

**GENERAL ORDER**

August 2017

Immediately

**III-24**

Distribution: All Employees

Subject: **DISASTER OPERATIONS PLAN**

|           |                                 |                                      |
|-----------|---------------------------------|--------------------------------------|
| Index as: | Acts of Terrorism               | Search and Rescue                    |
|           | Area Isolation and Security     | Security, Disaster Operations        |
|           | Disaster Operations             | Shelter Operations                   |
|           | Evacuation                      | Reentry, Disaster Operations         |
|           | Evacuation, Disaster Operations | Terrorism                            |
|           | Expansion of Police Services    | Terrorism, Disaster Operation        |
|           | ICS                             | Traffic Control, Disaster Operations |
|           | Incident Command System (ICS)   |                                      |

Accreditation: 2.1.4, 46.1.1, 46.1.2, 46.1.7, 46.1.11 and 46.2.5

Cross Reference: G.O. III-3, Mutual Aid  
 G.O. III-22, Emergency Mobilization Plan  
 G.O. III-18, Civil Disturbances  
 G.O. III-26, Incident Command System  
 St. Petersburg Police Department *Disaster Operations Manual*  
 City of St. Petersburg *Disaster Operations Plan*  
 Florida Incident Field Operations Guide

Replaces: G.O. III-24, Disaster Operations Plan (March 1, 2005)

This Order consists of the following sections:

- I. Purpose
- II. Policy
- III. Acts of Terrorism
- IV. Disaster Operations
- V. Police Role in the City of St. Petersburg *Disaster Operations Plan*
- VI. After-Action Report
- VII. Planning Responsibility

**I. PURPOSE**

A. The purpose of this order is to provide basic operating procedures in the event of a natural or man-made disaster, including an intentional terrorist act. In case of such an occurrence, the Department serves as the primary agency for evacuation, security, traffic control and reentry operations. This order:

1. Establishes uniform policies and procedures consistent with disaster plans of the City of St. Petersburg, Pinellas County, and the State of Florida.

2. Provides an organized response to disaster situations under the direction of the City Emergency Operations Center (EOC) and the Department's Sub-EOC.

B. The Department maintains a more comprehensive *Disaster Operations Manual* which is distributed to key staff members and is available on the network at <J:\Research\DisasterOperations>. The Department's plan is subordinate to similar plans promulgated by the City and County.

## II. POLICY

A. The Police Department and identified support agencies must be prepared for, and react to, natural or man-made disasters which occur in the City. Employees may be required to be on duty before, during and after a disaster.

B. It is the policy of the St. Petersburg Police Department to mobilize all necessary personnel and resources to preserve the safety of the public and return to normal operations after the event as quickly as possible.

1. Department employees must remain aware that they may be called back to duty at any time, and they must be prepared to respond to notice of a mobilization when necessary.

a. Most civilian employees are considered as "Response Category 3" <J:\Research\GeneralOrders\III Operational General Orders\III-22 Emergency Mobilization Plan Attachment A.pdf> during hurricane operations. However, during a response to a different natural or man-made disaster, they may be considered for activation at a higher level, i.e.; Response Category 2 or 1.

b. Pre-planning for the potential of mobilization and extended duty hours is a necessity for all employees.

2. Upon receipt of instructions from competent authority, the Communications Division Manager or the Communications Supervisor-in-charge shall initiate the appropriate level of recall as outlined in <J:\Research\GeneralOrders\III Operational General Orders\III-22 Emergency Mobilization Plan.pdf>.

### C. Incident Command System (ICS)

1. When responding to a natural or man-made disaster situation, the Department shall utilize the Incident Command System (See General Order III-26, *Incident Command System*) whenever the situation:

- a. Is of such a scale or duration that it goes beyond one shift for assigned personnel; and/or
- b. May result in the mobilization of additional Department personnel and resources as a first step in a larger mobilization; or
- c. Extends beyond City limits or results in resources being requested from other public safety agencies outside of the City.

2. Use of the ICS provides a common scheme of operational procedures among emergency service providers within the City and across municipal and county boundaries.

3. Implementation of the ICS does not eliminate the need to carry out the procedures set forth in this Order or other related policies and procedures set out in other City and County plans and as may be directed by the City Emergency Operations Center (EOC).

D. The Department, with other City agencies, engages in an "all-hazards" approach to disaster planning, resulting in one plan for potential hazards.

## III. ACTS OF TERRORISM

(See also Annex B of the City of St. Petersburg *Disaster Operations Plan*.)

A. In response to an act of terrorism, the Department shall carry out assigned tasks according to existing plans and procedures, described generally in this Order.

B. Confronted with a terrorist act, it is more likely the Department will also be called upon to provide proactive security and safety operations in accordance with existing policies, including General Orders related to *High-risk Situations* and *Civil Disorders*. In this situation:

1. The Police Department shall increase facility security and implement the Department's threat response checklist.

2. Despite the destruction or disorder, the site shall be treated as a crime scene. This will require extraordinary cooperative efforts with other first responders.

