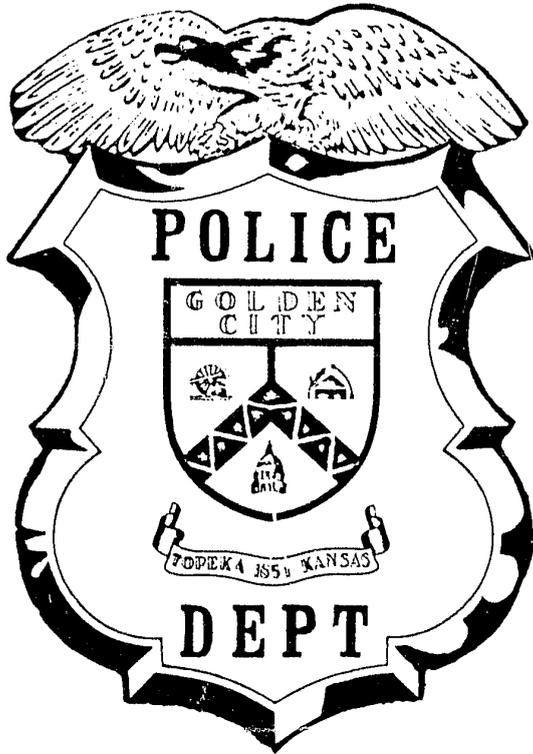


TOPEKA POLICE DEPARTMENT
435 Jackson
Topeka, Kansas 66603

RESEARCH and PLANNING
CPT. ROBERT HEINKAUF
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EMERGENCY PREPAREDNESS PLAN

30271

FOREWARD

The Research and Planning Unit of the Topeka Police Department was assigned the project of developing a functional plan for the purpose of meeting crisis situations. We feel that the following guidelines adequately depicts the responsibilities of this department and its personnel in relation to the various types of emergencies that may arise. Although guidelines and procedures are incorporated into this plan, this does not in any way detract from the latitude and flexibility an officer must have in performing his duties in given situations. We realize no plan can cover all the necessary services that would be required, so the priority an officer sets in performing these duties is dictated by his own evaluation of a given situation. It is our intention to note the various functions and responsibilities that will arise in various emergencies and to assign those functions to specific divisions. It is then the responsibility of Division Commanders to carry out the functions assigned to their command. This type of format will permit this department to immediately respond to an actual emergency because the various general functions are assigned. This means that the preliminary actions will be performed by various divisions, independent of each other. We thought this would be advantageous in that if a key link is missing in the Chain of Command, the entire plan will not be negated and vital functions would subsequently be performed.

It would be our recommendation that all members of this organization familiarize themselves with this plan. Further, it is suggested that each Division Commander thoroughly study this plan and assign the various duties to positions within his command. The rationale for assigning these assigned duties to positions rather than to individuals is to avert the function not being performed due to the absence of the individual.

Again, this plan is to be utilized as a guideline for implementing the various functions which will undoubtedly be required in a given emergency situation.

Research and Planning

TOPEKA POLICE DEPARTMENT
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BLACK OUT

I. Preventive Action

There normally will be no action taken by police agencies that would prevent this particular emergency from occurring.

II. Analysis

- A. Denote size and scope of emergency
- B. Assess needed personnel
- C. Determine need for emergency equipment
- D. Determine need for traffic control, and personnel distribution to prevent upsurge in street crime in nighttime

III. Initial Action

- A. Notify Chief of Police, Division Commanders, etc.
- B. Code I if needed, holdover for present personnel
- C. Traffic control and added night personnel to prevent upsurge in street crime
- D. Prepare emergency equipment, generators, etc.
- E. Continue normal routine
- F. News releases

IV. Mobilization

Normally this type of emergency would be handled by on-duty personnel. The time of occurrence may dictate the necessity for additional staff in a particular division such as daytime Traffic related problems or night crime related problems may require said additional specialized personnel.

CIVIL DISORDERS

I. Preventive Action

- A. Impending problems uncovered by Intelligence may be averted through immediate liason with leaders of organizations involved. This liason is the responsibility of the Chief and his high ranking staff.
- B. Deployment of "a show of force" at strategic gathering places which have been developed through Intelligence sources may have the effect of neutralizing the disorder in its forming stages.

II. Analysis

- A. The ranking officer at the scene of a civil disorder will immediately notify headquarters of:
 - 1. The number of people involved
 - 2. The general size in land area of the disorder
 - 3. Estimate of police needs at the scene
 - a. Men
 - b. Equipment
 - 4. Mood of the gathering and projection of what to anticipate.
Request aerial surveillance to better evaluate the size and scope.

III. Initial Actions

- A. At the scene:
 - 1. If manpower is not available at the time, do not attempt more than can be handled. Use delay tactics.
 - 2. If manpower is available and group actions violate the law and jeopardize life, property and public order:
 - a. Inform the group of their unlawful assemblage and order them to disperse.

EXPLOSIONS & LARGE FIRES

- b. Protection of life and property should always be a prime consideration in police actions taken.
- c. If arrests become necessary, arrest obvious leaders and those who have attempted to assault officers.
- d. If circumstances dictate the necessity for the utilization of force in dispersing an unlawful assembly, always act within the scope of the authority granted by law and utilizing procedures adopted by this department.

B. At headquarters:

- 1. Alert Chief, Division Commanders and the Mayor.
- 2. Request proclamation.
- 3. Emergency Committee report to the Command Post for briefing and analysis.
- 4. Prepare emergency equipment requested in initial analysis.
- 5. Secure police properties.

IV. Mobilization

- A. Holdover of on-duty personnel
- B. Implement Code I
- C. Secure outside assistance if deemed necessary
- D. Deploy manpower at the scene
- E. Transport equipment to the scene
- F. Prepare for arrest of large numbers, photograph at the scene
- G. Issue proclamation
- H. Establish public information and rumor control center.

I. Preventive Actions

Normally, there will be no forewarning on the inevitability of a fire or explosion. In the case of a man made explosion wherein we are advised as to the existence of a bomb in a certain location, follow Bomb Threat procedure in section four (4) of this plan.

