



SOUTH MIAMI POLICE DEPARTMENT

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CFA STANDARD: 20 SUBJECT: <i>Unusual Occurrences and Special Operations – EMERGENCY MOBILIZATION</i>	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARD: 17.01, 17.03M, 17.06M, 17.07M, 17.09, 22.14M

SECTIONS:

- 23.1.1 Unusual Occurrences/Emergency Mobilization
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RESCINDS: All existing orders in conflict.

PURPOSE: The Emergency Mobilization Plan is a procedure to coordinate the use of equipment, resources and personnel in initiating immediate action to maintain or restore law and order, providing for the safety of the public and police personnel, and for the protection of property; this pertains to natural and manmade disasters, civil disturbances, carrying out mass arrests, handling security for VIPs, and handling special events.

SCOPE: All departmental personnel.

DEFINITIONS:

After-Action Report: A memorandum to the Chief of Police detailing the steps taken during an operation, with additional comments regarding changes, additions, etc., for training, equipment considerations, operational procedures, and administrative affairs. This after-action report will be completed by the Operations Bureau Captain or his designee.

Barricaded Suspect(s): Subject(s) that takes a position of confinement to avoid apprehension. The use of force to resist apprehension would have been displayed through actions or words, and the suspect may use force to avoid apprehension. **(All barricaded subjects will be considered armed until proven otherwise.)**

Command Post: Field headquarters and Communications Post, located in a safe and secure area.

Conditions:

1. **Natural/Man-Made Disaster:** An act of nature or other conditions existing beyond control of man, as well as various human activity-generated calamities. Natural disasters will include incidents such as hurricanes, tornadoes, floods, hazardous spills, and major fires.
2. **Civil Disturbance:** Exists when any group of persons, crowd or mob, disrupts the peace of others or commits, or threatens to commit, destruction of property or disrupt civil existence.

Confirmation: The police officer at the actual scene will relate to the on-scene commander the existing conditions. The Chief of Police or his designee will determine the level of deployment and initiate the order to react.

Crowd Problem: Any civil disturbance or crowd control problem where the use of organized tactics or rescue/apprehension from the crowd is anticipated.

Emergency Mobilization Plan: Procedure for reaction and deployment of personnel and equipment. Emergency mobilization is a formal notification that a concentration of personnel is needed, an emergency exists, and the plan will continue in force until its official termination by order of the Chief of Police.

Emergency Operations Center (EOC): A facility used as a Command Center during a disaster.

Field Commander: The Operations Bureau Captain or his designee at the Primary Command Post.

High Risk Situation/Incident: Involves an act of violence or potential act of violence in which police officers and/or citizens are at a disadvantage and subject to extreme danger.

Hostage Negotiator: Sworn personnel specially trained and designated to perform the negotiation function. The Miami-Dade Police Department Negotiation Team will be utilized.

Hostage Situations: Subject(s) holding one or more persons against their will with the actual or implied use of force. This could be as a result of a crime, domestic problem, or other incident.

Hurricanes: Hurricanes are destructive storms bringing heavy rains, high winds and ocean storm surges of destructive force. The peak hurricane season runs from June through November. Hurricanes are divided into five categories.

Category 1:	Winds 74 to 95 mph	Storm surge - 10 feet
Category 2:	Winds 96 to 110 mph	Storm surge - 13 feet
Category 3:	Winds 111 to 130 mph	Storm surge - 18 feet
Category 4:	Winds 131 to 155 mph	Storm surge - 23 feet
Category 5:	Winds 155 mph +	Storm surge - 24 feet +

Inner Perimeter: The immediate area of containment of a scene. This area is initially staffed by patrol personnel.

Level of Deployment: The degree of existing conditions, designated by number indicating the necessity for a greater force of personnel to fulfill responsibilities, as follows:

1. Level One Deployment: Limited or full call-up of department personnel;
2. Level Two Deployment: Request and utilization of "Mutual Aid" agency personnel and a call-up of other departmental personnel (as needed);
3. Level Three Deployment: Request and utilization of State Emergency Preparedness Division, and/or the Florida National Guard personnel, a request and utilization of Mutual Aid agency personnel and a call-up of other departmental personnel (as needed).

NWS: National Weather Service

Outer Perimeter: Control area that is set up outside the inner perimeter to control crowds and traffic from gaining access into the problem area.

Plan of Action: Overall plan that outlines the course of action that will be utilized to resolve the situation.

Pre-Planned Arrest: Any pre-planned arrest situation or high-risk warrant service, where there is a possibility that the subject(s) will resist with the use of weapons.

“SLUDGE”: An acronym used to identify hazmat or WMD exposure to gas, toxic elements, or caustic inhaled substances:

- S - Salivate
- L – Lachrymate [tearing, crying]
- U - Urinate
- D - Defecate
- G - Gastro-intestinal Distress
- E – Emesis [vomit, mucous]

Staging Area: A secure area near the Command Post, large enough to allow for gathering and briefing of newly arrived personnel.

Tactical Alert: Members of the police department are made aware of a possible call-out in the near future.

Tactical Assault: Assault on a position that involves the apprehension of one or more suspects and, if applicable, the rescue of one or more hostages.

Tactical Call-Out: Members of the police department are advised to meet in a designated area with all necessary equipment and supplies.

Tornado: A rapidly rotating funnel shaped cloud containing violently whirling columns of air extending downward. Its path of destruction can range from a few hundred feet to miles, depending upon its velocity.

PROCEDURE:

23.1.1 Unusual Occurrences/Emergency Mobilization

Unusual Occurrences may arise that require a response beyond the planning of day-to-day Departmental operations. This may include natural disasters, large scale disturbances, hazardous material exposures, active shooter incidents, terrorist events, other threats to the safety of the public, or merely large public events that would pose no threat, if properly organized to minimize its effect on the public. Those events may require short term or long term involvement of Departmental resources and those from other agencies. The Incident Command System will be utilized to make clear the lines of responsibilities and account for the best utilization of resources to meet with the challenges of the Unusual Occurrence. The Departmental Emergency Mobilization Plan will serve as a guideline for responding to these unusual occurrences

A. Emergency Mobilization Plan

1. **Communications:** It will be the duty of each member to report immediately through the chain-of-command whenever possible, all events or situations which have or may evolve into conditions beyond the capability of a normal shift to control effectively. Standard radio procedures are to be utilized in emergency situations, except that radio traffic may be restricted or moved to another channel as needed.
2. **Alert Stages:** The highest ranking officer available, using the existing chain-of-command and organizational structure, within a reasonable period of time, will issue orders placing members of the department on standby alert in cases of pending need, or will activate members as the situation requires.

- a. Upon notification of a "**Standby**" condition, employees will place themselves in readiness and maintain this condition until otherwise notified. They will immediately provide for, or ascertain that, transportation is available in case of a call-up. At no time will an employee place him/herself in a position whereby he/she is unable to be contacted by telephone or other means as conditions dictate.
 - b. Employees will at all times maintain a complete uniform and associated equipment in readiness to report for duty properly equipped without delay.
 - c. In case of immediate call-up, dispatchers will immediately contact as many members as ordered by the Operations Bureau Captain and/or Chief of Police by the most expedient means available, and advise them of the order to report for duty.
3. **Primary and Alternate Assembly Areas:** The Primary assembly area for all members to report to in the case of a call-out is the police department. All members will report to the designated assembly area for assignment in full uniform or as advised.
 4. **Equipment Distribution:** The Services supervisor will immediately assess the equipment need of the situation and ensure that any extra equipment (portable radios, shotguns, etc.) in addition to that issued to every officer is distributed. If specialized equipment or expertise is necessary, then a special response team from another available agency (i.e. Miami-Dade Police Department S.R.T.) may be requested to respond.
 5. **Special Task Force Activation:** If a situation requires an immediate response of officers or specialized equipment assigned to a special response team, a team may be requested to respond from another available agency (i.e. Miami-Dade Police Department S.R.T.).
 6. **Key Personnel Designation:** The command staff will be considered key personnel in the event of an emergency mobilization. The Chief of Police, Assistant Chief, Captains, and Division Lieutenants will be contacted and will respond as required.
 7. **Transportation Requirements:** The Operations Bureau Captain will immediately assess the transportation needs of the situation and take whatever action is necessary to secure the required transportation.
 8. **Management Control Measures:** Depending on the nature of the mobilization and duration of personnel commitment, personnel in all sections and units may be temporarily reassigned.

The Chief of Police or his designee may restrict the type of calls that will be responded to by the police department in an emergency situation. An example of this would be holding all "routine" calls and certain "Priority 3" calls for a period of time while a tactical emergency or City wide emergency (i.e. weather related) is handled. The Sergeant is responsible for keeping the Operations Bureau Captain aware of the call load status. The Chief of Police or his designee is responsible for deciding when calls will be held and when normal operations will resume.

- I. Training: Preparation for such unusual occurrences can only be made better through critical incident training which will be conducted as needed by the Operations Bureau Captain or otherwise as determined by the Chief of Police.

