I. PURPOSE

The purpose of this policy is to establish procedures for responding deputies/supervisors to critical incidents occurring at schools within Harford County.

II. POLICY

The Harford County Sheriff's Office shall provide safety to students, staff, visitors, emergency responders and civilians in the event of a critical incident. The HCSO shall have a plan in effect to carry out a safe and successful operation with minimal injury, property damage, and disruption to both school and community.

III. DEFINITIONS

CRITICAL INCIDENT: Any event occurring at a public/private school within Harford County, or at Harford Community College that would require a large scale emergency response from the Harford County Sheriff's Office.

“CODE 222”: A code signifying a critical incident response for an active shooter.
Harford County Sheriff's Office
Policy # MAN 4500: School Critical Incident Response

4500.1 Responding Deputy
   4500.1.1 Verify the incident and confirm numerical code (222) for the incident.
   4500.1.2 Notify supervisor/communications of the situation.
   4500.1.3 Gather information on suspects (i.e., identity, description, location, motive, weapon, etc.)
   4500.1.4 Continue to direct operations until relieved by a senior deputy or supervisor.

4500.2 Watch Commander/Duty Officer
   4500.2.1 Upon receipt of a reported critical incident at a school, the Watch Commander/Duty Officer will:
      4500.2.1.1 Activate the critical incident response plan (prior to the arrival of road units) if he/she feels the initial call(s) justify such response.
      4500.2.1.2 Activate the critical incident response plan immediately upon request of the deputy(s) on the scene.
      4500.2.1.3 Notify dispatch of the activation of the school critical incident response plan.
      4500.2.1.4 Notify Command Team.

4500.3 Response
   4500.3.1 Except as outlined in 4500.3.2, all units on the road (to include: Patrol, School Policing, Court Services, Warrants, CART, CID, etc.) are to respond.
   4500.3.2 Two patrol units are to remain in service to handle calls in the County until relief units are brought into service.
   4500.3.3 All deputies on duty that can be spared from other duties are to respond to the scene as soon as possible (i.e. deputies assigned to administrative duties, special assignments, court security class one deputies).
   4500.3.4 Call out SRT.
   4500.3.5 Call out Crisis Negotiation Team.
   4500.3.6 Call out all available K-9’s.
   4500.3.7 Notify allied agencies of the incident, request assistance if needed.

4500.4 On Scene Supervisor
   4500.4.1 Patrol supervisor will:
      4500.4.1.1 Respond to the scene and relieve/assist first responding deputy(s).
      4500.4.1.2 Move operation communications to the tactical talk-group for the precinct responsible for handling the incident.
      4500.4.1.3 Set up a command post, continue assigning posts to responding units, etc., as outlined in the response plan.

4500.5 Responsible Supervisor
   4500.5.1 Incident Commander (Captain or higher) as designated by the Sheriff.
   4500.5.2 Designate Incident Command Support Staff, including but not limited to:
      4500.5.2.1 Operations Commander
      4500.5.2.2 Tactical Commander
      4500.5.2.3 Logistics Commander
      4500.5.2.4 Fiscal Commander
      4500.5.2.5 Public Information Officer
4500.5.2.6 Liaison Officer
4500.5.3 The Chief Deputy will:
4500.5.3.1 Designate a member of the Command Team to respond to the Emergency Operations Center.
4500.5.3.2 Institute a twelve (12) hour shift rotation for all affected personnel to include incident command support staff.
4500.5.3.3 Assure the proper communications are maintained between the Harford County EOC, area hospitals, Board of Education, and any additional support/assisting agencies.
4500.5.3.4 Suspend all police services that do not immediately affect health and safety.

4500.6 Notification Checklist

4500.6.1 Sheriff
Chief Deputy
Patrol Operations Commanders
Tactical Commander
Tactical Lieutenant
Public Information Officer
Command Team

Reference CALEA 46.1.3