



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



HURRICANE OPERATIONS PLAN 400.08

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APPROVED: 
Chief of Police

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I. PURPOSE

To provide an adequate response to hurricanes that affect the City of North Miami and surrounding areas, and to ensure the appropriate response will be implemented based upon the seriousness of the situation.

II. POLICY

The City of North Miami Police Department will respond to any situation that results in a threat to public safety. The main objective is to reduce the danger to life and property, and all lawful measures will be taken to restore order as quickly as possible.

III. SCOPE

This policy applies to all members of the Department.

IV. PROCEDURES

Proper actions, outlined in Departmental policies, will be taken in order to safeguard lives and property. The Police Department's coordination with Miami-Dade Office of Emergency Management and other agencies will serve to facilitate appropriate hurricane preparedness and responsiveness.

V. DEFINITIONS

- A. Tropical Storm: Sustained winds of up to 73 mph and heavy rains, resulting in downed trees and power lines, heavy flooding, and possible tornadoes.
- B. Hurricane Watch: Advance statement issued by the National Hurricane Center. The Hurricane Watch is not a warning, but does indicate a hurricane is near and that attention should be given to subsequent advisories. It implies the possibility of dangerous conditions within 24 to 48 hours.
- C. Hurricane Warning: A warning, which indicates that hurricane winds of 74 mph and higher or a combination of dangerously high water and rough seas are expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately, or at least within the next 12 to 24 hours.
- D. Hurricane: A violent storm organizing over tropical waters, with winds near its center reaching 74 mph and higher. In size, the storm may range from 50 to 1,000 miles in diameter.
- E. Hurricane Classifications:

	Wind Velocity	Storm Surge	Cut off escape route
Category 1	74- 95 MPH	4-5 feet	
Category 2	96-110 MPH	6-8 feet	2-4 hours prior
Category 3	111-130 MPH	9-12 feet	3-5 hours prior
Category 4	131-155 MPH	13-18 feet	5 hours prior
Category 5	Over 155 MPH	Over 18 feet	5 hours prior

- F. Storm Surge: A dome of seawater, often 50 miles wide that sweeps across the coastline inundating the land with up to 18 feet of water above normal high tide (over 18 feet for a Category 5 hurricane).

G. Evacuation: The concept of sheltering persons threatened by inundation from hurricane storms in designated areas.

H. Language clarification:

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

VI. MOBILIZATION

Police personnel are to respond in accordance with the Department's Emergency Mobilization Plan.

- A. When a HURRICANE WATCH is issued by the National Hurricane Center; all members of the Department will be advised that they are on emergency alert status.
- B. When a HURRICANE WARNING is issued, the following shift, (Phase I Mobilization), or other available personnel may supplement the on-duty shift, eight (8) hours before the arrival of hurricane force winds.
1. In the event that a hurricane is a Category 3 storm or greater, or other circumstances require it, a Mobilization Plan may be authorized by the Chief of Police.
 2. Units on duty when the storm strikes will not be relieved until the storm passes.
 3. The relieving shift will report for duty as soon as the storm passes to relieve the other shifts or when directed to by a supervisor.

VII. COMMAND RESPONSIBILITIES

When a Hurricane Warning is issued, the on-duty Patrol Shift Commander will notify staff personnel and the Department Quartermaster of the estimated time of landfall for the hurricane and will implement the Emergency Mobilization Plan, putting the entire department on Emergency Standby. In addition, the on-duty

Patrol Shift Commander will become the Incident Commander, and coordinate with the Emergency Operations Center (EOC) personnel.

