

PALM BEACH GARDENS POLICE DEPARTMENT

HURRICANE PREPAREDNESS PROCEDURE

POLICY AND PROCEDURE 4.2.4

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PURPOSE: To establish guidelines and assign responsibilities for Police operations related to hurricane emergencies.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Field Operations Division

POLICY: The Palm Beach Gardens Police Department has specific responsibilities in planning and preparing for, responding to, and recovering from hurricane emergencies. All members must be familiar with their duties and responsibilities related to hurricane emergencies and be prepared to perform those duties when needed.

PROCEDURES

1. CITY'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

- a. The City of Palm Beach Gardens Comprehensive Emergency Management Plan (CEMP) shall be the guiding document for planning and handling emergency situations, including hurricane emergencies, within the City. The provisions of that plan are incorporated herein by reference.
- b. The CEMP is available on PDNet.
- c. The role of the Police Department in a hurricane emergency shall be as prescribed in the CEMP and as directed by the City's Emergency Operations Center (EOC).

2. RESPONSIBILITIES BEFORE AND DURING A HURRICANE EMERGENCY

- a. Department
 - i. Provide representative(s) at the EOC as required by the CEMP or as otherwise directed by the City Manager.
 - ii. Provide security for City facilities, evacuated areas and shelters based on conditions and availability of resources.
 - iii. Coordinate all law enforcement activities in the affected area, to include:
 1. Maintenance of law and order.
 2. Crowd control.
 3. Traffic control.
 4. Curfew enforcement.

- iv. Order and conduct evacuations when necessary to save lives.
- v. Provide support to emergency response activities to include:
 - 1. Rescue operations.
 - 2. Damage assessment.
 - 3. Mobile units for public address warnings.
- b. Chief of Police
 - i. Responsible for planning, organizing and directing all police activities.
 - ii. Ensures departmental participation in annual City hurricane preparedness drill.
 - iii. Advises Mayor and EOC policy group on the need for curfews, area closures, and other considerations.
- c. Field Operations Division Assistant Chief
 - i. Responsible for planning, organizing and directing all field operations.
 - ii. Ensures all planning, preparation and operational requirements for ESF 16 are met.
 - iii. Plans tactical responses and strategies for emergency situations.
 - iv. Determines staffing; scheduling needs and call-out.
 - v. Implements call-out procedures.
 - vi. Assigns officers for EOC security.
 - vii. Assigns officers for security at emergency evacuation shelters and other locations as needed.
 - viii. Identifies and protects vital infrastructure.
 - ix. Designates an administrative assistant to maintain a chronological log of incidents during a hurricane emergency. Such log shall include information on the time the emergency procedure went into effect, the actions taken to mobilize personnel for the emergency, the reporting times of personnel going on and off duty, and other pertinent information concerning the storm and the Department's operations.
 - x. Conducts annual reviews and updates of emergency operations plans.
 - xi. Develops and implements checklists for pre-season planning and for implementation of procedures during/after a hurricane emergency.
- d. Administrative/Investigations Division Assistant Chief
 - i. Responsible for planning, organizing and directing support functions.
 - ii. Assists the City's Information Technology Department in ensuring all planning, preparation and operational requirements for ESF 2 are met.
 - iii. Establishes communications and back-up communications plans.
 - iv. Ensures standby and call-out notifications are accomplished via dispatch.
 - v. Maintains stored emergency equipment and ensures equipment is checked on a quarterly basis.
 - vi. Prior to the start of each hurricane season prepares and maintains an inventory of stored and available emergency equipment.
 - vii. Conducts "Operational Readiness" inspections of Police Department equipment.
 - viii. Arranges for distribution of stored inventory and equipment.
 - ix. Provides for emergency food and water supply and rest areas for mobilized personnel.
 - x. Develops and implements checklists for pre-season planning and for implementation of procedures during/after a hurricane emergency.
 - xi. Coordinates all media contacts and public notifications in conjunction with the Public Information Function at the EOC (ESF 14).
- e. Administrative Support Bureau
 - i. Coordinates the Department's planning functions for hurricane preparedness in conjunction with the City's EOC.
 - ii. Prior to activation of the EOC, is responsible for monitoring the status of tropical storms and hurricanes and keeping the Chief of Police informed of the status of such storms.