II. Analysis

The first officer on the scene has the responsibility of evaluating the following concerning these types of disasters and relaying this information back to headquarters:

- A. Size and scope of the disaster
- B. Estimate of the extent of deaths, injuries and property value
- C. Estimate of the number of personnel and emergency equipment that will be needed
- D. Determination of present dangers that may dictate the evacuation of the surrounding area
- E. Determination of any crowd or traffic control that will be needed
- F. Request aerial viewing for further analysis of the scene

III. Initial Actions

A. At the scene:

- 1. Care for the injured
- 2. Evacuate the area if danger exists for nearby residents
- 3. Implement traffic and crowd control measures

B. At headquarters:

- 1. Notify:
 - a. Chief of Police
 - b. Division Commanders
 - c. Hospitals if there are casualties
 - d. Fire Department

- C. Prepare to make available all emergency equipment requested by first officer on the scene.

IV. Mobilization

The extent of mobilization will be dictated by the size of the disaster. Initially, this information will be made available by the preliminary analysis by the first officer on the scene. The extent of the mobilization will be dependent upon the evaluation of these first hand reports. Total mobilization or any part thereof will take the following steps:

- A. Issue holdover for the shift on duty
- B. Implement Code I procedure
- C. Start procedure for outside assistance
- D. Begin transporting emergency equipment to the area
- E. Set up a command post in the area
- F. Set up temporary morgue. In the case of a plane crash, the obviously dead are not to be moved.
- G. Identify the dead
- H. Establish a public information center
- I. Under all circumstances, the normal services provided by this department must be maintained.

NATURAL DISASTER

I. Preventive Action

- A. Analysis of incoming information alerting personnel and agencies
- B. Set up proper weather watch
- C. Activate tornado sirens (if tornado danger exists) for public awareness

II. Analysis

If disaster becomes reality:

- A. Assess size and scope of disaster from first officer on the scene
- B. Assess needed personnel in relation to scope of disaster
- C. Make estimates of persons injured, forward this information to all hospitals
- D. Assess type and needs of emergency equipment
- E. Evaluate any damage to police properties
- F. Notify Chief of Police and all Division Commanders, Fire Department and Civil Defense

III. Initial Action

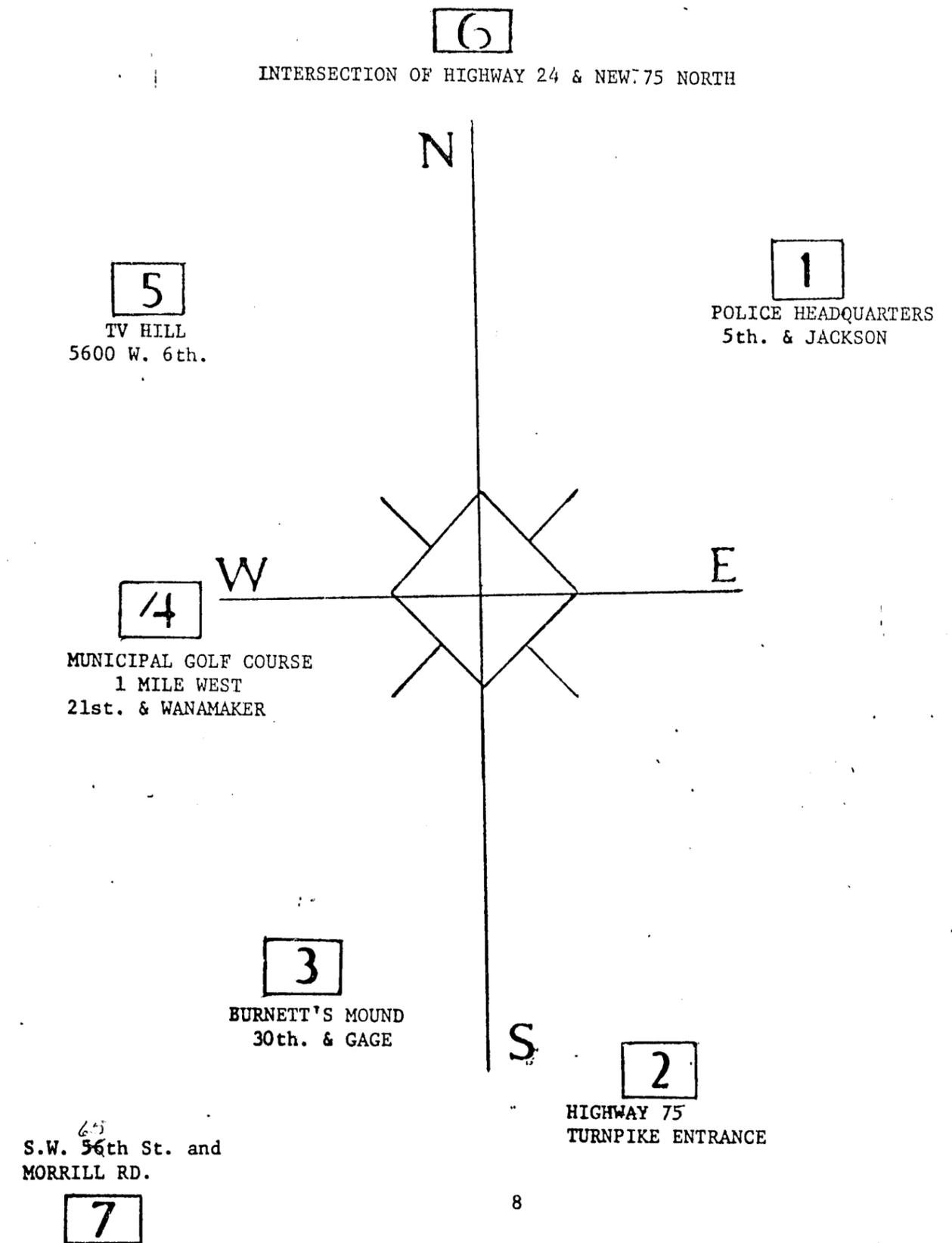
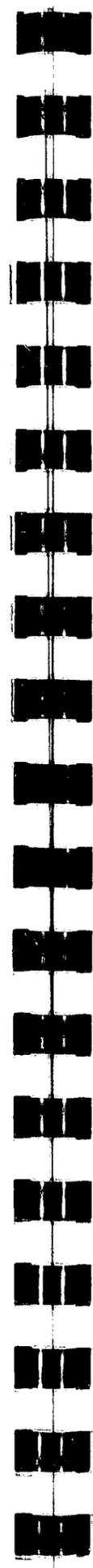
- A. Stages of emergency care and evacuation
- B. Assign available personnel
- C. Request turnoff of dangerous utilities
- D. Secure area
- E. Crowd and traffic control
- F. Public information
- G. Prepare emergency equipment

