**MONROE COUNTY SHERIFF'S OFFICE**

**General Order**

| CHAPTER:<br>039 | | TITLE:<br>All Hazard Plan |
|---|---|---|
| **EFFECTIVE DATE:**<br>August 19, 2009 | **NO. PAGES:**<br>12 | **REVIEWED/REVISED:**<br>June 1, 2018 |
| **REFERENCE:**<br>CALEA 46.1.2 – 46.1.10 | | **RESCINDS:** |
| _signature_<br>**Sheriff of Monroe County** | | |

I.  **PURPOSE:** The purpose of this policy directive is to establish the National Incident Management System (NIMS) and the Incident Command System (ICS) as the method of response to organize both short-term and long-term field-level operations.

The ICS System is used as an "All-Hazards" approach to a broad spectrum of emergencies ranging from small to complex incidents, both natural and manmade. [CALEA 46.1.2]

II.  **POLICY:** It is the policy of the Monroe County Sheriff's Office to use the NIMS/ICS model of response to disasters and various critical incidents that require more than routine emergency response.

This policy describes the NIMS/ICS and explains the activation and functions of the incident command process. Additional procedures can be found in the Monroe County Sheriff's Office Emergency Operations Manual. Components of the Emergency Operations Manual are exempt from the Public Records Law pursuant to F.S. 119.07.

Not all components of NIMS/ICS will need to be activated when the system is operational.

Component activation and deactivation will depend upon changing circumstances; only those that are needed in the situation should be used, as determined by the Incident Commander (IC).

III.  **DEFINITIONS:**

**Agency Representative** – An individual assigned to an incident from an assisting or cooperating agency who has the authority to make decisions about that agency's participation. Reports to the Liaison Officer.

**Area Command (Unified Area Command)** – Activated only if necessary, depending on the complexity of the incident and if the incident management span-of-control considerations so dictate. The purpose of an Area Command is to oversee the management of multiple incidents each being handled by a separate NIMS/ICS organization or to oversee the management of a very large, or complex incident that has multiple incident management teams engaged. Most often used when there are a number of incidents in the same area and of the same type that may compete for the same resources. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

**Assisting Agency** – An agency contributing tactical or other direct resources.

**Base** – The location at which primary logistics functions for an incident are coordinated and administered. There is only one base for an incident. The base may be co-located with the Incident Command Post.

**Branch** – The organizational level having functional or geographic responsibility for major parts of incident operations. For example, the Law Enforcement Branch composed of several sections (Operations, Planning, Logistics and Finance/Administration), reports to a higher division or group Operations Commander while in a Unified Command operation, along with the Fire Suppression Branch, Public Works Branch, etc.

**Casualty Collection Point (CCP)** – A location near the incident, which provides an area to triage, treat and transport victims.

**Check-In** – The process through which resources first report to an incident. Check-in locations include the incident command post, staging areas, or directly on the site.

**Chief** – The NIMS/ICS title for individuals responsible for command of the five basic ICS functional sections (Command, Operations, Planning, Logistics and Finance/Administration).

**Clear Text** – The use of plain English in radio communications transmissions. Codes and signals are not used.

**Command Post** – See Incident Command Post

**Command Staff** – The ICS title for a group consisting of the Information Officer, Safety Officer, and Liaison Officer. They report to the Incident Commander.

**Cooperating Agency** – An agency assisting with other than tactical or other direct resources, includes but is not limited to the Red Cross, the telephone company, power company, etc.

**Emergency Operations Center (EOC)** - The EOC is a pre-designated facility that is designed to provide broad, overall direction and support for an incident. Tactical control and on-scene management remains, the responsibility of the Incident Commander.

**Function** – Under NIMS/ICS, the structure includes Command, Operations, Planning, Logistics and Finance/Administration functional sections

**General Staff** – The ICS title describing the incident management team that reports to the Incident Commander. Consists of the Chiefs of the four functional sections; Command, Operations, Planning, Logistics, and Finance/Administration.