- A. Liaison Officers will be designated in advance to coordinate information with the Miami-Dade Police Department, the American Red Cross, and the National Hurricane Center through the City's Emergency Operations Center in conjunction with the Miami-Dade Office of Emergency Management at the Miami-Dade Emergency Operations Center.
- B. Upon issuance of a Hurricane Warning by the Miami-Dade Office of Emergency Management, officers affecting arrests on adults or juveniles need to check with the appropriate detention intake facility for any special procedures that may be in effect.
- C. The Police Department's Fleet Manager will coordinate fleet preparedness with the Public Works Department.
 - 1. All vehicles, including spare vehicles not being used, will be topped off with fuel, oil, and other fluids.
 - 2. Equip as many vehicles as possible with a spare tire, tire jack, and additional flares.
 - 3. Unassigned vehicles will be ready for use when primary vehicles are damaged, disabled, or out of fuel.
- D. Station Security: Security of the police station and other public buildings will be assigned, as deemed necessary.
- E. Public Works will assign a representative to the Emergency Operations Center (EOC) whenever it is activated to facilitate effective response and communications concerning that department.
 - 1. Heavy-duty vehicles and/or equipment will be requested from Public Works or other sources to remove hazards or obstructions when necessary.
 - 2. Generators will be requested from Public Works, if necessary.
- F. Patrol Units will be assigned to designated positions.
 - 1. Police units may be assigned as two-officer units.

2. PSAs and all police trainees will be assigned to assist units and details as needed.
3. Miami-Dade School Board Police or, if necessary, two officers, will be stationed in a hurricane shelter from the time it is opened to the public until the shelter is closed.
4. A supervisor will be stationed at the Emergency Operations Center during the emergency period.
5. Police units will patrol those areas designated for evacuation, utilizing their police public address system.
 - a. Officers will cover each area on a block-by-block basis, utilizing the public address system to notify the residents of the evacuation.
 - b. Officers will announce on every block that an evacuation has been ordered and that people must leave immediately.
 - c. Persons with special needs and nursing homes will be evacuated in the following manner:
 - 1). Stretcher bound persons and those with medical needs will be referred to Miami- Dade Fire Rescue or private ambulance for transportation to designated centers. (Health care facilities and nursing homes should arrange for transportation of stretcher bound patients to designated facilities by private ambulance.)
 - 2). Law enforcement may be requested to assist by escorting convoys of ambulances to designated areas, upon direction of the Patrol Section Major.
6. Police Officers will monitor the evacuation routes upon being notified that the evacuation order has been announced.
 - a. Officers will facilitate and expedite the evacuation of local residents and those utilizing Broad Causeway to escape the barrier islands.

- b. Alternate routes will be determined by conditions (i.e., roadway, construction).
 - c. Public Works will be notified of any downed trees or debris that might interfere with evacuation process.
 - d. Only traffic crashes involving serious injuries or fatalities will be investigated. For all other accidents, the following shall occur:
 - 1). Vehicles will be removed from travel lanes.
 - 2). In an emergency, officers will distribute short form accident reports to both parties to expedite evacuation, however the officer will be required to enter the information into the Traffic and Criminal Software (TraCs) program when the emergency has passed.
 - 3). Drivers will be advised to exchange information.
 - 4). Towing services will be notified to remove vehicles that are obstructing roadways.
- G. The Quartermaster and Maintenance Mechanic will provide emergency equipment to personnel as needed, and ensure:
 - 1. That the batteries for the generator are fully charged and that the generator is operational.
 - 2. A rest area is designated for officers.
 - 3. An emergency supply of drinking water is available.
 - 4. A portable radio and television has been obtained for the Police Emergency Operations Center.
 - 5. Assign personnel to secure loose objects in the police parking lot and the immediate vicinity of the Police Station.
- H. A Public Information Officer (PIO) will be available for special duties as needed.

VIII. COMMUNICATIONS RESPONSIBILITIES

The Communications Unit will follow those procedures established for emergency situations. In the event of a hurricane, Communications personnel will:

- A. If necessary, relocate to a designated shelter area within the station and establish the temporary communication (radio) lines, telephone lines, FAX line, and e-mail.
 - 1. A current list of all available emergency shelters will be on hand to provide to the public through North Miami Police Department's Rumor Control telephone line.
 - 2. On-duty supervisors will ensure that their current cellular phone number is on file to facilitate communications.
 - 3. Communications personnel will monitor the emergency radio broadcasts on radio station WIOD (610).
 - 4. Become the facilitators for Police Emergency Operations. Command and Staff personnel will centralize departmental resources from the area Divisional Emergency Operations Center.
 - 5. Coordinate transmission of information, as the Divisional Emergency Operations Center, from Miami-Dade Emergency Operations Center to the cities of Biscayne Park, Bay Harbor Islands, Bal Harbor, Indian Creek, and Surfside.
 - 6. Record necessary information following the storm (i.e., wires down, roads closed, shelters open, etc.) and forward to the appropriate entity.

