

*"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1308.3, MAJOR INCIDENTS**

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POLICY: It shall be the policy of the Orlando Police Department to develop plans and prepare to respond effectively to manmade and natural disasters.

The purpose of the Major Incidents policy is to institute procedures and responsibilities for the implementation of Incident Command System (ICS) principles and practices for managing all critical incidents (in compliance with DHS/FEMA/NIMS mandates). Additionally, this policy establishes guidelines and responsibilities for the staffing and operation of the Police Emergency Operations Center (PEOC), to fix responsibility for the Mobile Command Center (MCC) at police incident scenes, and to provide checklists of initial ICS responsibilities and emergency procedures at various disaster/disturbance scenes.

PROCEDURES:

**1. DEFINITIONS**

Major Incidents: A major incident is any situation of an emergency nature that results from disasters or civil disturbances. These may include any of the following: hurricanes, tornadoes, floods, major public utilities failure/contamination, hazardous materials accidents, major mass transportation accidents, fire/collapse of major structures, riots/civil disturbances, aircraft piracy, sniper/barricaded gunman, hostage situations, public extortion, assassination attempts/threats, nuclear, biological, or chemical incidents from weapons of mass destruction.

High Risk Incident Commander: The High Risk Incident Commander (HRIC) shall assume overall command and control of an incident to which he or she responds.

**2. INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) will be implemented for those situations in which the management of an incident may be up to and beyond a single operational period, the amount of resources involved, or extended operational/logistical planning requires a managing staff.

2.1 IMPLEMENTATION

The decision to implement ICS shall be made by the High Risk Incident Commander after conferring with the Chief of Police. Once the decision has been made to implement full ICS, the bureau commanders shall initiate the notifications to all affected personnel within their bureaus. Please Note: Only those ICS sections required to manage the incident(s) need to be staffed.

Division commanders shall formulate personnel assignments for ICS along the guidelines set forth in this plan. If the plan does not address a particular division, the commander should equally divide all sworn personnel in that division into A and B shifts. Rosters should be routed to the Department's High Risk Incident Commander. Officers should be told to report to the Orlando Police Headquarters auditorium for assignment when they report for their shift. They will be instructed to respond in full uniform. All unassigned personnel will be directed to the OPD auditorium where they will receive their assignments from the Chief of Police or designee.

For ICS most personnel shall be assigned to one of two 12-hour shifts designated A (days) and B (nights). The shifts shall change at 0700 and 1900 hours. Patrol squads, however, shall stagger their reporting time as follows: Central 0600 and 1800; Southeast 0615 and 1815; Southwest 0630 and 1830; Northeast 0645 and 1845; and Northwest 0700 and 1900.

## 2.2 FIELD OPERATIONS COMMAND POST

The Field Operations Command Post will be staffed as follows:

A Shift: High Risk Incident Commander  
Operations Section Chief (Captain)  
Planning Section Chief (Captain)  
Logistics Section Chief (Lieutenant)  
Finance Section Chief (Fiscal/Designee)  
Media Relations  
Liaison Officer (when outside agencies are involved/Intel)  
Safety Officer (Officer versed in all functions)  
Homeland Security (Crit.Infrastructure/INCS Advisory)  
ICS Documentation Team (members of the ESU Incident Management Team)  
Other Agency commanders as deemed appropriate by the HRIC

B Shift Acting HRIC/Operations Commander (Captain)  
Operations Section Chief (acting Designee)  
Planning Section Chief (acting Designee)  
Logistics Section Chief (acting Designee)  
Finance Section Chief (acting Designee)  
Media Relations  
Liaison Officer (when outside agencies are involved/Intel)  
Safety Officer (Officer versed in current field functions)  
Homeland Security (HRIC/ICS Advisory)  
ICS Documentation Team (members of the ESU Incident Management Team)  
Other Agency commanders as deemed appropriate by the HRIC

## 2.3 DISASTER/POLICE/CITY EMERGENCY OPERATIONS CENTERS

The City of Orlando's Disaster Operations Center (DOC), the Police Emergency Operations Center (PEOC) and the City Emergency Operations Center (CEOC) will be opened upon request of the City's Emergency Coordinating Officer. The DOC and PEOC are located on the third floor of the Orlando Police Headquarters building. The CEOC will be located at City Hall.

## 2.4 PATROL OPERATIONS

The three patrol divisions shall go into a two-shift configuration with three lieutenants and seven sergeants assigned to each shift. Additionally, the three CSO units shall be assigned to A Shift. All available patrol officers shall be assigned to one of the two shifts. Shift assignments will be determined by the three division commanders, ensuring available personnel are evenly distributed between the day and evening shifts.

