A. PURPOSE: The purpose of this order is to develop plans and operational responses to civil disturbances, natural and man made disasters, as well as civil defense emergencies, in compliance with the National Incident Management System (NIMS).

B. SCOPE: This order shall apply to all Sheriff’s Office members.

C. DISCUSSION: It is vital for the Sheriff’s Office to establish and follow a plan during times of unplanned occurrences, as well as planned events, to include civil disturbances, natural and man made disasters, as well as civil defense emergencies. Proper implementation of these plans will help minimize the loss of life and property.

On February 28, 2003, the President of the United States of America signed the Homeland Security Presidential Directive/HSPD-5, which enhances the ability of local, state, and federal governments to manage any incident by establishing a single National Incident Management System (NIMS).

D. POLICY: It shall be the policy of the Leon County Sheriff’s Office to minimize the loss of life and property through the implementation of emergency operational plans during times of civil disturbances, natural and man made disasters (to include terrorist events), as well as civil defense emergencies. Operations shall be carried out in accordance with Florida Statutes, in conjunction with procedures outlined in the Continuity of Operations Plan (COOP) manual and the Comprehensive Emergency Management Plan.

E. DEFINITIONS:

N/A

F. PROCEDURE:

1. Chapters 252 and 870, Florida Statutes, address disaster situations and civil disturbance issues within the state.

2. The Sheriff of Leon County shall exercise command and control over all law enforcement resources committed to operations involving unusual occurrences within Leon County. [CFA 17.01B]
3. The Department of Administrative Services Chief or designee shall be responsible for the planning and execution of the Sheriff’s Office’s response to unusual occurrences and shall coordinate the Sheriff’s Office Unusual Occurrence Plan with all affected agencies.

4. The agency shall complete a Continuity of Operations Plan (COOP) manual that is reviewed and updated as needed by the Department of Administrative Services Chief or designee. Additionally, the Director of Emergency Management is responsible for completing a Comprehensive Emergency Management Plan for Leon County and will review it periodically to ensure that it is current. The manuals shall be issued to applicable/designated supervisors and will contain procedural instructions on how to implement the appropriate emergency plan in order to guide and carry out the agency's response to a particular incident/event.

a. Continuity of Operations Plan (COOP) Manual: Provides procedures to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternate facilities, personnel, resources, interoperable communications, and vital records/databases.

b. Comprehensive Emergency Management Plan (CEMP): A written document that establishes uniform policy and procedures for the effective coordination of a response by Leon County, to a wide variety of natural and technological disasters. The County CEMP is coordinated with, and a companion to, the State of Florida CEMP.

5. The Department of Administrative Services Chief, in conjunction with all Department Chiefs, shall ensure that special equipment designated for use during unusual occurrences is inspected at least annually for operational readiness. [CFA 17.02]

a. Specialized equipment that shall be checked for operational readiness includes, but is not limited to generators that supply backup power to the main office and the jail, equipment utilized by the Tactical Dive Team, the Hostage Negotiation Team, the SWAT Team, the Hazardous Devices Team, the Aviation Unit, and equipment utilized in support roles (e.g. chain saws, ATVs and portable generators). Specialized equipment found to be defective shall be repaired immediately. Non-repairable equipment shall be evaluated for replacement by the Department of Administrative Services Chief, or designee.

6. Incident Command System Structure: The agency shall respond to natural and manmade disasters, as well as civil disturbances and assist other agencies as directed by mutual aid agreements and Florida Statutes. The agency’s written response plans shall include provisions for an Incident Command System for operations management. ICS is a flexible system which allows the participating members/agency(s) to adjust to variables involved in the incident/event. The agency shall follow the National Incident Management System (NIMS) structure.
Written plans for carrying out procedures for implementing this system include the Continuity of Operations Plan, the Comprehensive Emergency Management Plan and an Incident Action Plan (IAP). [CFA 17.01C]

a. **Command protocol is as follows:** [CFA 17.01B]

1) **Incident Commander** - The first level of the command structure is the Incident Commander, who is in charge of the overall operations at an incident scene, and shall appoint necessary members to carry out the operation. The Incident Commander directly manages the following positions:

   a) **Safety Officer** - is responsible for ensuring that safety procedures and safe practices are observed, identifying unsafe or hazardous conditions which may exist or develop, formulating measures to ensure the safety of members, and taking immediate action to stop or prevent unsafe acts when time or conditions do not permit him/her from going through the regular line of authority.

   b) **Information Officer** - shall provide public information and media releases about an incident/event in accordance with G.O. 54.1, News Media Relations.

      (1) Available accurate information on an incident/event should be released in an effort to keep the public informed of the situation, to foster positive community relations, and to help control the spread of rumors. Information which is of a sensitive nature or unverifiable should not be released.

      (2) The Incident Commander has the ultimate responsibility for any information issued concerning an incident/event.

      (3) Verifiable casualty information shall be released through the agency public information officer, Incident Commander, or designee. Members should be mindful of the public’s need to know, and to foster positive community relations should be careful when releasing this information, so as not to inflate or under report an accurate account.

