

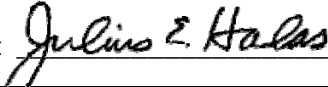


**Department of Financial Services  
Bureau of Fire and Arson Investigations  
STANDARD OPERATING PROCEDURE**

	Title:		Policy #
	<b>Unusual Occurrences (NIMS/ICS)</b>		<b>2.5.9</b>
	Amends:	Rescinds:	Effective Date:
N/A	N/A	09/22/2009	
Review Date:	Review Date:	Review Date:	
Approved:  Chief John Corbett  Director Julius Halas			

**I. Purpose**

The purpose of this directive is to supplement the Florida Department of Law Enforcement Florida Mutual Aid Plan and to provide guidelines regarding the Bureau of Fire and Arson Investigations' involvement in emergency response situations.

**II. Policy**

It is the policy of the Bureau to respond in the appropriate manner to incidents resulting from emergency situations, up to and including an organized effort under the FDLE Florida Mutual Aid Plan.

**III. Authority**

Chapter 23.121, Florida Statute  
Chapter 119.071 (3), Florida Statute

**IV. Definitions and Acronyms**

- A. Department of Homeland Security (DHS)
- B. Emergency Operations Center (EOC)
- C. Emergency Support Function (ESF) - All state agencies and volunteer organizations, that comprise the State Emergency Response Team, are grouped into 17 Emergency Support Functions to carry out coordination and completion of assigned missions. These functions represent specific response activities that are common to all disasters. Each Emergency Support Function is comprised of one or more primary agencies serving as the lead and several other agencies and organizations providing support.
- D. Florida Department of Law Enforcement (FDLE)
- E. Florida Mutual Aid Plan (Plan) – Administered by FDLE, the Plan implements the Florida Mutual Aid Act by identifying authorities and responsibilities during

unusual occurrences, and providing operational procedures for the state's law enforcement agencies.

- F. Incident Command System (ICS) - Provides a basic management structure for large or small incidents. The ICS defines the roles of Command, Operations, Planning, Logistics, Finance and Administration.
- G. National Incident Management System (NIMS)
- H. Unusual Occurrences - Situations of an emergency nature that result from disasters, civil disturbances and civil defense emergencies.

## V. Procedures

The Bureau responds to disasters, civil disturbances and civil defense emergencies as a component of state law enforcement resources, upon the activation of the state EOC and the initiation of the Florida Mutual Aid Plan. General responsibilities of all law enforcement components are specified by the Plan. Responsibilities and implementation procedures specific to Bureau operations are incorporated in the Plan as an annex. (CFA 20.05 "C")

- A. FDLE provides overall management and control of all law enforcement resources activated under the Plan. (CFA 20.01M "D") (CFA 20.04M) (CFA 20.05 "B")
  - 1. The Bureau Chief, or designee, shall exercise command and control over the law enforcement resources committed to unusual occurrence operations within the Bureau's jurisdiction. (CFA 20.01M "D") (CFA 20.04M) (CFA 20.05 "B")
  - 2. ESF 16, under the direction of FDLE coordinates and deploys all state law enforcement assets in the event of an unusual event.

### B. Communications

General communications procedures shall be conducted in accordance with SOP 2.8.4, Communications. Additional protocols and procedures may be established for the specific occurrence as a result of implementation of the Plan. (CFA 20.01M "A")

### C. Command Posts

Field command posts shall be established as appropriate and will be determined by the protocol established for the specific occurrence, pursuant to the implementation of the Plan. (CFA 20.01M "B")

### D. Casualty Information

Casualty information shall be relayed through the appropriate channels following the protocols implemented for the specific occurrence.

- 1. Casualty information collection is a function of ESF 6, under the direction of the American Red Cross.

2. All casualty information, including the number and identification of the individuals, shall only be released by FDLE or the Office of the Medical Examiner of the jurisdiction in which the event occurs. (CFA 20.03M "A")

E. Medical Treatment

Treatment of injured persons during an unusual occurrence shall be handled by the protocol established for the specific occurrence, pursuant to the implementation of the Plan.

1. The primary groups responsible for establishing medical treatment protocols are ESF6, and ESF 8. The lead agency for ESF 8 is the Florida Department of Health.
2. Bureau sworn members may administer first aid in response to an immediate need prior to the arrival of primary medical responders. (CFA 20.01 "M")

F. Facility Security

The Bureau is not involved in facility security during an unusual occurrence except as a state law enforcement resource pursuant to the Plan. Bureau sworn member's duties will be determined by the protocol established for the specific occurrence. (CFA 20.01M "G")

G. Arrest, Processing, Transportation and Confinement Procedures

The transportation of prisoners by sworn members shall be conducted according to SOP 2.6.8 Detainee Transport and the protocol established for the specific occurrence, pursuant to the implementation of the Plan. (CFA 20.01M "L")

H. Rumor Control

During an unusual occurrence ESF 14 (Public Information) is responsible for dissemination of information to the public. Hotlines will be established by ESF 14 for use by the public in order to minimize the dissemination of misinformation during the occurrence. The lead agency for ESF14 is the Florida Department of Community Affairs. (CFA 20.03M "B") (CFA 20.03M "C") (CFA 20.03M "D")