**Incident Action Plan (IAP)** – An oral or written plan that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. When written, there may be specific sub-plans for traffic, communications, safety operations, etc.

**Incident Commander (IC)** – The individual responsible for the management of all incident operations at the incident scene.

**Incident Command Post (ICP)** – The field location at which the primary tactical-level, on-scene command functions are executed. The ICP may be co-located with other incident facilities.

**Incident Command System (ICS)** - An integral tool for managing a critical incident. Which is designed to control personnel, equipment, supplies and communications at the scene of a critical incident involving one or more agencies for any emergency, regardless of type or size.

**Incident Management Team (IMT)** – The Incident Commander and appropriate Command and General Staff, as defined by this directive, assigned to the incident.

**Information Officer (IO)** – A member of the ICS command staff responsible for contact with the media or other agencies requiring direct information. There is only one IO per incident.

**Joint Information Center (JIC)** - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Liaison Officer (LO)** – A member of the ICS command staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Managers** – Under NIMS/ICS, individuals who are assigned specific responsibilities for certain activities; e.g. Staging Area Manager.

**National Incident Management System (NIMS)** - Provides a consistent nationwide approach for federal, state, local and tribal governments; the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity and for interoperability and compatibility among federal, state, local and tribal capabilities,

**Operational Period** – The time set for a given set of actions as specified in the Incident Action Plan. Can be of various lengths, but usually not over 24 hours.

**Policy Group** – Comprised of the County Manager, Sheriff, Emergency Management Director, etc.

**Safety Officer (SO)** – A member of the ICS command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring the safety of assigned personnel.

**Span of Control** – The number of individuals a supervisor is responsible for, usually expressed as a ratio of supervisors to individuals. (Under NIMS, the recommended span of control is between 1:3 and 1:7)

**Staging Area** – Location (s) during an incident where resources can be placed while awaiting tactical assignment.

**Transfer of Command** – The process of moving the responsibility for incident command from one Incident Commander (IC) to another. It should be recognized that transition of command on an expanding incident is to be expected and the transfer does not reflect upon the competency of the current IC.

**Unified Command** – An application of NIMS/ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person or CEO from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP. Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

**Unity of Command** – The principle that a subordinate reports to only one supervisor at any given time, providing a clear channel of authority and accountability.

## IV. PROCEDURE:

The Sheriff derives his authority to take action in emergency situations from Florida State Statute 30.15(6)

The Sheriff retains responsibility for planning, organizing and directing all law enforcement activities during an emergency occurring within Monroe County. [CALEA 46.1.1]

NIMS/ICS is a standardized management tool for meeting the demands of small or large emergency or non-emergency situations and ensures command, control and coordination of resources.

The concept of "Incident Command" is practiced routinely by both law enforcement deputies and supervisors as they respond daily to citizen calls for service:

- Small incidents are resolved by the on-scene deputy and/or supervisor as they respond to citizen calls for service.

- Larger, or more serious incidents, result in many deputies and/or units functioning under the command of a designated "Incident Commander", who may elect to handle all elements of the NIMS/ICS, or appoint one or more persons to assist him/her.

NIMS/ICS may be used for planned events, or for a large range of critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.

Although the very nature of such unusual incidents preclude addressing every aspect of a given occurrence, additional information specific to these respective incidents are addressed within sections of this plan and the MCSO Emergency Operations Manual. [CALEA 46.1.2]

NIMS/ICS operations are predicated upon the principles of:

- Protecting life and providing for the safety of emergency responders and the public;
- Stabilizing the incident by developing a strategy that will minimize the effect it has on the surrounding area,
- Conservation of property by minimizing the effect(s) on the environment while accomplishing the action plan developed to bring closure to the incident.