B. LEVELS OF DEPLOYMENT AND/OR RESPONSE

1. Level One Deployment: (Department Personnel)

- a. The First Officer on the scene will notify the South Miami Police Communications Center and On-duty Supervisor of:
 - 1) The nature of the incident, existing conditions, safety factors, what personnel and equipment are needed to maintain control of the scene;
 - 2) The exact location and traffic conditions; and
 - 3) Request for assistance.
- b. He/she will obtain confirmation that an on-duty supervisor is en-route and will await assistance;
- c. He/she will continue to gather information, secure the scene, etc., until relieved.
- d. The On-duty Supervisor, upon arrival, will:
 - 1) Immediately assume command of the operation until relieved by a higher authority;
 - 2) Set up a temporary command post and notify the Communications Center of its location;
 - 3) Make a rapid survey of the scene and estimate the extent of the event's occurrence;
 - 4) Assign sufficient personnel to seal off the scene and control the movement of vehicles and pedestrians into or out of the area;
 - 5) Notify the Communications Center of the current status regarding:
 - i) Additional personnel needed;
 - ii) Routes open to the scene;
 - iii) Probable location of a staging area;
 - iv) Specific equipment needed; and

- v) Immediate or anticipated problems.
- 6) Obtain confirmation that the Chief of Police, Assistant Chief, Captains, and Division Lieutenants have been notified.
- e. The Operations Bureau Captain will, upon arrival:
 - 1) Take command of the command post;
 - 2) Establish primary and secondary staging area;
 - 3) Notify the Communications Center of the extent of the situation and location of the staging areas;
 - 4) Request personnel and equipment as needed; and
 - 5) Request implementation of the Emergency Mobilization Plan by the Chief of Police, if needed.
- f. Patrol personnel not directly involved at the incident scene will refrain from radio transmissions except those of an emergency nature, and will stand by for instructions and assignment.
- g. Upon orders to implement the Emergency Mobilization Plan, Call-out procedure will begin.
 - 1). Information regarding the situation will be disseminated during call-out.
 - 2) Each supervisor will be advised of his/her area of responsibility.
 - 3) Each employee will be advised of their staging area and the name of his/her supervisor.
- h. At the staging area(s), specific areas of responsibility will be assigned and instructions given by supervisors.
- i. Deployment of personnel to assigned tasks and areas will begin when:
 - 1) All available members of a team have arrived;
 - 2) All available members of a team have been briefed on the situation and their assignment; and
 - 3) Operational relationships between teams have been coordinated.
- j. If total mobilization of the department is not warranted, the plan will be implemented by Call-out of necessary members only. The existing command structure will be maintained. All parts of the Emergency Mobilization Plan will be valid, but the plan will be implemented on a smaller scale. The Emergency Mobilization Plan may also be de-escalated at any time by order of the Chief of Police or his designee.
- 2. Level Two Deployment: (Request and utilization of "Mutual Aid" agency personnel and a call-up of other departmental personnel, as needed)

- a. After authorization by the Chief of Police, the Operations Bureau Captain will request needed personnel and equipment from Mutual Aid Agencies. The agencies will be advised as follows:
 - 1) Nature of the incident;
 - 2) Location of staging area(s);
 - 3) To whom they are to report; and
 - 4) The number and type of personnel and equipment needed.
 - b. Chain-of-Command involving Mutual Aid Agency Personnel:
 - 1) The senior supervisor of each mutual aid agency will report to the primary command post and remain there to coordinate and receive instructions from the Operations Bureau Captain.
 - 2) Mutual aid personnel will follow directions of the supervisor in charge of the team to which they are assigned, regardless of the supervisor's agency.
 - 3) South Miami Police personnel will follow all lawful instructions given by a mutual aid supervisor if they are assigned to a team commanded by such supervisor.
3. Level Three Deployment: (Request and utilization of State Emergency Preparedness Division; and/or the Florida National Guard personnel, a request and utilization of "Mutual Aid" agency personnel and a call-up of other departmental personnel, as needed.)
- a. After consultation among the Chief of Police and the City Manager has resulted in the determination that additional support is required, the Mayor of the City of South Miami will relay through channels to the Governor a request for authorization and deployment of the Florida National Guard.
 - b. The Operational Procedures of Level Two Deployment will apply.

C. CALL-OUT PROCEDURES

- 1. Upon notification and confirmation of a situation requiring implementation of this procedure, determination will be made of the initial deployment to be put into effect. Upon order of the Chief of Police or his designee, call-out will be initiated.
- 2. The department's Communications Center personnel will be responsible for contacting all personnel being called-out. Additional employees or volunteers may be designated to assist the Communications Center with call-out duties.
- 3. During the call-out, each person contacted will be advised of their assembly point and who their supervisor is.
- 4. In the event of a major communications failure, supervisors will notify off-duty personnel by direct contact, when possible.

5. Off-duty personnel noting a major emergency which might necessitate the implementation of this plan will await their supervisor's call via home or cell phone. If not at home, they should attempt to contact their supervisor. Personnel will attempt to keep the telephone at which they normally would be contacted free from use by others. The scope of the incident in which the plan will be used requires that all in-coming phone lines be maintained as much as possible for Operational and Administrative use.

D. EXTENDED DUTY

1. Duration of Duty: During an Emergency Operation lasting longer than eight (8) hours, personnel may be split into two (2) shifts called "Alpha/Bravo" (A/B), with the length of time between personnel rotations depending on the number of personnel available and needed to perform necessary tasks and the type of tasks being performed. Each emergency shift will be twelve (12) hours in length; normally the "Alpha" shift will be 0600 to 1800 hours and the "Bravo" shift will be 1800 to 0600 hours.
2. Breaks/Rest Periods: A Break and Rest Area will be established for Emergency Operations of long duration. The area should:
 - a) Be an area for resting as well as meals and refreshments;
 - b) Provide a location for Patrol personnel to be out of sight and sound of the incident scene; and
 - c) Be secure for purposes of safety and allow personnel necessary rest and freedom from intrusions.
3. Relieving personnel will be as fully briefed as possible on the status of their part of the operation.
4. During full implementation of the Emergency Mobilization Plan, all field personnel, including those performing patrol functions, will work out of the staging area and will be relieved by personnel who have reported to the staging area.
5. Periodic briefings of all personnel will be conducted to provide information on the current status of the operation. This will be done through the chain-of-command in order to reduce rumor-caused anxiety and errors due to poor and inaccurate information. In the event of an unusual occurrence, the response of the police department includes the following provisions for an emergency mobilization:

E. Planning Responsibility

1. Chief of Police

- a) Overall, in charge of the entire police department;
- b) Coordinates activities of police department divisions;
- c) Approves requests from within the department for assistance from other departments and agencies;
- d) Orders implementation of the emergency mobilization plan;
- e) May order curfew and request National Guard assistance at the direction of the Mayor and City Manager;
- f) In cooperation with the City Attorney and City Manager, plans for legal considerations associated with the incident at hand;
- g) The Chief of Police is responsible for instituting de-escalation procedures as conditions return to normal. As the threat to public safety diminishes, a decision must be made as to lowering the level of response. Officers may be released from duty. Areas restricted to the public may be opened again. Other agencies may be withdrawn. This can only be done after a thorough supervisory evaluation of all information and ensuring that the mission of the Department can still be carried out.

2. Operations Bureau Captain

The Operations Bureau Captain, at the direction of the Chief of Police, is responsible for planning the response to an unusual occurrence and is designated as the Supervisor of Operations for the South Miami Police Department during any unusual occurrence.

- a) Assumes command of the primary field command post;
- b) Overall in charge of scene operations (police);
- c) Assigns operations personnel as needed to control any situation;
- d) Coordinates police field operations with those of other departments and agencies;
- e) Surveys the area, implementing measures to confine the inner areas;
- f) Establishes an outer perimeter and deploys personnel for crowd and traffic control;
- g) Keeps the Chief of Police and staff advised of field operations progress and conditions;
- h) Requests assistance from other law enforcement agencies through the Chief of Police;
- i) Coordinates with the Miami-Dade Fire Department and other departments and agencies in the field;
- j) Maintains a situation map of the operation;
- k) Responsible for organizing and implementing a task force to address specific problems as needed.
- l) Coordinates media briefings as the Department's Public Information Officer, which may include information on the following:
 - a. Releasing available casualty information, if any;
 - b. Rumor control;
 - c. Foster public confidence through community relations efforts;

- d. Public information released to inform the public as permitted by law;
- e. Information on access to restricted areas.

3. Uniform Patrol Division Lieutenant On Scene

1. Initiates headquarters security measures and assumes command of the police facility;
2. Provides administrative and operational assistance to the Chief of Police and the Operations Bureau Captain;
3. Provides for the replenishment of equipment and supplies via the Services supervisor;
4. Secures transportation needs for personnel. Ensures equipment and supplies are readily available;
5. Ensures that all members of the police department are current on call-out lists;

F. Protocol for 24-Hour Notification of Incidents

In the event that an unusual occurrence or a major incident arises, personnel will immediately as practical notify the staff duty officer. The staff duty officer will then advise the Operations Bureau Captain, who will in turn notify the Chief of Police. Supervisors will follow the current Protocol for 24-Hour Notification of Incidents, during non-business hours and on weekends.

23.1.2 Incident Command System

The Incident Command System is recognized as the foundation for an effective all-risk emergency planning and response capability. It is established for emergency/critical incidents that fall under the control of the South Miami Police Department and shall be interfaced with other organizations or agencies that may respond to such incidents.

PROCEDURE

I. CRITICAL INCIDENTS

- A.** Critical Incidents are natural or man-made events, civil disturbances, or any other occurrence or unusual or severe event that threatens to cause the loss of life or injury to citizens and/or severe damage to property.
- B.** These types of critical incidents require extraordinary measures to protect lives, meet human needs, and achieve recovery. These types of critical incidents may cause the activation of the Incident Command System. [CFA17.01(a)]

II. TRAINING

- A. The Administrative Bureau Captain shall facilitate and provide Incident Command System training as required by FEMA. The training should include: [CFA17.01(d)]
1. Incident Command System activation procedures.
 2. If applicable, coordinate with the Miami-Dade County Office of Emergency Management.
 3. Multi-jurisdictional considerations including Unified Command Structure.
 4. Periodic Table top and/or practical exercises designed to test the agency's operational readiness.
 5. A record of such training will be kept in accordance with present policies. [CFA17.01(f)]
- B. Review and Analysis:
1. Upon the conclusion of an incident, an after-action report will be written by the Incident Commander and forwarded through the chain of command for review. [CFA17.01(e)]
 2. The Chief's designee, with input from the command and supervisory personnel with specific incident command and emergency management responsibilities, will conduct an annual review of established Incident Command System procedures, and update as required.
 3. Annually, the Chief's designee will conduct a detailed analysis of previous critical incidents agency response, and training effectiveness.
 4. Conclusions shall address the efficiency of established policies, procedures, and practices.
 5. The command staff and supervisors with specific emergency management responsibilities will conduct an annual review of established emergency procedures with affected members. Command staff members will review and update procedures as needed.

III. EMERGENCY MANAGEMENT SYSTEM

- A. There are eight primary components of a good emergency management system under the Incident Command System (ICS):
1. Common Terminology
 2. Modular Organization
 3. Integrated Communications

4. Unified Command Structure
5. Consolidated Action Plans
6. Manageable Span of Control
7. Designated Incident Facilities
8. Comprehensive Resource Management

B. Common terminology is essential in any emergency management system especially when used by diverse agencies.

IV. MODULAR ORGANIZATION

A. There are five functional elements of a modular organization.

1. Command (First unit on scene or highest ranking officer).

2. Operations (Personnel).

3. Logistics (Equipment, Resources).

4. Planning (Self explanatory).

5. Finance/Administration (Long term/Costly operations).

B. This structure (modular organization) develops from the first responding unit at any incident.

C. It may expand or contract (adding or deleting elements) depending on the magnitude of the incident or the operational necessity.

