



## **NORTH MIAMI POLICE DEPARTMENT**

### *STANDARD OPERATING PROCEDURES*



## **EMERGENCY MOBILIZATION PLAN 400.06**

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APPROVED: *Litwak*

SUPERSEDES: 01-26-21

Chief of Police  
CFA 14.02, 17.09

### **CONTENTS:**

- |                       |                              |
|-----------------------|------------------------------|
| I. Purpose            | VIII. Mobilization Phases    |
| II. Policy            | IX. Command                  |
| III. Scope            | X. Demobilization Procedures |
| IV. Definitions       | XI. After Action Procedures  |
| V. Procedures         | XII. Citizen Rescue Vehicle  |
| VI. Mobilization      | XIII. Plan Review/Training   |
| VII. Support Services |                              |

## **I. PURPOSE**

To assign responsibilities and establish guidelines for a comprehensive emergency management system. The Emergency Mobilization Plan is designed to preserve life, minimize property damage and ensure an efficient agency response to all types of emergencies and disasters.

## **II. POLICY**

To utilize an Emergency Mobilization Plan that provides appropriate guidelines and resources to respond to threats that may require a greater response than normal operations can provide. Such threats include, but are not limited to, natural or manmade disasters or civil disorders.

## **III. SCOPE**

This policy applies to all members of the Department.

## IV. DEFINITIONS

Language Clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

## V. PROCEDURES

Under emergency conditions, members of the Department will protect and/or evacuate citizens, provide crowd control, and protect both public and private property. To carry out these tasks, each officer must be ready and prepared for duty whenever emergency conditions arise.

- A. Emergency Mobilization: Implementation of this plan will depend upon the seriousness of the situation and the resources needed.
  1. The on-duty Uniform Patrol Section Shift Commander, or his/her designee, will initiate the necessary notification(s) and shall ensure that the Communications Unit initiates an Emergency Notification Log for each incident.
  2. The Uniform Patrol Section Shift Commander, with immediate notification to the Section Major, shall have the authority to initiate a Phase I Mobilization (Phases described in Section VII of this policy.).
  3. A Phase II Mobilization may be initiated by the Uniform Patrol Section Major with an immediate notification to the Division's Assistant Chief.
  4. A Phase III, IV and V Mobilization shall only be authorized by the Chief of Police, or his/her designee.
- B. Communications: During the early stages of any potential or actual emergency mobilization condition, on-duty departmental personnel will be informed and kept aware of the developing situation as follows:
  1. **Emergency Alert:** Off-duty employees are notified that a potential emergency condition exists, or is developing, that may require

reporting to duty, subject to later notification. Off-duty employees are not restricted to their residence, but will provide adequate contact information. Personnel on sick or extended leave will not be placed on emergency alert; however, pending leaves may be canceled at the discretion of the Uniform Patrol Section Major.

2. **Emergency Standby:** Off-duty employees are notified that a potential emergency condition exists or is developing and the requirement to report for duty is imminent. Off-duty personnel will be at their residence or immediately available by telephone. Those on standby will be ready to report with all appropriate equipment and full uniform when called. All pending leaves will be canceled and personnel on leave may be placed on standby at the Department's discretion.
  3. **Emergency Mobilization Notification:** Off-duty employees are directed to respond to the police Department (or other location) pursuant to an emergency mobilization.
- C. The Emergency Manager, or other member assigned by the Chief of Police, or his/her designee, will ensure that the emergency contact list remains current, listing the address, cellular telephone number, and any other applicable contact number of each employee.

**Note: All Department personnel will ensure that his/her contact information is current and accurate.**

- D. An Emergency Notification Log shall be maintained for each emergency mobilization call out. It shall consist of the names of individuals called and the time of actual contact. The Communications Supervisor, or his/her designee, shall maintain the log as follows:
1. The log shall reflect the type of notification, whether it is an emergency alert, emergency standby, or emergency mobilization notification.
  2. In the event that contact is not made, a record of each attempt (time) shall be recorded.
  3. The completed log shall become a part of the documentation package for each emergency.
- E. Employees called to report for duty will do so as expeditiously as

possible, but no later than two hours after notification.