NIMS/ICS provides:

- Unified Command – A common organizational structure across all agencies that can expand and contract as dictated by the situation, including:
  - A modular organization
  - A unified command structure
  - Common terminology; e.g. during radio communications and for functional identities

- Standardized emergency management principles that work across all types of emergency incidents, including:
  - Integrated Communications
  - A manageable span of control and unity of command
  - Creation and distribution of Incident Action Plans in a common format
  - Comprehensive resource management

**A. INITIAL ACTION:** Critical incidents must be managed by a sense of order, and in most cases, the first supervisor responder/incident commander must achieve order from chaos before life, safety or incident stabilization can occur.

1. The first responding supervisor must establish immediate control over all public safety responders, who, in turn will assist in gaining control over the general public. First responding supervisors perform the following functions when responding to any unusual or critical incident:

   a. Assess the situation
   b. Notify communications of the incident
   c. Request any necessary assistance from Office resources or other agencies
   d. Establish a command post and staging area, if necessary.
   e. Initiate the NIMS/ICS
   f. Assume the role of the Incident Commander until relieved by a supervisor.

2. Incident Commander can change from agency to agency and is based upon how the incident develops or decreases. Changing the IC must be an orderly process, and a debriefing should be done prior to a new Incident Commander assuming control, for example:

   a. Fire and entrapment incidents places the Senior Fire Department Official in charge.
   b. Medical response places the Senior EMT in charge at the scene.
   c. All other incidents, including emergency disaster, fall under the Sheriff's Office

B. **SECONDARY RESPONSE:** Secondary responding personnel will follow the functions listed below as they respond to the critical or unusual incident:

   1. Assist responders - Respond as assigned and notify the Incident Commander upon arrival
   2. Dispatch personnel - will assign assistance as required and notify the proper supervisor personnel to respond.

C. **EXPANDING THE NIMS / ICS:** The NIMS/ICS allows for the transfer of command to a more senior deputy when a senior deputy deems it necessary. In the event a transfer of command takes place, it should be done in person and only after a detailed briefing has taken place. The NIMS/ICS structure allows for the expansion of the system in order to deal with developing situations.

D. **INCIDENT COMMAND STRUCTURE:** The NIMS/ICS structure is extremely flexible and has the ability to expand or contract to meet demands faced in resolving an incident regardless of size of complexity. The Incident Commander is responsible for overall incident management and oversees the functional areas of NIMS/ICS, which include:

   1. Command
   2. Operations
   3. Planning
   4. Logistics, and
   5. Finance and Administration

E. **INCIDENT COMMANDER**
   All events have an Incident Commander who is responsible until authority is transferred to another. The Incident Commander is responsible for activating the NIMS/ICS, designating staff, as necessary, and the subsequent management of all incident operations at the incident scene, including, but not limited to:

   1. Ensuring incident safety,
   2. Establishing an ICP
   3. Obtaining a briefing from the prior IC and/or assessing the situation,
   4. Establishing immediate priorities and directing initial arriving resources, [CALEA 46.1.3.a]
   5. Determining incident objectives and strategy(ies) to be followed,
   6. Establishing a staging area, when necessary, and maintain accountability for the safety of personnel and the public and for task accomplishment, and [CALEA 46.1.3 e, g]

7. Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization,
8. Maintaining an effective span of control. In emergency planning, effective span of control is considered to be three to seven persons, with five being the optimal assignment; however, under less than ideal circumstances, the span of control may exceed these guidelines for short durations, as deemed necessary by the IC.
9. Managing planning meetings, as required,
10. Approving and implementing the Incident Action Plan (IAP) based on the concept of Management by Objectives,
11. Coordinating the activities of the NIMS/ICS Command and General Staff,
12. Approving requests for additional resources or for the release of resources, [CALEA 46.1.3 c]
13. Establishing necessary liaison with other agencies and the Emergency Operations Center (EOC) or Sub-EOC, when activated. [CALEA 46.1.3 d]
14. Directing the expansion or contraction of the NIMS/ICS organization based on the three priorities of life safety, incident stability and property conservation and activating other sections, as needed, e.g. Operations, Planning, Logistics or Finance/Administrative Sections.
15. Identifying contingencies, which may affect ongoing operations and plan accordingly, making necessary notifications and requesting resources that could reasonably be expected to offset contingent actions.
16. Ordering demobilization of the incident when appropriate,
17. Ensuring incident after-action reports are complete.
18. Transferring the command in an orderly manner and briefing the incoming commander on the incident status.

