

# Cocoa Beach Police Department

## Standard Operating Procedure



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<b>Subject:</b> Unusual Occurrences		<b>Re-evaluation Date:</b> 2022
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This order consists of the following numbered sections:

1. Purpose
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### 1. PURPOSE

The purpose of this directive is to assign responsibilities and establish guidelines for a comprehensive emergency management system designed to preserve life, minimize damage and ensure an efficient law enforcement response to all types of emergencies and disasters.

### 2. SCOPE

This policy applies to all members of the Cocoa Beach Police Department.

### 3. POLICY

The City of Cocoa Beach is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and inflict casualties. Possible natural hazards include hurricanes, floods, storm surge, tsunamis, tornadoes and fires. Other hazards include hazardous material accidents, plane crashes, escapes, man hunts, or other law enforcement intensive operations. The primary goal of the Cocoa Beach Police Department is to protect life and property while maintaining peace and order.

The complexity and variety of unusual occurrences make it impractical to include detailed plans for all types of emergencies. Instead, this directive will establish areas of responsibility for key members of the Department and provide them with the necessary authority in carrying out their duties.

Response to these unusual occurrences may require resources or personnel beyond the capabilities of the Department. Based on the statutory responsibilities of all Sheriffs in Florida and the current Mutual Aid Agreement with the Brevard County Sheriff's Office the Brevard County Sheriff's Office shares responsibility for emergency management activities within the City of Cocoa Beach. When an emergency exceeds the Department's capability, assistance will be requested under the provisions of the Mutual Aid Agreement.

Whenever an occurrence arises in which the Cocoa Beach Police Department requires additional assistance in the form of personnel, the Department may request an inter-jurisdictional loan of personnel on a temporary basis for the purpose of assisting with specific objectives. During such temporary assignment, the Cocoa Beach Police Department shall have command responsibility over the assisting personnel. (CFA 17.01MB)

### 4. DEFINITIONS

- A. Casualty/Missing Persons Post- A post established near the site of a disaster involving mass casualties that will receive record and investigate reports of casualties and missing persons. Officers assigned to this post

may be tasked to work with other involved agencies to include, but not limited to: the Medical Examiner's Office, the Brevard County Sheriff's Office, Brevard County Office of Emergency Management, American Red Cross and various emergency medical services to recover and identify casualties.

- B. Checkpoints - Security checkpoints are established to control entry into heavily damaged, evacuated or restricted areas.
- C. Critical Incident - An incident or event, whether natural or manmade, that is likely to cause severe damage, mass arrest, injury or death. Major pre-planned events that may strain available resources may also be considered a critical incident.
- D. Danger Zone - An area around the scene of a critical incident that has a high probability of injury or death if entered. These areas are usually characterized by exposure to the line of fire, the proximity of hazardous devices or materials, and the possible instability of involved structures.
- E. Emergency - means any occurrence, or threat thereof, whether natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property. Examples include, but are not limited to, hurricanes, floods, explosions, major fires, tornadoes, aircraft crashes, civil disturbances, riots, disorders and violence arising from mass gatherings.
- F. Emergency Essential Personnel- Sworn law enforcement officers, Communications personnel, and any Department member as designated by the Chief of Police or designee whose job responsibilities are critical to protecting and preserving the health, safety and welfare of City residents, visitors, property owners, and business owners.
- G. Emergency Management- Means the preparation for, and the carrying out of, all emergency responsibilities and functions, other than those for which military forces or other federal agencies are primarily responsible. To prevent, mitigate or repair injury and damage resulting from the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from emergencies.
- H. Emergency Operations Center (EOC) - The City of Cocoa Beach's Emergency Operation Center, acts as the direction and control facility for the Department during major disasters. All available resources and requests for assistance from higher levels of government are coordinated through this point. It is normally activated during hurricane preparation, response and recovery operations; however, it may be activated whenever a response to an emergency requires resources beyond what the Department or the City government can provide.
- I. Field Command Post- A temporary location used as the on-scene command center to coordinate the activities of all operational members.
- J. Incident Command System- A combination of personnel, procedure, equipment, facilities and communications operating within a common organization structure with the responsibility for the management of resources assigned to a critical incident response. The goal of the incident command system is the stabilization of the scene while protecting life, property and the environment.
- K. Mutual Aid Agreement- As used in this policy, a signed agreement between the Sheriff of Brevard County and chiefs of other police agencies in Brevard County, namely the Chief of the Cocoa Beach Police Department, delineating the form of aid that may be requested or rendered regarding police operations.
- L. Public Facilities - Buildings owned and operated by the City of Cocoa Beach.
- M. Staging Area - A safe area, located close to the command center or the field command post, which is to be operated for the collection, storage, maintenance, disbursement and accounting of members, vehicles, supplies and equipment used or held in reserve. The staging area may also be used for the temporary storage of recovered property and impounded vehicles.
- N. Unified Command Structure- A coordinated response to a critical incident or event that exceeds political and/or jurisdictional boundaries that delineates responsibilities and authority of each involved agency. The activation of the Unified Command Structure will require the appointment, by consensus, of an operational commander having overall authority to implement any mutually agreed upon action plan.
- O. Unusual Occurrence - Any occurrence, or threat thereof, whether accidental, natural, or caused by man, which results or might result in substantial injury or harm to the population or substantial damage to or loss of property.

