



SPECIALTY OPERATIONS AND CRITICAL INCIDENTS			907.00	
		HURRICANE PLAN		
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PURPOSE

The purpose of this standard operating procedure is to provide guidelines for the implementation and execution of the agency hurricane plan.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

DISCUSSION

The Punta Gorda Police Department will respond to hurricane, tornado, and flood emergencies according to procedures outlined in the Standard Operating Procedure indexed as Unusual Occurrences, the City of Punta Gorda Strategic Emergency Management Plan, and this order. The agency's primary goal will be to protect life and property while maintaining peace and order.

DEFINITIONS

1. **Advisory:** Weather advisories are issued by the National Hurricane Center for tropical storms and hurricanes. The advisory provides information about the storm's location, direction of travel, speeds at which the storm is traveling, and its intensity.
2. **Alerts:** See "emergency alert" and "standby alert".
3. **Call-out:** A Command Staff Officer, either with or without a request from the incident commander, has the authority to call out additional personnel as needed. The following factors should be considered when determining the appropriate call-out level:
 - Nature, scope, and duration of the emergency;
 - Location;
 - Number of citizens affected;
 - Work force presently committed; and
 - Additional work force needs (e.g. crowd control, traffic control, and perimeter security).
4. **Checkpoints:** Security checkpoints established to control entry into heavily damaged, evacuated, or restricted areas.
5. **Emergency Alerts:** Off-duty members are 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 a paging device, radio, or other means. Personnel on approved leave may be placed on emergency alert.
6. **Essential Employee:** All public safety dispatchers and sworn police officers.
7. **Hurricane:** A violent storm with a sustained wind of 74 mph or higher near its center (eye). The storm may range from 50 to 1,000 miles in diameter. The National Hurricane Center categorizes storms and their potential for wind and storm surge damage as follows:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 129	Devastating damage will occur
4	130 - 156	Catastrophic damage will occur
5	> 157	Catastrophic damage will occur

8. **Hurricane Season:** Hurricane Season begins on June 1 and ends November 30 of each year.

9. **Hurricane Warning:** A Hurricane Warning indicates a hurricane is imminent within 36 hours. All precautionary measures and actions to protect life and property will be initiated.
10. **Hurricane Watch:** A Hurricane Watch indicates a hurricane is approaching and that dangerous weather conditions may exist within 48 hours.
11. **Incident Command Center:** The Command Staff will direct emergency operations from a location designated by the Chief of Police. During major occurrences, the primary command center will be in the Punta Gorda Public Safety Complex located at 1410 Tamiami Trail in Punta Gorda.
12. **Non-Essential Employees:** All personnel not classified as essential employees.
13. **Standby Alert:** Off-duty office personnel are notified of a potential emergency that may require them to report for duty later. They are not restricted to any particular location, but must identify a point of contact (e.g. telephone number, pager number, radio, or other means) where they can check back every two hours. Personnel on approved leave may be placed on standby alert.
14. **Storm Surge:** An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the hurricane. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

PROCEDURE

I. PLAN IMPLEMENTATION

- A. This agency and its members will maintain a state of readiness for response to hurricanes, tornadoes, and floods. Readiness will be accomplished by reviewing plans, inspecting and maintaining equipment, updating phone lists, rosters, and maps, and conducting training. All members will be ready to report for complete or limited mobilization when hurricane conditions develop. Command personnel will review and update this plan as needed.
- B. **Situation Reports (SITREPS):** The Emergency Management Director (EMD) will monitor weather advisories and keep members informed of storm developments by generating and distributing Situation Reports. The Emergency Management Director will be notified by the Communications Section immediately upon receipt of any emergency management notices/bulletins that are received via telephone, fax machine, teletype, etc.
- C. **Standby and Emergency Alerts:** The Emergency Management Director, or their designee, is responsible for initiating a hurricane standby and emergency alerts. The Chief of Police may cancel approved annual leaves and scheduled days off.

D. Authorization: The Chief of Police, in coordination with the Emergency Management Director, will determine the agency's call-up level response.

II. **MOBILIZATION:** The Operations Division Commander shall create an Incident Action Plan for mobilization. Members who are mobilized for a hurricane will begin 12-hour shifts designed as Alpha (0600 – 1800 hrs.) and Bravo (1800 – 0600 hrs.) as outlined in the Incident Action Plan.

A. Equipment/Attire: Civilian members will respond in appropriate attire. Law enforcement members will respond in uniform and with issued gear. They will report to the field command post or staging area for assignment and briefing. Under some circumstances, the incident commander may direct members to report their presence to the command post via radio or by phone. Law enforcement members will report with the following equipment:

1. Fully fueled assigned vehicle;
2. Uniforms and underclothing for three days;
3. Civilian clothing for use when not in uniform;
4. A second set of shoes or boots;
5. Raincoat and rubber boots;
6. Flashlight;
7. Toiletries, shaving articles, and medications, as required;
8. An extra set of car keys for the agency vehicle;
9. Pillow, blanket, and eating utensils; and
10. Canned food and water for at least three days.

B. Duty Assignments: Duty assignments and call signs will be assigned based on the extent of the emergency and the quantity of personnel necessary to complete assignments identified in Sections I and II of this policy.