F. **TRANSFER OF COMMAND:** There are five important steps in effectively assuming command of an incident in progress:

1. The incoming IC should, if at all possible, personally perform an assessment of the incident situation with the existing IC.

2. The incoming IC must be adequately briefed by the current IC; the briefing will cover the following:
   a. Incident history
   b. Priorities and objectives
   c. Current plan (written or oral, depending on incident size, requirements)
   d. Resource assignments
   e. Incident organization
   f. Resources ordered/needed
   g. Facilities established
   h. Status of communications
   i. Any constraints/limitations
   j. Incident potential
   k. Delegation of authority
      Use of ICS Form 201 will expedite exchange of the above information and provide written documentation of the incident.

3. Determine appropriate time for transfer of command

4. At the appropriate time, notice of change in IC shall be made to:
   a. Sheriff, Undersheriff and appropriate Bureau Chief via Central Communications
   b. ICS Command Staff, if designated
   c. ICS General Staff, if designated
   d. All incident personnel.
5. The incoming IC may give the outgoing IC another assignment within the incident thus providing the outgoing IC with first-hand knowledge at the incident site. In addition, this strategy

allows the initial IC to observe the incident progress and gain experience for future critical incidents.

G. **COMMAND STAFF:** Command Staff is assigned to carry out staff functions needed to support the Incident Commander and those not specifically identified in the General Staff functions. These positions include designation of Liaison Officer (LO), a Safety Officer (SO) and an Information Officer (IO). Additional assistants and command staff positions may be assigned, as determined by the Incident Commander. The Command function addresses the following areas:

1. Activating the incident command system [CALEA 46.1.3 a]
2. Establishing a command post CALEA 46.1.3 b]
3. Initiating the notification and mobilization of additional agency personnel [CALEA 46.1.3 c]
4. Obtaining support from other agencies [CALEA 46.1.3 d] [CFA 21.05M I]
5. Establishing a staging area, if necessary [CALEA 46.1.3 e]
6. Providing public information and maintaining media relations [CALEA 46.1.3 f]
7. Maintaining the safety of all affected personnel [CALEA 46.1.3 g]
8. Preparing a documented after action report [CALEA 46.1.3 h]

H. **GENERAL STAFF:** General Staff is comprised of the respective Section Chiefs who oversee the remaining four functional areas of ICS: Operations, Planning, Logistics and Finance and Administration. The General Staff forms the incident management team and is responsible for reporting to the Incident Commander the status and needs of the following functions under their respective control:

I. **OPERATIONS SECTION:** Operations Section Chief will address the following:
2. Establish perimeters [CALEA 46.1.4 a
3. Ensure the safety of assigned personnel
4. Conduct Evacuations [CALEA 46.1.4 b]
5. Maintain command post and scene security [CALEA 46.1.4 c]
6. Provide for detainee transportation, processing and confinement [CALEA 46.1.4 d]
7. Direct and controlling traffic [CALEA 46.1.4 e]
8. Conduct post-incident investigation[s] [CALEA 46.1.4 f]
9. Direct and coordinate all tactical operations as required by the primary mission
10. Request (or release) resources with the acknowledgement of the IC
11. Implement the activities specified in the IAP.
12. Keep the IC advised of the status of the situation and resources; resources are considered either:
    a. "Assigned" (to carry out some specific task),
    b. "Available" (in a staging area), or
    c. "Out of service" (for rest and recuperation).

J. **PLANNING SECTION:** The Planning Section chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. The planning chief will address the following:

1. Prepare a documented Incident Action Plan, which defines response activities and use of resources for a specified period of time [CALEA 46.1.5 a]
2. Gather and disseminate information and intelligence [CALEA 46.1.5 b]
3. Plan post-incident demobilization [CALEA 46.1.5 c]

The Planning Chief will be responsible for all aspects of the planning meeting.