## **5. EMERGENCY MANAGEMENT AND PLANNING**

- A. Authority- The Chief of Police will exercise command and control over all Cocoa Beach Police Department law enforcement resources committed to emergency situations and unusual occurrence operations within the Department's jurisdiction. (CFA 17.01MB)
- B. Hierarchy of Command- When an emergency exists, the hierarchy of command is as follows:
  - 1. On-Duty Shift Supervisor when the emergency is identified
  - 2. Lieutenant
  - 3. Major
  - 4. Deputy Chief of Police

5. Chief of Police

6. **EMERGENCY MANAGEMENT COORDINATOR**

The Deputy Chief of Police is the department's Emergency Management Coordinator (EMC). The EMC is responsible for the following:

- A. Coordinate the development, distribution, and review of the Department's emergency management plans
- B. Serve as advisor for emergency management issues
- C. Maintain a liaison with the City of Cocoa Beach Emergency Management Director, the Brevard County Sheriff, the Director for the Brevard County Office of Emergency Management, the state's Division of Emergency Management, other neighboring municipal police agencies, and other support agencies
- D. Coordinate the acquisition of special emergency equipment.

7. **DISASTER ROSTERS**

- A. Information on Department personnel is available through the EMC via the department's Computer Aided Dispatch (CAD) system. The information includes but is not limited to the following information:
  - 1. Member's name
  - 2. Address
  - 3. Home telephone number (if applicable)
  - 4. Cellular telephone number
  - 5. Radio identification number
- B. The Florida Department of Law Enforcement is responsible for the coordination of federal, state and local law enforcement resources during a civil disorder, pursuant to [Florida State Statute 23.1231](#).
- C. The Florida Division of Emergency Management is responsible for coordinating federal, state and local non-law enforcement resources during an emergency, pursuant to [Florida State Statute 252.35](#).

8. **MOBILIZATION PLAN**

- A. Operational phases
  - 1. The operational phases that follow are designed to aid in the rapid mobilization of personnel in response to an impending or actual emergency:
    - a. **Phase I:** An emergency which requires the utilization of all available on-duty Patrol Division members to control the emergency except those necessary to handle priority calls for service.
      - 1) Phase I response will be initiated by the On-Duty Shift Supervisor
      - 2) A field command post may be activated during a Phase I emergency
    - b. **Phase II:** An emergency which curtails immediate response to calls-for-service and requires all available on-duty members to respond to the emergency. Phase II response will be initiated by the On-Duty Shift Supervisor or higher authority.
      - 1) The department's Emergency Operations Center (EOC) may be activated
    - c. **Phase III:** An emergency which prevents an immediate response to calls for service and cannot be controlled by all available on-duty members and requires the recall of off-duty members. Per City of Cocoa Beach Emergency Operations Plan/Emergency Operations Pay policy.
      - 1) Assistance may be requested from the Brevard County Sheriff's Office and other neighboring law enforcement agencies as manpower needs or the emergency situation dictates.
      - 2) Phase III response will be initiated by the Chief of Police or designee in the absence of the Chief of Police and subsequently communicated to the City Manager and the members of the City Council, who are the lawful authority for making a declaration of emergency pursuant to Cocoa Beach City Code 8.5 Emergency Management.
      - 3) The department's Emergency Operations Center (EOC) may be activated
      - 4) Emergency Essential Personnel as defined in Section 4 above may be directed to assume their emergency management assignments
- B. Call up levels
  - 1. Call-up levels are predetermined amounts of Emergency Essential Personnel the incident commander may obtain by drawing from all areas of the agency to assist during an emergency.
  - 2. Such emergency action may include, but not limited to:
    - a. Ordering on-duty members to remain on duty beyond their normal working hours
    - b. Mobilization of off-duty members
    - c. The incident commander should consider the following when determining the appropriate call-up level:
      - 1) Nature, scope and duration of the emergency
      - 2) Location
      - 3) Number of citizens affected
      - 4) Work force presently committed
      - 5) Additional work force needs, i.e., crowd control, traffic control and perimeter security
    - d. The incident commander shall provide mobilized officers with the following information:

