

CHAPTER 5
CHP TACTICAL ALERT, STAGING, AND TACTICAL DEPLOYMENT

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CHAPTER 5

CHP TACTICAL ALERT, STAGING, AND TACTICAL DEPLOYMENT

1. PURPOSE. The purpose of Tactical Alerts (TA) and Tactical Deployments (TD) are to expedite the staging, organization, and deployment of on- or off-duty personnel to an anticipated or existing emergency that is expected to span beyond the resources and capabilities of an affected Division or Area.

2. TACTICAL ALERT.

a. Definition. A state of readiness during which all commands placed on a TA will notify and equip all on-duty uniformed personnel for an anticipated deployment to an event or Staging Area.

b. Policy. Tactical Alerts are not designed to be used for normal, day-to-day assistance calls between Areas and Divisions. Rather, TAs should only be ordered for events that span, or are expected to span, beyond the resources and capabilities of the affected Division or Area.

(1) Executive Management (EM) may initiate a TA for any event at any command level.

(2) Division commanders, or designees, shall have the authority to order a TA as follows:

(a) Division commanders may place any command within their Division on a TA for any event.

(b) Requests for a neighboring Division to be placed on a TA shall be made through the Office of Assistant Commissioner, Field (ACF). If ACF is unavailable, contact the Emergency Notification and Tactical Alert Center (ENTAC). The ENTAC will make contact with one of the Assistant Commissioners and forward the request.

(3) Area commanders, uniformed managers, and uniformed on-duty supervisors, including Officers-In-Charge (with commander's approval), can place neighboring Areas on a TA when the following conditions are met:

(a) There is an actual or potential threat to public safety.

(b) Based on the sound professional judgment of the commander or supervisor, the scope of the event has, or will span beyond, the resources and capabilities of the Area.

- (c) When the Division commander, or their alternate, has been notified.
 - (4) At their discretion, Division commanders may notify off-duty personnel of a TA to help expedite the anticipated deployment of off-duty personnel.
- c. Procedures.
- (1) Notifications.
 - (a) An EM-ordered or approved TA shall be disseminated to field Divisions through ENTAC.
 - (b) For all EM-ordered TAs, affected communications centers or Division Emergency Operations Centers (DEOC) shall immediately report the number of all on-duty personnel to ENTAC for all Areas placed on a TA. The numbers shall include special duty assignments (e.g., court officer, evidence officer, watch officer).
 - (c) A uniformed manager or supervisor placing a neighboring Area on TA shall immediately notify the next level of command and the Area's communications center, of the type, size, scope, location, and expected duration of the incident.
 - (d) The commander of the Area ordering the TA shall immediately notify the Division commander.
 - (e) The ENTAC shall be notified of any TA requests.
 - (2) Division Emergency Operations Centers. Anytime a TA is ordered at any level for any reason, affected Divisions should activate their DEOC.
 - (3) Tactical Alert Briefing. All uniformed personnel on a TA shall be briefed of the location of the primary and secondary staging areas in preparation for a TD.
 - (4) Required Equipment. Areas placed on a TA shall identify and notify all uniformed personnel (all ranks) to immediately equip themselves and be prepared to respond to the event. The following equipment shall be immediately accessible:

(a) All Personnel.

- 1 Two sets of the blue utility uniform.
- 2 Tactical helmet with face shield.
- 3 Flashlight.
- 4 Rapid containment baton.
- 5 Assigned radio extender.
- 6 Spare extender batteries.
- 7 Personal protective equipment to include gas mask and chemical suit.
- 8 All available less-than-lethal weapons (not required for response to natural disasters).
- 9 Emergency Medical Services (EMS) trauma kits.

(b) Mobile Field Force Equipment Requirements.

(c) Supervisors/Incident Commanders. In addition to the previously listed required equipment, supervisors should consider other equipment which might be useful in managing the event:

- 1 Digital cameras.
- 2 Video cameras.
- 3 Binoculars.
- 4 Radiological monitors.
- 5 Infrared cameras.
- 6 Rapid Response/Incident Command Vehicles and/or Mobile Consolidated Command Centers (as directed by the Division commander).

(5) Recommended Equipment (“Go-Bag”). All uniformed personnel are encouraged to maintain enough personal items for a 72-hour deployment. The following items/equipment should be maintained by all uniformed employees and stored in a location easily accessible during the employee’s work shift:

- (a) Change of clothes (off-duty).
- (b) Extra uniform.
- (c) Toiletries.
- (d) Medication.
- (e) Extra cash

(6) Tactical Alert Uniform. All uniformed personnel assigned to an Area placed on TA shall, as soon as practical, don the blue utility uniform in preparation for a TD. This includes all special duty assignments. The blue utility uniform shall be worn throughout the duration of a TA. The tan work uniform is not authorized during a TA or TD.