IV. Mobilization

- A. Issue holdover order
- B. Initiate Code I

VISUAL SPOTTING LOCATION

- C. If additional personnel will be needed, start procedure for acquiring them through proper channels. Statutory Authorization Kansas Statutes Annotated (1973 Supplement) Section 12-2903, Mutual Aid, involving the exchange of services, personnel and equipment between law enforcement agencies.
- D. Set up command posts and communications
- E. Division Commanders, assign personnel in accordance with division functions
- F. Establish public information office for news releases
- G. Establish emergency pass office
- H. Identification of dead
- I. Procure emergency equipment
- J. Maintain normal police functions and services to areas outside disaster area to the extent possible



NUCLEAR DISASTER

I. Preventive Action

- A. No preventive action, national warning may be initiated if time permits.
- B. Sound sirens

II. Analysis

- A. Continued monitoring of information
- B. Evacuation and shelter if time permits
- C. Attempt to control panic

III. Initial Action

- A. Notify Chief of Police, Fire Department, Hospitals, Division Commanders, Civil Defence, Mayor, etc.
- B. Secure police property
- C. Utility turnoff on police property
- D. Prepare emergency equipment
- E. Public information

IV. Mobilization

- A. Code I and holdover for present personnel
- B. Determine need for outside assistance
- C. Procure needed emergency equipment
- D. Set up command posts
- E. Establish housing and food preparation center for personnel
- F. Set up temporary morgue
- G. Identify dead, finger print and picture
- H. Control traffic and riots
- I. Return order to the city
- J. Establish danger area (such as radiation), seal off.

- K. Establish public information center and rumor control
- L. National proclamation - martial law, etc.
- M. Continue monitoring and evaluation

PLANE CRASH

I. Preventive Action

Normally, in the case of a plane crash, there would be no for-warning or any type of preventive measures that could be taken by this department.

II. Analysis

The first officer on the scene has the responsibility of evaluating the following and relaying this information back to headquarters:

- A. Size and scope of the disaster
- B. Estimate of the extent of deaths, injuries and property damage
- C. Estimate of the number of personnel and emergency equipment that will be needed
- D. Determination of any present danger that may dictate the evacuation of surrounding area
- E. Determination of any crowd or traffic control that will be needed
- F. Request for aerial viewing for further analysis of the crash scene

III. Initial Actions

A. At the scene:

- 1. Care of the injured to the extent possible
- 2. Evacuate the immediate area if danger exists for nearby residents.
- 3. Rope off or secure the crash scene
- 4. Implement traffic and crowd control measures if needed

B. At headquarters:

- 1. Notify:
 - a. Chief of Police
 - b. Division Commanders
 - c. Forbes Air Force Base (if this is a military plane)
 - d. Topeka Airport Tower
 - e. Hospitals, if there are surviving passengers

- C. Prepare to make available all equipment requested by first officer on the scene.

IV. Mobilization

The extent of mobilization will depend upon the size of the disaster. Normally this type of emergency can be handled by on-duty personnel. If additional resources are necessary, any phases of the following mobilization steps may be implemented along with those functions that may be necessitated by the current emergency.

- A. Issue holdover order for on-duty personnel
- B. Implement Code I procedure
- C. Start procedure for outside assistance
- D. Begin transporting emergency equipment to the area
- E. Set up Command Post in the area
- F. Set up temporary morgue and identify the dead
- G. Establish a public information center
- H. Under all circumstances, normal police services for unaffected areas must be maintained.

RAILROAD ACCIDENT

I. Preventive Action

The railroad is unique in that they have internal security. In case of a railroad emergency, the railroad crews have procedures they follow and the local police are needed only in extreme emergencies. No preventive action.

II. Analysis

Through information supplied by railroad security or the first city police officers at the scene, the following information related to the emergency would be relayed back to headquarters.

- A. Size and scope of emergency.
- B. Estimate of dead and/or injured and property damage
- C. Estimate additional personnel and emergency equipment that will be needed
- D. Any dangerous cargo carried by the train that may dictate the evacuation of the surrounding area
- E. Request aerial viewing for further analysis of the scene

III. Initial Action

A. At the scene

1. Care for the injured
2. Traffic Control - A traffic plan to control the area must be put into effect as soon as possible to avoid hampering essential emergency vehicles.
3. Rope off or secure the emergency area
4. Mark special danger areas and evacuate immediate area if danger exists for residents.

B. At headquarters:

If the emergency is of such magnitude that railroad security could not control and ask city police for assistance, headquarters would notify the following:

1. Chief of Police
2. Division Commanders

3. Hospitals to care for injured
4. Fire Department
5. Utility companies for possible turnoff of any dangerous utilities at or surrounding the scene

C. Prepare to make available all equipment requested

IV. Mobilization

Under normal conditions, most emergencies involving the railroad could be handled by on-duty personnel. If additional assistance is needed, any phase of the following mobilization steps may be implemented along with those functions that may be necessitated by the current emergency.

- A. Issue holdover order for on-duty personnel.
- B. Implement Code I procedure
- C. Start procedure for outside assistance
- D. Begin transporting equipment to the area
- E. Set up Command Post
- F. Establish public information center
- G. Set up temporary morgue and identify dead
- H. Maintain normal police services for unaffected areas



PROJECTED CHRONOLOGY OF AN EMERGENCY

Upon receiving information that some unusual occurrence of an emergency nature has taken place, the normal procedure of assigning adequate manpower will take place. The Watch Commander will be notified at that time. The Watch Commander will then await the analysis of the first officers on the scene as it applies to the size and scope of the emergency. Upon his evaluation of the incoming information, he shall determine if it is necessary to implement a holdover and Code I procedures. If Code I is implemented, the following personnel shall report immediately to the primary Command Post located in the Research and Planning Office.

1. Chief James Freel
2. Major Floyd Ginder
3. Major Dan Mallory
4. Major Russ Hill
5. Major William Kearney

If the primary Command Post is not accessible or is destroyed, they shall report to the following alternate Command Posts:

1st Alternate - Traffic Office, Police Headquarters

2nd Alternate - Civil Defense Office, Court House

Upon their arrival they shall be briefed by the Watch Commander as to the present status of the emergency.

When this emergency committee has set up the Command Post, communications should be informed that all calls and information pertaining to the emergency should be forwarded to the Command Post.