I. Community Relations/Public Information

The Bureau is not directly involved in community relations or public information for unusual occurrences. These activities are coordinated by public and private entities including the Department of Community Affairs and the American Red Cross. The Bureau may participate in coordinated activities pursuant to the Plan. (CFA 20.03M "C") (CFA 20.03M "D")

J. Transportation

Transportation requirements will follow the protocol established for the specific occurrence, pursuant to the implementation of the Plan. (CFA 20.01M "N")

K. Equipment

Bureau equipment designated for use in unusual occurrences shall be inspected at least once annually for operational readiness. (CFA 20.01M "H") (CFA 20.02)

1. Inspections shall be completed no later than May 31<sup>st</sup> annually by a supervisor and shall include at a minimum:
  - a. Description of each item inspected;
  - b. Any preventative maintenance which was performed (batteries recharged, fuel changed, etc.);
  - c. Name of the person performing the inspection; and
  - d. Date of the inspection.
2. Items in need of repair shall be removed from inventory with an appropriate notation made on the inspection sheet. The inspection sheet shall be updated when the item is rendered operational.
3. Inspections shall be documented on a BFAI Vehicle/Office Inspection form with a copy sent to the Accreditation Manager.

L. Situation Maps

All situation maps for mutual aid incidents will be maintained and provided by FDLE. (CFA 20.01M "C")

M. Judicial Coordination

Court, legal authority and prosecutorial liaison will be coordinated by FDLE. (CFA 20.01M "J") (CFA 20.01M "K")

N. Correctional Institutions

The Bureau is not involved in a contingency plan for emergency situations at correctional institutions, except as a state law enforcement resource responding pursuant to the Plan.

O. Military Support

Military support is provided by the Florida National Guard (FLNG) when approved by the Governor and activated through an Executive Order for the purpose of providing security and defensive support. (CFA 20.01M "E")

P. De-escalation Procedures

Decisions regarding de-escalation of responding law enforcement will be made jointly with command officials from the impacted jurisdictions and coordinated by FDLE. (CFA 20.01M "I")

Q. Post Event

All ESF16 post-occurrence duties will be coordinated and directed by FDLE. (CFA 20.01M "O")

R. After Action Reports

After-action reports shall be a comprehensive analysis and accounting of all activities of Bureau personnel and equipment utilized during the unusual occurrence. (CFA 20.01M "P") (CFA 20.05 "E")

1. It shall be the responsibility of the Officer in Charge (OIC) of Bureau operations to prepare the after-action report for submission to the Bureau Chief. (CFA 20.05 "E")
2. The report shall contain, at a minimum: (CFA 20.05 "E")
  - a. Heading;
  - b. Synopsis of the unusual occurrence;
  - c. Details of Bureau involvement;
  - d. Injuries to Bureau personnel;
  - e. Summary; and
  - f. Supporting documents, if any.

S. Training

Training in specialized skills and activities identified as being likely to be utilized during an unusual occurrence shall be provided to Bureau members who are anticipated to be assigned these duties. (CFA 20.01M "Q") (CFA 20.05 "D") (CFA 20.05 "F")

T. Incident Command System

The Bureau responds to disasters, civil disturbances and civil defense emergencies as a component of state law enforcement, and may be called upon to be first responders for an emergency situation. Sworn members responding to the initial incident shall follow ICS guidelines as provided in NIMS. It is recognized that each incident is different and the level and scope of will vary dependant on the severity and complexity of the incident. (CFA 20.05 "A") (CFA 20.05 "C")

1. ICS may be activated by the first sworn member to arrive at the scene of the incident, regardless of rank. The level and scope of the activation may vary dependant on the severity and complexity of the incident. (CFA 20.05 "A")

2. The first sworn member will retain command of the incident until relieved by a higher authority. Upon being relieved of command the sworn member shall brief the assuming authority of all significant occurrences related to the incident, and the position and utilization of all personnel on the scene. (CFA 20.05 "B")
3. Written operational plans will be completed on NIMS forms as provided by DHS. (CFA 20.05 "C")
4. Periodic training will be coordinated through the Training Section in accordance with FDLE or FEMA standards. The training will consist of classroom, computer based instruction or operational exercises. All training regarding ICS will be documented and placed in the sworn member's training records. (CFA 20.01M "Q") (CFA 20.05 "D") (CFA 20.05 "F")
5. An after-action report will be required for any activation of ICS. (CFA 20.01M "P") (CFA 20.05 "E")

U. Special Events Plan

The Bureau does not manage special events. Upon request, Bureau sworn members may assist other agencies with special events with the approval and assignment of their supervisor. (CFA 21.01M "A") (CFA 21.07)

V. Search and Rescue Operations

The Bureau does not manage search and rescue operations. Upon request or in cases of emergency, Bureau sworn members may assist other agencies in a search and rescue operation, with the approval and assignment of their supervisor. Upon activation of the EOC, these activities are coordinated by ESF 4 and 9, under the direction of the Division of State Fire Marshal and are routinely exercised through the Plan. (CFA 21.01M "C")