(7) Patrol Responsibilities. Once briefed and equipped, officers shall continue normally assigned duties until deployed.

(8) Vehicle and Aircraft Readiness. When a command is placed on a TA, on-duty personnel shall keep gas tanks at no less than $\frac{3}{4}$ -tank full throughout the duration of the TA.

(9) Documentation.

(a) Activity Tracking System, 415C, Emergency Incident Activity Record. Unless otherwise directed, any Area placed on a TA shall document time on the Activity Tracking System (ATS) 415C. As the event progresses, a special code and federal disaster name will be provided by ACF.

(b) CHP 701, Mobile Field Force Organization. Companies and squads will be formed at the designated Staging Area using the CHP 701. Therefore, it is not necessary for Areas to form “paper squads” prior to deploying to the Staging Area. However, Areas may use the CHP 701 for their own tracking purposes or to form squads for planned events to include conferences, protests, sporting events, etc.

3. TACTICAL DEPLOYMENT.

d. Definitions.

(1) Tactical Deployment: The rapid or preplanned deployment of Area resources to a designated Staging Area or existing emergency.

(2) Staging Area: Location where personnel and equipment are organized and staged while awaiting assignments.

e. Policy.

(1) Division/Area commanders may commit resources for deployment to assist the requesting Area or Division.

(2) Upon deployment of resources to an Area or Division, notification shall immediately be made to the next level of command.

f. Staging Area Requirements and Procedures.

(1) Permanent Staging Area Designation. Departmental personnel may report to various Staging Areas depending on the scope of the incident. However, Division commanders shall designate at least two permanent Staging Areas within their respective Divisions designed to expedite the deployment of CHP personnel into and/or out of the Division during a major event.

(a) The two permanent Staging Areas shall meet the following criteria:

1 Able to accommodate at least 100 CHP employees overnight.

2 Able to accommodate at least 30 patrol vehicles.

3 Staging Areas shall be easily accessible to responding resources from inside or outside the respective Division.

(b) Commanders should also consider the following when designating permanent Staging Areas:

1 Staging Areas should be located where there is quick and easy access to more than one highway/freeway to expedite the deployment of resources.

2 Staging Areas shall be easily accessible to responding resources from inside or outside the respective Division.

(c) When nondepartmental facilities are designated as Staging Areas, Divisions should establish formal agreements to help facilitate staging operations and prevent any foreseen obstacles. The following list demonstrates examples of when a formal agreement may be necessary.

1 If a hotel is designated as a Staging Area, then a formal agreement may be necessary before the hotel will hold multiple rooms.

2 If the designated facility has food service, a formal agreement may be necessary to allow the Department to bring in food from an outside vendor.

(d) Permanent Staging Area locations and information shall be maintained in each Division's Emergency Operations Plan and provided to ENTAC.

(2) CHP 33C, Emergency Response Personnel / Equipment Information.

(a) The CHP 33C form (refer to Annex A) is utilized to aid in the accounting of personnel and resources that enter a Staging Area. In addition, the CHP 33C provides a reference for the proper distribution of resources, and personnel qualifications and experience, when forming mobile field forces.

(b) CHP 33C forms shall be maintained within the 33 book of every patrol vehicle/motorcycle to ensure availability during a TD.

(c) One CHP 33C shall be completed for each vehicle/motorcycle that is used to respond to a Staging Area during a TD. The ranking member in the vehicle shall ensure the CHP 33C is completed, and all personnel remain with the patrol vehicle until checked in by the Staging Area Manager or their representative. The following illustrates the proper format for completing the CHP 33C:

1 Area/Mobile Field Force/Squad. Fill in assigned Area number. The Mobile Field Force and Squad boxes will be completed by a manager or supervisor upon assignment.

2 Vehicle License Number. Write down the complete license plate number of the vehicle.

3 Overhead Lights. Check “yes” for overhead light bar, “no” for “slick-top” type patrol vehicle.

4 Cage. Check yes if vehicle is equipped with a cage, no if vehicle is not equipped with a cage.

5 Roof Numbers. Write out the complete roof number as it appears on the patrol vehicle.

6 Tactical Rifle. Check yes or no if the vehicle is equipped with a tactical rifle and write down the serial number. If additional tactical rifles are brought by passengers traveling in the patrol vehicle, write down the serial number for each rifle.

7 Shotgun. Check yes or no if your vehicle is equipped with a shotgun and write down the serial number. If additional shotguns are brought by passengers traveling in the patrol vehicle, write down the serial number for each shotgun.

8 Emergency Medical Services Trauma Kits. Check yes if the vehicle is equipped with an EMS trauma kit. If additional EMS trauma kits are brought by passengers traveling in the patrol vehicle, write down the number of additional kits.

9 Miscellaneous Equipment. List any additional equipment that was transported to the Staging Area in the vehicle (e.g., extra meals, gas masks, respirator masks, water).