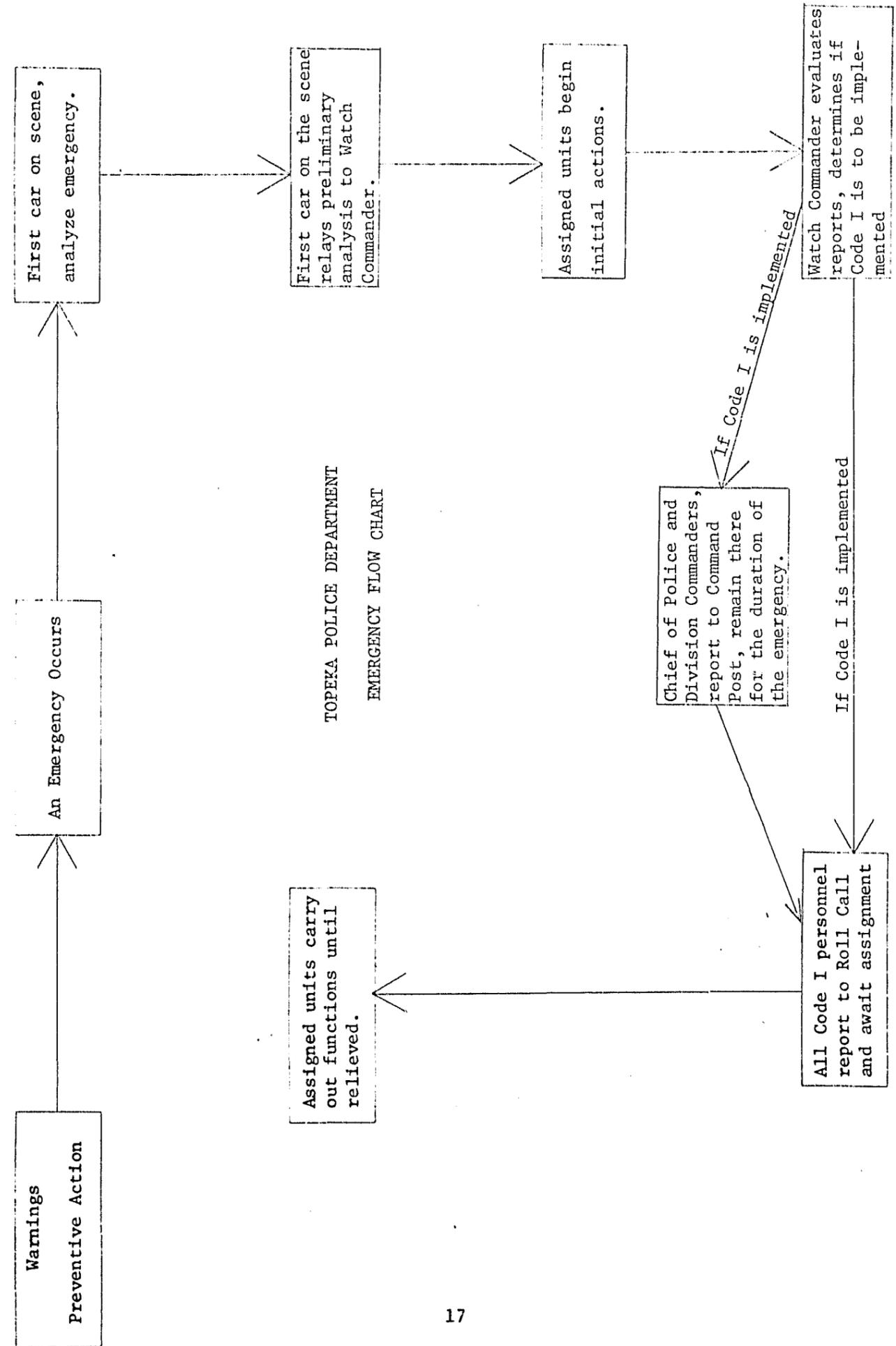
In the interim period, cars and personnel assigned to the emergency should perform those functions which may be dictated to them by their evaluation of the situation. It is imperative that the officer in charge at the scene keep headquarters apprised of the situation.

All personnel responding to Code I will report to the Roll Call Room where they will remain until assigned or relieved. Attendance will be taken and manpower figures will be forwarded to the Command Post on a continuing basis. If the primary Command Post is not accessible or destroyed, Code I personnel will report to the following Command Post:

1. Police Headquarters, basement
2. Police Department, garage

After briefing and analysis of the present status, the emergency committee can evaluate what has been done and what remains to be done by checking the function charts contained in this section of the Emergency Plan.

All pertinent incoming information will be charted on maps and graphs by Reserach and Planning personnel. Analysis by the staff will result in the assignment of manpower which will be available in the Code I manpower pool.



ADMINISTRATION

	Blackout	Civil Disorder	Explosion & Large Fire	Natural Disaster	Nuclear Disaster	Plane Crash	Railroad Accident	
Chief of Police	*	*	*	*	*	*	*	Chairman - Emergency Committee
Legal Advisor	*	*	*	*	*	*	*	Provide legal guidance
Public Relations Dir.	*	*	*	*	*	*	*	Set up emergency center for news releases.
Chief of Police	*	*	*	*	*	*	*	If deemed necessary, obtain needed proclamation from the Mayor.
Research and Planning	*	*	*	*	*	*	*	Maintain maps, graphs showing emergency's scope, police actions, etc.
Chief of Police	*	*	*	*	*	*	*	Request outside assistance (National Guard) through Mayor's office.
Administrative Staff	*	*	*	*	*	*	*	Summarize activities & critique effectiveness of emergency plan.

INVESTIGATIVE DIVISION

	Blackout	Civil Disorder	Explosion & Large Fire	Natural Disaster	Nuclear Disaster	Plane Crash	Railroad Accident	
Intelligence		*						Gather & disseminate information
All off-duty units	*	*	*	*	*	*	*	If Code I is implemented, report to Roll Call room or alternate site.
Detective Units		*		*		*	*	Collect, receive and tag all recovered property.
Detective Units		*	*	*	*	*	*	Set up temporary morgue.
Detective Units		*	*	*	*	*	*	Identify the dead.
Detective Units	*	*	*	*	*	*	*	Investigate all felony complaints outside disaster
Detective Staff	*	*	*	*	*	*	*	Debrief all personnel going off-duty.
Division Commander	*	*	*	*	*	*	*	If Code I is implemented, report to the Command Post.
Division Commander	*	*	*	*	*	*	*	Submit after action evaluation of the operation.