IX. RECORDS RESPONSIBILITIES

Personnel assigned to the Records Unit shall assume various support duties at the station before and after the storm. In the event of a Hurricane Warning:

- A. Cover reports, other documents and I.T. equipment with covers to prevent possible water damage.

- B. Route all calls to the Communications Unit.

X. SWORN PERSONNEL RESPONSIBILITIES

On-duty police personnel will have the following responsibilities before and after the hurricane:

- A. Emergency notification of personnel shall be conducted as directed by the Chief of Police or his/her designee.
- B. All police personnel will report for duty in full uniform, with change of uniform and inclement weather gear, food for 24 hours, and a flashlight.
- C. On-duty personnel will survey their assigned areas for possible hazards and advise citizens and business owners to take corrective action.
- D. Street patrol will be maintained only so long as it is reasonable and practical to do so.
- E. Every effort should be made to respond to all requests for service. However, it will be the responsibility of the Patrol Section Major, or his/her designee assigned to Communications, to determine the order of priority calls and whether or not to dispatch officers on a call, depending on the nature of the call and conditions existing at the time.
- F. Patrol officers may transport citizens to shelters as needed with the approval of their supervisor.
- G. If, at any time during a hurricane, radio contact with Communications is lost, every officer will establish contact by telephone as soon as possible. In the event no radio or telephone contact can be made, officers will report to the station.
- H. Officers will monitor radio and/or television stations for hurricane information.
 - 1. Miami-Dade Office of Emergency Management utilizes these media stations for emergency information. In the event that telephone service is lost, these stations will be primary means of mass

communication.

2. All patrol officers will respond to their assigned quarters when advised and remain quartered until directed otherwise.
3. Vehicles will not be permitted to operate during the hurricane force winds except in cases of extreme emergency.

XI. RESPONSIBILITIES FOLLOWING A HURRICANE

When notified by the National Hurricane Center that the hurricane has passed the North Miami area, the Uniform Patrol Section Major or his/her designee will ensure that all on-duty personnel have been accounted for.

- A. All units will report the extent of damage and conditions in their assigned areas.
- B. Supervisors will collect, evaluate, and prioritize reports of the serious conditions as soon as practical, and make appropriate notifications.
 1. The first priority after a storm is providing search and rescue operations to provide emergency services to sick or injured citizens in the city.
 2. Casualty reports will be made to the Police Emergency Operations Center for activation of the Department's Casualty Response Teams.
 3. Once emergency medical needs have been satisfied, officers will thoroughly search their assigned areas for damage to property, hazards (such as wires down, etc.), and notify Communications by radio. If severe damage to a business or residence is found, and it is vulnerable to looting, the officer will advise by radio, and Communications will make an attempt to notify the owner or employee and have the owner or an employee respond, if possible.
 4. If necessary, notification will be made to the City's Emergency Operation Center for the need of a National Guard response.
- C. The on-duty Incident Commander will relay to the relief Incident Commander, the assignments of personnel and critical issues.

1. Officers who have been on patrol duty during the storm will be relieved as quickly as possible after it has been determined they are no longer needed.
 2. The Incident Commander, or his/her designee, will generate an After-Action Report critiquing the event. A cost assessment report will be prepared. Strengths and weaknesses will be noted to better prepare for future hurricanes.
- D. If heavy damage is obvious in the eastern sectors, officers will accompany the City Engineer to inspect the roads and bridges into the Keystone area to determine whether they are structurally safe before permitting vehicular traffic.
1. If necessary, officers will escort the Building and Zoning Department personnel to heavily damaged structures to determine if the buildings are safe for habitation before allowing entry into the area.
 2. Security posts and checkpoints will be established as needed.
 3. If necessary, a Command Post will be established before re-entry to the eastern sector of the City and the barrier island areas east of Broad Causeway will be permitted.
 4. The location of the Command Post will be determined based on damage assessments following the storm.
 5. The Command Post will consist of officers from the communities of North Miami, Bal Harbour, Bay Harbor Islands and Surfside. These officers will determine who will be permitted entry into their respective communities after an assessment regarding the safety of the Causeway has been made by Florida Department of Transportation officials and/or the North Miami City Engineer.
 6. If necessary, officers will be posted at N.E. 123 Street and North Bayshore Drive, prohibiting all traffic across Broad Causeway, unless permitted by the Command Post.

