

GENERAL ORDER

August 2017

Immediately

III-22

Distribution: All Employees

Subject: **EMERGENCY MOBILIZATION PLAN**

Index as:	Emergency Mobilization Federal Assistance, Request for Mobilization Plan	National Guard, Request for ReadyOp Recall Plan, Emergency	State Assistance, Request for
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Accreditation Standards: 2.1.4, 46.1.3

Cross Reference: G.O. II-36 Electronic Messaging Notification Systems
 G.O. III-03 Mutual Aid
 G.O. III-18 Civil Disturbances
 G.O. III-22 Emergency Mobilization Plan_Attachment A
 G.O. III-24 Disaster Operations Plan
 G.O. III-26 Incident Command
 G.O. III-31 Catastrophic Health Event (Pandemic)_Restricted
 G.O. IV-01 Rules of Conduct
 Disaster Operations Plan
 City of St. Petersburg, *Rules and Regulations*, 3-5
 §870.041, .042 and .043, F.S.S.

Replaces: G.O. III-22, Emergency Mobilization Plan (December 13, 2019)

This Order explains the procedure for mobilizing personnel due to an emergency situation. It also explains the procedure for obtaining state and federal assistance. It consists of the following sections:

- I. Policy
- II. Definitions
- III. Alert Stages
- IV. Assignment of Personnel
- V. Unit and Individual Responsibilities
- VI. Rehearsal
- VII. State and Federal Assistance
- VIII. Department Personnel Response

I. POLICY

- A. It is the policy of the St. Petersburg Police Department to mobilize all personnel necessary to preserve the peace and ensure the protection of life and property in any emergency situation. Emergency situations include, but are not limited to, civil disorders, floods, hurricane conditions, tornadoes or other natural or man-made situations.
- B. It is the policy of the Department that ALL personnel, both sworn and non-sworn, are subject to recall at any time in the event of an operational need. Conversely, some situations may exist that do not require the recall of all personnel in a given recall level. It will be the discretion of management, with approval of the Bureau Assistant Chiefs, to determine what personnel are required to respond to fulfill an actual or anticipated operational requirement.

II. DEFINITIONS

- A. Alpha/Bravo Shift – Consists of two (2) twelve (12) hour shifts, normally 0700 - 1900 and 1900 - 0700, inclusive.
- B. ReadyOp – The automated telephone messaging system which serves as the primary means of notifying employees of a mobilization.
- C. Organizational Unit – Includes patrol squads, a patrol district or shift, bureaus, and other units, sections and divisions within the Department.

III. ALERT STAGES

A. Level I Alert

- 1. The use of on-duty personnel from the Uniform Services Bureau (USB).
- 2. The on-duty watch commander or supervisor is authorized to order a Level I Alert.

B. Level II Alert

- 1. The mobilization of all necessary personnel from the Uniform Services Bureau.
- 2. The Assistant Chief is authorized to order a Level II Alert.
- 3. Level II Alert Procedure:
 - a. Stage 1 – Mobilization of the next scheduled shift of personnel by the Emergency Communications Center through the use of the ReadyOp System.
 - b. Stage 2 – Mobilization of the remaining USB personnel by the Emergency Communications Center through the use of the ReadyOp System.

C. Level III Alert

- 1. The mobilization of all necessary personnel within the Department.
- 2. The Chief of Police is authorized to order a Level III Alert.
- 3. Level III Alert Procedure:
 - a. The Emergency Communications Center notifies Department personnel through the use of the ReadyOp System.
 - b. During a Level III Alert, consideration will be given to the cancellation of days off.

D. Level IV Alert

- 1. A Level IV Alert generates a request for assistance from outside agencies including, but not limited to, other law enforcement and support units from county, state and federal agencies.
- 2. Activation of a Level IV Alert will be by the request of the Chief of Police, with the approval of the Mayor of the City of St. Petersburg.
 - a. In response to a civil disorder, refer to G.O. III-18 Civil Disturbances, Section VI. *Mutual Aid*.
 - b. For support functions, as may be required during a natural or man-made disaster, refer to G.O. III-24 Disaster Operations Plan.