K. **LOGISTICS SECTION:** The Logistics Section provides manpower, facilities, services, and materials in support of the critical incident. The logistics chief will address the following:
1. Communications [CALEA 46.1.6 a]
2. Transportation [CALEA 46.1.6 b]

3. Medical support [CALEA 46.1.6 c]
4. Food Services and supplies [CALEA 46.1.6 d]
5. Specialized team and equipment needs [CALEA 46.1.6 e]

In a large-scale and/or long term incidents, the Logistics Section Chief will identify a logistics base of operation. The Section may be further divided into support and service branches with subordinate units to provide facilities, ground support (vehicle/equipment repair), and a medical unit for the care of assigned personnel.

Logistics personnel shall develop a plan that will provide the necessary resources through the duration of the event/incident.

L. **FINANCE/ADMINSTRATION SECTION:** The finance/Administration Section Chief oversees:

1. Recording personnel time [CALEA 46.1.7 A]
2. Procuring additional resources [CALEA 46.1.7 b]
3. Recording expenses [CALEA 46.1.7 c]
4. Documenting injuries and liability issues [CALEA 46.1.7 d]
5. Any other cost analysis/recuperation activities and compensation/claims

The Finance Section Chief is responsible for tracking incident costs and reimbursement accounting. In large-scale and/or long-term incidents the Finance/Administration section may be further divided into individual Time, Procurement, Compensation/Claims and Cost Units. Some functions are especially important in order to provide documentation if the incident results in a *Disaster Declaration* and for the establishment and monitoring of cost-sharing agreements.

M. **ACTIVATION OF THE NIMS / ICS**: With a decision to implement the NIMS/ICS by the bureau chiefs or the undersheriff, the incident commander may identify a safety officer (SO), an information officer (IO), and a liaison officer (LO).

1. The SO is responsible for:

    a. The immediate safety of assigned personnel
    b. Correct unsafe acts through the chain of command; however, the SO may exercise emergency authority to stop unsafe acts when such action is immediately required to protect life.

2. The IO is responsible for: The agency's Public Information Officer will function in this role and will function as the agency's JIC liaison whenever the Unified Area Command is activated.

3. The LO is the primary contact for coordinating with agencies assisting in an incident. The LO will coordinate with the agency's Legal Advisor (if not already functioning in that capacity), who shall function as the agency's Court and Prosecutorial Liaison and advise the Sheriff on all legal matters.

4. With a decision to implement the NIMS/ICS by the Bureau Chiefs or the Undersheriff, the Incident Commander shall:

    a. Ensure notifications to the chain of command are instituted in accordance with existing procedures.
    b. Retain the elements of the Incident Command process unto himself/herself, or appoint one or more Section Chiefs to carry out the General Staff functions, if necessary, for the coordination of incoming resources.
    c. Oversee the development and implementation of an Incident Action Plan (IAP) to resolve the event/incident.

d. Refer to existing written directives, Office's Emergency Operations Plan, the County's Comprehensive Emergency Management Plan (CEMP), and the Florida Incident Field Operations Guide.

e. Consider the immediate implementation of emergency staffing configurations to better provide personnel and other resources.

f. For short-term events, the IAP need not be written. A written plan is required when:
1) Resources from multiple agencies from within or outside the County are used.
2) Several jurisdictions are involved.
3) The incident is complex; i.e. changes in shifts of personnel or equipment are expected/required.

g. If not already operating in that mode, ensure that all radio communications take place in "plain talk".

h. Direct Communications to establish a radio channel to initially handle the event,

i. Ensure that Communications advises any responding agencies of the channel being used,

j. Remain mindful that electronic data communications (CAD to MDT) are not available to all agencies responding to a request of mutual aid assistance.

k. Follow direction from the Area Command upon activation.

l. The IC is responsible at the scene, while the Area Command is responsible for countywide or multiple jurisdictional activity.

m. There can be more than one scene, and thus, more than one Incident Command Team reporting to the Area Command.