- 1) Nature of the emergency
  - 2) Assembly instruction:
    - a) Officers should report to the Patrol Division roll call room unless another alternate location is advised
  - 3) Name of the supervisor in command of the emergency
  - 4) Any special equipment and/or transportation vehicles needed
  - 5) Any areas of the County or City which should be avoided in transit
- C. Shift Schedules: A 24-hour emergency activation will require implementation of 12 hour Alpha/Bravo shift designated as follows:
1. Alpha: 0600 hours to 1800 hours
    - a. Consisting of Emergency Essential personnel made up of day and afternoon shifts
    - b. Commanded by a Lieutenant or higher authority
  2. Bravo: 1800 hours to 0600 hours
    - a. Consisting of Emergency Essential personnel made up of afternoon and midnight shifts
    - b. Commanded by a Lieutenant or higher authority
- D. Duties and Responsibilities (subject to change)
1. First responder - The first officer on the scene of an unusual occurrence will be responsible for the following:
    - a. Serve as interim incident commander
    - b. Evaluate the nature and scope of the occurrence
    - c. Report findings and summon assistance/resources
    - d. Prepare reports
  2. Shift Supervisor - is responsible for the following:
    - a. Respond to the scene immediately and assume incident commander duties
    - b. Evaluate the situation and initiate action to protect life, property and restore order
    - c. Inform a Lieutenant or higher authority if the situation cannot be controlled with available members or order cannot be restored immediately
    - d. Direct all field operations within the problem area until relieved
    - e. Establish an inner and outer perimeter around the problem area to contain the situation, to preserve evidence and to keep non-involved persons out of the area.
    - f. Establish adequate traffic control to provide safety to the public with minimum interruption to normal traffic flow
    - g. Identification of emergency first aid, ambulance and medical facilities
    - h. Establish a field command post to provide on-site control, coordination and communication
    - i. Assign an officer to staff the field command post
      - 1) This officer will establish and maintain an incident log, handle communications, and coordinate the deployment of manpower
      - 2) Establish safe access routes to and from the command post and staging areas
  3. Major or designated Lieutenant- is responsible for the following:
    - a. Assume the position of incident commander unless relieved by higher authority
    - b. Protect life and property
    - c. Deploy equipment
    - d. Protect hazardous or vital installations
    - e. Determine field tactics and strategy
    - f. Determine equipment requirements
    - g. Arrange for suitable security, processing, transportation, medical treatment and the care and feeding of prisoners during a mass arrest or evacuation
    - h. If directed by the Incident Commander, request the Communications Center activate a universal or tactical radio group on the talk group specified by Communications
    - i. Provide the Chief of Police and Command Staff with regular updates regarding the operation
    - j. Ensure the following notifications have been made, if necessary:
      - 1) The City's Emergency Manager
      - 2) Other specialized units as needed (e.g., Aviation, K-9, Marine, Underwater Search and Recovery Team and Special Weapons and Tactics Team), as directed by the incident commander
      - 3) Brevard County Office of Emergency Management
      - 4) Emergency medical services
      - 5) Communication members necessary to handle the increased workload created by the emergency