3. WHEN HURRICANE WATCH IS ISSUED

- a. All members are automatically on “standby” status and will be expected to report for duty in the event of a call-out. All members should begin personal preparations at this time. Early preparation for family and personal property concerns will enable the member to devote full attention to his/her duties upon call-out. It is the member’s responsibility to ensure that personal preparations are completed before the member is required to report for duty. Once members are required to report for duty, they may not have further opportunity to make those preparations.
- b. If a member will not be available via their home or cell phone, the member must provide dispatch with contact information so the member can be reached in the event of a call-out.

4. SPECIAL PROCEDURES FOR SEXUAL PREDATORS AND OFFENDERS WHEN HURRICANE WATCH IS ISSUED

- a. The Detective Sergeant will assign a Detective to verify each predator/offender in the City via the FDLE website.
- b. The Detective will contact each predator/offender and verify the address of each predator/offender.
- c. The attempt to contact the predator/offender must be made prior to the storm’s arrival. The Detective shall determine where the predator/offender will be residing during the storm.
- d. If the predator/offender intends to evacuate to a shelter or other location, the Detective shall ensure that the information on the predator/offender is provided to the appropriate law enforcement agency with jurisdiction over the predators or offender’s intended location.
- e. The Detective will ensure that all shelters in the City are provided with information on predators/offenders living within the City. The Detective shall ensure that police officers assigned to a shelter in the City are aware of any predators/offenders intending to go to that shelter.
- f. After the storm, contact shall be re-established with the predators/offenders and their addresses reconfirmed.
- g. All contacts, notifications and address verifications shall be documented with a miscellaneous incident report or police information report.
- h. If a predator or offender is discovered who is not properly registered with FDLE, the case will be assigned to a Detective who shall follow the standard procedures for predators or offenders who have failed to register.
 - i. The Detective shall contact FDLE who will assign an investigator to the case.
 - ii. FDLE will send a registered letter to the predator/offender explaining that the predator/offender must register per state law.
 - iii. If the predator/offender does not comply, he/she will be arrested.

5. CALL OUT PROCEDURES

- a. A call-out may begin at any time during a hurricane watch or warning. Specific procedures, schedules, etc. will be established on a case-by-case basis depending on factors such as the strength of the storm, expected landfall, current staffing, etc.
- b. All members instructed to report to work shall consider those instructions to be a direct order. Failure to report when ordered to do so will subject a member to discipline up to and including termination.
- c. All members reporting to work during a hurricane emergency should be prepared to remain for an extended period and should bring any needed equipment and supplies.
- d. The Police Department is not a designated shelter and family members of employees shall not be housed at the Police Department during a hurricane emergency. The City will designate an emergency shelter and make it available for the families of members who are required to be on duty during a hurricane emergency.
- e. All officers in the Field Operations and Administrative/Investigations Divisions will come under the command of the Field Operations Division when a hurricane emergency exists, except for those officers in the Administrative/Investigations Division identified by that Assistant Chief as necessary for carrying out the Hurricane related activities of that Division.

- f. Designated members shall report as directed to the EOC when notified that the EOC has been activated.

