



Florida Fish and Wildlife Conservation Commission
 Division of Law Enforcement

MUTUAL AID, RESPONSE TO UNUSUAL OCCURRENCES, AND SPECIAL EVENTS

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
48	May 7, 2018	March 28, 2013	All Members

References

Ch. 23, Pt. I, F.S.; GOs 2, 5, 47 and 54;
 CFA Standards 14.01M, 17.01M, 17.03M, 17.06M, 17.07M, 17.09

1 POLICY

A Florida Mutual Aid Plan and Continuity of Operations

- (1) By statutory authority (Chapter 23, Part I, Florida Statutes), the Florida Department of Law Enforcement (FDLE) is the agency responsible for the coordination of the state's law enforcement resources. It is recognized that the primary responsibility for dealing with an emergency or intensive situation rests with local agencies and that state assistance must be in support of, and closely coordinated with, local officials. When a state of emergency is declared by the Governor, FDLE is responsible for the command, control and coordination of all state law enforcement personnel and equipment to support local law enforcement agencies.
- (2) The Florida Mutual Aid Plan is the official procedure in response to emergencies, disasters, civil disturbances, and unusual occurrences.
- (3) General Order 47, Continuity of Operations Plan (COOP) shall be adhered to if activated.

B The Division is an active participant in Florida's Mutual Aid Plan and the Statewide Emergency Operations Center and is continuously available via a variety of means, and often called upon in time of local and statewide emergencies. All sworn members, including supervisors, mid-level and upper management shall be available for response to emergencies twenty-four hours a day, seven days a week, thus providing statewide continuous response.

- (1) The Division Director or designee has the authority to suspend policies and procedures contained in the Division's General Orders and other policy documents as needed to meet operational requirements.
- (2) Health and safety during deployments and response to unusual occurrences is a Division priority and integral part of mission objectives.

C It is the policy of the Division to establish procedures for special events and dignitary protection details.

D It is the policy of the Division to provide specific direction and guidance to its members in the event of a hostage or barricaded person situation at a Division facility and for handling bomb-related incidents.

E Definitions

- (1) **Unusual Occurrences** – Situations generally of an emergency nature, that result from natural and man-made disasters but may also include domestic security incidents, civil disturbances, and civil defense emergencies.
- (2) **Special Events** – An activity that results in the need for control of vessel and/or vehicle traffic, crowds, or crime. Special events are normally time specific, short duration events, but may be extended over a longer period of time.
- (3) **Florida Mutual Aid Plan** – An agreement between the state of Florida and local governments to provide for the coordination of regional communications and the use of state law enforcement and Florida National Guard personnel and equipment because of natural or man-made disasters or emergencies whenever a local government requires law enforcement assistance from the state or any other jurisdiction.

2 RESPONSIBILITIES

A It is the responsibility of the Division to:

- (1) Ensure that sworn members are adequately equipped and trained to respond to unusual occurrences or special events.
- (2) Maintain response capability in the event of a mutual aid request.

3 PROCEDURES

A Dignitary Protection

- (1) The Division provides protective services for members of Florida Fish and Wildlife Conservation Commission at the Commission's meetings. Dignitary protection procedures for Commission meetings can be found in the Special Operations Group (SOG) Standard Operating Procedures Manual.
- (2) Upon request, Division members may assist other agencies in the protection of dignitaries, with the approval and assignment of the appropriate Regional Commander. Such activities are routinely requested by authority of the Florida Mutual Aid Plan. The agency with primary protective responsibility (i.e., FDLE, Secret Service, FBI, etc.) shall provide the supervisor or coordinator for the protective detail. The appropriate Regional Commander shall designate a member to serve as the point-of-contact. Division members assigned to assist with dignitary protection shall report to the specified individual or agency, and shall follow all guidelines and reporting requirements established by the primary protective agency.
- (3) The agency with primary protective authority shall have the responsibility for the following:
 - (a) Planning and coordinating equipment requirements, which include consideration of vehicles, body armor for dignitaries and security members, and weapons for members;
 - (b) Planning and reconnoitering travel routes and alternates;
 - (c) Advance inspection of sites and facilities;
 - (d) Arranging for the gathering of intelligence information;
 - (e) Coordination of operations within the agency and with outside agencies;
 - (f) Identification of emergency first aid, ambulance, and medical facilities;
 - (g) Communications; and
 - (h) Identification by special designation (e.g., lapel pins).