- k. In addition to the above responsibilities, the Major or designated Lieutenant shall be responsible for coordination of security functions for the following:
  - 1) The EOC
  - 2) The Command Post (if solely a Department operation)
  - 3) The City Hall and Police Facility
  - 4) The Fire Rescue Facility and Council Chamber
  - 5) Other specialized security needs
4. Criminal Investigations Division- is responsible for the following:
  - a. Coordinate with other law enforcement agencies, as requested with the investigation of homicides, suspicious deaths and other high priority investigations
  - b. Coordinate with other law enforcement agencies and Medical Examiner, as requested with field morgue operations. Maintain a current list of all casualties
  - c. Coordinate with the Brevard County Office of Emergency Management and the American Red Cross for large numbers of casualties and missing persons
  - d. Provide the incident commander and the Chief of Police with casualty and missing person information as it becomes available
  - e. Serve as a liaison and coordinate emergency procedures with the judiciary, the Clerk of the Circuit Court and the State Attorney's Office
5. Logistics Manager or designee- is responsible for the following:
  - a. Liaison with the incident commander at the direction of the Deputy Chief or the Chief of Police
  - b. Assist in coordinating the operation with other divisions of the agency and outside agencies
  - c. Maintain records of vehicle and equipment assignments
  - d. Arrange for vehicle and equipment repairs
  - e. Arrange for vehicle refueling in the field
  - f. Coordinate logistical support for the operation
  - g. Provide for the emergency requisition and distribution of supplies and equipment through the Finance Director, i.e., flares, fuel, ammunition, etc.
  - h. Coordinate with Public Works for emergency repairs or precautionary measures to protect the agencies property and members, i.e., sandbags, window boarding, etc.
6. Deputy Chief of Police- shall coordinate the agency's overall response to the emergency and is responsible for the following:
  - a. Facilitate the Department's response to the emergency from the Emergency Operations Center or field command post
  - b. Assist the Major or designated Lieutenant in coordinating the set up and staffing the Emergency Operations Center (EOC)
  - c. Assume incident command anytime if necessary
  - d. Coordinate mutual aid
  - e. Increase or decrease the operational call-up level
  - f. May suspend communication requirements regarding hourly officer contact during unusual occurrences
  - g. Keep the Chief of Police and Command Staff informed of field strategies, emergency status, casualty count and pertinent information
  - h. Make advance preparations to move computer operations to a facility with compatible equipment
  - i. Submit a comprehensive after-action report to the Chief of Police that outlines the agency's response to the emergency (CFA 17.01ME)
7. Public Information Officer- shall serve as the central source of information for the Department and will respond to requests for information from the news media and the public. These responsibilities include:
  - a. Establishing a press area beyond the outer perimeter
  - b. Responding to the designated press area to coordinate all press activities
  - c. Issuing news releases and quell rumors
  - d. Coordinating joint press releases with other law enforcement agencies and the Communications Center
  - e. Release casualty information
  - f. Coordinate with the Brevard County Sheriff's Office personnel and the incident commander to release information to educate the community
  - g. Assist in compiling victim and casualty information obtained from the department Detective, the incident commander and other official sources
8. Legal Considerations

- a. City Ordinance- It shall be the responsibility of the Chief of Police or in his absence, the next highest ranking officer in the Police department to notify the City Manager that an emergency condition, as delineated in Cocoa Beach City Code 8.5 "Emergency Management" exists.
  - b. City Attorney- the City Attorney shall be responsible for the following:
    - 1) Provide the Chief of Police with legal consultation during an emergency
    - 2) Draft and/or review mutual aid agreements as needed with other agencies
9. General
  - a. The Cocoa Beach Police Department shall act within the scope and legal authority provided in Florida State Statute [Chapter 870](#) and [Cocoa Beach City Code 8.5](#).
  - b. Under [Florida State Statute Chapter 870.044](#), the following acts are prohibited during a state of emergency:
    - 1) The sale of firearms or ammunition
    - 2) The intentional display of firearms or ammunition by or in any store or shop
    - 3) The possession of a firearm in a public place, except law enforcement or military
  - c. Under [Florida State Statute Chapter 870.045](#) - During a state of emergency the Chief of Police or designee may order and promulgate all or any of the following in whole or in part:
    - 1) Establish curfews
    - 2) Prohibit or restrict pedestrian or vehicular movement
    - 3) Prohibit the sale and distribution of alcoholic beverages
    - 4) Prohibit the possession of alcoholic beverages in public places
    - 5) Close places of public assemblage with designated exceptions
    - 6) Prohibit the sale of gasoline or flammable or combustible liquids, except by delivery to gas tanks properly attached and necessary for propulsion
    - 7) Prohibit the possession of portable containers containing gasoline or any flammable or combustible liquid
- E. Civil Disturbances
  1. Florida State Statute Chapter 870 describes Affrays, Riots, Routs, and Unlawful Assemblies.
    - a. Affray- If two or more persons take part in a public fight or brawl that place that corrupt public morals or violate standards of public decency, or affect the peace and quiet of other people, each of them shall be guilty of a misdemeanor of the first degree.
    - b. Unlawful assembly- If three or more persons meet together to commit a breach of the peace, or to do any other unlawful act, each of them shall be guilty of a misdemeanor of the second degree.
    - c. Riots and Routs- If any persons unlawfully assemble, demolish, pull down or destroy, or begin to demolish, pull down or destroy, any dwelling house or other building, or any ship or vessel, each of them shall be guilty of a felony of the third degree.
  2. Upon becoming aware of an imminent mass arrest situation, the supervisor shall:
    - a. Ensure sufficient field personnel, including those from other agencies are gathered before the enforcement action is taken at the scene
    - b. If time permits, brief personnel on their specific responsibilities and objectives
    - c. Ensure arrestees are immediately removed from the scene and escorted to a pre-selected field processing center for transport or released as quickly as possible
    - d. Ensure that persons present on-scene, but not involved in the mass arrest itself are afforded an escape route by which they can leave the area by foot or vehicle
    - e. Coordinate with other area law enforcement agencies in transporting and confining prisoners, if needed
- F. Civil Disobedience
  1. A nonviolent protest such as a sit-in is an example of civil disobedience where the protestors knowingly break the law and not only know that they will be arrested, they actually expect to be arrested. Substantive laws such as trespass are best utilized to arrest such non-violent demonstrators.
  2. Care must be taken to avoid the use of unnecessary force when arresting violators of this nature.
  3. Florida State Statute Chapter 871.01- Whoever willfully interrupts or disturbs any school or any assembly of people met for the worship of God or for any lawful purpose commits a misdemeanor of the second degree.
- G. Authority to Disperse Unlawful Assemblies and Riots:
  1. Florida State Statute Chapter 870.04 provides the authority of the Chief of Police or his officers to command persons unlawfully assembled to immediately and peaceably disperse. This statute further authorizes the Chief of Police or his officers to command the assistance of all unlawfully assembled persons in seizing, arresting and securing these persons failing to disperse. Persons failing to obey such commands to assist or refuses such command is subject to arrest as one of the rioters or persons