IV. ASSIGNMENT OF PERSONNEL

- A. At a Level IV Alert, and possibly a Level III Alert, the Department will set up an Alpha/Bravo shift schedule. When this shift schedule is established, all days off (except sick and military leave) will be canceled.
- B. The use of an Alpha/Bravo shift schedule allows for deployment of one or more **Special Event Response Team(s) (SERT)** or personnel to be otherwise deployed, as needed for extended periods of time.
 1. Normally, the day shift will be assigned to the Alpha shift and the midnight shift will be assigned to the Bravo shift.
 2. Other Uniform Services Bureau and Investigative Services Bureau personnel will be used to supplement the Alpha/Bravo shifts and be available for deployment, as may be necessary.
- C. Whenever advanced knowledge of special situations exists, such as a demonstration or protest, the SERT and/or the Special Weapons and Tactics Team (SWAT) will be designated as the primary responders.

V. UNIT AND INDIVIDUAL RESPONSIBILITIES

A. Alternate Notification Procedure

1. The manager/supervisor of each organizational unit (Bureau, District, Section, etc.) will maintain a current, up-to-date alert recall roster of their assigned personnel for their use upon the activation of an emergency mobilization in the event the ReadyOp System is inoperative.
2. Each organizational unit will designate an alternate who will be responsible for carrying out notification procedures should the manager/supervisor be unable to do so. (For example, if Sgt. "A" is unable to make the required notifications, Sgt. "B" will notify personnel assigned to "A".)
3. Each manager/supervisor will have in their possession, both on- and off-duty, notification information for their unit and for any alternate Unit for which they may be responsible.
4. The manager/supervisor will ensure that personnel promptly update the Oracle Personnel System when phone numbers, pager numbers or addresses change.
 Personnel are personally responsible for the prompt updating of this information in the Oracle System. (See **G.O. IV-01 Rules of Conduct**)

B. Individual Responsibilities

1. All personnel, sworn and civilian, will promptly update their current and complete notification information in the Oracle System on the first working day after any change becomes effective.
2. Personnel learning of a mobilization, but who have not yet been contacted, will refrain from calling Police Headquarters and/or the Emergency Communications Center.
 Personnel seeking information on their mobilization status should, if necessary, contact their manager/supervisor.
3. All personnel are assigned a response category based on their job title. The response categories are evaluated during the review of the Department's *Disaster Operations Plan*. (See **G.O. III-22 Emergency Mobilization Plan Attachment A.**)

C. Failure to Report

Failure to report during an emergency mobilization may result in disciplinary charges including, but not limited to, a charge of insubordination.

VI. REHEARSAL

- A. The Assistant Chief, Administrative Services Bureau, or designee will **oversee** a Department-wide rehearsal of the Emergency Mobilization Plan annually.
 1. A rehearsal will be conducted as a Level III Alert. Personnel will not be required to respond to Police Headquarters or any other location. The rehearsal may be carried out using the ReadyOp System or the alternate system described in this Order.
 2. **The Staff Inspections Unit will prepare a written report describing the results of the rehearsal. The report will include a list of personnel that did not successfully acknowledge the alert notification and the reason they were unable to acknowledge the alert notification. This report will be forwarded to the Chief of Police.**
 3. The rehearsal may be conducted without any prior notice to Department employees.
- B. Additional rehearsals **may** be ordered by the Chief of Police.

VII. STATE AND FEDERAL ASSISTANCE

- A. A request for state or federal assistance during a natural or manmade disaster or disorder will be made to the Florida Department of Law Enforcement (FDLE) Regional Operations Center. Procedures are delineated in the respective disaster/disorder manuals of the Department and the *Florida Mutual Aid Plan* promulgated by the Florida Department of Law Enforcement.
- B. National Guard Assistance
 1. The Mayor or the Chief of Police has the authority to declare a State of Emergency for the purpose of obtaining assistance from the Florida National Guard (§§ 870.041 and .042, **Florida Statutes**).
 2. Upon declaration of a State of Emergency:
 - a. A request for National Guard assistance will be made to the FDLE.
 - b. The responding FDLE official will confer with the Chief of Police and issue a request for National Guard assistance to the Governor's office.
 - c. If warranted, the Governor will direct the National Guard to respond.
 3. Upon activation, an officer of the Florida National Guard will be assigned to maintain liaison with the local law enforcement agencies. The Governor's office will identify the designated officer.