D. For example, a small scale emergency/incident may be handled by the first responding unit or units.

E. As the emergency/incident escalates additional components may be brought in.

F. This works in the reverse as well, as the situation de-escalates components can be removed.

G. **NOTE:** In any emergency/incident the command function is always established.

V. INTEGRATED COMMUNICATION

A. One of the biggest problems when dealing with multi-agency involvement is that of communications. Integrated communications involves managing communications at emergencies/incidents through the use of a common communication plan.

B. Such plans should include a common frequency and the use of common terminology

- C. Two-way communication is also essential.
- D. Messages need to be received and acknowledged properly.

VI. UNIFIED COMMAND

- A. The Incident Command System is built, in part, on the concept of unity of command.
- B. Unified command is shared responsibility for overall incident management when dealing with an incident that involves multi-jurisdictional or multi-agency cooperation.
- C. The command function within the incident command system may be conducted in two general ways: [CFA17.01(b)]
 - 1. Single command may be applied when there is no overlap of jurisdictional boundaries for when a single incident command is designated by the agency with overall responsibility for managing the incident. For example, if the Coral Gables Police Dept. sends two officers to assist our agency (SMPD) in an emergency/incident within our jurisdiction, our incident commander would be solely in charge.
 - 2. Unified command may be applied when the incident is within one jurisdiction but more than one agency shares management responsibility. For example, an airplane crash occurs in our jurisdiction. Miami-Dade Fire and Haz-Mat teams respond. This involves three distinct agencies. Each has its own priorities and responsibilities. At this point the concept of Unified Command would take place. The commanders of each agency would determine the following:
 - a) Overall goals and objectives
 - b) Jointly plan for any tactical activity
 - c) Conduct an integrated tactical operation
 - d) Maximize the use of all assigned resources.

NOTE: Under the unified command concept, all agencies involved contribute to the command process.

VII. CONSOLIDATED ACTION PLAN

- A. Every incident needs some sort of consolidated action plan.
- B. These plans can be either written or verbal. The Action Plan should include the following:
 - 1. Strategic goals (short or long term)
 - 2. Tactical objectives

3. Support activities needed during the entire operational period.
- C.** Written Action Plans outlining procedures to be followed and manpower to be utilized will be required when: [CFA17.01(c)]
1. Resources from other agencies are used
 2. Multiple jurisdictions are involved
 3. Personnel and/or equipment are changed.
- D.** If a prolonged incident develops, it may be necessary to develop action plans that cover specific operational periods.
- E.** Span of control is the number of subordinates one supervisor can manage effectively.
- F.** **Designated Incident Facilities:** This component of the Incident Command System deals with the Command Post or CP. Also falling under this component may be any staging areas that have been established.
- G.** **Command Post:** This is the location from which all incident operations are directed. There is only one CP. The Command Post is the location from which direction, control, coordination, and resource management are exerted over the incident. Ideally, the CP houses the Incident Commander, the planning coordinators, the communications center, and all representatives from outside agencies. If housing all these persons at the CP is not practical, then separate areas must be clearly designated for that incident.
- H.** **Staging Areas:** These are areas away from the command post where operational or tactical units gather waiting for instructions, taking breaks etc. These areas are generally near the incident site and may be moved if the need arises.

VII. COMPREHENSIVE RESOURCE MANAGEMENT

- A.** Managing resources, when performed effectively through the Incident Command System, the agency should be able to accomplish the following:
1. Maximize resource usage
 2. Consolidate control of large numbers of single resources
 3. Reduce communications overload
 4. Provide accountability (clearly defined chain of authority)
 5. Reduce self assignment (units doing their own thing).

- B. The Incident Command System provides for all of these components and more to constitute an organization that is multi-disciplinary in nature. It is also capable of combating many factors that make emergency management difficult.
- C. The Incident Command System minimizes communication and coordination problems and facilitates the protection of life and property.
- D. The ICS achieves these things by pre-establishing a command structure for any incident. This system identifies the:
 - 1. Commander
 - 2. Command Staff Personnel
 - 3. General Staff Personnel
- E. In a simple incident, the Incident Commander may be able to manage all command functions facing him/her including working with the media.
- F. As an incident becomes larger or more complex or if the Incident Commander cannot effectively manage the command functions, a command staff should be implemented.
- G. In a large scale or complex incident the expanded Incident Command System would encompass all three staffing components:
 - 1. **Command: Incident Commander**-highest ranking officer on scene or officer appointed by the Chief of Police.
 - 2. **Command Staff: Information Officer**-is appointed by the incident commander. He/She works with the media and provides them with accurate and updated information.
 - 3. **Liaison Officer** - acts as a diplomat and a point of contact for assisting and coordinating agencies, providing lines of authority, responsibility and communications.
 - 4. **Safety Officer** - ensures that safety procedures and safe practices are observed, and identifies unsafe or hazardous conditions that may exist or develop. The safety officer also formulates measures to protect the safety of personnel and take immediate action to stop or prevent unsafe acts when time or conditions require such action.
 - 5. **General Staff: Operations Section and Planning Section** - the Operation Section and Planning Section work closely together. The Operation Section manages the tactical operations while the Planning Section collects, evaluates, disseminates, and uses information about the incident and the status of resources to plan a course of action.
 - 6. **Logistics Section** - this section provides the facilities, services, and materials to carry out the plan.

7. **Finance/Admin Section** - is responsible to manage all costs and financial considerations as they pertain to an incident.

23.1.3 Natural/Man-Made Disaster, Civil Disturbance Plan

1. Responsibilities/Chain of Command:

- A. The South Miami Police Department shall respond to all disasters, natural or manmade, or civil disturbances that occur within the jurisdictional limits of the City of South Miami or, as requested by another jurisdiction under Mutual Aid. Officers shall take the appropriate action which includes, but not limited to:
1. Protect life and property;
 2. Enforce existing and emergency laws;
 3. Control and regulate traffic;
 4. Prevent panic;
 5. Gather information pertaining to damage, criminal activity and other information as may be necessary;
 6. Provide information and notification to persons in the affected area;
 7. Prevent looting and rioting;
 8. Identify and/or assist persons that are injured or identify persons that are deceased.
- B. The Chief of Police, or his designee, shall have command over all law enforcement resources and personnel from the South Miami Police Department that are committed to a disturbance or disaster. The Chief of Police shall maintain a liaison with civil, county, state or federal authorities, if required, that have supplied or committed personnel or resources to the incident. The Chief of Police may appoint personnel to maintain a liaison, if necessary, with any or all of the following:
1. Miami-Dade EOC;
 2. Coral Gables Divisional EOC;
 3. National Guard;
 4. FEMA;
 5. Any other agency as designated by the Chief of Police.
- C. In the event that the Chief of Police is unavailable to take command of the incident, the Chain of Command is as shown below:
1. Assistant Chief
 2. Operations Bureau Captain
 3. Administration Bureau Captain
 4. UPD Lieutenant(s)
 5. CID Lieutenant

6. On-duty shift commander
- D. When notification or probable cause is obtained that a major emergency/disaster, civil disturbance, riot, or any other situation has occurred where concentration of personnel would be needed, the person receiving the information will notify the on-duty supervisor of such conditions.
 1. The Chief of Police and the Operations Bureau Captain will be notified by the supervisor in charge.
 2. Division Lieutenants will report directly to the Operations Bureau Captain. The Chief of Police will, as needed, order off-duty call-up of additional personnel.
 3. An assessment of the situation will be made by the Chief of Police, Division Lieutenants and all on scene supervisors as to the need for further response (See Section 4 – Levels of Deployment/Response).
 - E. The Chief of Police (or designee) will be the only person authorized to declare a "**Police Emergency**" and initiate the Emergency Mobilization Plan.

2. **Communications:**

- A. If a disaster or civil disturbance occurs within the City of South Miami, and only officers and personnel from South Miami are involved, the supervisor in charge of the incident shall contact the South Miami Police Communications Center and request that the tactical channel (SMPD channel) should be used by those personnel for the incident and to keep the primary channel open. The tactical channel should be requested for the duration of the incident. All personnel transmitting via the radio shall observe standard radio call signs and protocol.
- B. An on-duty dispatcher will confirm that all on-duty supervisory personnel are advised of the incident and, if necessary, will notify appropriate supporting agencies for stand-by alert. A TAC channel may be requested by dispatch if needed.
- C. In the event that personnel from the Department respond to another jurisdiction as the result of a request for assistance under Mutual Aid, the requesting agency shall be responsible for securing a means of communication for South Miami officers and others.

3. **Command Post/Media Location:**

Due to the nature of an incident and/or its duration, it may become necessary for a Command Post and media location to be set up. The Command Post will house appropriate personnel, staffed by Patrol and Operations personnel.

It may be necessary to disseminate information to the public regarding a particular incident. If so, it shall be the responsibility of the Chief of Police or designee, acting as the departmental PIO. The Chief or designee shall use whatever media necessary to get the information out to inform the public; i.e., radio, television, printed media, etc.

4. Security of Public Facilities/Officials:

- A. It may become necessary, due to a civil disturbance or disaster, to provide security for public facilities. In the event this does become necessary, it shall be the responsibility of the on scene UPD Lieutenant to provide officers for this function for as long as necessary.
- B. It may also become necessary to provide security for City officials in order for them to perform and/or get to and from their required public duties. If this becomes necessary, it shall be the responsibility of the on scene UPD Lieutenant to provide officers for this function for as long as is necessary.

5. Traffic Control:

Due to a disaster or civil disturbance, it may be necessary for officers to provide traffic control within the City of South Miami jurisdiction. If this does become necessary, it shall be the responsibility of the on scene UPD Lieutenant to oversee and coordinate the traffic control details.

- A. The Uniform Patrol Lieutenant shall have use of the below listed personnel for traffic control:
 - 1. Motorcycle Officers
 - 2. Community Patrol Officers
 - 3. Bicycle Patrol Officers
 - 4. Patrol officers
 - 5. Police Explorers (in the company of a sworn officer)

In order to effectively use patrol officers, the UPD Lieutenant(s) shall coordinate the use of these personnel and insure that there are no conflicts with UPD duties and/or functions for the times and dates needed.