SERVICE DIVISION

	Blackout	Civil Disorder	Explosion & Large Fire	Natural Disaster	Nuclear Disaster	Plane Crash	Railroad Accident	
Communications	*	*	*	*	*	*	*	Implement Code I upon order of Watch Commander
Communications				*				Upon order of Watch Commander, initiate weather watch.
Communications				*				Activate tornado sirens upon authority of the Weather Bureau
Communications	*	*	*	*	*	*	*	Have Handi-Talkie available for emergency and Code I personnel.
Communications	*	*	*	*	*	*	*	Request need personnel for radio room.
Building Engineers	*	*	*	*	*	*	*	Assist in the Property Room
Data Processing		*	*	*	*	*	*	Stand by to assist in records checks & assist in Services Div.
Records		*	*	*	*	*	*	Stand by to assist in records checks and other Services area where needed.
Desk Sergeant		*						Help secure main building, be ready for booking and jail security.
Identification		*						Be ready with cameras for pictures and printing at trouble areas.
Identification		*	*	*	*	*	*	Assist Detectives in identifying deceased.
Range & Property	*	*	*	*	*	*	*	Issue needed emergency equipment, acquire assistance from Command Post.
Range & Property	*	*	*	*	*	*	*	Log all lost and stolen property turned in to Property Room.
Garage	*	*	*	*	*	*	*	Stand by for service and repairs.
Garage	*							Start generator for power to the Annex.
Division Commander	*	*	*	*	*	*	*	If Code I is implemented, report to the Command Post.
Division Commander	*	*	*	*	*	*	*	Submit an after action evaluation of the operation.

UNIFORM DIVISION

	Blackout	Civil Disorder	Explosion & Large Fire	Natural Disaster	Nuclear Disaster	Plane Crash	Railroad Accident	
Division Commander		*						Deploy manpower on the basis of information received from Intell.
Division Commander	*	*	*	*	*	*	*	If Code I is implemented, report to Command Post.
Division Commander	*	*	*	*	*	*	*	Submit an after action evaluation of the operation.
Watch Commander				*				Issue weather watch.
Watch Commander		*						Secure police properties.
Watch Commander	*	*	*	*	*	*	*	Implement Code I.
Watch Commander	*	*	*	*	*	*	*	Issue holdover order.
Watch Commander	*	*	*	*	*	*	*	If Code I is implemented, brief Emergency Committee as to status.
Watch Commander	*	*	*	*	*	*	*	Maintain normal operations to the extent possible.
First Officer on the scene	*	*	*	*	*	*	*	Report size and scope of disaster.
First Officer on the scene	*	*	*	*	*	*	*	Assess need for personnel and equipment.
First Officer on the scene	*	*	*	*	*	*	*	Estimate number of dead and injured.
First Officer on the scene	*	*	*	*	*	*	*	Advise as to need for immediate traffic or crowd control.
Helicopter Unit	*	*	*	*	*	*	*	Aerial viewing for additional evaluation of the crisis area.
Initial Units		*	*	*	*	*	*	Care for injured.
Initial Units			*		*	*	*	Evacuate area if danger exists.
Initial Units		*	*			*	*	Rope off or secure area.
Initial Units	*	*	*	*		*	*	Implement traffic and/or crowd control.
Initial Units		*	*	*	*	*	*	Report and request turnoff of dangerous utilities.

EMERGENCY EQUIPMENT

I. Classification

A. Ammunition

Location

Shot gun ammo	Gun cabinet - men's room
243 ammo	" "
243 ammo for AR-15	Wall safe
Popper loads to launch gas grenades	Wall safe
12 guage - slugs	Emergency Room, Main Basement of Main Building
12 guage - riot loads	"
223 cal. ammo for AR-15	"
38 cal. special for pistols	"
9 MM ammo for U.Z.I. machine gun	"
Extra paper loads for grenade launcher	"
38 cal. ammo for pistols	Property Room, Basement
12 guage - slug and 00 buck	"
9 MM ammo	"
223 cal. ammo	"
12 guage slug ammo	Sergeants & Lieutenants cars
12 guage 00 buck	"
38 Special ammo	"

B. Bullet Shield & Bullet-Proof Vests and Barbed Wire

(1) Steel bullet shield	Emergency Room - Basement, Main Building
(10) Vests (bullet-proof)	"
(4) Barbed wire rolls	"

All T.A.C. unit members have bullet-proof vests

C. Chemical Agents and Related Materials

(1) MK-1X canister mace	Patrol office
(1) MK-1X canister mace	Desk Sergeants cage

(1) MK-IV	Dispatcher
(1) MK, MK & IX	Dispatcher
(1) MK, IX, large	Dispatcher
(39) Tear gas grenades	(9) in Traffic vehicles (11) in Patrol vehicles (19) in other Sgt. vehicles
(1) 38 cal. pistol, mini-mite grenade launcher	Lt. car, Patrol
(1) Large mace	Lt. car, Patrol
(8) Tear gas cartridge, for gas billy	Wall safe
(1) Gas projector weapon (Federal)	Gun cabinet - men's room
(2) CN - Grenades & parachute flare	Wall safe
(51) Gas gun projector for gas projector	Gun cabinet - men's room, gun ches
(3) Gas grenades	" "
(12) Gas grenades, CS gas	Emergency Room, Basement
(1) Mini-fogger	Emergency Room, Basement - gas in same location
(50) Gas masks*	Basement, Emergency Room
(4) Inert smoke mix, quarts	Emergency Room, Basement
(4) Flushing materials, quarts	For Fire Department, Fogger only
(4) Irritant smoke, quarts	"
Police passes, Restricted Emergency Pass, Emergency Room, Basement	
There should be 15 stretchers at all fire stations.	