n. Consider activation of Tactical Teams (SWAT, Bomb Disposal, Dive), as needed.

o. At the appropriate time, plan for an orderly demobilization of all resources and the gathering of necessary documents and materials to provide the ability to closely review and evaluate operations.

p. Command protocol will exist at all stages of the NIMS/ICS command structure and during the administration of the incident.

q. Commanders shall be assigned as needed to ensure adequate supervision and authority, considering the need for rest and recuperation.

r. Principles of span of control, unity of command and unified command shall be followed during NIMS/ICS operations.

s. Incident Commanders will cooperate fully when functioning in a unified command mode.

t. Various standard NIMS/ICS forms are available for use by the IC and functional Section Chiefs in order to manage the incident in an organized manner. These forms are available on Monroe County Sheriff's Office Intranet.

## N. UNIFIED COMMAND UNDER NIMS/ICS

The National Incident Management System and the Incident Command System are designed to expand to include other county services, other jurisdictions, both inside and outside of the county, and state and federal agencies, should the situation(s) dictate.

One or more functions of the NIMS/ICS structure may be placed into operation, as needed.

The incident command structure within this directive describes the Law Enforcement Branch of operations as represented by the Monroe County Sheriff's Office. Similar branches and sections exist for other services such as Fire/Rescue, medical, health and other support services.

Refer to Attachment A: Unified Command Structure for a sample diagram depicting the Unified Command concept for a major incident. In such cases, all agencies contribute to the command

process and the management of resources in achieving the objectives of the Incident Action Plan (IAP).

In large-scale events, an Area Command may be established to coordinate the response to multiple events/incidents. The agency's Public Information Officer will function as the agency's Joint Information Center liaison whenever the Unified Area Command is activated.

## O. LEGAL CONSIDERATIONS

The Sheriff or his/her deputies shall suppress tumults, riots, and unlawful assemblies and have the authority to raise the power of the county and command any person to assist them, when necessary.

The Monroe County Sheriff's Office shall act within the scope and authority provided in Chapters 30 and 870, Florida State Statutes.

The Sheriff may authorize the declaration of a state of emergency.

1. **F.S. 870.043**
   Whenever the Sheriff or designated city official determines that there has been an act of violence or a flagrant and substantial defiance of, or resistance to, a lawful exercise of public authority and that, on account thereof, there is reason to believe that there exists a clear and present danger of a riot or other general public disorder, widespread disobedience of the law, and substantial injury to persons or property, all of which constitute an imminent threat to the public peace or order and to the general welfare of the jurisdiction affected or a part or parts thereof, he/she may declare that a state of emergency exists within that jurisdiction or any part or parts thereof.

2. **F.S. 870.044**
   The following acts are prohibited during the period of a state of emergency:

   a. The sale of firearms or ammunition;
   b. The display of firearms or ammunition by or in any store or shop;
   c. The possession of a firearm in a public place, except by law enforcement or military personnel.

3. **F.S. 870.045**
   During a state of emergency the Sheriff may order and promulgate all or any of the following in whole or in part:

   a. Establish curfews, prohibit or restrict pedestrian or vehicular movement;
   b. Prohibit the sale and distribution of alcoholic beverages;
   c. Prohibit the possession of alcoholic beverages in a public place;
   d. Close places of assemblage;
   e. Prohibit the sale of gasoline or flammable or combustible liquids, except by delivery to gas tanks properly attached and necessary for propulsion;
   f. Prohibit the possession of portable containers containing gasoline or any flammable or combustible gas;
   g. The Sheriff shall upon activation of Monroe County's Comprehensive Emergency Management Plan (CEMP), coordinate all law enforcement activities in the County.

As the chief law enforcement official in Monroe County, Florida, the Sheriff shall exercise command and control over all law enforcement resources committed to unusual occurrence/ large-scale critical incident operations within Monroe County, Florida. [CFA 20.04]

P. **MARTIAL LAW:** All requests for military support shall be made through the Sheriff, in compliance with State Statute F.S. 250

Chapter 250 F.S. identifies the power of the Governor to preserve the public peace, execute the laws of the State, suppress insurrection, repel invasion, and respond to an emergency or imminent danger thereof.