C. Staging Areas: The City of Punta Gorda has designated staging areas that may be used to conduct operations during an emergency. These staging areas will be staffed by City employees (Emergency Support Function personnel) and police department members. A supervisor will be assigned to the staging area and direct all law enforcement activities. Specialized equipment will be distributed as needed.

III. LEVEL I ACTIVATION (HURRICANE WATCH): A Level I activation will occur when a hurricane watch is in effect. The following guidelines apply.

- A. Members will review [Standard Operating Procedure 906.00 - Unusual Occurrences](#) and this plan.
- B. Members assigned to staff the Emergency Support Function (ESF 16) at the Emergency Operations Center (EOC) will report for duty according to their assigned shift.
- C. Division commanders will initiate the following, based upon the location and intensity of the storm:
 - 1. Contact and place essential personnel on standby or emergency alert status.
 - 2. Relieve on-duty members to secure their homes and families as operating strength permits.
 - 3. Notify off-duty members to secure their personal property and move their families to shelter.
 - 4. Employee families may be sheltered, based on availability, at the Water Treatment Plant on Washington Loop, the Reverse Osmosis Addition at the Water Treatment Plant, and the Waste Water Treatment Plant on Bermont Road. They have facilities for approximately 50 persons.
 - 5. Relocate boats and other specialized equipment to secure areas.
- D. The Command Staff will determine if routine calls for service will be curtailed or discontinued.
- E. The Chief of Police, or their designee, will announce when members without assignments will be excused from duty.
- F. The Support Services Division Commander will arrange to safeguard agency facilities and equipment. Fleet Maintenance will stock service vehicles and trucks with appropriate supplies and equipment.
- G. Upon activation of the Emergency Operations Center the Operations Division Commander will arrange for staffing the staging areas, if applicable. Officers not working assignments may be assigned to storm-related duties. Officers will be briefed on any evacuation plans. The Communications Section will arrange for monitoring disaster radio groups as they are activated.

- IV. LEVEL II ACTIVATION (HURRICANE WARNING):** A Level II activation will occur when a hurricane is within 36 hours of landfall. The following guidelines apply:
- A. All sections will complete any remaining Level I responsibilities and mobilize members.
 - B. The Operations Division Commander will coordinate the notification and evacuation of affected residents. (Refer to [Standard Operating Procedure 906.00 - Unusual Occurrences](#) for specific evacuation procedures.)
 - C. The Operations Division Commander will ensure that security is provided to designated areas.
 - D. First In Team (FIT) members will assemble at pre-designated locations and be on standby for deployment.
 - E. The final hours just before the hurricane makes landfall is a time of potential danger for loss of life and severe damage to property. Officers working field assignments will report in person to the supervisor in charge of their staging area and take shelter when sustained winds reach in excess of 45 mph absent exigent circumstances (this includes officers assigned to work patrol zones).
- V. LEVEL III RECOVERY OPERATIONS:** The recovery process will begin when the storm dissipates. The following guidelines apply:
- A. FIT members will be deployed as needed. They will report damages and infrastructure status to the City Emergency Operations Center.
 - B. Staging area supervisors will deploy officers to field assignments, which may include the following:
 - 1. Assist Punta Gorda Fire/Rescue with search and rescue efforts;
 - 2. Traffic and crowd control;
 - 3. Security; and
 - 4. Debris removal.
 - C. The following posts may be established based upon need (refer to the Unusual Occurrences standard operating procedure).
 - 1. Checkpoints (Search and rescue efforts must be completed and potential public safety hazards minimized before access or passage is granted to other than public safety or public utility personnel);

2. Casualty and missing persons posts; and
3. Incident command posts.

VI. DOCUMENTATION

A. Case Number

1. A single case number will be assigned to document the agency's major response to the hurricane. All member activity and reports of property damage will be reported using this number.
2. Supplement reports will be completed as required. Individual case numbers will be assigned for incidents that are not considered storm-related. All activity will be reported according to normal procedure.

B. After Action Reports

1. Staging area supervisors will complete After Action Reports that detail actions taken by law enforcement members under their command. The reports will be directed to the Operations Division Commander.
2. Officers and other members will complete After Action Reports or supplement reports, upon request.
3. Section commanders will complete After Action Reports that detail their section's response during each phase of the hurricane. The report will include a list of all damaged, lost, or destroyed agency equipment, and recommendations for future operations. This report will be directed to the Chief of Police.
4. The Operations Division Commander will complete an After Action Report to be forwarded the Chief of Police outlining the agency's response to the hurricane.

- C. Critique: The Chief of Police will schedule a meeting of key members to critique the agency's response to the hurricane. This meeting will be held as soon as possible after normal law enforcement services are restored. The critique will be documented and include recommendations for procedural changes.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 01-27-1998, 06-30-1999, 05-30-2000, 06-10-2002, 07-23-2004, 06-01-2005, 05-23-2008, 06-14-2010, 07-05-2011, 05-29-2012, 05-23-2013, 06-17-2014, 06-30-2015, 09-15-2015, 05-24-2016, 05-19-2017, 05-01-2018, 04-08-2019, 01-28-2020, 01-25-2021, 01-14-2022, 01-27-2023, 01-11-2024, 01-15-2026

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