* All personnel have gas masks

D. Emergency Materials

Barricades	North Garage & Bumper Shop
Bomb Trailer	500 VanBuren, Basement
Emergency Lights	Bumper Shop
Emergency Trailer	Bumper Shop
Ford Tractor	Old Garage

Generator, large portable	Bumper Shop
Generator, large extra	Bumper Shop
Portable loud speaker	Lt. car, Patrol
Rope, large on trailer	Impoundment lot
Rope, small on trailer	Bumper Shop

KEYS TO EMERGENCY TRAILER ARE WITH THE DISPATCHER

E. Contents of Emergency Trailer

(1) Fairbanks - Morse gas operated electric generator	Bumper Shop
(1) C.H.E. gas operated water pump	"
(1) 50' section, 2 1/2" fire hose	"
(1) Large Civil Defense Emergency First Aid kit	"
(1) Scott Air Pak	"
(1) Fyrepel Entry Suit, fire suit	"
(4) Grappling hook bars	"
(2) Fold-up stretchers	"
(2) Pick Axes	"
(2) G.I. folding hand shovels	"
(30) Grappling hooks with lift chain and snap swivel	"
(13) Snap swivels, in box	"
(4) Blankets	"
(3) Life jackets	"
(1) Length of pipe, approximately 4"	"
(1) Set of pole climbing hooks	"
(5) 20' sections of nylon rope/snap swivels each end	"
(1) Pry bar	"

- | | |
|--|----------------------|
| (1) Tire iron | Bumper Shop |
| (3) Air Packs (1 Patrol, 2 Lab,
1 Detectives) | " |
| (1) Car loaded with sand bags | " |
| (44) Containers, metal, 17 1/2 gallons
for liquid | Basement, 204 W. 5th |
| (36) Cracker cartons | " |
| (4) Medical kits | " |
| (2) Radiation Detection kits - CPV777-1,
1 in I.D. Room | " |
| (5) Sanitation kits, portable | " |
| (3) Lights, small with stands | Bumper Shop |
| (2) Lights, medium | " |
| (1) Light, large | " |

Additional Civil Defense supplies and 15 stretchers in basement of
Police Annex, 500 VanBuren

F. Weapons

- | | |
|---|-------------------------------|
| (1) Sub machine gun, Thompson 45 cal. | Property Room, Safe, Basement |
| (2) Sub machine gun, U.Z.I. 9 MM cal. | " " |
| (2) Riot guns, model #97, 12 guage | " " |
| (1) Rifle, Winchester, model #94-30-30 | " " |
| (1) Rifle, Winchester, model #70-243 cal.
1-3x9 scope | Gun cabinet, men's room |
| (2) Rifles, Colt AR-15, model #SP-1,
223 cal. - Semi-automatic | Wall safe |
| (2) Riot guns, 12 guage | Dispatchers room |
| (3) Riot guns, 12 guage | Gun cabinet, men's room |
| (17) Revolvers, Smith & Wesson, 38 cal. | Basement, Property Room |
| (1) Riot gun, 12 guage with rifle sights
with grenade launcher | Wall safe |

Riot guns also in assigned vehicles and approximately five (5) rounds
of ammo.

Weapons in TAC cars

- (1) Rifle, Winchester, model #70, 243 cal., equipped, 1-3x9 scope
- (2) Rifles, Winchester, model #70, 243 cal., equipped, 1-3x9 scope
- (4) Rifles, Colt AR-15, 223 cal. semi-automatic
- (2) Riot guns, 12 guage, rifle sights

POLICE DEPARTMENT VEHICLES

I. Division Assignment

A. Administration

#5	Ass't Chief	#55	
#19		#59	Internal Affairs
#26	Mayor	#62	Crime Prevention
#29	Chief	#63	CI (P.R.)
#40	Public Relations	#111	

TAC

#4		#66	
#18		#69	
#22		#70	
#42		#71	
#64		#72	
#65			

B. Investigation

#2		#61	Vice
#6	Vice	#78	
#11		#84	
#12		#85	Juvenile
#15		#87	Vice
#39	Crime Scene (Van)	#98	
#43		#99	
#47	Juvenile	#103	Vice
#48	Juvenile	#104	Special Investigation
#50		#106	Special Investigation
#51	Auto Theft	#110	Vice

C. Services

#16	Services Division Comm.	#56	Wrecker
#24	P.U. for Garage	#60	B & W Bus
#30	P.U. - Maintenance	#68	Dodge Van, 10 passenger
#45	P.U. - Dog Control	#82	Garage Van
#46	P.U. - Dog Control	#107	Ford Van - Communications (LEAA)
#49	Desk Service		

D. Uniform Division

Cycles

#25		#100	
#31		#101	
#32		#102	
#52		#108	
#96		#109	
#97			

Uniform Division, cont'd

#1		#58	
#3	Unmarked	#67	Unmarked
#7		#73	
#8		#74	
#9		#75	
#10		#76	
#13		#77	
#14	Unmarked	#79	Unmarked
#17		#80	
#20		#81	
#21		#82	
#23		#83	
#27		#86	
#28		#88	
#36		#89	
#37		#90	
#38		#91	
#41	Unmarked	#92	
#44		#93	
#53		#94	
#54		#95	
#57	Unmarked	#105	



BOMB THREAT PROCEDURE

The following procedures will be followed on report of bomb threats within the City of Topeka:

- A. The District Car will answer calls on reported bombs within their assigned area.
- B. The Detective Division will answer calls of bomb threats at all of the parochial schools. When summoned, the Detective Division will also answer calls of bomb threats to all of the public schools.
- C. The District Car will answer assigned calls and determine whether areas should be evacuated and whether additional help is needed. In case of a private building, the decision to evacuate will be made by the person in charge of the building.
- D. Bomb Technician will assist with the search of buildings on bomb threats during his regular duty hours by establishing a command post and be called during off duty hours if a bomb or explosives are located or have been detonated.
- E. In cases of arson, the Bomb Technician will be notified.
- F. When an explosive device is located, the Bomb Technician will be in charge of the scene.
- G. Assigned officer will make out all reports.
- H. The Commander of the Uniform Division and Watch Commanders are responsible for monitoring calls and seeing that the necessary procedures are followed.

BOMB THREAT PROCEDURE

The following procedures will be followed on report of bomb threats within the City of Topeka:

- A. The District Car will answer calls on reported bombs within their assigned area.
- B. The Detective Division will answer calls of bomb threats at any of the Topeka Schools.
- C. The District Car and Detectives will answer assigned calls and determine whether areas should be evacuated and whether additional help is needed.
- D. Sgt. Ross will assist with the search of buildings on bomb threats during his regular duty hours and be called during off duty hours if a bomb or explosives are located.
- E. The Commander of the Uniform Division and Watch Commanders are responsible for monitoring calls and seeing that the necessary procedures are followed.