## VI. MOBILIZATION

- A. Staging Area & Command Post: The police station shall be designated as the primary staging area, unless the situation dictates otherwise. In such situations, the Uniform Patrol Shift Commander may designate an alternate staging area. A Command Post will be established in the event of departmental mobilization. The Command Post may be located at the police station or in the field, as appropriate.
- B. Duty shifts will be established for specified personnel and will be modified as necessary.
  - 1. Officers will be assigned to designated shifts. It will be the duty of the respective Section Major to make reassessments as needed.
  - 2. Days off will be canceled upon implementation of Phase II Mobilization.
  - 3. Unless otherwise instructed, all sworn personnel will report for duty in full uniform with all Department issued equipment readily available.
  - 4. Non-sworn personnel, such as PSAs, will be utilized as needed.

## VII. MOBILIZATION PHASES

Mobilization phases are designed to cope with situations in a manner befitting their seriousness and urgency and consist of the following:

- A. **Phase I Mobilization:** A limited or partial mobilization designed for situations where a full call-out is not needed. It shall consist of calling out the next available shift and any specialized units (i.e., CSU, SWAT, etc.) as needed.
  - 1. Personnel on leave, or on days off, will not be affected.
  - 2. Phase I may or may not be preceded by an alert or standby phase.
- B. **Phase II Mobilization:** A mobilization that cancels days off for all designated personnel.
- C. **Phase III Mobilization:** The Department's personnel will be divided into

a shift configuration.

1. The number of personnel called out shall be at the discretion of the Chief of Police, or his/her designee.
  2. The Uniform Patrol Section Major will be responsible for the security of the police station, as well as other public buildings.
- D. **Phase IV Mobilization** (Mutual Aid): The agreement by which other agencies may be called upon to render assistance. The Chief of Police, or his/her designee, may call upon other agencies to render assistance with whom the City of North Miami has enacted an agreement.
1. The requested assistance will be provided under conditions dictated within the respective agreement.
- E. **Phase V Mobilization** (Mobilization of Florida National Guard Units): National Guard mobilization may only be requested by the Chief of Police through the City Manager. The request will be directed to the Governor or, in his/her absence, the Adjutant General of Florida.
1. Assignments of North Miami Police Department personnel to the National Guard units will be authorized by the Chief of Police, or his/her designee.
  2. An appointed supervisor will coordinate activities between the Department and the Commander of the mobilized National Guard Unit.

## **VIII. SUPPORT SERVICES**

Support services units are responsible for providing assistance and support to operational units during any operational phase. These services include, but are not limited to, communications, transportation, supplies, traffic control, couriers, food services and rumor control. The assigned Section Major(s), or designees, whose duty is to oversee the respective areas below, will coordinate and ensure the following support is provided:

- A. Communications: Personnel assigned to the Communications Unit will be assigned to designated shifts and will comply with all emergency alert and standby procedures.
- B. Transportation: A Transportation Officer, if needed, will be designated to

arrange and coordinate transportation for personnel to and from the staging areas, command posts, and assigned areas, and to ensure mobilization of police emergency vehicles.

1. Public Works supervisors will be contacted to provide assistance as needed.
- C. Supplies: Upon request, the Department Quartermaster will respond to the police station to provide units with necessary supplies and to secure additional emergency supplies.
- D. Traffic Control: When needed, members may be assigned to specific locations to assist in maintaining traffic flow. Cones may be utilized to re-direct traffic or for road closures.
- E. Couriers: Upon request, members may be assigned to act as couriers for the Department.
- F. Food Services: A member(s) will be responsible for coordinating the procurement and delivery of food throughout an Emergency Mobilization.
- G. Rumor Control: Personnel will be designated to coordinate the dissemination of accurate information regarding the specific incident.
1. Assignment will be coordinated with the Communications Unit and Public Information Officer.
  2. A rumor log will be maintained and information will be relayed to the Command Post for verification. The log shall contain the following:
    - a. Nature of the rumor.
    - b. Record the time the call was received and the name of the operator receiving the call.
    - c. Information from the Command Post regarding the validity of the rumor, and what can be relayed to the public.
- H. Recorders: Designated personnel will be assigned to the Command Post to record all essential information in chronological order, as well as changes in orders, phases, curfews, etc.
- I. If necessary, a Public Information Officer will be assigned to assist with media coverage.