- B. Traffic control (before and after the emergency event) will include:
 - 1. Monitor City-wide traffic flow and post personnel as needed;
 - 2. Attempt, when possible, to maintain a smooth flow of traffic;

3. Attempt, when possible, to investigate traffic crashes with injuries or serious property damage on the scene;
4. Remove stalled vehicles so that flow of traffic is unimpeded. The City contracted wrecker service will be on stand-by to assist.
5. Remove debris from main roadways prior to landfall of storm:
 - a. Major debris that is blocking main arterial emergency routes or evacuation routes will be removed as soon as possible by the designated Public Works Service crew. Officers will advise Communications Center personnel of the location.
 - b. When possible, police personnel should remove, by hand, only small debris (i.e. tree limbs, etc.).
 - c. **All** downed electrical wires should be treated as “live” wires; FPL will be requested for assistance.

6. Responses Outside of the City of South Miami Jurisdiction:

- A. If members of the South Miami Police Department respond to another jurisdiction in response to a request for assistance either due to civil disturbance or disaster, a supervisor from South Miami shall be assigned to respond with those personnel. The assigned supervisor shall report to the supervisor in charge of the incident and determine their assignment and duties to carry out.
- B. Members of the South Miami Police Department shall remain to assist the requesting jurisdiction for as long as required unless issues occurring in South Miami require them to respond back to South Miami. In that event, they shall respond back as quickly as possible after the South Miami Police supervisor notifies the supervisor in charge of the other jurisdiction’s incident.

7. Civil Disturbances - Florida State Statutes:

- A. For purposes of this Procedural Directive, the below listed criminal Florida State Statutes, but not solely limited to these statutes, fall under the guidelines of this Directive:
 1. 870.01 Affrays and Riots
 2. 870.02 Unlawful Assemblies
 3. 870.03 Riots and Routs
 4. 870.043 Declaration of Emergency
 5. 871.01 Disturbing Schools/Religious/Other Assemblies
 6. 876.01 Criminal Anarchy
 7. 876.02 Criminal Anarchy
 8. 876.03 Unlawful Assembly for Purposes of Criminal Anarchy
 9. 876.23 Subversive Activities

- B. Also for purposes of this Directive, the below listed civil actions are included under these guidelines:
 - A. Marches
 - B. Sit-ins
 - C. Civil demonstrations
 - D. Political protests
 - E. Religious protests
 - F. Labor protests

- C. Supervisors and officers should be aware that not all civil actions fall under criminal law violations. Some civil actions may be constitutionally protected or be sanctioned by laws and/or permits. Each situation should be evaluated on its own merits and circumstances and appropriate enforcement action taken as may be required. Officers may only be required to be present to maintain the peace, ensure that no laws are broken and that all parties remain calm and act in a proper, law-abiding manner.

8. Types of Civil Disturbances/Actions within the City of South Miami:

- A. Below are types of civil action that may occur that the South Miami Police Department will have to deal with within the City:
 - 1. **Preplanned** – The Chief of Police will appoint the Operations Bureau Captain to have overall charge of the event for its duration. The Operations Bureau Captain shall make all necessary plans for personnel, equipment and other considerations. The Operations Bureau Captain may designate personnel to attend meetings, obtain equipment or take other actions as necessary to carry out required duties for the event.
 - 2. **Spontaneous** – This includes emergencies, natural or man made disasters and/or unplanned events that occur. The senior on-duty patrol supervisor shall have initial overall command and responsibility for the incident if it is over before more resources are committed or until relieved by a higher supervisor. The patrol supervisor must contact the on duty UPD Lieutenant for the authority to activate additional manpower as may be needed to control and contain the incident in its initial stages.

- B. Most civil actions are passive and orderly and officers are only needed to monitor them for compliance. Others may have acts of violence wherein persons are injured and/or property is destroyed.

- A. The South Miami Police Department shall plan their response to any civil action in the below listed progressive order as it pertains to personnel and equipment:
 - 1. South Miami Police Department is the provider of personnel and equipment.
 - 2. Request assistance for personnel and/or equipment from other local agencies under an approved Mutual Aid Agreement. Supervisors should

refer to the Mutual Aid Procedural Directive for further information. Personnel and resources from other agencies shall be under the direction of the Operations Bureau Captain for the duration of the time they are assisting the South Miami Police Department.

3. Request the Special Response Team from the Miami-Dade Police Department and personnel specially trained in Field Force operations.
 4. Request assistance from the State and/or Florida National Guard (with approval from the Chief of Police and the City Manager).
- D. Any response should be done quickly, orderly and officers should conduct themselves in a professional manner. It is essential that officers take actions necessary to contain the situation and protect life and property. Officers should be aware that unnecessary action and/or unprofessional actions may agitate and/or incite persons involved and escalate the situation.

9. Designation of Local Authority/Declaration of an Emergency:

- A. The Code of Ordinances of the City of South Miami gives the City Manager the authority to declare a state of emergency within the City of South Miami.
- B. The City Manager has the authority to declare a state of emergency when one exists due to acts of violence, flagrant and substantial defiance of, or resistance to, a lawful exercise of authority and that on account of these acts there is reason to believe a clear and present danger of a riot or other public general disorder or injury to persons or property exists.
- C. Whenever the City Manager declares a state of emergency under FSS 870.043, the following acts shall be prohibited for the duration of the emergency throughout the jurisdiction in which it was declared:
 1. The sale of, or offer to sell, with or without consideration, any ammunition or gun or other firearm of any size or description;
 2. The intentional display, after the emergency is declared, by or in any store or shop of any ammunition or gun or other firearm of any size or description;
 3. The intentional possession in a public place of a firearm by any person, except a duly authorized law enforcement official or person in military service acting in the official performance of his duty.
- D. Whenever the City Manager declares a state of emergency, FSS 870.045 gives him/her the authority to order all or any of the below emergency measures, in whole or part, as they deem appropriate:
 1. Establishment of a curfew to include, but not be limited to, prohibition and/or restriction of pedestrian and vehicular traffic to include movement,

- stopping or parking. This does not include exempted vehicles such as police, fire, medical and vehicles involved in emergency repairs and/or medical personnel responding to locations to treat patients;
2. The prohibition of the sale or distribution of any alcoholic beverage with or without the payment of any consideration;
 3. The prohibition of the possession on any person in a public place of any portable container containing any alcoholic beverage;
 4. The closing of places of public assemblage with designated exceptions;
 5. The prohibition of the sale or other transfer of possession, with or without consideration, of gasoline or any other flammable or combustible liquid altogether except by delivery into a tank properly affixed to an operable motor-driven vehicle, bike, scooter, boat or airplane and necessary for its propulsion;
 6. The prohibition of the possession in a public place of any portable container containing gasoline or any other flammable or combustible liquid.
- E. Any emergency measures enacted during a state of emergency shall only be in effect for the duration of the emergency and only enforceable in the jurisdiction in which it was declared by the City Manager (i.e. the City of South Miami).
- F. Per FSS 870.046, any state of emergency or emergency measure declared or ordered under FSS 870.041 through 870.045 shall, as promptly as practical, be filed in the office of the City Clerk or clerk of the circuit court and delivered to appropriate news media for publication and radio and television broadcast. If practical, such state of emergency declaration or emergency measure shall be published by other means such as posting and loudspeakers.
- G. Per FSS 870.047, a state of emergency established under FSS 870.041 through 870.046 shall commence upon the declaration of the City Manager and terminate at the end of seventy-two (72) consecutive hours, unless prior to the end of such 72-hour period, the City Manager and/or City Commission shall have terminated such emergency. Any extension of the 72 hour time limit must be accomplished by request from the City Manager and the concurrence of the City Commission by duly enacted ordinance or resolution in regular or special session.
- H. Per FSS 870.048, the violation of a provision of 870.041 through 870.047 or of any emergency measure is a misdemeanor of the first degree. Any other criminal acts committed during these measures shall be charged as per the appropriate FSS and are either felonies or misdemeanors.
- I. Dependent upon the circumstances and type of disaster and/or civil disturbance, sections of FSS 252.38, and any other sections of FSS 252, may apply to and/or govern this Department's response or responsibilities.

- J. Issues and events requiring the use of military support and/or martial law may only be resolved by the issuance of an executive order by the Governor of the State of Florida.

10. Natural/Manmade Disasters:

- A. It is possible that a natural or manmade disaster may occur at anytime within the City of South Miami. It may be a hurricane, aircraft crash, tornado, or other incident.
- B. Supervisors and officers should be familiar with both the Manual and individual directives within in order to insure that they comply with the appropriate guideline or directive.
- C. The Police Department is responsible for specific, pre-established duties before, during and after a storm. South Miami personnel respond in four phases. These phases have been devised to facilitate the response efforts during the intensifying threat of a hurricane. All assignments will be designated during Phase I by the EOC Commander or his designee.
- D. See the City of South Miami Disaster Plan for further protocol.

11. GENERAL HURRICANE PROCEDURES

Authority and Responsibility:

Florida State Statutes, Miami-Dade County Ordinances and City of South Miami Ordinances provide authority for disaster operations.

Mobilization of the Police Department during an emergency will be effected by the EOC Commander or his designee such as the Operations Bureau Captain or designated Patrol Lieutenant. In their absence, an on-duty Shift Commander or other supervisor as designated by the Chief of Police can implement mobilization.

A. Phase 1 - Police Departmental Duties: (48 hours or more before)

1. Back-up all files on the computer onto CD to be put in the vault.
2. Recharge cellular phones and radios. Test all communications systems.
3. All departmental vehicles will be fueled and maintained full as practical.
4. Cover computer equipment with plastic.
5. Change telephone message to inform callers of the current situation and alternate number to call.
6. Maintain law and order throughout the hurricane emergency.
7. Review emergency shift assignments and work schedules of all personnel.

8. Assign each entity supervisor to verify employee roster information for the expeditious recall of departmental members. Personnel who are off duty shall be notified and placed on standby.
9. All pending leave such as vacation, holiday or conferences shall be canceled for the duration of the emergency. All employees who are on leave shall contact the department immediately after learning that a hurricane watch has been issued to receive further instructions.
10. Conduct inventory of all critical supplies, such as batteries, flares, rain gear, etc., and acquire same if supplies are inadequate.
11. Ensure that all equipment and supplies are ready for use under severe weather conditions. Contact motor pool for automotive equipment such as batteries, fuel, tires and other parts and place them on emergency standby.
12. Contact supply vendor for drinking water, and food.
13. Contact contract wrecker service for preplanned hurricane service. Distribute information regarding hurricane home preparedness, shelters, and evacuation plans and schedules to departmental members for the member's families concerning the impending threat.
14. Shift Commanders should review all hurricane preparedness plans and mobilization guidelines with departmental staff.
15. Perform equipment inspection with all members and reissue damaged or missing equipment necessary for hurricane preparedness.
16. Assign a staff member (Services supervisor) to monitor the hurricane advisory notices that will be faxed to the Police department from the Miami-Dade County EOC. Notices should be forwarded to the EOC Commander (Services supervisor).
17. Contact schools within South Miami to verify school closing timelines and procedures. Ascertain if Police personnel will be needed to facilitate orderly traffic conditions. (Refer to Appendix 16 in the HPRP)
18. Review updated Miami-Dade County Office of Emergency Management Flood Complaint Area Maps and SLOSH Maps for potential traffic problems. (Refer to Appendices 17 and 18 in the HPRP)
19. On-duty personnel will be relieved to secure homes and families as operating strength permits.
20. Off duty assignments shall be canceled for the duration of the emergency.
21. Assist all other departments as directed by the EOC Commander or his designee.