10 Name. List the name, ID number, and rank of every member who traveled in the vehicle to the Staging Area. In addition, at the end of each member’s information, check the EMT box if they are certified EMTs, check tactical rifle box if they are certified to operate the tactical rifle, and check the 40mm box if they are certified as a grenadier.

(3) Staging Area Manager. After a Staging Area has been designated, a Staging Area Manager shall be assigned. The Staging Area Manager shall report to the Incident Commander (IC), or the CHP Operations Section Chief, if the IC is from an allied agency.

- (a) The Staging Area Manager is responsible for the following:
- 1 Establish a specified location(s) to facilitate the check in of personnel and resources.
 - 2 Check in all responding CHP personnel, resources, and collect CHP 33C forms. An official check-in procedure will help to:
 - a Ensure personnel accountability.
 - b Track resources.
 - c Prepare personnel for assignments and reassignments.
 - d Locate personnel in case of an emergency.
 - 3 Provide briefing for incoming personnel. Briefings should include the following information:
 - a Current situation assessment.
 - b Identification of specific job responsibilities.
 - c Location of work area.
 - d Identification of eating and sleeping arrangements.
 - e Procedural instructions for obtaining additional supplies, services, and personnel.
 - f Operational periods/work shift.
 - g Required safety procedures.
 - 4 Coordinating the formation of companies, platoons, and squads, utilizing the CHP 700 series (refer to Highway Patrol Manual [HPM] 50.5, Civil Disturbance Planning and Operations Manual, Chapter 5, Tactical Formations and Mobile Tactics).
 - a Staging Area Managers should make every attempt to assign personnel from the same Area together.

b The span of control a supervisor is responsible for is often expressed as the ratio of supervisor to personnel. Appropriate span of control ranges between 1:3 and 1:8.

5 Dispatching personnel and resources as directed by the IC or CHP Operations Section Chief.

(b) Deployment. Unless deployed directly to the event, companies and squads will deploy from the Staging Area.

g. Documentation.

(1) CHP ICs and Staging Area Managers shall provide status reports on operations per HPM 50.1, Emergency Incident Management Planning and Operations Manual, Chapter 3, Emergency and Event Planning, and General Order 100.80, Notification and Report of Emergency Incidents and Significant Events.

(2) Once the event/emergency ceases to exist, it will be the responsibility of the Area/Division ordering the TD to prepare and forward all necessary reports.

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ANNEX A

CHP 33C, EMERGENCY RESPONSE PERSONNEL / EQUIPMENT INFORMATION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL						AREA	MFF	SQUAD
EMERGENCY RESPONSE PERSONNEL / EQUIPMENT INFORMATION						091	GG	4
CHP 33C (Rev. 3-23) OPI 029								
INSTRUCTIONS								
Complete this form and remain with your vehicle until checked in by Staging / EOC Officer.								
VEHICLE INFORMATION								
VEHICLE LICENSE NUMBER 1234567			OVERHEAD LIGHTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
ROOF NUMBERS 567			CAGE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
EQUIPMENT								
TACTICAL RIFLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SERIAL NUMBER(S) 1234CHP			EMS TRAUMA KIT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			NUMBER of BAGS 1		
SHOTGUN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SERIAL NUMBER(S) A123456Z								
MISCELLANEOUS EQUIPMENT (List):								
PERSONNEL INFORMATION (Check appropriate qualification box for each officer.)								
NAME		ID #	RANK	EMT	TACTICAL RIFLE	40mm		
R. Hunter		12500	Sergeant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
J. McClane		14601	Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
D. McGavin		23152	Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL						AREA	MFF	SQUAD
EMERGENCY RESPONSE PERSONNEL / EQUIPMENT INFORMATION								
CHP 33C (Rev. 3-23) OPI 029								
INSTRUCTIONS								
Complete this form and remain with your vehicle until checked in by Staging / EOC Officer.								
VEHICLE INFORMATION								
VEHICLE LICENSE NUMBER			OVERHEAD LIGHTS <input type="checkbox"/> YES <input type="checkbox"/> NO					
ROOF NUMBERS			CAGE <input type="checkbox"/> YES <input type="checkbox"/> NO					
EQUIPMENT								
TACTICAL RIFLE <input type="checkbox"/> YES <input type="checkbox"/> NO SERIAL NUMBER(S)			EMS TRAUMA KIT <input type="checkbox"/> YES <input type="checkbox"/> NO			NUMBER of BAGS		
SHOTGUN <input type="checkbox"/> YES <input type="checkbox"/> NO SERIAL NUMBER(S)								
MISCELLANEOUS EQUIPMENT (List):								
PERSONNEL INFORMATION (Check appropriate qualification box for each officer.)								
NAME		ID #	RANK	EMT	TACTICAL RIFLE	40mm		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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