- J. A member of the Community Oriented Policing Services Unit may be assigned to assist with Community Relations.
- K. A member of the Investigative Section may be assigned to assist with the handling of casualty information. This function will be coordinated with Miami-Dade Fire Rescue.

## IX. COMMAND

Mobilization commands are determined by the type of emergency and whether there is prior warning.

- A. **Emergencies without prior warning:** The on-duty Shift Commander shall assume the role of Incident Commander, as set forth in the Critical Incidents/Incident Command policy, 100.09, until the initial mobilization order is complete, and will assume full responsibility for directing and controlling the operation until relieved.
  - 1. Shift Commanders, Section Majors, and all other designated personnel shall report to the Incident Commander, or his/her designee, at the Command Post for assignment, unless otherwise advised.
  - 2. The relief Incident Commander shall be determined by:
    - a. Nature of the event.
    - b. Shift configuration.
    - c. Chief of Police, or his/her designee, in the event of unusual circumstances.
  - 3. During any emergency situation where an officer of higher rank or delegated authority arrives at the scene of an incident where a Command Post has been established, has the responsibility to immediately advise the Incident Commander of his/her presence at the scene and will assess and evaluate the operation. Based on that evaluation, the higher-ranking official will exercise one of the following options:
    - a. Relieve the Incident Commander and assume full responsibility for directing and controlling the operation.
    - b. Advise the Incident Commander that his/her role (as senior in rank or delegated authority) will be one of assistance and

that the Incident Commander is to continue in the performance of his/her duties.

**B. Special Events:** There will be occasions where activities are expected to occur that constitute non-emergency special events. These activities include, but are not limited to, parades, athletic events, conventions, concerts, or peaceful public demonstrations. The designated Section Major, or his/her designee, will supervise and coordinate the coverage of special events and will ensure that an Action Plan (ICS Form 201) and operational considerations are addressed, to include the following:

**CFA 17.09**

1. Adequate personnel will be assigned to the event. Specialized units or details, such as a Drone Pilot, SWAT or CSU, may be used in their respective capacities depending on the event.
2. Logistical requirements, when applicable, to include:
  - a. Command Post location
  - b. Medical personnel on standby
  - c. Ingress and egress of vehicles and pedestrians
  - d. Parking space
  - e. Spectator control
  - f. Public transportation
  - g. Relief of personnel assigned
  - h. News media
  - i. Alternate traffic routes
  - j. Temporary traffic controls and parking prohibitions
  - k. Emergency vehicle access
  - l. Expected attendance
  - m. Equipment needed
3. If necessary, assistance will be coordinated with other City departments, i.e., Public Works and Parks and Recreation.
4. Communication and coordination with other police agencies is essential. Requests for assistance from other agencies must be arranged in advance if it is foreseen that assistance will be needed.

**C. Civil Disturbances:** During a civil disturbance, arrests may be necessary if crimes against persons and/or property occur.

1. Prisoners will be identified with the arresting officer's ID number and a North Miami Police Department case number. Prisoners will remain handcuffed until released to the appropriate booking

facility.

2. The transportation of prisoners shall conform to the guidelines in the Arrestee and Detainee Transportation/Temporary Holding Facility Procedures policy, 300.01, unless the number of arrested persons makes this impractical. In those situations, the following alternatives should be considered at the discretion of the Uniform Patrol Section Major, or his/her designee:
  - a. The use of non-caged patrol vehicles.
  - b. The use of other law enforcement agencies' vehicles (i.e., Miami-Dade Police mass arrest/transport vehicle).
3. Medical treatment: If an officer, prisoner, or other person becomes sick or injured at the scene or in the affected area, and is in need of immediate medical attention, Miami-Dade Fire Rescue (MDFR) will be called to the scene. However, if the environment is hostile and/or treatment on the scene is a safety hazard, the sick or injured person should be moved (if possible) to another location prior to receiving treatment.