TOPEKA POLICE DEPARTMENT
BUILDING EVACUATION PLAN

The following plan will be exercised during all fires, fire drills and bomb threats. The switchboard operator will notify all departments over the paging system that a fire drill is in effect and all employees are to leave the building. All employees will leave their areas as designated below and go immediately to the area of 5th & VanBuren, (west side of the garage).

THE ELEVATOR WILL NOT BE USED DURING FIRE DRILLS!

1. The Officer of the Day will be responsible to secure the building personnel, (with the exception of the Chief Dispatcher and switchboard).

Officer's of the Day are as follows:

Monday - Friday

- a. First Shift - Major Hill
- b. Second Shift - Capt. Johnson
- c. Third Shift - Major Weinkauf

Saturday & Sunday

Patrol Division - Ranking Officer, if assigned Officer of the Day is not on duty.

2. Persons receiving bomb threats will notify the Detective Division and they will notify the Officer of the Day.
3. The Officer of the Day will notify all departmental heads on duty or persons in charge of their section as the paging system does not reach all areas.

BUILDING EVACUATION PLAN

4. Upon receiving a bomb threat, each division will assign one person who is familiar with their area to check for suspicious items.
DO NOT TOUCH SUSPICIOUS ITEMS, NOTIFY DETECTIVE DIVISION!
5. The Officer of the Day will make decisions to evacuate the building during the bomb threats and notify the switchboard operator to page if evacuation is to take place.
6. Upon evacuation of the building, the Officer of the Day will assign an Officer within view of each entrance of the building.
7. The Officer of the Day will assign an Officer to check all public areas.

All employees will go to the west side of the garage, 5th & VanBuren and will remain in this area until the all clear is given by the Officer of the Day.

1st Floor

The following will exit by the east door:

Court

The following will exit through the front door:

Chief's Office

Assistance Chief's Office

Patrol Office

Traffic Office

Traffic Violations Office

The following will exit down the back stairs and out the back door:

Records

Identification

Data Processing

BUILDING EVACUATION PLAN

Auto Theft

Narcotics

Detective Division

The following will exit down the center stairs and out the front door:

Conference Room

Juvenile Division

Vice/Intelligence

The following will exit out the back door:

Radio Room and Teletype

Switchboard

Police Annex Building Evacuation:

1. All first floor personnel will exit through the west front door and proceed to the northwest corner of 5th & VanBuren.
2. All second floor personnel will exit through the north door and proceed to the northwest corner of 5th & VanBuren.
3. All personnel located in the basement will exit through the north door and proceed to the northwest corner of 5th & VanBuren.
4. Garage personnel will exit through the west garage door and proceed to the northwest corner of 5th & VanBuren.

Prisoners will be taken down the rear center stairs of the main police building and out the back door by the Desk Sergeant and/or Jailer. Prisoners will be transported by bus to the County Jail, or confined to the bus until the all clear is given.

BUILDING SECURITY

When ever the need for building security is established, all police property will be secured. The protection of properties and equipment is the responsibility of the Watch Commander and it will be his duty to assign sufficient personnel to perform this task.

1. One (1) officer may be placed on the roof of the main building.
2. One (1) officer to protect the police annex and garage.
3. One (1) officer to protect the properties directly west of the main building.

Only one door on the main building and annex will be used for public traffic, all others will be locked. This should keep unwanted persons from entering the building. An officer should be assigned to the unlocked doors to keep unwanted persons from wandering through the police buildings.

CODE I

Definition: A semiconfidential method of rapid call back and assembly of police without alarming the general public.

Authorization: On order of the Chief of Police, Watch Commander or their designated representatives, "Code I" will be initiated by calling the following cooperating agencies:

1. WIBW 272-3456
2. KEWI 272-2122
3. WREN 232-0505
4. KTOP/KTSB 234-3444

Procedure: The person calling will identify himself and request the cooperating agency to initiate "Code I" for the Topeka Police Department.

Verification should be made by having the agency call back to police headquarters on 354-9551 ext. 300 to verify that a Code I does exist and to authenticate the call.

Broadcast: Radio station personnel are asked to repeat the following broadcast verbatim between records or commercials as their log permits for a period of 15 minutes, no other comment need be made by the announcer because all police personnel will recognize this message.

Message: "Radio or TV Station (" "), a Code I does exist."

To implement a Code I, the Watch Commander may assign additional help to call personnel.

If a Code I is implemented during the night, it will be necessary to utilize a telephone procedure.

All personnel who are informed of a Code I, either by radio, TV, or phone will immediately report to headquarters as soon and as safely as possible.

All personnel who are notified of a Code I will report to the Roll Call room of the Police Annex where they will remain until assigned or released.

A current list of phone numbers will be kept by all divisions of their personnel and all personnel will advise their immediate supervisor of any change in their phone numbers.

TOPEKA POLICE DEPARTMENT

DATE _____

CHECK LIST

POLICE DISPATCHER WILL TAKE THE FOLLOWING STEPS WHEN THE SIRENS ARE SOUNDED FOR EITHER A TORNADO WARNING OR ATOMIC ATTACK

INITIALS REMARKS

REMOVE COVER FROM SIREN BUTTONS AND SOUND THE SIRENS - If sirens do not sound (malfunction) call Shawnee County Sheriff's Office, (354-1992 or Hot Line) and have them sound them.

BROADCAST TO THE CARS THAT THE SIRENS ARE SOUNDING

ACTIVATE PLECTRON AND MAKE THE ANNOUNCEMENT ON BOTH THE MUSAD AND PLECTRON SYSTEMS AT THE SAME TIME

CALL THE OFFICER OF THE DAY IN CHARGE OF THE SHIFT AND HAVE HIM ASSIGN SOMEONE TO ASSIST THE RADIO ROOM

MAKE AN ANNOUNCEMENT ON THE HOT LINE THAT THE SIRENS HAVE SOUNDED AND THE REASON FOR IT

CALL THE BOARD OF EDUCATION

NOTIFY ONE MEMBER OF THE CIVIL DEFENSE STAFF

NOTE: DO NOT SOUND THE SIREN FOR ALL CLEAR
(All clear announcements are given by local radio stations)

CHECK LIST

POLICE DISPATCHER WILL NOTIFY THE FOLLOWING WHEN A TORNADO WATCH IS IN EFFECT: (Use Special and Emergency procedures for anything you are not certain of.)