## 2.5 FOOD SERVICES

When the ICS is in existence for an extended period, it may be necessary to obtain food and beverages for on-duty personnel. Community Service Operations shall work with the City of Orlando's Purchasing Department to obtain necessary supplies. Requests for food services shall be routed to Community Services Operations.

### **3. OPERATIONS OF THE POLICE EMERGENCY OPERATIONS CENTER (PEOC)**

The PEOC will occupy Classroom A located on the third floor of the Orlando Police Headquarters (OPH) building. The Chief of Police or designee shall command the PEOC.

#### 3.1 AUTHORIZED PERSONNEL

Personnel authorized to activate the PEOC are listed below:

- a. Chief of Police
- b. HRIC
- c. Patrol Services Bureau Commander
- d. Any Deputy Chief

#### 3.2 PEOC STAFFING

The PEOC will be staffed by the minimum number of personnel possible to avoid confusion, such as:

- a. Chief of Police
- b. HRIC or Patrol Services Bureau Commander
- c. Scribe
- d. One person to monitor each radio channel utilized. All radio monitors should use headsets to minimize noise and confusion.
- e. Two runners – logistical needs (maps, charts, and telephone contacts).

#### 3.3 PATROL SERVICES BUREAU COMMANDER RESPONSIBILITIES:

- a. Coordinate with the MCC and field command centers to ensure the proper deployment of Department resources.
- b. Ensure a telephone will be installed at the MCC for communications between the PEOC and the MCC.
- c. Assign a command level officer to the Communications Division to act as liaison with the PEOC and to authorize the screening of calls for service.
- d. Ensure Orange County Emergency Services is notified of the incident and the establishment of the Police EOC. All requests for service from outside agencies should be made through Orange County Department of Emergency Services.

#### 3.4 FIELD COMMANDERS' RESPONSIBILITIES

Field commanders will evaluate the incident and ensure the PEOC is informed of resources to be deployed.

#### 3.5 VIP ROOM

Classroom D at OPH will be utilized as a VIP room where executive and legislative representatives of City government will be referred for periodic briefings.

#### 3.6 CITY DEPARTMENTS

Any City department head whose functions have been affected by the incident should be invited to the PEOC for coordination of resources; example: Public Works, Orlando Utilities, Traffic Engineering, Orlando Fire Department.

### **4. MOBILE COMMAND CENTER (MCC)**

The incident commander will be responsible for the establishment of a Mobile Command Center (MCC) for large-scale response efforts. The incident commander will direct available resources from the MCC and request additional support as follows:

#### 4.1 NOTIFICATION OF SPECIALIZED UNITS

The incident commander shall personally notify the HRIC to provide an overview of the incident. Next, the incident commander will notify commanders of the following specialized units and will coordinate with the specialized unit commanders to ensure safe, orderly transitions of personnel:

- a. Special Weapons and Tactics Team (SWAT)
- b. Crisis Negotiation Team (CNT)
- c. Emergency Response Team (ERT)
- d. Critical Incident Stress Management Team (CISM)
- e. Emergency Services Unit (ESU)
- f. Homeland Security Section (HLS)

#### 4.2 PROCEDURES

The incident commander will be guided by the following when activating the MCC:

- a. Inform Communications to notify the appropriate MCC coordinators.
- b. Instruct Communications to use the "Major Incident Management Notifications List."
- c. Refer to the MCC Manual (located in the Major Incidents Manual).

#### 4.3 OBJECTIVES

The primary objective will be to render aid to any injured citizen and prevent future injury. The secondary objective will be to prevent property damage and/or loss. To achieve these objectives, consideration must be given to:

- a. An immediate assessment of injuries.
- b. An immediate assessment of property damages.
- c. Securing and cordoning the scene.
- d. The necessary support to stabilize the incident.

If, after the above consideration, the incident commander determines the PEOC should be activated, the appropriate commander will be notified immediately.

### **5. HIGH RISK INCIDENT COMMANDER (HRIC)**

When the HRIC responds to a major incident, he or she shall exercise command and control over all law enforcement resources committed to the unusual occurrence occurring within our jurisdiction. Once relieved by the HRIC, the incident commander will continue to coordinate resources and logistic support at the incident. The HRIC will utilize information from the incident commander as well as commanders of specialized units on the scene of the major incident to determine the course of action for Department personnel.