B. Phase 2 - Police Departmental Duties: (12 hours before)

1. Establish traffic control at critical intersections and provide traffic control during evacuations in coordination with contiguous municipalities, the Miami-Dade Police Department, the Florida Highway Patrol, and any other law enforcement agency involved in local hurricane preparedness or operations.
2. Execute any evacuation order issued by the County Manager, County Mayor, City Manager, City Mayor, or other competent higher authority.
3. Provide warning for citizens in hazard prone areas. Procedures could include the use of Reverse 911 System.

4. Provide security and protection of property in evacuated areas.
5. Assist the Miami-Dade Fire Rescue Department with traffic control and security permitting the optimal effectiveness of fire department efforts.
6. Establish alternate communications methods, i.e. cellular telephones, satellite phones..
7. Establish rally locations for field units in the event of radio failure during storm event.
8. Prepare departmental personnel to remain at their post, unless relieved, for the duration of the storm.
9. Assist all other departments as directed by the EOC Commander or his designee.

C. Phase 3 & 4 - Police Departmental Duties: (Landfall and Post-Hurricane)

1. Order to Halt Field Operations will occur when the sustained winds in the immediate area have become hazardous. Field operations will cease and all field members are to immediately report to their pre-designated take-cover locations.
2. Roll call will be conducted once the order to halt field operations is issued.
3. When storm conditions have subsided, police operations will be resumed.
4. Roll call will be conducted, via radio, to account for all units.
5. A search team will be dispatched if there are unaccounted members of the department.
6. Coordinate the inspection of departmental facilities and equipment to assess damage. Reports and photographs should record all damaged property.
7. Report blocked or obstructed roadways to the EOC Commander.
8. Inventory usable facilities and equipment.
9. On-duty personnel shall be relieved as conditions permit to check on their residences and the safety of family members.
10. Control access and egress to designated disaster areas. Pursuant to emergency orders, a curfew and checkpoints may be established to control the return of evacuees and to prevent the entrance of residents and nonresidents into the City of South Miami. (Refer to Appendix 19 in the HPRP for a list of authorized personnel not subject to curfew)
11. Respond to urgent calls for service and patrol for persons in need of immediate assistance.
12. Teams of officers may be detailed to respond to reports of looting.
13. Coordinate, as appropriate, with the Federal Emergency Management Agency, County and Insurance companies after the hurricane.
14. Return of evacuees and civil control pursuant to FS 252.36, Emergency Management Powers of the Governor, Miami-Dade County Mayor, or City Manager as conditions dictate. This may require the suspension or limiting the sale of alcoholic beverages, firearms, explosives, and combustibles and regulation of business sales practices.
15. Coordinate the relocation of evacuees as necessary.

23.1.4 Mass Arrests

During any disaster or civil disturbance, it may become necessary to arrest persons that violate the law by committing criminal acts. It may even occur that officers may arrest many persons at one time or over a short period of time. Although alternatives to mass arrests should be sought, contingency plans are made in the event such action becomes necessary to facilitate the restoration of order.

- A. For mass arrest type of events, the Operations Bureau Captain in conjunction with the UPD Lieutenant(s) shall:
 - 1. Plan for sufficient uniform personnel and marked vehicles to be present to handle the expected crowds.
 - 2. Arrange for the on-duty sergeant to review the area and determine proper areas for egress and ingress for the persons attending.
 - 3. Contact the Miami-Dade County Department of Corrections and arrange for a mobile prisoner processing unit and prisoner transport units to be on the scene when needed, if available. [CFA22.14M]
 - 4. Secure extra flex-cuffs and flex-cuff cutters for use on subjects arrested.
 - 5. If necessary, secure an area where facilities can be set up for officers to process arrested persons by doing paperwork and taking photos. Also the Services supervisor should be at the processing site for purposes of taking photos or taking evidence into custody.
 - 6. The Services supervisor and CID Lieutenant shall obtain a supply of the below listed items for use during the incidents in the event of mass arrests:
 - a. Flex cuffs;
 - b. Flex cuff cutters;
 - c. Digital cameras and Memory cards;
 - d. Black permanent marking pens;
 - e. A supply of various sizes of brown paper grocery store style bags. These will be used for temporary storage of prisoner property or evidence;
 - f. Several folding style tables with chairs, if available;
 - g) Supply of Arrest Affidavits, Arrest Affidavit continuations, Property Receipts, Vehicle Tow Sheets, and any other forms necessary;
 - h) Protective helmets and shields for each officer if necessary.
- B. General procedures for Mass Arrest processing and booking will include the following:
 - 1. The person committing the criminal violation is arrested, searched and transported to the processing location.
 - 2. The arresting officer then completes the Arrest Affidavit on the subject and has it approved by a supervisor.
 - 3. The arresting officer takes into custody any property from the prisoner and/or the scene necessary for the prosecution of the case, that is

- contraband, or that cannot be transported with the prisoner to a Miami-Dade County jail facility.
4. The prisoner is turned over to correction officers from Miami-Dade County Corrections for processing, photographing and fingerprinting. Once completed, they shall retain custody of the prisoner.
- C. Juvenile offenders will be processed in the same manner as adults and will either be turned over to their parents or transported to the Juvenile Assessment Center (JAC). Arrangements will be made to separate juvenile subjects from adult subjects.
- D. Persons arrested will be removed as soon as possible from the scene to a nearby holding area for initial processing and transportation to either a temporary detention area or a county jail facility.
1. Upon arrival at the holding area, persons arrested will be identified (if possible).
 - a. Arrest number and case number;
 - b. Suspect's last, first and middle name;
 - c. Date of birth and social security number;
 - d. Arrest charges;
 - e. Arresting officer's name and ID number; and
 - f. Date and time of arrest.
 2. An officer(s) will be assigned to operate a vehicle to transport prisoners from the temporary detention area to a county jail facility, or to a designated medical facility for treatment of injured prisoners (i.e. Ward D – Jackson Memorial Hospital).
- E. Arrangements will be made for the use of a relatively large and conveniently located facility should the need arise for a temporary detention.
- F. Should the nature and size of the incident require assistance from other law enforcement agencies, those officers will be assigned to provide security at the temporary holding area, and the designated medical facility when prisoners are taken there for treatment. This will permit the transport officer(s) to resume prisoner transport duties in a timely manner.
- G. CID personnel will be assigned to assist in identifying persons arrested and serve as booking officers at the temporary detention area to complete the required paperwork for the arrest procedures, based upon information relayed by the transporting officers. Upon completion of the booking process, the prisoners will be transported to a county jail facility for confinement.
- H. The Florida and Miami-Dade County Mutual Aid Agreements describe inter-agency agreements applicable in mass arrests and other unusual occurrences and

special operations. Members of the South Miami Police Department, or members from an assisting agency, shall be detailed by the Operations Bureau Captain to provide security for the processing and holding area.

- I. Should an incident develop into a mass arrest situation, the City Attorney and/or the State Attorney's Office may be requested to provide assistance as well as to expedite the presentation of charges to the proper court. The Operations Bureau Captain shall make any necessary arrangements to have an Assistant State Attorney (ASA) on scene, if required.
- J. The Chief of Police or his designee, will be present to coordinate and provide information to members of the news media and/or public regarding the incident.
- K. Although persons arrested at the scene of an incident may be in the holding area for only a brief period of time, their stay in the temporary detention area may be of a longer duration, requiring attention to basic human needs of food, water, and sanitary facilities. Site selection of a temporary detention area includes consideration of adequate existing sanitary facilities and water supply. If the site is located outside, exposed to the elements, a supply of drinking water shall be provided for employees and prisoners alike. It may be necessary to have restroom facilities available on site.
- L. Any prisoner in need of medical treatment, regardless if the injury is evident or complained of, shall be treated by Miami-Dade Fire Rescue. If possible, a rescue unit should be on scene, standby at a pre-designated location or called as needed.

23.1.5 Hostage/Barricade Situations

- A. In the event of a hostage/barricaded person, the following minimal steps will be implemented: The first officer at the scene of a possible hostage/barricaded suspect/attempted suicide incident will attempt to control and contain the situation until the arrival of additional officers, including the possibility of specially trained tactical and/or hostage negotiation personnel.

If the incident meets any of the criteria noted above, the first officer will initiate the following procedures:

1. The officer will attempt to determine if one or more hostages are present, to identify the number of suspects, and whether or not any weapons are involved;
2. Attempt to contain the situation by setting up a controlled perimeter
3. Evacuate any innocent persons inside the perimeter and request assistance from fire/rescue personnel to aid any injured person(s) or at least be on stand-by at a safe staging area until needed to render immediate assistance;
4. Make a request for officer assistance and the notification of a supervisor;

5. Detain all witnesses having pertinent information regarding the incident; and
 6. Document specific times and events for court/evidentiary purposes.
- B. Notifications: After being notified by the first officer on the scene, the patrol supervisor will respond and be briefed fully as to how many subjects and victims are involved, the threats made, the threats posed to the victims and public. After ensuring that the scene is contained, the on-duty supervisor in charge of the scene will have the authority to request tactical and hostage negotiation personnel from the Miami-Dade Police Department Special Response Team (SRT) and Negotiation Team, or the Coral Gables Police Department's Crisis Management Team. [CFA17.06M(a)] The SMPD supervisor will maintain command of the scene until relieved by competent authority.
- C. Containment and Control are key until the arrival of the specialized teams called upon to bring the event to a successful conclusion:
- 1) Initial selection and establishment of a command post are the responsibility of the South Miami Police supervisor in charge. After selection of the site, he/she will identify the chain-of-command and notify the Communications Center. [CFA17.06M(e)]
 - 2) The supervisor on scene will request a Tac Channel or other frequencies for communication with officers on the scene and responding tactical teams. If ambulance, rescue, or fire services are needed on scene, the supervisor shall request them through the dispatcher and advise a safe area for them to stage. [CFA17.06M(b)]
 - 3) The on-duty South Miami supervisor in charge will ensure that endangered/injured persons are evacuated from the immediate area to a safe place. [CFA17.06M(d)] If there are injured persons in an unsafe or unsecure area, rescue should only be attempted when sufficient resources can be brought to bear in order to make the rescue safely without endangering the person or the rescuers.
 - 4) The South Miami supervisor in charge will ensure that all unauthorized bystanders are evacuated from the area and remain behind the appropriate perimeter lines until the incident is resolved. [CFA17.06M(d)]
 - 5) The on-duty South Miami Police supervisor in charge will establish the initial inner and outer perimeters. [CFA17.06M(c)] These perimeters may be adjusted, especially after the arrival of the requested tactical teams. The ranking South Miami Police supervisor in charge is responsible for maintaining the inner and outer perimeters until the incident is resolved or he is relieved by competent authority..

