



Policy Name:	EMERGENCY FAN-OUT		
Policy #:	OP 6.2.1	Last Updated:	2022-06-08
Issued By:	COMMUNITY SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	ANNUALLY

RELATED POLICIES

AD 5.2 Critical Incident Aftercare Management

AD 5.4 Fit for Duty

OP 4.34.12 Critical Incidents

OP 6.2 Emergency Operations and Planning

1. PURPOSE

1.1. To ensure Surrey Police Service (SPS) Members and civilian Employees are familiar with requirements and procedures for an Emergency Fan Out deployment of resources during a Major Event, Disaster, or other occurrence requiring an extraordinary emergency police response.

2. SCOPE

2.1. This policy applies to all Employees.

3. POLICY

3.1. SPS is prepared to act and provide an appropriate and effective police response to unexpected Major Events, Disaster Incidents or other occurrences requiring an extraordinary emergency response of police resources (e.g., natural disasters, mass casualty events, riots, or acts of terrorism).

3.2. Extraordinary emergencies may require short or long-term additional deployment of police resources. The Emergency and Operational Planning (EOP) Unit will support the deployment of additional resources during these events through the Emergency Fan-Out process.

3.3. An Emergency Fan-Out may only be initiated by the:

- i. Chief Constable or a Deputy Chief Constable (or designate);
- ii. Supervisor i/c Emergency and Operational Planning Unit;
- iii. Duty Officer; or
- iv. Incident Commander.

3.4. When additional Employees are required to respond to an unfolding incident, they must be notified in a timely and efficient manner and report for duty in a coordinated response. The Emergency Fan-Out notification is the process by which off-duty Employees are notified of an incident and directed when and where to deploy.

3.5. All Members and civilian Employees must provide their Supervisors or designate with an up-to-date after-hours contact telephone number in the event of an Emergency Fan Out.

3.6. All Supervisors must maintain an up-to-date list of after-hours contact telephone numbers of their direct report subordinate Employees.

3.7. An Emergency Fan-Out may take place by direct contact or any other form of communication; however, a cellular telephone call from a Supervisor will be the primary form of notification.

3.8. When contacted by their Supervisor during an Emergency Fan-Out, Employees must inform their Supervisor of their availability and fitness for duty.

3.9. Determining the scale and priority of an Emergency Fan-Out is the responsibility of the initiator and will vary depending on an assessment of the situation and the response required.

3.10. For protracted events, there will be a need to have personnel respond for shifts commencing at various times, and thus some Employees may not be required for immediate deployment and will be notified when and where to report.

3.11. Employees will be compensated for an Emergency Fan-Out as a callout per their collective agreement, offer of employment, or contract.

4. PROCEDURE

4.1. Once an Emergency Fan-Out has been authorized, the notification shall follow the chain-of-command, beginning at a section management level and carrying through their subordinates until the required personnel have been notified. A report-back through the chain-of-command is required to determine the level of capability readiness (number of resources available).

Inspector / Manager

4.2. Each Section Inspector / Manager (or designate) will be notified by the fan-out initiator of the number of personnel required under their command and the need for resources with specific skillsets. The Inspector / Manager will then:

- i. direct their Staff Sergeant or subordinate Supervisors (or designate) to contact their Employees with instructions of where and when they are to report for duty and for the Staff Sergeant or Supervisor to report back to their Inspector / Manager with the number of available resources; and
- ii. update the appropriate designated Duty Officer, Incident Commander, or EOP Unit Supervisor with the confirmed number of Employees that will be reporting for duty once notified by their subordinate Supervisors.

Staff Sergeant

4.3. Within their assigned sections, Staff Sergeants will be responsible for:

- i. notifying their Sergeants and/or civilian Supervisors of the Emergency Fan-Out, and direct them to contact their respective subordinates; and
- ii. upon receiving confirmation of numbers of responding Employees from their Sergeants or civilian Supervisors, the Staff Sergeant will notify their Inspector and provide updates on resource availability as required.

Sergeant / Civilian Supervisor

4.4. A Sergeant or Civilian Supervisor (or designate) must:

- i. contact their Employees to notify them of the Emergency Fan-Out and leave a message for those who cannot be contacted directly;
- ii. create a list of Employees who:
 - a. have been notified and are available for the deployment;
 - b. are unavailable / unfit for duty (but will be available later); and
 - c. were not contacted but messages were left for; and
- iii. update their Staff Sergeant / Manager with confirmed names and total number of their Employees who will be reporting for duty.

Members and Civilian Employees

4.5. Upon being informed of an Emergency Fan-Out, Employees must:

- i. ensure the safety of their immediate family before reporting for duty;
- ii. confirm their availability with the Sergeant/Supervisor; and
- iii. report to the identified location in their regular duty gear, including respirators, or as directed (civilian Employees shall report as directed by their Supervisor).

4.6. Employees who are unable to attend due to being non-operational (e.g., recovering from injury or illness), unfit for duty (e.g., under the influence of alcohol), or have insurmountable obligations (e.g., being unable to find adequate childcare at the time of the notification) must notify their Sergeant or Supervisor that they are unable to report for duty and provide an approximate time of when they will be able to report for duty.

Mobilization Plan During a Fan-Out

4.7. When Employees who have been notified of an Emergency Fan-Out arrive at the identified muster-point, the Duty Officer, the Incident Commander, or designate must:

- i. assess the number of responding Employees and the availability of portable radios. If possible, issue radios preferably to each deploying Member, or to each team's Supervisor at minimum;
- ii. brief the Supervisors;
- iii. assemble teams with the appropriate number of Members and a Supervisor;
- iv. liaise with the EOP Unit and obtain call signs;
- v. maintain a log and notify the EOP Unit of the following:
 - a. the Members in each team and their call signs;
 - b. the time each team is deployed;
 - c. the total number of Members deployed; and
 - d. any specialized equipment that has been issued to a team;
- vi. ensure that transportation to the scene is arranged in consultation with the EOP Unit; and
- vii. assign civilian Employees to appropriate support duties.

Demobilization Plan at the Conclusion of an Event

4.8. Once the situation has stabilized, Members and civilian Employees will be released from duty in a coordinated manner by the Incident Commander or the Duty Officer.

4.9. Employees will be debriefed once the personnel are no longer required or as soon as is practicable.

4.10. A Critical Incident Aftercare Management team may be engaged at an appropriate time to provide debriefings for involved Employees.

Annual Testing of the Fan-Out Process

4.11. The Emergency Fan-Out procedure will be assessed by EOP Unit on an annual basis to determine Employee readiness and its effectiveness.

APPENDIX A: DEFINITIONS

“Disaster Incident” means an incident requiring a Level 3 response, including: a Major Event; occurring at multiple sites; regional disaster; multiple agencies involved; extensive evacuations; and significant resources / support required.

“Duty Officer” means the Frontline Policing Inspector.

“Emergency Fan Out” means the notification process by which off-duty Employees are notified of an incident and directed when and where to deploy.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“EOP Unit” means the SPS Emergency Operations and Planning Unit.

“Incident Commander” means the senior officer holding the rank of Staff Sergeant or above designated to command the incident.

“Major Event” means an incident requiring a Level 2 response, including: occurring at two or more sites or a single site of significant size; several agencies involved; major scheduled event (e.g., conference, demonstration, or sporting event); limited evacuations required; and some additional resources / support required.

“Member” means a Sworn Police Officer appointed by the Surrey Police Board.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

APPENDIX B: REFERENCES