Q. **DOCUMENTATION AND TRAINING**

Activation of the National Incident Management System and the Incident Command System requires the preparation of a written After-Action Report. The report, explaining and evaluating the activation may either be separate from the standard after-action report required by existing directives, or it may be included as an identified section within the larger report about the incident/event. If separate, it shall be submitted by the Incident Commander via chain of command to the Sheriff within fifteen (15) days of the conclusion of the event. [CALEA 46.1.3 i]

All affected personnel who may be called upon to participate in an event or incident as part of the All-Hazard Plan, shall receive annual training on the All Hazards Plan, to include the Incident Command System and biennial training consisting of a tabletop or full-scale exercise to assess agency capabilities with the All Hazards Plan and the ICS. The Training Division will document all such training. [CALEA 46.1.9]

Each Deputy with the rank of Lieutenant and above shall be issued and will maintain a current up-to-date hard-copy of the MCSO Emergency Operations Plan.

Electronic access to the plan will be available to all personnel through the agency's intranet.

R. **EMERGENCY PLANNING**

1. DEVELOPMENT: The MCSO is responsible for developing and maintaining an Emergency Operations Plan in addition to and in augmentation of those provided in Monroe County's Comprehensive Emergency Operations Plan (CEMP) and to participate in any relevant Monroe County Emergency Management exercises.

    a. The Sheriff assigns the task of developing and planning the office's response to critical incidents to the Undersheriff. [CALEA 46.1.1]

    b. Elements of the MCSO Emergency Operations Plan, this policy, and training needs shall be reviewed, coordinated and updated annually. This review will be documented and sent to the Sheriff via the chain of command. [CALEA 46.1.10]

    c. Elements of Monroe County's Comprehensive Emergency Management Plan shall be reviewed, coordinated and updated annually as required by the Florida Division of Emergency Management under the rules of the Florida Administrative Code.

    d. The Bureau of Law Enforcement Chief or his/her designee shall be responsible for these reviews and will coordinate revisions as necessary, with Emergency Management Staff.

    e. A current copy of the Emergency Operations Plan shall be available in the Mobile Command Post via the agency intranet.

2. RESOURCE AVAILABILITY & READINESS

a. The Law Enforcement Bureau Chief or designee shall annually prepare a list of emergency equipment and resources used in emergency operations. This list shall show the numbers and locations of equipment and resources and shall be submitted annually to the Florida Department of Law Enforcement for inclusion in the State's Manpower, Assets and Resource System (MARS).

b. The Commander of the Division to which emergency equipment is assigned shall ensure that equipment for use in emergency operations is inspected quarterly and kept in good working order to ensure operational readiness. [CALEA 46.1.8]

3. UNUSUAL OCCURRENCES; With all unusual occurrences, including natural and manmade disasters, civil disturbances, emergency mobilization, mass arrest, active threats, contingency planning for emergency situations at all Monroe County Detention Centers, and planning for the aid to other jurisdictions in unusual occurrence situations, the Undersheriff and the involved Bureau Chief shall coordinate with all the District/Division Commanders, the Inspector General, the Office's General Counsel, and the Community Relations Director to formulate and annually update written unusual occurrence plans.

a. Each unusual occurrence plan shall address the following:

1) Communications
2) Field command posts
3) Situation maps
4) Supervisory authority to include all agencies or components involved
5) Military support
6) Traffic control
7) Facility security
8) Equipment requirements
9) De-escalation procedures
10) Court and prosecutorial liaison
11) Legal authority
12) Arrest, processing, transportation and confinement procedures
13) Medical treatment
14) Transportation
15) Post-occurrence duties
16) After-action reports
17) Training

b. Each unusual occurrence plan shall also include specific provisions and identify the position(s) responsible for the following:

1) Casualty information
2) Rumor control
3) Community relations
4) Public information