      (4) If an incident/event results in the activation of the North Florida Regional Security Task Force (NFRDSTF), all information (including news releases) pertaining to the NFRDSTF will go through the NFRDSTF Joint Information Center (JIC).

   c) **Liaison Officer** - is the contact point for the coordination and communications between the various agencies involved in an incident/event.
d) **ICS Activation Criteria:** The criteria for activating an Incident Command System for operations management may be utilized in any weather, natural or man made disaster/terrorist act, or civil disturbance requiring utilization of the Leon County Sheriff’s Office Unusual Occurrence Plan. Implementation shall require the use of the NIMS Incident Command System (ICS). This plan outlines and describes each position in the LCSO Incident Command System. [CFA 17.01A]

**e) Incident Commander Duties and Responsibilities** – The Incident Commander shall be in overall command of the Sheriff’s Office response to civil disturbances, natural and man made disasters (to include terrorist events), as well as civil defense emergencies. Duties and responsibilities include, but are not limited to, the following:

1. Immediately contain the incident/event and assess the situation;
2. Quickly allocate/assemble resources;
3. Deploy sufficient members to contain and manage the incident/event;
4. Implement a streamlined chain of command;
5. Ensuring that, when necessary, a field command post location is established.
   - **a)** The field command post should be strategically located near the incident/event, be accessible to responding members, have sufficient space for members and equipment, and have necessary communications equipment.
   - **b)** Once the field command post location is established, the Incident Commander shall notify the communications center and any additional responding members, as well as any other agencies which may be responding or involved, of its location.
   - **c)** In the event that it becomes necessary to mobilize the agency’s Mobile Command Center (MCC), the Department of Administrative Services will be responsible for deploying the MCC to the designated location, providing security for the MCC, and appointing the necessary agency members required to operate and maintain the MCC.
6. Remain in the affected area long enough after the situation is resolved to ensure that order is maintained; and
7. Implement appropriate de-escalation procedures.
b. The second level of the incident command protocol shall, consist of the following functions that may or may not be filled by separate individuals. The Department of Administrative Services Chief in consultation with the Chief of Staff, may designate appropriate level personnel to carry out the duties of the mission event: [CFA 17.01B]

1) **Operations Section** - ensures that the resources committed to the incident/event are used effectively to carry out incident objectives and includes responsibility for the operation and site selection of a staging area.

2) **Planning Section** – The planning section is responsible for the collection, evaluation, dissemination and use of information pertaining to the incident/event, as well as the status of resources available/utilized.

3) **Logistics Section** - provides the services and supplies needed to support the incident operations. He/she shall maintain records on equipment, supplies, and all expendable items used during an incident/event.

4) **Finance and Administration Section** – Responsible for maintaining records regarding expenditures associated with an incident/event.

c. **Unified Command (UC)** – shall be established when there is more than one agency with incident jurisdiction, or when incidents/events cross political jurisdictions. Agencies work together through the designated members of the Unified Command, Often the senior person from agencies/disciplines participating in the Unified Command, to establish a common set of objectives and strategies, and a single Incident Action Plan (IAP).

7. **Unusual Occurrence Plan Manual**: The agency's Unusual Occurrence Plan Manual is designed to provide guidance for agency members in dealing with unusual occurrences, to include natural or man made disasters.

a. **Communications** – The Consolidated Dispatch Agency shall maintain a listing of agency members who shall be contacted in case of an unusual occurrence, as well as a natural or man made disaster. This comprehensive, predetermined list will be referred to as the “Alpha/Bravo” list. Criteria for activation and procedures for implementing this plan are contained in the Unusual Occurrence Plan Manual.

1) The Consolidated Dispatch Agency and the Incident Commander shall be responsible for maintaining radio and/or telephone communications. This may be accomplished through the use of tactical channels, shared radio frequencies with other agencies, or the use of telephones or other communication devices.

2) The Consolidated Dispatch Agency shall notify the State Warning point when applicable criteria exists and/or at the direction of the Incident Commander.
3) LCSO personnel may be assigned to temporarily operate from a field command post established by the Incident Commander, if necessary.

b. Situation maps: The utilization of situation maps are dependent on the nature and specifics of the incident/event occurring. Threat assessments of key structures, to include Leon County schools, specified government structures (to include the Leon County Sheriff’s Office, Leon County Jail and the Leon County Courthouse), as well as designated emergency shelters have already been conducted. They will be available for use in plotting operational commitments during unusual occurrences. They will be utilized to permit ease in plotting logistical installations, high priority protective areas, force commitments, field command posts, and similar issues of interests. The Department of Administration Chief will ensure that these maps and threat assessment reports are readily available and that they are periodically reviewed to ensure they are current.

c. Supervisory authority: Members shall adhere to the Incident Command System, as established in the NIMS structure, as it relates to supervisory authority.

d. Military Support: In the event that a situation necessitates the need for military assistance, due to a natural or man made disaster, or civil disturbance, it will be requested/enacted in accordance with Florida Statutes.

e. Traffic Control: During an unusual occurrence, to include a civil disturbance, natural or man made disaster, or civil defense emergency, a plan to adequately manage traffic flow/control should be established.