- 6) The supervisor on scene will establish and implement a news media staging area. Briefing of the media will be done by the Chief of Police or his designee. Once tactical teams respond, any further news releases will be made only after coordinating it with the other agency.
 - 7) Additional SMPD officers may be requested or called in to duty in order to contain the scene at the direction of the SMPD commander on scene. Responding officers will report to the command post for assignments and briefing, unless instructed otherwise.
 - 8) Designate an arrest team in the event the suspect immediately surrenders before the arrival of tactical teams.
 - 9) After initial containment of the situation, only trained negotiation and support staff will be used.
 - 10) As SMPD does not have surveillance equipment that might be readily available or structured for such events, that equipment will be brought and used by the responding tactical teams.
 - 11) The supervisor can stage marked and unmarked vehicles at strategic locations, either for the purpose of pursuit, surveillance of the scene, or to control traffic routes.
- D. Upon arrival of the tactical teams, the SMPD supervisor will ensure that those commanders are given a full briefing of the situation, perimeters, and staffing on scene. Supervisory, tactical, and hostage negotiation personnel will interact in a cooperative manner to facilitate resolution of the situation. All possible assistance will be given to the responding teams to help bring the situation to a close. Those responding teams will operate under the specific policies of their respective agencies.
- 1) While tactical teams are on scene, their commander becomes the scene commander. The general rule is that the assisting agency will command the special tactical scenario and the requesting agency will maintain the outer perimeter.
 - 2) The Tactical Team Commander, after considering the Negotiation Team Commander's recommendations, will make all decisions to determine the level of force, including chemical agents, authorized. Exceptions are only authorized to protect officers and bystanders from death or serious bodily injury. No greater level of force may be used without specific approval from the incident commander.
 - 3) After the offender is either talked into surrender or extracted by an entry, he will become the prisoner of SMPD. Once in SMPD custody, the

SMPD supervisor will ensure that the arrestee receives timely and adequate medical attention if injured. Command of the scene will return to SMPD for processing of evidence and interviewing of witnesses.

- 4) The designated Patrol lieutenant will make an oral after-action report to the Chief of Police upon completion of the post-action critique. The oral report will be supplemented by a written after-action report. [CFA17.06M(ε)]

- F. The Assistant Chief will see that an annual review of this policy is conducted and updated when necessary.

23.1.6 Bomb Emergencies

- A. Officers may be called to a scene where there has been the threat that an explosive device has been discovered or planted. They may respond to a scene where an actual device has been believed to have been discovered. In either situation they will treat the scene as if the threat is a real, until facts can prove it otherwise. The Departmental response to a bomb threat will include:

1. Responsibilities of SMPD personnel receiving the threat: It will be of vital importance to officers on the scene that the call takers try to get as much information as possible from whomever calls in the bomb threat. Officers will need to know the location, the time left before detonation, and anything that might help later identify the suspect. The information shall be immediately relayed to SMPD communications personnel. South Miami Police Dispatchers will follow established procedures in dealing with bomb threats by seeing that the call is dispatched with adequate information for police response. This is information that pertains not only to SMPD communications personnel, but is also protocol that Miami-Dade Communication will follow by their own departmental policies. [CFA17.07M(a)]

- a) Besides dispatching the call, the patrol supervisor should be advised of the threat by dispatch.
- b) If an actual device is discovered, the patrol supervisor will notify the Operations Bureau Captain or his designee in order to marshal other agencies to assist in the incident. [CFA17.07M(b)]

2. On-scene responsibilities of police personnel:
 - a. The supervisor and responding officer(s) are to locate and contact the person in charge of the premises and get additional information from the receiver of the actual threat;
 - b. Because of the danger of explosive devices being detonated by electronic devices, officers will restrict themselves from using their police radios while on the scene of the threat. No radio

transmissions or cellular phone transmissions within 300 feet of the premises will be made before completion of the search, and an "all clear" is given. Any communication with parties outside of the scene should be done by regular land-line telephones. Officers on the scene should be instructed to communicate regularly verbally with the command post for any updates in information. [CFA17.07M(i)]

- c. The supervisor in charge will coordinate police activities at the scene and will establish a command post, when necessary. The supervisor will ensure that the Fire Department has been notified of the incident and coordinate with them if they respond;
 - d. The area of threat should be searched for any packages that appear out of place or seem suspicious. This can be done by pairing officers on the scene with employees or residents of the scene who would best know what appears to be a threat. [CFA17.07M(d)]
 - e. Search procedures should be orderly and thorough. If it is a multi-story building, one floor at a time should be searched. Different styles for searching large areas will be utilized depending on the size of the target area. [CFA17.07M(e)] The SMPD supervisor can call for the assistance from other agencies with bomb-detecting canines from MDPD or Coral Gables Police Bomb K9 personnel will search the premises.
 - f. If a device or credible threat is located, the scene should be restricted and treated as a crime scene. Care should be had in setting the boundaries of the security perimeter to account for what damage could be caused to passers-by and vehicular traffic. [CFA17.07M(c)]
 - g. If a device has not yet been located, the supervisor is to advise the person in charge of the targeted threat that it is not the responsibility of the police to make the decision to evacuate. The police department does not have the authority to require an evacuation. This decision is the sole responsibility of the person in charge of the premises, not the responding agencies. He/she must make the decision on total, partial or no evacuation of the premises.
3. If a device or credible threat is found:
- a. Contact the on-duty supervisor to request the Miami-Dade Police Department Bomb Squad; [CFA17.07M(f)]
 - b. The on-duty supervisor will notify the Chief of Police, the Assistant Chief, and the Operations Bureau Captain;
 - c. The supervisor in charge will coordinate all activities at the scene and will establish a command post. The command post will be located no closer than 300 feet from the building where the suspected explosive device is located;

- d. Evacuation procedures (if necessary) are to be handled by the police department. Persons being brought out of the target area should be moved at least 300 feet away. It should be done in orderly fashion and ensure that all persons in the target area are moved to safety; [CFA17.07M(g)]
- e. No one other than law enforcement personnel will be allowed onto the scene. A perimeter will be put into effect to minimize casualties and preserve the crime scene. Police vehicles can be used to block intersections to control ingress/egress. Crime scene tape, and other equipment to control entry to the scene can be brought to the scene from storage at SMPD headquarters. [CFA17.07M(e)]
- f. On scene personnel will coordinate with Bomb Squad personnel, giving them a full briefing and cooperating with any concerns they have as to size of the perimeter and other public safety factors.

B. Explosion as a result of an explosive device prior to police arrival:

- 1. Responsibilities of officers upon arrival:
 - a. First officer on the scene will arrival and confirm the situation with the dispatcher, notifying the Miami-Dade Fire Department that an explosion has occurred, and provide all known information regarding status of fire, injuries, downed power lines, etc.
 - b. Notify the on-duty supervisor. He/she will notify the Chief of Police, the Assistant Chief, and the Operations Bureau Captain and additional personnel as requested. The supervisor in charge will assume command of the scene until relieved by a higher ranking supervisor;
 - c. Aid Fire Rescue in reaching injured persons. The on-scene commander/supervisor will see that law enforcement efforts are coordinated with those of Fire/Rescue personnel. [CFA17.07M(h)]
 - d. Establish a crime scene perimeter. A supervisor will establish a command post to start coordinating the response of additional investigative and rescue personnel. A command post will be established near the scene of the explosion, but at a distance safe from any additional explosions;
 - e. Contact the Miami-Dade Police Department Bomb Squad and request immediate response; and
 - f. The on-scene commander/supervisor will contact other agencies, such as the FBI, or ATF, as appropriate, after the bomb technicians arrive on the scene and determine the need to notify such agencies.
 - g. Responding officers should be mindful of any secondary explosions should it be the result of a terrorist wishing to target first responders. Persons should be evacuated from the scene and a perimeter held until explosive experts can comb the scene for

possible secondary devices. Potential danger from structural damage as well as un-detonated explosives may be present in the explosion area. Each person on the scene should use caution, and no one should enter the explosion area, except as authorized by this general order or to prevent injury or death to another person.

- h. Responding officers will attempt to locate and contact any witnesses to the incident;
- c. After the scene is declared safe for entry: [CFA17.07M(j)]
 1. When the scene is secured, the on-scene supervisor in charge will coordinate the preservation of evidence and ensure that no unauthorized persons enter the explosion area. It will be vital that patrol officers coordinate their activities with investigators and/or evidence specialists to gather physical evidence and apprehend the bomb threat maker. [CFA17.07M(j)]
 2. All reports are to be completed by the responding officers under the command of the on-scene supervisor in charge. A copy of the report should be forwarded to MIAMIBOMBTHREATS@IC.FBI.GOV to assist the federal government in tracking such incident.
 3. An after-action report will be completed by a supervisor designated by the Operations Bureau Captain.

23.1.7 VIP Security Plan

In the event a Very Important Person (VIP), defined as a dignitary, famous personality, or any other person in need of special security, visits or stays overnight in the City of South Miami, and a request is made for special security measures, the following provisions and considerations will be addressed: [CFA17.03M]

- A. The Operations Bureau Captain will supervise and coordinate the security detail;
- B. The appropriate number of marked and unmarked vehicles will be utilized for protective purposes;
- C. Planning and examinations of travel routes with at least two alternate routes will be conducted to determine the safest and most expedient route;
- D. Advance on-site inspections will be conducted by members of this department and by persons associated with, or assigned to, the VIP. All intelligence gathering and coordinating will be assigned to CID. One final inspection prior to arrival will be made of the immediate area the VIP is likely to occupy; and
- E. Coordination of operations within the department and with other agencies: Prior to the VIP's arrival, a briefing will be conducted to outline the duties and responsibilities of each agency involved. This briefing will be attended by all affected personnel and by a representative from all outside agencies involved. (Those agencies may include the FBI, local or private law enforcement agencies, and the Miami-Dade Fire/Rescue Department.)