unlawfully assembled. The commands of this statute are specific and should serve as a guide when ordering the dispersal and assistance of persons unlawfully assembled.

## 9. EMERGENCY OPERATIONS

### A. Field Command Posts:

1. Factors to consider when establishing a command post:
  - a. Locate the command post near the problem area, but outside the danger zone
  - b. Provide space for, or be close to, a staging area to allow for the assembly of members, vehicles and equipment to include parking, ingress and egress routes.
  - c. Restroom facilities
  - d. Telephones

### B. Command Post Staffing

1. The command post will be staffed by at least one Department member whose duties will include:
  - a. Monitor communications (telephone and/or radio)
  - b. Maintain a chronological log of events that includes the following information:
    - 1) The type of action being taken to restore order or to prevent the incident from increasing in size or intensity.
    - 2) Intelligence reports that come to the attention of the On-Duty Shift Supervisor
    - 3) Other information that might be of assistance in formulating an after-action report

### C. Member Response

1. Members will respond to an emergency in an approved uniform and with issued gear
2. They will report to the field command post or staging area with their assigned vehicle for assignment and briefing. Under some circumstances, the incident commander may direct members to respond directly to a post or assignment. In all cases, members will report their presence to the command post via radio or in person.

### D. Emergency Alert

1. All members will maintain a state of readiness for response to emergencies
2. Off duty members will be notified of a potential emergency that may require their immediate response to duty. They must be personally available at their residence or other location, or available for immediate contact via telephone, cell phone, radio, paging device or other means.
3. All prior approved annual and compensatory leave during a declared emergency will be canceled, unless authorized by the Chief of Police or his designee
4. Members who are unaccountable during a declared emergency may be subject to disciplinary action up to and including termination

### E. Deployment

1. Members will be assigned to certain areas and functions according to the requirements of the emergency. They will be assigned to squads for operational control as follows:
  - a. Squads will consist of a supervisor, its members and support personnel as needed. Supervisors shall be provided field command authority within a designated geographical area.

### F. Other Law Enforcement Support:

1. Law enforcement personnel from other agencies who report for assignment may be allowed to work as an independent squad to maintain agency integrity. Depending on the size of the occurrence, an assisting agency supervisor or Cocoa Beach Police Department supervisor shall be assigned as squad leader.
2. Personnel reporting in less than squad strength will be integrated into an existing squad

### G. Martial Law

1. In the case of a natural or man-made disasters or disturbances, the declaration of "martial law" by the Governor of the state is limited to the activation of the National Guard to aid civil authorities. [Florida State Statutes Chapter 250](#), 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.
2. In situations wherein Martial Law is declared by the governor of the state, the Chief of Police or his designee shall be the department liaison with the Brevard County Government, the Brevard County Sheriff's Office, military authorities, and civil defense officials relating to law enforcement activities.
3. When the National Guard is activated for service within the City of Cocoa Beach, the Chief of Police may request that general or specific objectives be accomplished. The tactical direction of the National Guard troops is left solely to the officers of the National Guard.