AGENCY OR PERSON	TELEPHONE	INITIALS	REMARKS
ALL CARS			
OFFICER IN CHARGE OF TRAFFIC			
OFFICER IN CHARGE OF PATROL			
OFFICER IN CHARGE OF DETECTIVES			
OFFICER IN CHARGE OF SERVICES			
If no one is on duty, notify the Department Head listed below			
Major D. Mallory	232-5658		
Capt. E. Bozarth	232-9127		
Major R. Hill or Capt. J. Zimmerman*	266-4880 233-7192		
Major W. Kearney	234-0185		
Fire Department	Radio Hot Line or 354-9514		
Chief of Police (Freel)	266-6638		
Asst. Chief of Police	234-3094		
Lt. J. Winkenwader	272-6638		
If away call Joe Frazier	272-1625		
Sgt. B. Damron	272-0058		
Lt. Shinn	232-4798		
Capt. L. Dreher	266-7991		
Mayor's Office	235-6566 (pvt.) 272-9392		
Home (Car 98)	(Unlisted home) 272-7636 (Listed home)		
Board of Education	257-0001 357-0351		
(After hours or nights)			
Dr. Bolton	266-4067		
If no answer	601 or 602 on radio		
Shawnee County Medical Association	234-5668		
Civil Defense Office or one of the following	Hot Line or 234-5555		
Bob Jones, 2732 Ohio	234-0990		
Ken Burgett	272-0996		
Ellis Gowing	232-3358		
Washburn University	Day 235-5341 Night 235-5405		

NOTE - When you contact the above, you should state: "THIS IS THE POLICE DEPARTMENT'S WATCH BULLETIN NUMBER _____. EXISTS FROM _____ TO _____. "It is your responsibility to listen to the radio for further information.

* Capt. Zimmerman is alternate to Major Hill.

CALL BACK IMMEDIATELY - CODE I OR PARTIAL CODE I

Chief James Freel	266-9231	Unit 77
Major Floyd Ginder	234-3094	Unit 31
Major Russell Hill	266-4880	Unit 74
Lt. Robert Lower	357-7147	Unit 60
Major Dan Mallory	232-5658	Unit 121
Capt. Larry Dreher	266-7991	Unit 89
Lt. Larry Shinn	232-4798	
Capt. John Winkenwader	272-6638	
Sgt. Jim Craig	671-2415	Unit 28
Sgt. Ray Lacey	272-2681	Unit 38

CHECK LIST

POLICE DISPATCHER WILL CAUSE THE FOLLOWING TO BE NOTIFIED IN THE EVENT OF
A DISASTER

GET THE LATEST DISASTER PLAN FROM THE CENTER DESK & HAVE IT HANDY (This
is in the radio room, right hand drawer of supervisors desk).

DO THE FOLLOWING	INITIALS	REMARKS
BROADCAST TO ALL CARS THE FOLLOWING: "ATTENTION ALL CARS", THEN GIVE THE DISASTER INFORMATION		
CONTACT THE OFFICER IN CHARGE OF THE POLICE STATION AND NOTIFY HIM OF THE DISASTER		

POLICE DISPATCHER WILL CAUSE THE FOLLOWING TO BE NOTIFIED IN THE EVENT OF A
DISASTER

AGENCY OR PERSON	TELEPHONE NO.	INITIALS	REMARKS
OFFICER IN CHARGE	On the air or headquarters		
CHIEF FREEL	266-9231		
MAJOR GINDER	234-3094		
SGT. DAMRON	272-0058		
MAJOR HILL	266-4880		
CAPT. DREHER	266-7991		
MAYOR	Officer 235-6566 Home 272-9392		
LT. SHINN	232-4798		
FIRE DEPARTMENT	Hot Line or 354-9514		
HIGHWAY PATROL	Hot Line or 296-2397		
SHERIFF'S OFFICE	Hot Line or 354-1040		
FORBES AFB	Hot Line		
CIVIL DEFENSE	Hot Line or Home Phones		
STORMONT VAIL HOSPITAL	234-9961		
ST. FRANCIS HOSPITAL	235-8411		
RED CROSS Mr. SOUTHALL	234-0568 or 357-0138		
SALVATION ARMY MAJOR TEKAUTZ	233-9468 or 232-3211		

HELICOPTER EMERGENCY PLAN

In the event of an emergency, the Watch Commander will immediately notify the personnel at the heliport. If the helicopter is not being manned at that time, the Watch Commander will contact the commander of the helicopter section.

Capt. Donald B. Henderson	733 Kellam	234-2880
Lt. Ross Riggs	1711 McAlister	272-6630
Cpl. Marc Hood	Box 192, Meriden	484-3700
Ptln. Kenneth Bina	5720 N.E. Whiteside Dr.	286-0040
Ptln. Duane Mellenbruch	1174 Wayne	234-5881
Ptln. Robert W. Hicks	223 E. 34th	266-8640

The helicopter section, upon notification will increase security measures on the helicopter, appraise themselves of all available information pertaining to the emergency and if practical, get in the air.

If the emergency is of a civil disorder nature, the crew will advise the staff of any fires, congregation of people, direction of travel of any groups or groups of vehicles. In general, the helicopter crew will keep the staff advised of any unusual activities they observe.

During a civil disturbance, the crew will have the dual controls installed and keep the fuel tank topped off.

If the emergency is of a disaster nature, the crew will advise the staff of:

1. The size and scope
2. Extent of damage
3. Estimate of dead or injured, if possible
4. Crowd control problems
5. Other related information

PROCEDURE FOR REQUESTING ASSISTANCE FROM OUTSIDE AGENCIES

- I. In the event of an emergency wherein local resources are inadequate to handle the full scope of the problems, the following steps will be taken:
 - A. The Chief of Police will notify the Mayor or next in line on the City Commission, and advise them of the situation.
 1. The Mayor will request the Governor or State Adjutant General for the use of National Guard Troops.
 - a. Request must be written or by telegraph
 - b. Should the situation so indicate, telephone requests may be made and followed by written confirmation.
 2. The Mayor will stipulate in his request that the troops be armed and have the authority to use live ammunition.
 3. When the Governor approves the City Government's request for National Guard Troops, the Adjutant General will order out the Guards.
 - a. Commanders of National Guard Units will retain command of their units but will cooperate with civilian authorities.

TOPEKA POLICE DEPARTMENT
425 Jackson
Topeka, Kansas 66601
RESEARCH and PLANNING
CPT ROBERT HEINKAUF
LT HARRY COX
SGT ORIE WALL

END