- F. The Miami-Dade Fire/Rescue Department will be requested to make available a piece of emergency equipment for emergency first-aid and medical service. Removal of ill or injured persons will be made in accordance with fire department procedures.
- G. Communications channels may be determined in advance, however, an alternate frequency may be used with concurrence of the Operations Bureau Captain and Communications Center. All officers will carry a portable radio and maintain communications with the Communications Center or a command post, if one is established.
- H. If necessary, a unique and readily distinguishable form of identification will be selected in advance. When appropriate, color-coded identification pins will be issued to and conspicuously displayed on the clothing of all assigned personnel.
- I. In many cases, South Miami Police will be asked to assist other agencies (US Secret Service, State Department Protective Service, etc.) in supplying security to high profile political figures (such as the President, foreign officials, etc.). In those cases, the Operations Bureau Captain will direct the appropriate Division lieutenant to liaison with the agency asking for assistance to provide what help they may need (traffic control, personnel, etc).

23.1.8 Special Events Plan

- 1. A special event is defined as an activity such as a parade, athletic contest, or public demonstration or celebration that results in the need for the control of traffic, crowds, or crimes. This activity will require augmented staffing and cannot be handled by personnel assigned to work during the time period on routine patrol duties. Because of its complexity affecting regular traffic patterns, commerce, and possibly public safety, proper planning, staffing, and specialized equipment may have to be utilized.
 - A. A supervisor designated by the Operations Bureau Captain will be the overall scene commander of any special event detail. [CFA17.09(a)]
 - B. An estimate of traffic and expected attendance for any given event will be requested by the Operations Bureau Captain by the event organizers. The Operations Bureau Captain or designee should meet with any outside committee and other City departments, such as the Public Works Department, to coordinate plans and exchange information. [CFA17.09(c)]

The Operations Bureau Captain will use these figures, adjusted to reflect departmental concerns, to plan the operation. From this information the number of personnel needed to oversee the event effectively and efficiently will be determined.

- C. Contingency plans will be developed prior to any special events. The Operations Bureau Captain will be in charge of planning for special events that require officers to control traffic or the movement of pedestrians. The plans will include a summary of events and anticipated needs. Anticipated needs include, but are not limited to, the following:

- 1) Available manpower
 - 2) Parking
 - 3) Expected crowd volume
 - 4) Location and relief of assigned officers
 - 5) Street closures
 - 6) Pedestrian/spectator safety and control
 - 7) Temporary traffic control devices
 - 8) Access of emergency equipment
 - 9) Alternate traffic routes
 - 10) Relevant legal issues involved
- D. CID will provide any information concerning anticipated crime problems, other than those generally associated with large crowds. Other special operations personnel will be selected based upon the particular event.
- E. Logistical requirements will be addressed during the planning stage. These would include the number of barricades, barricade positioning, fixed post assignments, and any other relevant considerations that will assist in a smooth and effective operation. [CFA17.09(b)]
- F. The designated special event supervisor will coordinate the planning and operation for the event with concerned people inside and outside the department
- G. At the conclusion of any special event or as soon as possible, the supervisor in charge of the event will submit an after-action report, detailing what transpired during the event. This report will be forwarded to the Operations Bureau Captain for review and forwarded to the Chief of Police via the Chain of Command.

2. Immediate Post Event tasks:

- A. Each supervisor will be responsible for the completion of necessary reports by their personnel. The incident commander will ensure that all equipment has been properly accounted for and that it is now clear for the public to return into the area of operations.
- B. Personnel will be relieved of duty as soon as possible on completion of the operation or upon initiation of demobilization by authority of the Chief of Police. Each organizational component will establish schedules to return as soon as possible to routine operational levels.

23.1.9 Terrorist Incidents/Weapons of Mass Destruction

The South Miami Police Department will be ready to respond to any incidents targeting its citizens and visitors posed from terrorist events and/or weapons of mass destruction. Assistance from other local, state, and federal agencies is available to assist the South Miami Police in

responding to these threats. Through training and liaison with those agencies, members of the Department will be able to respond to this threat.

1. HOMELAND SECURITY ADVISORY SYSTEM FOR THE SOUTH MIAMI POLICE DEPARTMENT

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

A. NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

Alert Announcements

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the official DHS NTAS webpage: <http://www.dhs.gov/alerts>

2. WEAPONS OF MASS DESTRUCTION AND HAZARDOUS MATERIALS INCIDENTS

The South Miami Police Department is jointly responsible with the Miami-Dade Police Department and Miami-Dade Fire/Rescue and various State and Federal agencies for the protection of life and property in the event of a weapon of mass destruction incident. Swift coordination and clear responsibilities must be delineated to ensure the public safety in any emergency involving potential or threatened use of a chemical, biological or nuclear device. Additionally, the Police Department must maintain a state of readiness by training its personnel for such an incident and provide the necessary equipment for a WMD response.

- A. **Police:** The initial investigation of a complaint of a suspected WMD incident is a police responsibility. The police department will respond to a suspected WMD threat or incident and decide if WMD protocols are necessary. In the event that the Miami-Dade Fire Department has preceded the police department to the incident, the South Miami Police Department commanding officer will respond to the Command Post. All additional responding units will report to the Staging Area as established by the Miami-Dade Fire Department. However, if there is evidence of or the possibility of WMD material, police officers will prevent unauthorized persons from entering or exiting the area.
1. Small structure or area: When the building or area that is believed to be contaminated is small, police personnel may be sufficient to secure the area and prevent cross contamination by preventing persons from leaving the area.
 2. Large structure or area: When the building or area is large and additional manpower is needed, the Miami-Dade Police Department will be utilized. The Miami-Dade Fire Department will establish decontamination and triage stations. The police personnel will then be assigned to perimeter and traffic duties, and the Fire Department will conduct the search.
 3. Vehicles: Due to the extreme dangers encountered with WMD in vehicles, a vehicle suspected to contain WMD materials can only be searched by a qualified technician with special protective gear and equipment. When a vehicle is suspected of containing WMD materials, it will be immediately secured. The WMD Specialist from the Miami-Dade Police Department and/or Fire Department will be called to the scene for an evaluation to complete the search. Searches will only be done by qualified technicians. Due to the increasing threat of the use of WMD, the Miami-Dade Fire Department's Hazardous Materials Team will be the first line of response to such incidents.
- B. **Miami-Dade Fire Department:** When requested by the South Miami Police Department, the Miami-Dade Fire Department will conduct the search or standby at the scene in the event of a possible release of WMD materials. Upon his arrival, the Senior Fire Department Official will contact the Police Supervisor or Commanding Officer on the scene to exchange information and decide on tactics.
1. During standby operations, the scene is a police responsibility.
 2. During search operations for WMD by the Miami-Dade Fire Department, the scene becomes their responsibility, and police personnel shall concern themselves with crowd control and traffic assignments. However, the Chief of Police and/or Command Staff will respond to the scene. The Miami-Dade Police Department WMD Specialist may request the SRT

Team and/or the Miami-Dade Police Bomb Squad be called to standby to render safe any suspect devices found during the search.

3. The Fire Department Official in Charge will coordinate the evacuation and establish a field triage point with available rescue or paramedical personnel
 - a. All injured or contaminated persons and those suspected of contamination shall be taken or directed to the field triage point for immediate first aid and then taken to a hospital by Miami-Dade Fire/Rescue, if further treatment is required.
 - b. Records will be kept of all persons who are taken to the transfer point, in the event that future contact with the victims becomes necessary.

C. **General Procedures for Weapons of Mass Destruction (WMD) Materials Incidents:**

- 1) A WMD material incident is any incident involving the use or threat to use a substance (in a quantity or form) that may pose a substantial risk to health, safety, or property to inflict death, injury or fear of such to an individual or group of persons. The risks from WMD materials may be due to nuclear, chemical or biological agents.
- 2) A WMD materials incident is also any incident that involves the presence of WMD materials as defined above. A WMD materials incident shall include but not be limited to terrorist acts or any criminal investigation that indicates the presences or threat of WMD. A WMD materials incident shall also include the discovery of WMD materials in connection with clandestine labs and incidents of a non-criminal nature, where the presence of WMD material is suspected and/or detected.
 - a. The first unit on the scene who suspects that a possible WMD incident has occurred will broadcast the findings and warn additional responding units of any gas, odor, and color of vapor, fluids or any other indication of WMD material. Additionally, the first responder shall advise of the wind conditions, the flow of the product and if possible, the “Hot Zone” to be avoided. The Communications Dispatcher shall relay this information, preceded by a “3” tone to all responding units and immediately notify the Miami-Dade Fire Department.
 - b. The officers on scene shall make every effort to avoid cross contamination from persons attempting to vacate the premises. However, every effort shall be made to contain suspected victims within the contaminated area.

The supervisor on the scene should organize this type of crowd control.

- c. The next arriving supervisor shall establish a staging area in a safe area up wind and uphill of the incident and direct all supporting police personnel to report to that location for further deployment.
- d. If a Command Post has not been established by the Fire Department, the first arriving supervisor in charge shall establish a Command Post at a location suitable to the incident. However, the Command Post should not be co-located with the staging area.
- e. All calls to the Miami-Dade Fire Department for assistance will be routed through the Communications Center. Miami-Dade Fire operations shall be continuously informed of the situation and shall notify available emergency response teams, if additional expertise is required to handle extensive exposures or particularly dangerous substances

3. **Specific Police Duties:**

- a. Communications Officer's Duties: Upon receiving information that a WMD is alleged to have been planted, or is actually deployed, the Communications Supervisor shall notify the following, in order:
 - a. Dispatch a minimum of two (2) Patrol Officers, and one Sergeant.
 - b. The Sergeant will notify the Chain-of-Command.
- b. The Sergeant will notify the Miami-Dade Police Department Shift Commander who will in turn notify the Miami-Dade Fire Department to inform them of the nature of the call and the type of assistance that is requested for purposes of standby, for purposes of search, or for information only.
- c. The Sergeant will notify the Miami-Dade Police Department Shift Commander who will in turn notify the on-call Miami-Dade Police Department WMD Specialist and the on-call Bomb Squad as directed by the Command Staff.
- d. Notify appropriate Federal agencies as directed by the Command Staff.
- e. If a public school is involved, notify the principal of the school and the assigned MDCPS School Resource Officer. The person responsible for notifying school security will be the school's principal.