D. **Crowd Control Situations:** Members of the Department may be called upon to assist with crowd control. If assistance is required by another agency, a designated officer will establish and maintain contact with the primary agency involved in the event and coordinate the efforts of the Department with them.

E. **Search and Rescue Operations:** Search and Rescue operations are routinely carried out by MDFR, while officers may be called upon to assist with traffic and crowd control situations. Additionally, personnel may be allocated to assist in searches covering wide areas. In these situations, the on-duty Shift Commander will act as liaison with the Commander of the MDFR who is in charge of the operation. In addition:

1. The Shift Commander will notify the Section Major of the situation and keep him/her apprised.
2. In cases of a protracted operation, arrangements will be made for the call-out of additional officers in order to meet the minimum requirements of the shift.
3. Mutual Aid agreements may also be used to assist during these incidents with personnel and equipment.

F. **Situation Maps:** When appropriate, the Incident Commander will ensure that a floor plan drawing is completed for any building that may require

the entry of emergency personnel. Employees or occupants who are familiar with the building may be used to assist. The plan should include such things as all exterior windows, doors (type and which way they open) exterior vents, nearby vehicles (whether belonging to occupants or not), cover, obstacles, hazards, interior layout (if available), and any other pertinent information.

## **X. DEMOBILIZATION PROCEDURES**

- A. A command officer authorized to initiate the mobilization, or of a higher rank, may initiate the demobilization of a mobilization phase. Procedures may include, but are not limited to:
  - 1. Deactivating police personnel, leaving adequate staffing to continue control, order and affect rescue, and/or investigative efforts.
  - 2. When appropriate, opening closed or evacuated areas.
  - 3. Removing police personnel from stand-by or on-call status.
  - 4. Assisting with the retraction of an imposed curfew or state of emergency as directed by the City Manager.

## **XI. AFTER ACTION PROCEDURES**

- A. After being notified of the deactivation, the Communications Unit will confirm that the affected members have acknowledged the communication. Affected members will be accounted for and a roll call taken to ensure their safety. In the event a member does not respond, the Communications Unit will notify the Incident Commander, who will take necessary steps to locate the Department member.
- B. The Quartermaster will coordinate the return of any equipment used or issued. Returned equipment will be logged in and checked for operational readiness for future use. Any replacement costs will be noted and notification made to the Police Administrator and concerned Section Major through the chain of command.
- C. Risk Management will receive and will follow-up on all reports of injuries and/or property damage.

D. At the conclusion of any type of Emergency Mobilization, the Incident Commander will forward a completed After-Action Report to the Chief of Police, or his/her designee, via the chain of command within 72 hours. Documentation will include the following:

1. All applicable offense/incident reports and a chronology of significant events.
2. An explanation of the actions taken in response to the emergency, along with the strengths and weaknesses noted to better prepare for future events.

## **XII. CITIZEN RESCUE VEHICLE (CRV)**

### **CFA 14.02**

The Emergency Manager, or other member assigned by the Chief of Police, will be responsible for the maintenance and inspection of the Citizen Rescue Vehicle (CRV) to ensure it is properly serviced and ready for deployment.

The CRV will contain a first aid kit and fire extinguisher to be inspected by the Emergency Manager during regular vehicle inspections.

The Emergency Manager will be in possession of the CRV's key and will only surrender said key for a citizen rescue incident, or other event authorized by the Chief of Police, or his/her designee, to members that are qualified and trained to operate the CRV.

The Emergency Manager will keep a current list of the personnel trained to operate the CRV and will ensure that further training is conducted as needed, or when a new member is assigned to be a CRV operator. Documentation of training shall be forwarded to the Training Unit.

## **XIII. PLAN REVIEW/TRAINING**

The Emergency Manager, or other staff member assigned by the Chief of Police, will ensure that a periodic review of the Emergency Mobilization Plan is conducted, to include the contents of this policy.

Training will be provided, as needed, based on the results of the review or recommendation made via an After Action Plan.