



ENP

EMERGENCY NOTIFICATION PROTOCOL

1 CALLING IN FROM THE FIELD - USE THE ACRONYM "LIVE"

L = LOCATION:

Before anything else, share your location. This will allow the Base to know where you are if you lose contact. Be as precise as possible. Use Latitude / Longitude or MGRS coordinates if available.

I = IDENTITY:

Let the Base know who you are, who's with you, the total number in your group, and how to reestablish contact if it's lost.

V = VITALS:

Report any injuries to yourself or to those in your group.

E = EMERGENCY SITUATION:

Explain what happened. Describe the next steps you're planning to take. Let the Base know exactly what they can do to help.

2 RECEIVING AN EMERGENCY CALL AT THE BASE

WHEN THE CALL IS RECEIVED:

- Request the "LIVE" information (see above) from the caller one step at a time. Confirm and record all the data.
- Stay connected if possible, and/or agree on a time and method to reestablish secure contact.
- If time permits, try to understand the larger context. Separate facts from assumptions to the degree possible.

FOLLOW-UP ACTION STEPS:

- Begin an Incident Log – Use the 24-hour format to begin each new contact, entry, or action step you take.
- Add the "LIVE" information to the Incident Log in a precise manner.
- Determine who "Needs to Know" what's happened based on agency/organization protocols.
- Contact those who Need to Know. Share information confidentially, requesting it not be shared with others.

ACTION STEPS FOR LEADERSHIP:

- Determine if any other personnel from your agency/organization might be impacted. Notify only as necessary.
- Determine what decisions need to be made, when, and who has the decision-making authority.
- Determine what special assets or resources should be called in, if any.
- Develop a secure Communications Plan and Action Plan to deal with the situation.
- If the situation warrants it, a specialized Crisis Management Team should be set up to take further action.
- Establish who knows about what has taken place. If necessary, ensure that all who know are instructed to not share any information until a communications plan is released. During a hostage incident or targeted killing, sharing information outside of a communications plan may result in the death of the hostage(s), or the killing of more individuals. It's especially important that email not be used unless absolutely necessary.