XII. CASUALTY RESPONSE TEAMS

Designated Investigative Section personnel will be assigned to Casualty Response Teams upon notification that casualties have been located. Casualties are being defined as those victims who have not survived, or are not expected to survive, the hurricane. Body-worn cameras may be utilized as long as the use falls within the parameters of the Body-worn camera policy.

- A. Casualty Response Teams will be organized in the following manner:
 - 1. Members of the Investigative Section, working as uniform police units during the hurricane, will be re-assigned upon notification of casualties.
 - a. Responding members of the relief Investigative Section will be assigned to the Casualty Response Team upon arrival at the station.
 - b. The Investigative Section supervisor will assume Command of the teams and become the Team Leader.
- B. A Casualty Response Team will respond to each scene of a reported death and assume the investigation. The duties include:
 - 1. Noting the location and circumstances under which the body was discovered.
 - 2. Obtaining a number from the team leader for the purpose of logging the body.
 - 3. Attempting to identify the victim at the scene in order to assist the Medical Examiner with the investigation and for timely notification of the next of kin.
 - 4. Notifying the Medical Examiner's Office.
- C. The duties of the Crime Scene Technician include:
 - 1. Photographing the body in order to record its condition, location, and any other evidence that will aid the Medical Examiner in their investigation of the death.

2. Impounding all valuables and identification around the body for safekeeping.
 3. Affixing the assigned number to the arm(s) or leg(s) of the victim. Identification tags are stored in the major crime scene van.
- D. The responsibilities of the Casualty Response Team Leader shall include:
1. Assigning all victim identification numbers as they are requested by the teams in the field.
 2. Maintaining a log of all recovered victims. The log will contain:
 - a. The location the victim was discovered,
 - b. The name of the team assigned to the victim; and
 - c. A brief description of the victim, including the clothing worn.
 3. Keeping in contact with the Incident Commander for all reports of missing persons in an attempt to further identify possible victims.
 - a. Removal of deceased persons: Transportation of deceased persons to the Miami-Dade County Medical Examiner, under normal circumstances, is the responsibility of the contracted provider.

Following a catastrophic event, however, such transportation may not be available and the following procedures should be followed only at the direct direction/instruction of the Medical Examiner's Office:

- 1). An appropriate location will be designated as a temporary morgue.
 - a). Transportation of victims to the temporary morgue will be the responsibility of the City.

The Investigative Section or the Public Works Department will provide a suitable vehicle for transportation as part of the City's Emergency

Management plan.

b). If necessary, a member of the Investigative Section will be assigned to operate the vehicle and retain custody of the victims.

2). Arrangements will be made to transport the victims to the Miami-Dade County Medical Examiner's office as soon as practical.

XIII. DE-ESCALATION PROCEDURES

A. Only the Chief of Police, or his/her designee, may direct the start or rate of de-escalation. These procedures shall include, but are not limited to:

1. Deactivating police personnel, leaving adequate staffing to continue control, order, and effect rescue, and/or Investigative efforts.
2. When appropriate, opening or evacuating areas.
3. Removing police personnel from stand-by or on-call status.
4. Retracting imposed curfew, if appropriate.
5. Deactivating state of emergency, if imposed.

B. After-Action Reports: Within 14 days following the return to normal operations, each unit will provide an After-Action Report to the Chief of Police assessing the operation. The Chief, or his/her designee, will receive and evaluate all reports for future training, revisions of policy, and any other action deemed necessary.

XIV.ASSESSMENT TEAMS

Teams of employees designated by the City Manager to respond to areas of the City to assess damages, security, and other needs. These teams will follow the Casualty Response Teams into areas damaged by the storm prior to allowing residents re-entry.