VIII. DEPARTMENT PERSONNEL RESPONSE

*(Excerpt from: St. Petersburg Police Department's **Disaster Operations Plan**):*

- A. The (Police) Department will adhere to the City's procedures relating to "Response Categories." All Department personnel are classified into one of three categories. The categories are defined as:
 1. **Emergency Critical Personnel (Emergency Recall Level 1)** – Employees who must be immediately available to their departments before, during, and after the disaster/storm.
 2. **Emergency Essential Personnel (Emergency Recall Level 2)** – Employees allowed to go home before the disaster/storm and required to report for work as soon as conditions permit.
 3. **Non-Emergency Personnel (Emergency Recall Level 3)** – Employees allowed to go home prior to the disaster/storm and not required to report for work until advised to do so.

NOTE: These recall categories primarily apply to storm-related threats and should be used as a guide on employees' requirement for availability during such an event. These categories do not envision all possible disaster scenarios and their operational needs.

- B. Personnel should report in the uniform designated during the mobilization notification.
1. Mobilized personnel will report to the area designated by the person notifying them, regardless of their organizational assignment.
 2. Personnel may be utilized on assignments other than their normal duties, which may require reporting to a central location.
- C. Personnel responding to a mobilization should be prepared for an extended tour of duty, with a minimum assignment of 72-hours. Personnel responsibilities include, but are not limited to, ensuring that:
1. Proper and reliable arrangements have been made for securing their homes and evacuating their families if required.
 2. Necessary issued uniforms, equipment and supplies are available and operational.
 3. They are familiar with all relevant sections of the Department's Disaster Operations Plan.
 4. They are readily available for recall and extended duty, if circumstances require.
 5. Supplies and provisions have been secured to include food, medicine, and other relevant personally needed items as outlined in the suggested Emergency Preparedness Plan and Pack List. Due to the nature, location, and duration of some assignments, all personal items must be kept with the employee during the emergency. Items should include:
 - a. Extra clothing and shoes
 - b. Toilet articles
 - c. Medications and special diet items
 - d. Pillow and blanket
 - e. Police radio and charger
 - f. Cell phone and charger
 - g. Applicable police equipment
 - h. Non-perishable food items are suggested, as the firms holding City contracts for such services may not be immediately available.
- D. Once a situation has occurred and a mobilization order issued, personnel will be contacted based on the level of alert directed by staff, utilizing the following procedures:
1. The Emergency Communications Center will initiate a mobilization utilizing the ReadyOp System.
 2. In the event the ReadyOp System is inoperative, the Emergency Communications Center will notify the following staff who will in turn notify affected personnel under their command:
 - a. Chief of Police
 - b. Assistant Chief, Uniform Services Bureau
 - c. Assistant Chief, Investigative Services Bureau
 - d. Assistant Chief, Administrative Services Bureau
 - e. Assistant Director, Administrative Services
 - f. Major, District I
 - g. Major, District II
 - h. Major, District III
 - i. Majors, Uniform Support Division
 - j. Major, Crimes Against Persons Division
 - k. Major, Crimes Against Property Division
 - l. Major, Office of Professional Standards
 - m. Major, Strategic Operations Division
 - n. Lieutenant, Property and Evidentiary Services Section
 - o. Lieutenant, Special Operations Section
 - p. Commander, Training Division
 - q. Manager, Community Awareness Division

- r. Manager, Emergency Communications Division
 - s. Manager, Fiscal Services Division
 - t. Manager, Information and Technology Division
 - u. Manager, Legal Division
 - v. Manager, Records Division
- E. Personnel will be allowed a reasonable amount of time to prepare themselves, their families and their homes for the emergency and/or an extended tour of duty.
- F. Personnel will be advised of the following when notified:
- 1. Nature and location of the disaster (situation).
 - 2. Anticipated duration, if known.
 - 3. Equipment and/or supplies required.
 - 4. When and where to report.
- G. Managers/supervisors will assist on-duty personnel with making arrangements for time to prepare themselves, their families and their homes for the emergency and/or the extended tour of duty.

Anthony Holloway
Chief of Police