### H. Situational Maps

1. It is recommended that maps (plans) detailing the structure, building complex, street, or other geographical areas involved in and around the emergency/incident be utilized for strategic planning.
2. The incident commander should maintain situational maps as needed throughout the incident

3. Other members of the command staff, communications and other personnel should utilize or have access to these materials (or copies thereof) as necessary
4. Situational Maps are available through the following sources:
  - a. The Cocoa Beach Fire Department is equipped with up-to-date maps of the City indicating area street and building complex maps including the addresses of structures, fire hydrants, parking areas, etc.
  - b. Building and complex maps and/or blueprints may also be obtained from maintenance or security personnel when an emergency/incident involving the structure occurs

**I. Communications**

1. All members deployed to the emergency will operate on the assigned radio talk group subject to the following:
  - a. All radio traffic will be kept to a minimum
  - b. Radio transmissions will be initiated by communications or supervisory members except emergency or urgent traffic
  - c. Plain language may be used in lieu of "10 codes" and "Signals" to facilitate communications with personnel from other agencies
  - d. In case of radio trunking system failure, field units will switch to the alternate talk group designated by the Cocoa Beach Communications Center in order to maintain critical communications.
  - e. In case of individual radio failure or the total inability to communicate with other units, officers are instructed to return to the command post or make telephone contact with communications as soon as possible.
    - 1) High risk contacts (traffic stops, building searches, unassisted arrests) will not be initiated while radio communications are disrupted except in immediate life-threatening situations.

**10. EVACUATION**

**A. Notifications:**

1. Officers will be responsible for notifying the affected public if an evacuation of an area is required due to a storm, hazardous material spill or leak, plane crash or other hazardous situations.
2. In conjunction with Brevard County Emergency Management, the Chief of Police or designee may order a mass call notification emergency message to contact affected citizens and request they evacuate the city.
  - a. Mass call notification is a rapid response telephone service that has the capability to reach citizens of the City who use land line telephones or have arranged to receive emergency notifications on their cell phones. A recorded message is telephoned to homes and businesses in the City advising all persons that an evacuation has been ordered.
3. Additionally, members may be assigned to cover the entire City limits on a block by block basis, utilizing the public address system of the evacuation and the need to tune in to TV and radio for further information.
  - a. If not provided a script through the chain of command, Members assigned to alert citizens of the evacuation order should announce: "A mandatory evacuation has been declared. Please leave the area."

**B. Evacuation Refusal:**

1. If a resident refuse to vacate when informed of the emergency, members will attempt to obtain the resident's name(s), phone number and next of kin. This information will be relayed to the designated Recorder.
2. Members will not force citizens from their homes or arrests made for refusal to obey a mandatory evacuation, unless the resident's safety will be in great jeopardy if the person is not evacuated.

**C. Transportation:**

1. Mass transit will be accomplished primarily by bus
  - a. Buses are provided by Space Coast Area Transit and will be operating from designated pickup points to evacuate citizens unable to drive or without transportation
  - b. Brevard County Office of Emergency Management shall be responsible for coordination of mass transit resources

**11. SHELTERS**

- A. Because the City is on a barrier island, it has no designated shelter within its corporate limits and thus the Department has no shelter security obligations.
- B. Information concerning which shelters will be opened will be distributed by Brevard County Emergency Management authorities at the time of the emergency. A call center (generally Brevard 2-1-1) will be available for the public to contact regarding available shelters and their operation.



- C. In the event temporary sheltering is needed, the City Emergency Management Coordinator may coordinate arrangements with the Brevard County Office of Emergency Management and the American Red Cross.

## **12. MASS CASUALTIES**

### **A. Responsibilities:**

1. In cooperation with the Cocoa Beach Fire Department, the following will apply when mass casualties occur:
  - a. The area will be secured
  - b. A command post will be established within the secured area
  - c. The Cocoa Beach Fire Department shall assume primary responsibility with assistance provided by neighboring agencies if needed. At the direction of the Cocoa Beach Police Department:
    - 1) Checkpoints will be established to control access into the area
    - 2) A crime scene log will be initiated
  - d. Crowd and traffic control will be maintained
  - e. Recovery operations will begin as directed by the incident commander
2. Field Morgue: Victims' bodies will remain within the secured area until otherwise directed by the Medical Examiner's Office. Members of the missing person/casualty command post will be responsible for security of the area designated as a temporary field morgue.

