for assistance and deliver assistance as needed.
21. Track requests for information on disaster victims.
22. Brief next shift.
23. Keep record of agency's expenses.
24. Maintain information exchange with National Weather Service.
25. Provide relief for personnel-food, beverages, rest periods.
26. Notify of road conditions, locations of downed power lines, downed trees, abandoned vehicles.

Suspicious Package (Policy 13.1.1.13)

1. Coordinate establishment of a security perimeter and traffic control, as needed.
2. If believed that the item could contain an explosive device, request assistance from the Dane County EOD Unit. The Chief of Police should also be notified. Under no circumstances should officers or searchers attempt to move or handle a suspicious package or device.
3. If deemed necessary, request that Middleton Fire Department and EMS personnel be dispatched to the scene, to standby at safe distances.
4. Identify a central location where a Command Post can be established - an office with a telephone is recommended. Responding officers should report to the command post.
5. Coordinate with responding unit to ensure evacuation of the area, remove all persons to a safe location.
6. All Middleton schools have their own bomb threat/search policies and procedures, including evacuation plans. The school principal is the person in charge of initiating the procedures.
7. EOD officers will evaluate the situation based on information obtained by the Shift Commander at the scene and their own visual inspection, and assist in accordance with current Sheriff's Department procedures.
8. The ranking EOD officer will normally assume command of the scene, and consult with the Shift Commander regarding actions to be taken. This will relieve command officers inexperienced in EOD work from making decisions regarding the safe rendering or removal of hazardous devices.
9. Evidence collection and the disposition of any hazardous material will be accomplished by EOD personnel.
10. If an explosion occurs, EMS, Fire Department, and EOD personnel shall be notified, if they are not already at the scene. They shall respond to perform their respective functions.
11. Officers responding shall assist the injured, aid in evacuation of the building (in case of the existence of a secondary explosive device or intact explosives, the danger from further injury due to fire and/or structural collapse), secure the scene, assist investigation and perform traffic control as needed.
12. Determine if any hazardous materials are at the scene which may require additional safety measures by responding personnel. Call in sufficient personnel to accomplish the above, and to perform investigative functions.

Acts of Terrorism

The Federal Bureau of Investigation (FBI) has been designated as the lead agency in all terrorism investigations.

The department will forward all suspected terrorist activity information to WSIC and assist WSIC/FBI in the manner they request with any further investigation into suspected terrorist activity.

Upon the discovery of any “Terrorist Activity” the investigating officer obtaining such information shall notify the Shift Commander and complete a report. The Shift Commander will notify the ISB Commander and Operations Captain.

The ISB Commander will normally be the point of contact for sharing Terrorist Activity Information to any other agency, but the Shift Commander may assume this role if the information is time sensitive.

Wisconsin Statewide Information Center (WSIC)

Phone: 608-242-5393

Toll Free: 888-DCI-WSIC

Fax: 608-240-3592

E-mail: WSIC@doj.state.wi.us

[WILENET](#)

Tornadoes, Severe Thunderstorms, Wind Storm Impact

The actions listed below are a guide to the OIC. The necessity for and sequence of these actions will be determined by the nature of the emergency and the OIC’s discretion.

1. Evaluate information from National Weather Service.
2. Check emergency power equipment.
3. Notify Command Staff, EMS, FIRE, DPW and City officials.
4. Determine area affected by impact.
5. Estimate type and magnitude of response required.
6. Set up Incident Command.
7. Notify needed off duty personnel. Brief upon arrival.
8. Activate EOC
9. Assist EMS and FIRE with initial rescue and treatment of injured.
10. Initiate mutual aid request.
11. Notify Dane County Emergency Management and request use of CV-1.
12. Establish scene security-inner perimeter.
13. Notify all agencies with a response role-DPW, public utilities, Department of Natural Resources if HazMat release, Dane County Sheriff, Madison Police, Wisconsin State Patrol.
14. Assist FIRE in search of damaged area, rescue injured and recover bodies.
15. Be prepared to deal with spontaneous volunteers. Track offers of assistance.
16. Conduct several command staff briefings during shift.
17. Implement public information activities.
18. Track citizen requests for assistance.
19. Assign officers to check businesses and industry in affected area. MIPD will not provide security for individual businesses.
20. Notify owners/responsible parties of businesses who would be affected by prolonged power outage.
21. Track requests for information on disaster victims.

22. Brief next shift.
23. Keep record of agency's expenses.
24. Maintain information exchange with National Weather Service.
25. Patrol affected areas to prevent looting.
26. Report roadway obstructions, downed power lines and other hazards to appropriate department or external agencies.
27. Check welfare of families of police personnel who were on duty at time of impact, to the extent possible.
28. Provide relief of personnel-food, beverages, rest periods.

Traffic Accidents (Policy 6.2.07)

1. **Notify Statewide Traffic Operations Center (STOC)** of anticipated state highway lane/ramp blockages of greater than 30 minutes, even if assistance is not requested. STOC has public information tools. 800/375-7302.
2. Ensure that officers provide basic life support/emergency medical care and fire suppression services until properly relieved
3. Determine additional resources needed, summon ambulance and/or additional assistance (e.g. officer, extrication, tow trucks, med flight, etc.)
4. Establish a safe traffic pattern around the scene; notify dispatch and additional responding units
5. Notify the press via [CivicPlus](#) for any accident scenes where you anticipate long delays
6. As necessary, assign officers to protect the accident scene, preserve and collect evidence
7. Determine investigative needs; request investigators and/or reconstructionist as needed
8. Determine appropriate preliminary investigative measures (measurements, photos, statements, etc) and ensure that all investigative measures are performed.
9. In the case of hazardous material incidents, isolate the hazard area, remain at a safe distance upwind and uphill, and evacuate nonessential personnel. The department is responsible for preliminary hazard identification (spill, leak, fire), and identification of vehicle and container placards.
10. Determine possible traffic violations and/or crimes based on preliminary investigative information; ensure that all violations are enforced according to department policy.
11. Expedite the removal from the roadway of vehicles, persons, and debris
12. Assign officer to hospital as appropriate for interviews, evidence collection, photographs, etc.