B Special Events

- (1) The Division is periodically responsible for managing the law enforcement aspects of certain special events such as the "Gasparilla Pirate Festival" in Tampa, the Columbus Day Event in Miami, the Spiny Lobster Sport (Mini) Season in the Florida Keys, or other boating-oriented events.
- (2) The Regional Commander shall designate a sworn supervisor to act as the coordinator responsible for coverage of the event. The event coordinator shall be responsible for developing an operations plan that addresses the following:
 - (a) Estimate of vehicle and/or vessel traffic, crowd control, and crime problems expected for the event;
 - (b) Logistical requirements; and
 - (c) Coordination within the Division and externally with other agencies.
- (3) The event coordinator shall prepare an after-action report describing agency activities and any special situations that required agency response during the event. After-action reports shall be submitted to the Regional Commander for review.

C Hostage and Barricaded Person Situations

- (1) The Division does not have hostage negotiators. In the event sworn members are the first law enforcement presence on a scene of a hostage or barricaded person situation requiring such response, they are directed to perform the following:
 - (a) Immediately secure the scene and request backup from the appropriate local jurisdiction and other emergency services;
 - (b) Notify the appropriate chain of command, ensuring that the Division Director is made aware of the situation as soon as possible;
 - (c) Establish a line of communications with responding agencies and personnel;
 - (d) Notify the fire department or emergency medical services as needed;
 - (e) Establish the inner and outer perimeters with the responding backup units;
 - (f) Facilitate the evacuation of bystanders and injured persons;
 - (g) Provide continued assistance to the responding agency until no longer needed, and;
 - (h) Prepare any required reports (i.e. Incident Summary Report, Use of Force Report, etc.).
- (2) The agency having jurisdiction over the hostage and barricaded person situations shall be responsible for the following:
 - (a) Requests for surveillance equipment;
 - (b) Arrangements for providing a liaison for arriving media;
 - (c) Identification of person(s) authorized to permit use of force, and;
 - (d) Designating pursuit and/or surveillance vehicles and control of travel routes.

D Bomb-Related Incidents

- (1) Members of the Division are neither equipped nor trained for bomb disposal, and the Division is not a first responder in such a situation. However, there may be times when a member receives a bomb or other threat.
- (2) Upon receiving a call of a bomb threat or other terrorist activity, the role of the person receiving the contact is to attempt to gather all information possible to include, but not limited to:

- (a) What, exactly, was said;
 - (b) Location of device or threat;
 - (c) Time and date the device is to detonate or an act of terrorism to take place;
 - (d) Type of device or terror act;
 - (e) Description of caller's voice and speech characteristics;
 - (f) Any background noise, and;
 - (g) If possible, the member receiving the call shall use the Bomb Threat Card (FWC/DLE-554) to document and gather all relevant information.
- (3) **Notifications:** Upon receiving the threat, the appropriate local agency, including the fire department, shall be notified of the threat for response. The member shall then notify the appropriate Regional Commander through the chain of command. The Regional Commander shall ensure the Division Director is made aware of the situation as soon as possible. Refer to the Incident Notification Protocol (FWC/DLE-380) as needed.
- (4) **Response:** If the threat is to a non-FWC building, members shall not begin responding without the approval of their supervisor. Such response would be exercised through the Florida Mutual Aid Plan. If the threat is to an FWC building, the supervisor shall assign members for response. For FWC buildings, the following actions shall take place as directed by the sworn member in charge of the scene:
- (a) If warranted, the building shall be evacuated through the appropriate doors, and in accordance with the building evacuation plan, if available, but at a minimum of 300 feet from the targeted facility or area;
 - (b) If warranted, the officer in charge shall establish a security perimeter of at least 300 feet from the targeted facility or area;
 - (c) Initiate the COOP Plan as needed;
 - (d) Notify the local law enforcement agency having jurisdiction;
 - (e) Radios or cellular phones shall not be used within 300 feet of the established perimeter. Members must establish other lines of communications during periods of radio silence by utilizing hand signals, or communicate verbally in person, and should make periodic contact with the Regional Communications Center via landline, and;
 - (f) The responding local law enforcement agency shall be responsible for the following, if needed:
 1. Organizing search teams;
 2. Relaying procedures under which a building search shall be conducted;
 3. Requesting specialized equipment as needed;
 4. Notifying a bomb disposal unit if a suspected device is located;
 5. Coordinating with the fire department;
 6. Coordinating with investigators or evidence specialists responsible for apprehending the bomb or other threat maker, and/or obtaining physical evidence;
 7. Communication procedures during periods of radio silence; and
 8. Additional post-explosion procedures.
- (5) **Post-Explosion:** If an explosion occurs prior to or after the arrival of fire or additional law enforcement personnel, members on the scene shall notify the communications center of the magnitude of the explosion. This should include, but not be limited to:

