



COMMUNICATIONS			613.00	
		EMERGENCY MANAGEMENT NOTIFICATIONS		
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This procedure consists of the following numbered sections:

- I. EMERGENCY MANAGEMENT
- II. NOTIFICATIONS

PURPOSE

As required in section 252.351(3), Florida Statutes, political subdivisions shall provide notification to the State Watch Office when an incident on the list of reportable incidents has occurred within its geographical boundaries, as soon as practicable, following the initial response to the incident.

SCOPE

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

DEFINITIONS

1. **State Watch Office (SWO)** - The State Watch Office operates 24/7, 365 days a year as a daily extension of the Florida State Emergency Operations Center. The State Watch Office monitors local, state, and national media as well as communicates with Florida's counties and state agencies to ensure that the State Emergency Response Team is aware of any on-going or developing situations. The SWO maintains communications systems and warning capabilities to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions as mandated by § 252.35 F.S.

2. **Critical Facilities** – Infrastructure that supports essential services in a society. This includes but is not limited to hospitals, assisted living facilities, nursing homes, health clinics, fire stations, police stations, schools, day care centers, shelters, and public administration or local government buildings.
3. **Emergency Management** - Emergency Management is the organization and management of the resources and responsibilities for dealing with all humanitarian aspects of emergencies (preparedness, response, mitigation, and recovery). The aim is to reduce the harmful effects of all hazards, including disasters. For the purpose of this policy Emergency Management is the Charlotte County Office of Emergency Management, 26571 Airport Road, Punta Gorda, FL 33982.
4. **Emergency Operations Center (EOC)** - An emergency operations center is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of a company, political subdivision or other organization. For the purposes of this policy the EOC is defined as the Charlotte County Emergency Operations Center facilitated by Charlotte County Office of Emergency Management, 26571 Airport Road, Punta Gorda, FL 33982.
5. **Public Safety Answering Point (PSAP)** - The PSAP is an agency in the United States, typically controlled by a county or municipality, which is responsible for answering 911 calls for emergency assistance from police, fire, and ambulance services.

PROCEDURE

I. EMERGENCY MANAGEMENT: All below listed incidents require notification to the State Watch Office via the Charlotte County Office of Emergency Management.

A. Hazmat

1. Chemical or petroleum spills:
 - a. Spills into/involving state waterways (any amount).
 - b. Spills greater than 5 gallons (or potential >5 gallons).
 - c. Spills requiring any state/federal assistance.
 - d. Spills threatening the population or significant environmental impact.
 - e. All spills requiring evacuation.
2. Threat with Substance

- a. Incidents involving receipt of package, mail, or exposure to a suspicious substance.
- b. Suspicious substance requiring significant evacuations.
- 3. Hazardous Materials Release
 - a. Incidents where hazardous materials releases or fires associated with Lithium-Ion Batteries that may involve health issues, injuries or fatalities; or require protective actions, evacuations, or sheltering of affected population (in-place or other).
- B. Weather
 - 1. Any incident associated with weather phenomena involving possible/actual damage to property or persons (i.e.: wind damage, tornadoes, flooding).
- C. Transportation
 - 1. Incidents involving major thoroughfare closures.
 - 2. All aircraft incidents.
 - 3. Railroad accidents.
 - 4. Incidents involving mass casualties.
 - 5. Major incidents involving commercial vehicles/vessels.
- D. Fire
 - 1. Major wildfires.
 - a. Any wildfire 50 acres or greater.
 - b. A wildfire of any size that results in evacuation of residential structures, commercial structures, and or critical facilities.
 - c. A wildfire of any size within 3 miles of a state or federal highway.
 - 2. Structure Fire.
 - a. Any fire affecting commercial, industrial, or other critical facility resulting in evacuations.

- b. Any occupied residential (single family or multi-unit) structure resulting in injuries, fatalities, and or long-term displacements of residents.
 - c. Any structure fire that contains hazardous materials.
 - 3. Fires involving chemicals or significant amounts of petroleum products.
 - 4. Structural Integrity
 - a. Any partial or full collapse of a residential (excluding outbuildings), commercial or industrial building due to structural (known or unknown) integrity issues.
 - b. Any evacuation of a residential, commercial or industrial building due to suspected structural integrity issues.
- E. Radiological
 - 1. All incidents involving suspected/actual radioactive materials.
- F. Mass Casualty Incident (MCI)
 - 1. A mass casualty incident is any incident in which the number of casualties exceeds the capabilities of local resources, as determined by the local jurisdiction. An MCI may be classified by different levels (e.g. Level 1 – 5) depending on the number of casualties.
- G. Cyber Security Issue or Attack - Any possible or confirmed cyber security issue or attack that directly impacts critical infrastructure, emergency operations and/or emergency communications.
- H. Cyber Disruption
 - 1. Any information system incident that disrupts or is likely to disrupt the normal operations of government or negatively impact residents' ability to communicate with government. This may include unauthorized access to computer systems, denial of service attacks, prolonged power outages or other events with significant adverse effect on the information system.
- I. Public Safety Answering Point (PSAP) Disruption
 - 1. Any unexpected and prolonged incident hindering operations or services at Public Safety Answering Points. Such disruptions may include 911 telecommunications outages, the inability to access Computer Aided Dispatching software, or significant radio system degradation or outages.

- a. The Charlotte County 911 Manager is responsible for assessing 911 telecommunications outages and notifying the PSAP if an Emergency Management Notification is required.
- b. The Charlotte County Radio Manager is responsible for assessing significant radio system degradation or outages and notifying the PSAP if an Emergency Management Notification is required.

J. General

- 1. Sinkholes.
- 2. Large scale/ long term Utility Failures.
 - a. Any electrical or natural gas outage that impacts more than 500 customers/households within a contiguous geographical area.
 - b. Any issuance of a Generating Capacity Advisory.
 - c. Any natural gas release resulting in protective actions.
- 3. Public water contamination.
 - a. Any issuance of a Boil Water Notice that impacts more than 200 customers or a critical facility.
 - b. Any incident involving contamination or disturbance to the public water sources (drinking water facility, wells, pump houses, etc.).
- 4. Civil disturbance.
- 5. Incidents deemed terrorist related.
- 6. Mass Migration
 - a. Incidents including any known migrant landings and/or interdictions within and across Florida waters.

K. Immigration Violation

- 1. A law enforcement interaction, whether by contact or an arrest made, with a person or persons suspected to be in violation of U.S. Immigration Law.
 - a. The established method for reporting this incident shall be the Potential Unauthorized Alien Contact Form.

II. NOTIFICATIONS

A. Emergency Management shall be notified of incidents using the Computer Aided Dispatch (CAD) EOC Alpha Paging system and a representative from EOC will then make the phone notification to the State Watch Office. In the event of a failure of the CAD system notifications shall be made in person.

1. Emergency Management Director: Patrick Fuller
Office: 941-833-4001 Cell: 941-467-4136
2. Emergency Management Coordinator: Ellen Pinder
Office: 941-833-4002 Cell: 941-916-5774
3. Emergency Operations Center (EOC) Office
26571 Airport Rd, Punta Gorda, FL 33982
Office: 941-833-4000
4. State Watch Office – 1-800-320-0519

B. Alpha Paging

1. TO: EMERGENCY MANAGEMENT
2. MESSAGE: PUNTA GORDA EMERGENCY MANAGEMENT MESSAGE
(Contents of message will follow)

C. In the event the incident affects the Punta Gorda Police Department and the Charlotte County Sheriff’s Office Communication Sections equally the Charlotte County Sheriff’s Office shall be responsible for making notification to Emergency Management.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 04-07-2023, 04-03-2025

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