C. There is increased probability for a secondary incident in the immediate geographic area.

D. Given that response to a terrorist incident and/or an intentional man-made disaster will be substantial from local, state and national agencies, operations will be structured under the concept of "Unified Command." (See <J:\Research\GeneralOrders\III Operational General Orders\III-26 Incident Command.pdf>.)

#### IV. DISASTER OPERATIONS

(See also Chapter 4 of the City of St. Petersburg *Disaster Operations Plan*.)

A. In response to a natural or man-made disaster, the Department shall carry out assigned tasks according to existing plans and procedures. (See Local Disaster Incident Command Matrix)

1. In a disaster situation, the Department serves as the primary agency for evacuation, security, traffic control and reentry operations.

2. In a disaster situation, the Department's role may be subordinate to other agencies engaged in response, rescue and recovery. At such a time, the Department will, in accord with the Incident Command System (ICS), provide support as directed.

B. During a disaster situation, the Department shall:

1. Provide police command, control, and communications support to the City Emergency Operations Center (EOC) as required.

a. Primary communication between the City EOC and the Police Department's Emergency Operations Sub-center (Sub-EOC) will consist of commercial telephone, FAX, and computer lines.

b. Alternative communication will include cellular telephones and messenger service.

2. Provide police portable radios with spare batteries/chargers to Department representatives at the EOC.

3. Activate the Department's Emergency Operations Sub-center (Sub-EOC) and act to:

a. Minimize the loss of life and property.

b. Maintain civil order.

c. Enforce laws and ordinances.

d. Provide law enforcement support to other City operations as needed; e.g., Fire/Rescue, Public Works, etc.

e. The Commander of the Sub-EOC work group shall ensure an incident number is issued to properly record events and assignments during the situation.

4. Respond to citizen *Calls for Service* (CFS) as directed by the Assistant Chief, Uniform Services Bureau.

a. If the ability to respond to CFS is hindered by the incident, calls reporting homicide, rape, robbery in progress, burglary in progress, and other life-threatening situations, shall be considered "Priority One" and handled immediately.

b. Other CFS may be deferred and responded to based on the availability of personnel and the seriousness of the call.

#### V. POLICE ROLE IN THE CITY OF ST. PETERSBURG *DISASTER OPERATIONS PLAN*

A. According to City of St. Petersburg *Disaster Operations Plan*, the Department will provide direction, support, and assistance for:

1. Evacuation

a. Any evacuation order will be given by the Mayor (for localized situations) and/or by the Board of County Commissioners, via the County EOC, for hurricanes.

b. Evacuation routes will be confirmed by Traffic Engineering personnel assigned to their Emergency Operations Sub-EOC.

c. Police units and all other City resources committed to the evacuation effort are under the authority of the officer in charge of evacuation. The officer in charge of evacuation is the Assistant Chief, Uniform Services Bureau, or designee.

1) If more than one area of the City is subject to simultaneous evacuation, the Sub-EOC shall designate supervisors to take charge of all additional evacuation areas.

2) Under circumstances of multi-area evacuations, the officer in charge of evacuation maintains authority over all resources committed to the evacuation process.

d. Police units engaged in evacuation activities shall:

1) Broadcast evacuation information over their public address systems to residents in evacuation areas.

2) Be deployed as required to ensure that traffic on evacuation routes is not impeded.

3) Be utilized as evacuation vehicles as required. During disaster operations, the Chief of Police may designate certain vehicles; e.g., 2.5 ton trucks, etc., as an "emergency vehicle" which exempts the operator from the requirement he/she have a commercial driver's license. (§322.53, F.S.S.)

e. Police units are responsible for area isolation and security in evacuated areas after evacuation activities have been completed.

f. Police units are responsible for enforcement of any mandatory evacuation orders.

g. During evacuation operations, the following departments may be tasked to provide support:

1) Fire/Rescue Department - provide personnel and vehicles for public notification and evacuation of Special Needs citizens.

2) Traffic Engineering - monitor evacuation flow and provide traffic control devices, as required.

3) Public Works - provide personnel and vehicles for evacuation assistance.

4) Pinellas Suncoast Transit Authority and the Pinellas County School Board - provide personnel and vehicles for evacuation.

5) Pinellas County Sheriff's Office and other Law Enforcement Agencies - provide personnel and vehicles for public address and evacuation assistance.

h. Should additional resources be required, requests shall be directed to the Florida Department of Law Enforcement (FDLE) through the Department's Sub-EOC.

## 2. Shelter Operations

a. The Pinellas County EOC will direct the activation of as many shelters as required and notify the City EOC and the Red Cross which shelters have been activated.

b. A list of currently approved shelters is maintained in the Police Department's *Disaster Operations Manual* and will be revised as necessary.

c. Police personnel will be assigned to provide law enforcement services and maintain order at the shelters.

d. Police personnel will not direct any operations of the shelter.

e. Police personnel will direct traffic in the vicinity of the shelter.

## 3. Search and Rescue Operations

a. The Fire Department is the primary agency for search and rescue operations. Police resources shall be deployed any time prior to, during, or after a disaster to assist in whatever capacity the rescue situation requires.

b. Police personnel will:

1) Render assistance in rescue operations as requested by the EOC or the Fire Department.