6. DURING THE STORM

- a. As part of the planning process, the Field Operations Division Assistant Chief shall establish dispersal locations and all officers shall be advised of their dispersal location when they report for duty.
 - i. These locations should be spread throughout the City and should include locations such as the hospital, emergency shelters, and fire stations.
 - ii. The purpose of dispersing patrol units is to reduce the risk of loss of patrol vehicles, as well as to have resources available in various parts of the City after a storm, especially if major routes of travel are blocked.
 - iii. All patrol units will remain in their assigned zones until conditions deteriorate to a point where it becomes dangerous to do so. The Field Operations Division Assistant Chief, working with the City's EOC, shall be responsible for deciding when to send units to dispersal locations.
 - iv. When instructed to report to a dispersal location, all officers shall do so; secure their patrol vehicle in as safe a location as possible, and take shelter from the storm.
 - v. Upon arriving at a dispersal location, officers shall contact dispatch by telephone, if one is available, and advise dispatch of the phone number at their location. The Communications Center shall maintain a record of these phone numbers.
- b. Radio and telephone communications during a storm shall be limited to emergency traffic only. The Communications Center shall conduct roll-call checks of all dispersed units on an hourly basis during the storm.
- c. Response to an emergency call for service during the height of the storm will be decided on a case-by-case basis, however, it should be recognized that storm conditions may create extreme danger for responders and preclude any response.

7. AFTER THE STORM

- a. The Field Operations Division Assistant Chief, acting on information from the EOC, will order all units back into service when storm conditions improve sufficiently to allow operations to resume.
- b. Dispatch will conduct a roll call check of all units to determine their status.
 - i. If a unit cannot be contacted via radio, dispatch will attempt to make contact with the unit at their last known location via telephone.
 - ii. If a unit or units still cannot be contacted and do not otherwise call or check-in, dispatch will assign other units to respond to the last known location.
- c. If units are unable to contact dispatch due to inoperable telephones and radios, then each dispersal location will act independently until communications has been re-established. The highest ranking supervisor assigned to each fire station will assume command of the officers assigned to the same fire station. This Station Commander will oversee a squad of officers. Fire/Rescue and Public Works will also have the equivalent of squads (supervised units) for deployment. Police beats will be ignored and each squad will revert to the fire station coverage area they are assigned. These procedures are to be followed until communications is restored:
 - i. Initially, Police, Fire and Public Works will move out as a unified force to assess damage, clear main roadways, and save lives. Primary response is to save lives and assess damage. Civil disorder and property are secondary concerns.
 - ii. After the initial response and upon order of the Station Commander, each squad will act independently and be responsible for public safety for their geographically assigned area.
 - iii. Each squad will communicate with the Station Commander for updates. This may be accomplished through alternative means of communication: cell phone, laptop, point to point radio, CB radio, etc. or by sending a runner back to the Station Command. In any event, communication between the squad and Station Commander should take place at a minimum of once per hour on the half hour (1:30, 2:30, 3:00,

etc.) Each Station Commander will in turn forward a situation report to the EOC every hour on the hour (2:00, 3:00, 4:00, etc.) at a minimum of every two hours. This information will be shared by the EOC and Field Operations Division Assistant Chief to assess the overall situation, allocate existing resources appropriately, and request additional resources as needed. This will continue until communications are restored.

- d. If unable to make contact in any other way, units will respond to the Police Department to check in and receive assignments.
- e. Post-storm activities, assignments and schedules will be coordinated with the EOC and may include initial damage assessment, search and rescue, security of damaged areas, and traffic control.

8. GLOSSARY

EOC: Emergency Operations Center

ESF: Emergency Support Function – functions that may be activated and performed during emergencies and disasters. The duties and responsibilities of each ESF are contained in the City's Comprehensive Emergency Management Plan (CEMP).

Hurricane Season: June 1st through November 30th.

Hurricane Emergency: The period during a hurricane watch or warning and during or after a hurricane when the City's Emergency Operation Center is activated.

Hurricane Watch: A storm may pose a threat to an area within 24 to 36 hours.

Hurricane Warning: Indicates a storm's approach is imminent and hurricane conditions are expected within 24 hours.

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RESPONSIBILITY INDEX

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- ASSISTANT CHIEFS
- COMMUNICATIONS CENTER
- ALL OFFICERS AND MEMBERS

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APPROVED:



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