4. **First Officer on Scene:** The first officer on the scene of a WMD threat or suspected WMD incident shall do the following:

- a. Contact the person reporting the incident.

- b. Notify the Communication Center Supervisor/Dispatcher and advise him/her of the situation.
- c. Determine if the threat is a threat alone or if it is accompanied by any indication of WMD material, signs and symptoms of contaminated persons. Indications of WMD contamination may include the presence of unusual odors, vapors, powders, fluids, dead or dying animals, and large numbers of insects, expended aerosol containers and/or container placarded with bio-hazard or radiation labels.
- d. Secure and protect the crime scene by establishing a perimeter. The rule for perimeter distance in WMD incidents is variable due to the nature of the WMD material and subject to terrain and weather (wind) conditions. In situations involving a structure, the immediate exits and surrounding area should be evacuated immediately and the structure secured to prevent cross contamination by exiting persons. Consideration of the "Hot Zone" distance will depend upon size and type of WMD material and weather conditions.

The "Hot Zone" will be the area of known contaminant and persons observed exhibiting signs and symptoms of exposure. Personnel in or who entered the "Hot Zone" shall be considered contaminated. The "Hot Zone" is an exclusionary zone and entry is prohibited. A "Warm Zone" will be established from the outer limits of the "Hot Zone" to an area considered to be free of contaminants. Persons exiting the "Hot Zone", including emergency providers shall be quarantined in the "Warm Zone" until decontaminated or released by the Fire Department.

- e. Await further instructions from the Patrol Sergeant and do not touch any object or person in the "Hot Zone".
- f. Complete an incident report or appropriate offense report by obtaining all pertinent information. Prior to leaving the scene, the officer making the original report shall contact the on-scene Commander for final instructions.

5. Patrol Sergeant or Lieutenant Duties:

- a. The first arriving Sergeant, or Lieutenant shall assume command of police activities on the scene until the arrival of the Fire Department and the Miami-Dade Bomb Squad.

- b. Evaluate each situation and determine if additional assistance is needed.
 - c. Notify the Communications Center if the Miami-Dade Fire Department is needed and advise whether a HAZMAT / WMD Team response is required.
 - d. Establish a Command Post a safe distance from the scene, in an area with easy access to telephones. Activate the Incident Command System or if activated by the Miami-Dade Fire Department, report to the Incident Commander and act as liaison between police, fire, and other agencies that are involved.
 - e. The first Sergeant shall direct all police activities at the scene outside of the “Hot Zone”, i.e. officer safety, cross contamination, crime scene preservation and perimeters, locating witnesses, and crowd control.
 - f. The Sergeant shall respond to the Fire Department Staging Area or establish one at a location that is easily accessible by emergency equipment and large enough to receive responding units, ready them for deployment as needed by the on-scene supervisor or Incident Commander.
 - g. After the arrival of the Bomb Squad/WMD Specialist, the Sergeant shall command all police activities, until relieved by the Lieutenant or higher authority, outside the “Warm Zone” that has been established.
6. **Schools, Public and Private - The first Officer on the scene shall do the following:**
- a. Quietly and discreetly contact the principal of school and the School Resource Officer, if applicable, and act as liaison between the school and the Communications Center.
 - b. Be prepared to assist the principal in any way possible.
 - c. The principal of the school is responsible for the evacuation and decision to search for WMD materials. The South Miami Police Department, Miami-Dade Police Department and Fire Department shall assist as requested by the principal.
 - d. The schools have their own plan for bomb / WMD threats.
 - e. The primary duty of the police is traffic and crowd control.

23.1.10 Hazardous Materials Incidents

Hazardous materials are transported through the City of South Miami on a daily basis via roadway and U.S. 1. The possibility of a toxic spill or leak due to negligence or vehicle crash is always present. Hazardous materials, for purposes of this Procedural Directive, also include chemical, bacterial or viral agents that may be used and/or released by persons or groups with the specific intent to harm others. These types of weapons are becoming the weapons “of choice” for terrorist organizations.

1. In the event of a hazardous material presenting a risk to public safety or property damage, the South Miami Police Department shall respond. Responsibilities are as shown below:
 - A. The **Communications Center** shall be responsible for obtaining as much information from the caller about the substance or material as possible. The information should include:
 - 1) Hazards of being exposed to the substance; i.e. death, illness, etc.
 - 2) Method of hazard: i.e. touch, breathing, etc.
 - 3) Is the substance/material explosive, flammable, poisonous, fumes;
 - 4) Where is the location of the hazardous material;
 - 5) How was it being transported;
 - 6) How much substance is involved in the spill or leak;
 - 7) Determine if it is known if anyone is injured.
 - 8) Dispatch responding units and notify a supervisor. They shall also notify the Miami-Dade Fire Department and request that the HazMat unit respond.
 - B. **Responding Units** shall be responsible for responding to the area of the incident and, prior to physically going to actual site, observing the area. Officers should be upwind and do a brief observation of the incident site. Officers should be looking for effects of the hazardous material on persons that may have been in the immediate area when the incident happened. If the material is already affecting persons on the scene officers should not directly respond until they have access to safety gear and/or the fire department arrives.
 - 1) Officers should make a reasonable attempt to identify the type of substance or material. This can be done by:
 - a) Speaking with the driver of the vehicle or operator of the equipment;
 - b) Observing, from a distance, the hazardous material placard on the vehicle;
 - c) Having Communications call the vehicle or equipment owner and having them advise what the vehicle was transporting or the equipment was carrying; and/or
 - d) Examine the vehicle shipping papers.

- 2) Officers going directly to the incident scene should take care not to walk or drive through the spill or material.
- 3) Making sure that open flames or other fire producing type of equipment is not used in the immediate area of the incident. This does not include any equipment that may be used by the fire department in efforts to bring the situation under control.
- 4) Officers should be aware of weather conditions and remain upwind of any substances or materials so that fumes or gases are not blown into them. Also, some materials/substances may be affected by, or activated by, water so rain or water from other sources may be a factor.
- 5) The affected area should be blocked off to keep persons and vehicles out of the area. In cases of fumes or gases it may be necessary to have a “moving perimeter” dependent upon the weather conditions. Also, the direction of flow for a spill may cause perimeters to move.
- 6) Request Miami-Dade Fire/Rescue units for any person(s) that may be injured or suffering from the effects of exposure to the materials or substance.

C. Dependent upon the type of material/substance involved, the officer assigned the call shall keep the dispatcher advised of the situation if fumes or gases are spreading and/or moving into different areas and/or jurisdictions.

- 1) Upon the arrival of the Miami-Dade Fire Department or the Miami-Dade HazMat Unit, the Commander of one of these units shall take over control and responsibility for the handling of this incident. Police officers shall then assume a secondary role and assist the fire personnel as needed.
- 2) If hazardous materials or substances are located within a structure, and they pose a risk to the public’s health or safety, officers should check the structure for other persons that may be inside as long as their own safety is not at risk by doing so. Anyone located within will be directed to evacuate and go to a place of safety. Once the location is clear of all persons the officers shall evacuate themselves. A security perimeter should be established and the structure should be secured so that no one can enter. The Miami-Dade HazMat unit should be requested to respond.

D. If hazardous materials/substances are located officers should not operate any switches or motors as a spark may set off fumes or gases in the area. If the hazardous materials/substances are part of a drug lab the CID Lieutenant shall be contacted.

E. Chemical, Bacterial, Gas, or Viral Agents Used as Weapons:

1. Due to ever changing politics, demographics and economies the threat of terrorism is spreading and expanding across the world. With the diverse population of the South Florida area, there is a possibility of a terrorist event happening in this area.
2. Chemical, gas, viral and bacterial agents may be used as weapons by a person or organization to achieve their goal, harm or kill persons or to “Send a message”. The mechanism to spread these agents may be as shown below:
 - a) Spread by detonation;
 - b) Aerosol sprayed into the air, on items that are touched or on the ground and then inhaled, ingested or absorbed into the skin;
 - c) Put into food/liquid that is ingested;
 - d) Powder substances inhaled or absorbed into the skin;
 - e) Mail, package deliveries, and other methods not mentioned.
3. Officers responding to calls of a bomb or hazardous material threat should be aware that agents can be used in this type of threat. The effects of these types of agents are not always immediate and may take time to manifest. Other agents may cause immediate reactions and officers should be aware of agents being used as weapons. Prior to physically responding to the immediate scene on this type of call, officers should visually observe the scene for a brief period to try to determine what is, or may be, taking place. Some signs would be:
 - a. Persons on the scene are having violent SLUDGE reactions:
 - S - Salivate
 - L – Lachrymate [tearing, crying]
 - U - Urinate
 - D - Defecate
 - G - Gastro-intestinal Distress
 - E – Emesis [vomit, mucous]
 - b. Persons on the scene are collapsing immediately after exposure, inhalation, ingestion or contact.
 - c. There may be panic on the scene.
 - d. There may obvious physical signs on the skin of people on the scene such as lesions, sores or discoloration.
 - e. Smoke or clouds of vapor or gas.
4. It would be impractical to equip and train officers to deal with all the possible threats from these agents. However, there are measures that can be taken by officers that will limit their exposure and enable them to function in a reasonable manner to deal with these situations. Officers should observe, from a distance and upwind, the scene prior to responding;

- a. Try to identify the type of agent that may be in use; i.e. gas, powder, etc.
- b. Try to come in from a direction upwind of the location in question;
- c. Once on the scene try to keep from touching a person or item unless wearing gloves;
- d. Remain on the scene only for as long as necessary or required;
- e. Attempt to identify the agent used and where or how it was dispensed or discharged;
- f. If the agent was dispensed by a detonation, be aware of debris and possible secondary detonation or booby traps still on the scene.

12.1.11

Annual Inspections

1. The Operations Bureau Captain will ensure that there is annual equipment inspection of water supplies, and reissue damaged or missing equipment necessary for hurricane preparedness.
2. The operations Bureau Captain will ensure that there is annual equipment inspection of equipment needed for riot control, including riot shields, and perform equipment inspection of riot equipment with all UPD members.
3. The CID Lieutenant will ensure that there is annual equipment inspection of equipment needed for riot control, and perform equipment inspection of riot equipment with all CID members.
4. The CID/UPD Lieutenants will report damaged or missing equipment to the Services supervisor who will reissue equipment as necessary.