- (a) The number of injured and/or dead;
- (b) If anyone is trapped inside;
- (c) Additional responders needed and their placement;
- (d) Number of rescue and fire units needed;
- (e) Size of fire, if any; and
- (f) Best route for emergency vehicles.

E Emergency Operations Center Response Procedures / Staffing

- (1) When the State Emergency Operations Center in Tallahassee is fully activated, it shall be staffed by at least one sworn member.
- (2) FWC non-sworn members may staff the local emergency operations center, if applicable.
- (3) If warranted, RECON teams shall be deployed in accordance with the Division's Deployment Manual.

F Regional Command Posts

- (1) When minor emergency incidents and situations require the use of a command post, the appropriate Area Supervisor shall designate a location that provides shelter, telephone access, adequate parking, restroom facilities, and outside lighting.
- (2) The appropriate Area Supervisor shall ensure that the command post is located at or beyond the outer limits of the affected area.
- (3) The appropriate Area Supervisor shall ensure a sworn supervisor is dispatched to the command post and that communication between the command post, the Division's communication centers, and, if possible, the local Emergency Operations Center is maintained.
- (4) The Division's Mobile Command Post may be used as a command post when necessary or requested.
- (5) When a large scale emergency situation requires command response by the Division, it shall be the responsibility of the Regional Commander or designee to designate adequate facilities for the command post operations.
- (6) The command post is the primary communications center and location used by the Special Operations Group Leader and other assigned personnel to direct and coordinate responses to emergencies and disasters. The local Emergency Operations Center may be used.
- (7) The following factors should be considered when determining the location for the command post:
 - (a) Geography
 - 1. The command post should be in close proximity to the staging area, other agencies involved, and the site of the emergency or disaster.
 - 2. The command post should be quickly accessible to assigned personnel with only minimum delays due to traffic congestion, crowds, or the presence of media personnel and equipment.
 - 3. The command post should be located upwind from areas where tear gas is deployed or where other hazardous airborne vapors may be present.
 - (b) Security
 - 1. Restrict access to the command post and prohibit entry by the general public, the media, and officers who have no need to be there.

2. The immediate area surrounding the command post may need additional security, such as barbed wire for civil disturbances.
 3. Assign personnel to guard the command post area against hostile actions, unauthorized access, or damage, if necessary.
 4. Adequate exterior lighting may be needed in the immediate area surrounding the command post to deter vandalism and other hostile actions during civil disturbances.
- (c) Physical Features of the Command Post
1. The command post must have adequate space for personnel, equipment and supplies.
 2. Sufficient parking for vehicles, vessels and trailers, if applicable.
 3. Adequate restrooms must be located in close proximity.
 4. Adequate interior lighting.
 5. The facility must have adequate heating and air conditioning.
 6. Emergency generators shall be available to maintain continuous operations of the command post. The generators shall be equipped with an uninterrupted power supply to operate radio and computer equipment.
 7. A sufficient unobstructed area should be present near the facility for helicopter use.
 8. Arrangements for traffic control should be coordinated via the Incident Command System utilizing available local resources.
- (d) Supplies and Equipment – Are necessary and must be available, including but not limited to:
1. Personal computers and printers,
 2. Telephone and fax lines, and
 3. Local maps and charts.