NORTH MIAMI POLICE DEPARTMENT

HURRICANE OPERATIONS PLAN

EVACUATION PLAN

- I. EVACUATION PROCEDURES: Residents should prepare to evacuate when a Hurricane Warning is issued for Category 2 hurricanes or greater. Residents identified as Special Needs will be evacuated by Miami-Dade County at this time.
 - A. Residents will be advised to evacuate when landfall of the hurricane is anticipated.
 1. Once an evacuation order has been issued for these zones, police officers assigned to the particular zone will notify residents of the evacuation order via police vehicle broadcast speakers.
 2. Flooding may occur in other areas where there may be voluntary evacuations.
 3. Residents identified as Special Needs, due to disabilities, will be evacuated by Miami-Dade County to a designated Special Needs shelter at this time.
 4. Once a Hurricane Warning has been issued, police officers assigned to the particular zone, will notify residents of the evacuation order via police vehicle broadcast speakers.
- II. EVACUATION ROUTES: When notified to evacuate, most residents will use the shortest, most familiar routes to evacuate. Members of the North Miami Police Department will be utilized to facilitate the orderly and expeditious movement of traffic through local roadways.
 - A. All evacuation routes should be clear prior to the arrival of pre-landfall hazards (tropical storm force winds and surge inundation).
 - B. Police units will be stationed at locations as needed.

- C. When an evacuation order is given, officers will respond to their designated area and advise citizens of the order, utilizing their public address system or other means available.
1. Areas east of Biscayne Boulevard will be issued evacuation orders for a Category 2 or greater hurricanes.
 2. Areas east of the F.E.C. railroad will be issued evacuation orders for a Category 4 or 5 hurricane.
- D. Officers will provide citizens with bus pickup information as determined by Miami-Dade County. Metrobus will provide pick-up services for evacuating citizens from the following list of locations. Designated points in North Miami are:
1. Dorset House, 2500 N.E. 135th Street
 2. Bay View Towers, 2100 Sans Souci Boulevard
- E. The cancellation of bus services will be determined by Miami-Dade County in conjunction with the Office of Emergency Management.
- F. Members of the North Miami Police Department will assist in directing the traffic flow for the evacuation of Bal Harbour, Bay Harbor Islands, Surfside, and Miami Beach via Broad Causeway.
- G. Potential flood areas identified as:
- Biscayne Boulevard between Sans Souci Boulevard and N.E. 135th Street
- N.E. 6th Avenue at N.E. 125th Street intersection
- N.E. 142 Street from N.E 3 Ct. to N.E. 6 Avenue
- N.E. 3 Court from N.E. 135 Street to N.E. 142 Street.
- N.E. 7 Avenue to N.E. 10 Avenue from N.E. 143 St to N.E. 146 Street
- Local flooding also occurs along N.E. 123rd Street between North Bayshore Drive and Biscayne Boulevard.

- III. EVACUATION ROUTE FOR BARRIER ISLANDS: Broad Causeway has been identified as the roadway segment critical to the evacuation of the island communities of Bal Harbour, Bay Harbor Islands, and Surfside. The North Miami Police Department will participate in this evacuation process.
- A. The evacuation route is as follows:
- Westbound on N.E. 123rd Street from Broad Causeway to I-95.
- B. Traffic controls will be coordinated with Miami-Dade County Traffic Maintenance to facilitate the traffic flow.
1. Police units will be stationed at designated intervals to accommodate local traffic feeding into the route as needed.
 2. Tow trucks under contract with North Miami Police Department, may provide assistance along the evacuation route to assist disabled vehicles (due to mechanical problems or accidents). It is essential that the route be kept free of disabled vehicles or debris.
- IV. RESIDENTIAL AND BUSINESS RE-ENTRY OF EVACUATED AREAS: Once the hurricane has passed, police units assigned to the designated sectors will establish security of the areas and assess damages.
- A. Search and Rescue operations will begin with officers, designated as teams, entering evacuated areas as soon as conditions permit, in search of casualties.
1. Operations may be complicated by debris and damage, which will necessitate the use of public works personnel and equipment.
 - a. Operations may need to be conducted on foot, by air, boat, or through the use of available aircraft, depending upon severity of damage.
 2. City officials, including the City Engineer and Building and Zoning officials will assess the damaged areas and determine if the bridges and structures are safe for re-entry.
 3. Until the various areas have been determined to be

safe, access to the evacuated areas is prohibited.