## **13. DE-ESCALATION AND RECOVERY OPERATIONS**

### **A. The agency will restore full law enforcement services as quickly as possible while conducting the following de-escalation and recovery operations:**

1. De-escalation: The incident commander will de-escalate the agency's response in concert with the Emergency Operations Center. Procedures may include:
  - a. Establish reentry checkpoints to evacuated area
  - b. Assist with search and rescue operations
  - c. Assist with damage assessment
  - d. Attempt to mitigate hazards, i.e., downed power lines, chemical spills, gas leaks, wild animals
  - e. Protect unsecured property
  - f. Locate missing persons and victim identification
  - g. Release members whose job tasks are no longer required
  - h. Confirm that all reports and documentation related to the incident have been properly submitted
2. Community Recovery:
  - a. The incident commander will take the necessary action to assure the community's orderly transition back to normal, at the conclusion of the emergency. These actions include:
    - 1) Provide adequate traffic control measures
    - 2) Maintain a law enforcement presence including high visibility patrols to prevent looting or the gathering of crowds
3. Agency Assessment and Recovery:
  - a. The agency will undertake a self-assessment when the immediate danger has passed and conditions permit. Responsibilities are as follows:
    - 1) The command staff shall submit documentation to the Chief of Police that outlines the resources needed to carry out their assigned missions and an analysis of their ability to perform normal recovery operations. The command staff shall project the estimated date of full recovery.
    - 2) The Chief of Police will cause a consolidated agency assessment report to be prepared that lists losses and casualties, needed resources and estimates of current capabilities.

## **14. POST OCCURRENCE DUTIES**

- A. The incident commander will prepare the appropriate after-action report(s) as described within this policy (CFA 17.01ME)
- B. In the event of a county-wide incident involving activation of the Mutual Aid Agreement with the Brevard County Sheriff's Office and/or neighboring departments, law enforcement activities may be coordinated through the Emergency Operations Center until its de-activation.
  1. The Incident Commander shall conduct a post-incident debriefing with all key participants upon completion of the demobilization process. (CFA 17.01ME)

## **15. MUTUAL AID REQUESTS**

- A. Specific procedures for requesting and delivering mutual aid are outlined in the Florida Mutual Aid Plan and mutual aid agreements.
  1. Aid to the City of Cocoa Beach:
    - a. Local Law Enforcement Assistance:
      - 1) When an unusual occurrence exceeds the Department's capabilities to resolve the situation, the Chief of Police or designee may request assistance from agencies with whom he has

entered into "operational assistance agreements" under the provisions of Florida's Mutual Aid Act.

b. Florida National Guard Assistance:

- 1) When an emergency is beyond the capabilities of local, state, and civil defense agencies, the Governor, at the request of the county administrator, may direct use of the Florida National Guard to furnish assistance.

B. Aid to Other Agencies:

1. The Department may provide assistance to other agencies as outlined in established mutual aid agreements.

**16. TRAINING**

- A. The Training Coordinator or designee shall ensure all newly sworn members receive, or have received, basic Incident Command System training. Additional ICS and Emergency Management training will be provided to affected personnel as needed. (CFA 17.01MD)

- B. Training or operational exercises will be conducted on a periodic basis. (CFA 17.01MF)

**17. INCIDENT COMMAND SYSTEM**

- A. The Cocoa Beach Police Department is usually the primary response agency to hazardous and/or critical incidents or events. These incidents, whether manmade or natural, have the potential for disrupting the community, causing property damage and inflicting injury. The Department's primary responsibilities during response to, and recovery from, a critical incident or event is the stabilization of the incident or event, and the protection of life and property.

1. The Incident Command System is a combination of personnel, equipment, facilities and communications operating in a common organizational structure. The initial responsibility for the management of assigned resources lies with the first responder on the scene. The first responder will maintain command and control of the incident or event until relieved by a higher authority.