G Supervisory Authority / Chain-of-Command / Incident Command

- (1) The organizational structure of the Division provides the framework for communications in emergency situations. If an emergency situation is encountered, the following procedures shall apply:
 - (a) It is the responsibility of the highest ranking sworn member present to take charge of the situation and institute the chain-of-command notification process. If a supervisor is not present, it shall be the responsibility of the most senior sworn member to initiate the notification process. In order to achieve better coordination of internal and external resources, the Incident Command System (ICS) shall be utilized when warranted.
 - (b) Each level in the chain-of-command shall be responsible for the notification of the next higher level, if appropriate. Questions regarding whether or not to notify the next level in the chain-of-command shall be resolved in favor of notification. If the next higher level cannot be contacted, then it shall be the responsibility of the person making the notification to attempt to contact successive levels in the chain of command, until notification is made.
 - (c) In the event of a disaster or emergency, such that a state of emergency is declared by the Governor, the chain-of-command process shall be implemented pursuant to the provisions of the Florida Mutual Aid Plan.
 - (d) Established written procedures in the Division's Deployment Manual, Florida's Mutual Aid Plan and other applicable General Orders shall be utilized.

- (2) In order to operate efficiently in an emergency and to better coordinate resources both internally and externally, the Division shall utilize the Incident Command System to manage applicable events.
 - (a) Dependent upon the nature of the emergency situation, the highest ranking sworn member present shall begin to organize response activities by engaging the Incident Command System.
 - (b) Agency members shall be provided with annual training related to the Incident Command System and operations management.

H Arrest, Transportation, Medical Treatment, Processing, and Confinement

- (1) General Order 2, *Warnings, Arrests, Traffic Enforcement and Interviews*, and General Order 5, *Use of Force, Response to Resistance, and Transporting Prisoners*, shall be adhered to as it applies to the Division's traffic control, arrest procedures, prisoner transportation and medical treatment during unusual occurrences. Sworn members shall turn over all prisoners to the Sheriff's Office having jurisdiction for processing and confinement.

I Casualty Information

- (1) During a major disaster where there are fatalities of mass proportion, it is imperative that all persons are accounted for.
- (2) Only after all rescue and emergency medical services have been completed, shall processing of deceased persons begin.
- (3) The Area Supervisor or designee shall be responsible for assuring that the medical examiner's office is notified of all mass fatality incidents.
- (4) The Area Supervisor shall ensure all reasonable assistance is provided to municipal and county agencies in processing disaster scenes.
- (5) The Florida Department of Law Enforcement (FDLE) is the only agency authorized to release official fatality numbers.

J Community Education, Information, and Rumor Control

- (1) In the event a command post or the State Emergency Operations Center (EOC) is activated in Tallahassee, media releases and community relations activities shall be coordinated with the Commission's Office of Community Relations and/or the State EOC Media Director, whichever is applicable.
- (2) General 54, *Public Information* shall be consulted for all other public information needs related to unusual occurrences.

K Military Support

- (1) Should the Division require military support, formal requests shall be made utilizing Florida's Mutual Aid Plan and/or Emergency Support Function 16, State Watch Office.

L Legal Authority, Court Information, and Prosecutorial Liaison

- (1) The Florida Mutual Aid Plan is the guiding document pertaining to legal authority, judicial jurisdiction and prosecution of criminal acts related to declared emergencies/unusual occurrence situations.
- (2) Court information shall vary dependent upon the location of the event and may involve multiple jurisdictions. Legal provisions provided under the Florida Mutual Aid Plan should be followed to ensure consistency.

M Facility Security

- (1) Regional Commanders shall be responsible for ensuring that adequate security shall be provided for Division offices during an emergency or a disaster.

- (2) Sworn members shall be posted at appropriate locations to provide security as required by the configuration of the structure.

N De-Escalation Procedures

- (1) The designated Incident Commander shall ultimately be responsible for phase-down operations. Concerns may include, but are not limited to:
 - (a) Phasing out periphery officers first and canceling standby alerts, with orderly withdrawal of committed members in unnoticeable increments;
 - (b) Processing released manpower at a central location to include the completion of required paper work, decontamination and member health and wellness check, and;
 - (c) Debriefing to include positive and negative aspects of the Division's involvement.

O After Action Reports

- (1) An Emergency Operations Summary Report using the Incident Summary Report Narrative form shall be completed and submitted via the chain of command to the appropriate Deputy Director.

4 FORMS

FORM NUMBER	FORM TITLE
	Incident Summary Report Narrative
FWC/DLE-380	Incident Notification Protocol
FWC/DLE-554	Bomb Threat Card