Comprehensive Emergency Management Plan

202.1 PURPOSE AND SCOPE
This policy clarifies the role of the Town of Warwick Police Department and responsibilities of its members pertaining to large-scale emergencies and the New York Division of Homeland Security and Emergency Services (Executive Law § 20 et seq.).

This policy also recognizes the need to ensure the Town of Warwick Police Department can continue to provide its essential functions and perform its primary mission during an emergency.

202.2 POLICY
The Town of Warwick Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The Town Comprehensive Emergency Management Plan complies with Executive Law, Article 2-B. This plan provides guidance for Town emergency operations within and outside its borders as may be required.

202.3 DEPARTMENT RESPONSIBILITIES
In the event police assistance is needed during an emergency by another police agency, members of the Town of Warwick Police Department may be assigned to provide services as stated in the Department's Mutual Aid Plan or in the Outside Agency Assistance Policy.

In the event the Town of Warwick Police Department requires police assistance during an emergency, assistance may be requested as stated in the Mutual Aid Plan or in the Outside Agency Assistance Policy.

202.4 ACTIVATING THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
The Comprehensive Emergency Management Plan can be activated in a number of ways. For the Town of Warwick Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Comprehensive Emergency Management Plan in response to a major emergency.

Upon activation of the plan, the Chief of Police or the authorized designee should contact the Comptroller and the Town emergency management director to assist with mutual aid response from local, state and federal law enforcement agencies (Executive Law § 29-b).

202.4.1 RECALL OF PERSONNEL
In the event that the Comprehensive Emergency Management Plan is activated, all employees of the Town of Warwick Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.5   LOCATION OF THE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Copies of the Comprehensive Emergency Management Plan are available in Administration, the Shift Supervisor's office and the Communication Center. All supervisors should familiarize themselves with the Comprehensive Emergency Management Plan and the roles members will play when the plan is implemented. A Lieutenant should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.6   COMPREHENSIVE EMERGENCY MANAGEMENT PLAN REVIEW

The Chief of Police or the authorized designee shall review the Comprehensive Emergency Management Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions.

The Comprehensive Emergency Management Plan shall be submitted to the disaster preparedness commission by December 31st of each year to facilitate state coordination of disaster operations (Executive Law § 23).

202.7   TRAINING

The Department should provide annual training on the Comprehensive Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Comprehensive Emergency Management Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.