2. The Incident Command System may be utilized for any size or type of critical incident or event as a means to coordinate the efforts of individual members and/or other responding agencies as they work toward the stabilization of the scene, while protecting life, property, and the environment. The Incident Command System may expand or contract, depending on the size of the critical incident and the on-scene requirements as determined by the incident commander. (CFA 17.01MA)

B. Policy and Procedure Coordination: (CFA 17.01MC)

1. The Incident Command System is intended to be utilized in conjunction with other agency policies and procedures as outlined in various written directives. This regulation, plans and agreements, include, but are not necessarily limited to the following:

- a. Unusual Occurrences
- b. Hurricane Plan
- c. Civil Disturbances
- d. Aircraft Crashes
- e. Special Operations
- f. The City of Cocoa Beach Comprehensive Emergency Management Plan
- g. Florida Mutual Aid Plan
- h. Brevard County Continuity of Operation Plan

C. Incident Command System:

1. Activation:

- a. Various components of the Incident Command System will be activated depending on the size and complexity of the incident or event. Generally, the Sheriff will exercise command and control over all law enforcement resources committed to a critical incident or event that is countywide in nature. Otherwise, operational need is the primary factor in determining which components or functions are activated. The components or functions that may be activated include: (CFA 17.01MA) (CFA 17.01 MB)

1) Incident Commander:

- a) Initially, the first responder serves as the incident commander until relieved or otherwise directed by a higher authority. Prior to being relieved, the first responder has the latitude and authority to assign any person to any assignment or task, regardless of rank. In the event that the first responder is actively engaged with an existing threat, a subsequent responder may assume the duties of the incident commander. (CFA 17.01MB)

2) Recorder:

- a) Generally, the Communications Center; however, the incident commander may appoint a responding Department member to act as the recorder. The recorder's duties include, but are not limited to:

- (1) Handling telephone communications

- (2) Maintaining a chronological log
    - (3) Maintaining personnel rosters
    - (4) The time the emergency was discovered
    - (5) The time the need for emergency operations was recognized
    - (6) The time communications was notified
    - (7) Member job tasks, assignments and temporary radio call signs
  - 3) Liaison Officer:
    - a) This officer will coordinate all activities associated with the response of other agencies to the scene of a critical incident or event.
  - 4) Finance Function:
    - a) The Deputy Chief or designee, will be responsible for:
      - (1) Record keeping requirements of the Federal Emergency Management Agency (FEMA)
      - (2) Processing payroll during a critical incident
      - (3) Collecting and maintaining all records necessary for proper reimbursement of all qualified expenditures.
      - (4) Ordering, storing and delivering supplies needed during critical incidents.
  - 5) Unified Command Structure:
    - a) When the scope of a critical incident or event exceeds political and/or jurisdictional boundaries, the Unified Command Structure will be utilized. This process establishes a common set of objectives and strategies for a critical incident without losing agency authority, responsibility or accountability. (CFA 17.01MB)
  - 6) Multi-agency Incident Commanders:
    - a) Each responding agency (local, state and federal) will designate an incident commander. The incident commander will usually work from a common incident command post. (CFA 17.01MB)
  - 7) Operational Commander: Depending on the nature of the critical incident or event, an operational commander is appointed by consensus, having overall authority to implement any mutually agreed upon action plan, utilizing procedures similar to a single agency response. (CFA 17.01MB)
- D. Response To An Active Threat:
- 1. A first responder's primary responsibility is the protection of life and property by confronting an active threat with the intention of reducing further damage, injuries or death. Tactical intervention is initiated when interaction with a readily identifiable suspect is required to prevent further victimization (i.e. active shooter). Evacuations may be secondary to the eradication of any active threat. Consideration should be given to the following:
    - a. Nature of incident
    - b. Location of the incident
    - c. Location and number of suspects
    - d. Weapons involved
    - e. Hazardous materials involved
    - f. Parameters of any identifiable "danger zone", usually determined by line of fire and possible exposure to any hazardous chemicals or materials, including any explosive device
    - g. Any additional personnel or resources needed to stabilize the incident
- E. After Action Report: (CFA 17.01ME)
- 1. The Deputy Chief of Police or his designee, with input from the Incident Commander and recorder, if any, will submit an after-action report. After Action Reports should include, but not limited to, the following:
    - a. A brief description of the incident
    - b. A description of personnel and equipment utilized
    - c. Cost analysis to include personnel hours, salaries, equipment, food and incidentals
    - d. A copy of Incident/Event Log and all submitted reports
    - e. Any maps, forms or related documentation
    - f. A summary of injuries to members and citizens, and an assessment of damage to private and public property
    - g. Any information relating to the status of criminal investigations, and subsequent prosecutions
    - h. A final evaluation, and any subsequent conclusions, relating to the agency's overall response to the critical incident or event, to include:
      - 1) Any problems encountered regarding personnel, equipment, resources or multi-agency response

- 2) Suggestions to revise policy, or improve training and equipment
- 3) Any other consideration that would improve the agency's response to critical incidents or events in the future.

18. **REFERENCES**

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