1) In the case of a preplanned incident/event, such as a hurricane, predetermined routes and assignments are contained in the Unusual Occurrence Plan Manual;

2) An Incident Action Plan shall also be utilized to document significant incidents/events, traffic assignments and routes implemented during an unusual occurrence;

3) Deputies may be assigned to provide traffic control where needed/necessary. The Incident Commander, or designee in consultation with the Florida Department of Law Enforcement’s mutual aid plan should develop a traffic control plan for any event requiring activation of the State Emergency Operations Center, i.e. hurricanes, mass evacuations, major civil disturbances, or other major incident.

f. Facility Security: Deputies shall be assigned security duties at public facility sites at the discretion of the Incident Commander. Sites include such facilities as the court house and agency’s main office. During the time a shelter is in use, deputies may be assigned to provide security, and zone
g. **Equipment requirements:** The Incident Commander shall request and assign any equipment necessary to effectively manage a specific incident/event.

h. **De-escalation procedures:** The Incident Commander shall implement de-escalation procedures once an incident/event is under control, in accordance with NIMS requirements.

i. **Court and prosecutorial liaison:** Legal questions shall be addressed by the Sheriff, or designee, through consultation with the agency General Counsel and with the State Attorney’s Office.

j. **Arrest, processing, transportation and confinement procedures:** The Department of Detention Chief or designee shall make provisions for incidents/events where there is a need for mass arrests, transportation, processing and confinement procedures. Transport deputies may be assigned to operate transport vans, for the purpose of assisting with relocating subjects arrested in the field to the jail. Guidelines outlined in The Leon County Jail SOP # 8.03, entitled Mass Arrest Plan, as well as procedures outlined in the Unusual Occurrence Plan Manual shall be followed.

k. **Medical treatment:** Members shall follow existing general orders pertaining to medical treatment for needs arising during a natural or man made disaster, as well as civil disturbances. The policy for on the job injuries (G.O. 22.4) shall pertain to members injured during the course of carrying out their duties and citizens should receive medical treatment for injuries sustained as a result of an incident/event. EMS shall be summoned when necessary. Subjects injured as a result of a response to resistance shall be handled in accordance with G.O. 1.5.

l. **Transportation:** All agency members utilized during a natural or man made disaster, unusual occurrence or civil disturbance shall be provided with adequate transportation. The Department of Administrative Services Chief or designee shall ensure that adequate transportation issues are addressed if a need arises for specialized transportation, such as buses.

m. **Post-occurrence duties:** The Incident Commander shall make the decision as to when members are to enter into post occurrence duties. Any post occurrence duties shall be made pursuant to a directive issued by the operations chief.

n. **After-action reports:** It shall be the responsibility of the Incident Commander to ensure that all after-action reports are completed and turned in. An after-action report shall be completed in written format subsequent to any unusual

deputies shall make periodic checks to ensure a safe environment and provide any assistance necessary.
occurrence. The report should include any problems encountered/identified, along with any recommendations for corrective actions. [CFA 17.01E]

**o. Training:** All sworn members of the Leon County Sheriff’s Office shall be trained in reference to this general order and basic awareness of ICS. [CFA 17.01D]

1) The Sheriff’s Office Unusual Occurrence Plan Manual shall be rehearsed and documented to determine if the plan is functional, valid, and efficient. In accordance with NIMS, periodic training on ICS and operational exercises implementing the Unusual Occurrence Plan shall include one of the following: [CFA 17.01F]

   a) **Full Scale** - the placement of the entire Unusual Occurrence Plan into operation. This could involve other agency participation and full simulation of a disaster.

   b) **Functional** - the placement of one or more parts of the Unusual Occurrence Plan into practical operations, but not the entire plan.

   c) **Table-Top** - is a paper exercise. It is usually conducted in one room with representatives of different emergency service agencies participating. No physical action is involved.

2) In addition to the basic awareness instruction on ICS, supervisory members shall participate in any additional training as directed by the Sheriff, or designee. [CFA 17.01D]

**8. Civil Disturbances:** Activation criteria and procedures for implementing this plan to address this type of situation are contained in the Emergency Management Plan Manual.

**9. Disasters:**

   a. Natural disasters may be the result of an incident/event that was known about in advance, such as a hurricane, or they may be the result of a sudden unforeseen situation, such as a gas leak which leads to an explosion.

      1) Agency response to these type incidents/events may be found in the Unusual Occurrence Plan Manual; and

      2) The agency shall coordinate its disaster assistance efforts through Leon County Emergency Management.

   b. Man made disasters are usually an unpredicted intentional, and often preplanned, incident/event. The result may be from a bomb or a terrorist effort.
1) Agency response to these type incidents/events may be found in the Unusual Occurrence Plan Manual.

APPROVED: ________________________
WALT MCNEIL
SHERIFF, LEON COUNTY