4. Based upon the recommendations of the City officials, the various areas will be accessible to residents and business owners, except:
 - a. If the roadways and bridges are declared unsafe;
 - b. If flooding and high tides create a life threatening situation;
 - c. If casualties have been reported and the area contains numerous crime scenes;
 - d. If buildings have been declared unsafe and properly posted;
 - e. If power lines and other hazards have not been secured.
5. In the event areas have been declared unsafe, police units will assign security patrols to those areas to prevent anyone from having access. If necessary, members of the Florida National Guard may be called upon to assist with area security.
 - a. When warranted, checkpoints will be established to determine the identification of those emergency personnel, technicians, repairmen, insurance adjusters, private security, etc., that must have access to the area.
 - b. The Marine Patrol will begin security patrols of the waterways as soon as practical utilizing all water-borne vessels.

V. RE-ENTRY TO BARRIER ISLANDS:

- A. When the “all clear” is given for residents to return, they will be required to show proof of residency (i.e., driver’s license, utility bill) with correct name and address. Other methods may be determined by those cities involved. Only authorized individuals will be allowed through the checkpoint.

Attachment B

**NORTH MIAMI POLICE DEPARTMENT
HURRICANE CHECK-OFF SHEET**

HURRICANE WATCH:

- ___ All PD members advised they are on Emergency Alert Status
- ___ Records: Station switchboard staffed and activated
- ___ Records: Rumor Control (script provided to communications)
- ___ Records: Ensure that all data is properly backed-up.

HURRICANE WARNING:

- ___ Notify Staff Personnel and Quartermaster
- ___ Implement Emergency Mobilization Plan (Entire PD on Emergency Stand-by)
 - Phase I Mobilization (Category 1 & 2) OR
 - Phase II Mobilization ALPHA-BRAVO (Category 3 or Greater)
- ___ Establish Communications Center as EOC
- ___ Current list of available shelters
- ___ Provide list of shelters to City's Rumor Control
- ___ Obtain updated contact list
- ___ Monitor Civil Defense radio broadcasts: WIOD (AM 610)
- ___ Coordinate information as Divisional EOC with:
 - Biscayne Park
 - Bay Harbor Islands
 - Bal Harbor
 - Indian Creek
 - Surfside
- ___ Designate Transportation Officer; coordinate fleet issues with Public Works
- ___ Assign security to Station & other public buildings, as necessary
- ___ Representative from Public Works assigned to EOC
- ___ Obtain city frequency radio from Public Works (Communication with stand-by crews)
- ___ Ensure Maintenance Mechanic weatherproofs station

- ___ Assign officer to patrol areas designated for evacuation
- ___ Assign PSAs and police trainees where needed
- ___ Ensure Quartermaster and Maintenance Mechanic provide the following:
 - ___ Generator; operational with fully charged batteries
 - ___ Rest area designated for officers
 - ___ Emergency supply of drinking water
- ___ Assign PIO to EOC
- ___ Eight (8) hours before landfall, supplement on-duty shift with following shift
- ___ Advise off-duty officers to report to duty after storm

AFTER THE STORM PASSES:

- ___ Ensure contact has been established with all field units
- ___ Provide Search and Rescue to sick/injured citizens
- ___ Casualty reports will be made to PD's EOC for activation of Casualty Response Teams
- ___ Activate Casualty Response Teams upon notification that casualties have been located (CRT= 1 Investigator and 1 Crime Scene Tech)
- ___ All units will assess damage and report on conditions once medical needs are satisfied
- ___ Units will accompany City Engineer to inspect roads and bridges
- ___ Units will accompany Building & Zoning to inspect damage to structures
- ___ Establish CP before re-entry to Broad Causeway (preferably NE 123 St/Biscayne Blvd)
- ___ Assess safety of Broad Causeway before re-entry
- ___ Coordinate relief of Patrol Units assigned during the storm
- ___ Notify City's EOC if National Guard is needed

DE-ESCALATION PROCEDURES:

- ___ De-activate police personnel ensuring adequate staffing
- ___ When appropriate, open “closed/evacuated” areas
- ___ Retract imposed curfew (if appropriate)
- ___ Deactivate state of emergency
- ___ After Action Reports (14 days following return to normal operations)