2) Provide crowd control at the scene of rescue and related operations, as needed, including casualty collection points.

3) Render assistance to the Medical Examiner in the location, identification, and removal of deceased victims and notification of next of kin, as needed.

## 4. Area Isolation and Security

a. Area isolation and security operations will begin either in conjunction with search and rescue operations, or as quickly as personnel become available. Support for isolation and security operations may be provided by the other law enforcement agencies and/or the National Guard.

b. Area isolation and security operations include:

1) Securing the affected area, preventing entry by unauthorized persons.

2) Patrolling heavily damaged areas to apprehend and detain law violators.

3) Establishing security checkpoints to control entry into damaged areas.

4) Providing security for supply distribution or casualty collection points (etc.), as needed.

- c. During isolation and security operations, the following departments may be tasked to provide support:
- 1) Fire/Rescue Department - provide information and equipment to support the designation of requirements for the isolation area.
  - 2) Traffic Engineering - monitor traffic flow and provide traffic control devices, as required.
  - 3) Public Works - provide personnel and vehicles for assistance.
  - 4) Pinellas Suncoast Transit Authority and the Pinellas County School Board - provide personnel and vehicles to assist in removing unauthorized persons from designated isolation areas.
  - 5) Pinellas County Sheriff's Office and other Law Enforcement Agencies - provide personnel and vehicles for security checkpoints, mobile patrol (by car, bicycle, or foot patrols, etc.) and other law enforcement services.
  - 6) National Guard (military)/Troops - provide personnel and vehicles for security checkpoints, patrol and other security and law enforcement services. Requests for military support shall be directed to the Florida Department of Law Enforcement (FDLE) through the Department's Sub EOC.

5. Reentry

- a. The City's EOC shall issue orders allowing residents to return to the areas evacuated during an emergency or disaster situation.
- b. Police units shall be deployed to facilitate the return of evacuated residents to their homes.
- c. Only residents, or those with a business structure in an evacuated area, and properly credentialed persons identified by the City's EOC, will be allowed to return to evacuated areas.

6. Expansion of Police Services

- a. The resumption of regular law enforcement services shall be provided at the earliest possible time.
- b. The Assistant Chief, Uniform Services Bureau will reassign police personnel to regular operations as emergency operations are phased out.
- c. The Manager, Emergency Communications Division shall provide frequencies, as necessary, for both routine police services and disaster operations.
- d. The Chief of Police has the final authority for ending disaster operations. Upon his/her order, the Department shall return to routine operations.

B. No policy can be all-inclusive in defining a response to a natural or man-made disaster situation. Direction and control shall follow the normal chain of command and proceed upward through the Department's Sub EOC to the City's EOC, unless directed otherwise.

## VI. AFTER-ACTION REPORT

A. The *After-action Report* provides the Chief of Police, Department staff and other officials an overview of the incident. The report provides a critique of police response to the event and serves as an educational tool which aids in planning for the response to future events.

B. Each Bureau Commander shall provide input for the Department's *After-action Report*, detailing the activities within their respective bureau and the participation of their personnel.

1. Each Bureau Commander shall include recommendations for improvements in their report.

2. Bureau reports shall be forwarded to the Assistant Chief, Uniform Services Bureau within fifteen (15) working days after the situation has been concluded for inclusion in the Department's After-Action Report.

C. The After Action Report shall be submitted to the Chief of Police within thirty (30) working days after the conclusion of the situation.

1. The report shall contain a detailed statement, in chronological order, of all significant events that have taken place and shall include the Bureau reports and recommendations, along with any other information received from other City departments.

2. The Uniform Services Bureau Commander shall also include, either as part of the final report or as a separate document, a review and evaluation of Incident Command System Operations as required by G.O. III-26, Incident Command System (ICS). A copy of this report shall be forwarded to the Training Division.

D. After review by the Chief of Police, the final report shall be filed in the Records and Identification Division with the *Offense Report*.

## VII. PLANNING RESPONSIBILITY

A. The Assistant Chief, Uniform Services Bureau, is responsible for planning and making preparations for the Department's response to disaster situations.

1. The Assistant Chief, Uniform Services Bureau, assisted by a Disaster Preparedness Committee, is responsible for the preparation of the Department's *Disaster Operations Plan* and the coordination of the Plan with all included agencies, both within and outside the City.

2. The Assistant Chief, Uniform Services Bureau, shall ensure a review of the Department's Disaster Operations Plan is conducted annually. This allows for inclusion of information obtained during a preceding annual exercise and makes recommendations available for the upcoming annual budget process.

a. The review shall consider demographic changes, annexations, and terror-related threat assessments which may affect the ability of the Department to best serve the community in a disaster situation. (See the City of St. Petersburg *Disaster Operations Plan*.)

b. The review will include an examination of available special equipment to be utilized in responding to disaster situations and shall contain recommendations for repair, replacement or acquisition.

B. It is the responsibility of each Department employee to notify the Assistant Chief, Uniform Services Bureau of any information relevant to the Department's emergency plans.

---

Anthony Holloway  
Chief of Police