If a higher-ranking authority responds to the incident (Bureau Commander or Division Commander), he or she should not direct any activity unless he or she intends to relieve the incident commander and assume responsibility for the scene. The Bureau and Division Commanders shall serve in an advisory role during the major incident.

### **6. RESPONSIBILITIES DURING MAJOR INCIDENTS**

#### 6.1 SUPERVISORY PERSONNEL

The first supervisor on the scene of a major incident shall perform the following:

- a. Notify the chain of command.
- b. Begin filling out the Major Incident Checklist (Attachment Q). This list provides a systematic means of gathering information about the incident.

## 6.2 INCIDENT COMMANDER

The incident commander shall respond to the scene and assume control of the major incident.

- a. Evaluate sites that would be appropriate for field command posts or the MCC. In most instances, the MCC and staging areas should be separate from each other so that arriving personnel will not disturb the planning activities of the command post. Alternate sites should be identified to enable quick movement if unforeseen circumstances pose a threat to the command post.
- b. If necessary, designate a temporary evacuation site. To avoid confusion and to expedite the evacuation process, citizens who are asked to evacuate should be told where to go and to whom they should report.
- c. If designated, the supervisor shall assign an officer or CSO to the evacuation site to log evacuees.
- d. Follow the information in Section 4 to establish an MCC. Also refer to the MCC Manual for designation of personnel to effectively staff the MCC.
- e. The incident commander shall have the Orlando Fire Department assign an engine company and other fire emergency medical personnel to the area should medical treatment become necessary. (20.01j)
- f. The incident commander shall monitor supplies and equipment required for the major incident, ensuring that resources are made available throughout the incident.
- g. Set up procedures for arrests, processing, confinement, and transportation (refer to Section 6.6).
- h. The decision to de-escalate will be made by the incident commander or HRIC after consultation with the Chief's Staff. This decision will depend upon the specifics of the major incident: size of the crowd, amount and level of violence, the location of the incident, presence of hazardous materials. Specific procedures for de-escalation are provided in the Civil Disturbances policy (current issue of P&P 1302).
- i. Post incident reports (Attachment R) shall be completed and forwarded through the chain to the HRIC.

## 6.3 COMMUNICATIONS

Communications will follow their standard operating procedures for call out of special teams by group paging employees and contacting team commanders by telephone.

## 6.4 Media Relations

Media Relations will respond to the Command Post and establish a media briefing area near, but not at, the Command Post.

### 6.4.1 RUMOR CONTROL

Media Relations will establish a rumor control hot line for citizens, the media, and police officers. CSOs or civilian employees will staff this operation. Media Relations will get hourly updates of police operations/activities. Media Relations will certify all information coming into and being disseminated by the Department.

### 6.4.2 CASUALTY INFORMATION

Media Relations will coordinate with the PIOs of area hospitals to confirm casualty information before it is released to the media and public.

## 6.5 OPH SECURITY

In the event of a major incident near downtown Orlando, the City parking garage at Church Street and Hughey Avenue will be closed to public parking. Officers will be located at entrances to the garage, prohibiting all vehicle and pedestrian traffic, except law enforcement personnel. The parking lot behind OPH will be secured and all employees will park in the employee garage.

Officers will block Bryan Street and no vehicular or pedestrian traffic, except law enforcement, will be permitted.

The front doors of OPH will be locked with entry permitted by the public, only after being screened by a sworn officer. Officers may be posted on the north roof of OPH and on the southwest and southeast corners of the City garage at Hughey and Church Street.

#### 6.6 ARREST/TRANSPORTATION

For major incidents that result in a large number of arrests, the arresting officer will bring the arrestee to the arrest van for processing. Transporting officers shall search each arrestee before placing them into the arrest van. (29.02) Arrestees will be detained in the arrest van and transported to the Booking and Release Center as soon as is practical. Male and female arrestees can be placed together in the arrest van, if equipped with a secure and separate compartment; but juveniles will not be detained with adults. Pre-printed arrest affidavits can be used if available. The arresting officer will complete the affidavit. The support officer will take custody of any evidence or personal property taken from the arrestee. The support officer will be responsible for properly packing any personal property that can be turned over to the Corrections division at the time of booking. The arresting officer shall be photographed with the arrestee.

Juvenile arrests will be handled the same as above except that the juvenile offenders will be taken to the Juvenile Assessment Center for booking.

## 7. MAJOR INCIDENTS CHECKLISTS

The following checklists are attached:

- A Incident Command System (ICS) Checklist
- B Guidelines for Response to Hazardous Materials Incidents
- C Natural Disaster Checklist
- D Major Public Utilities Failure/Contamination Checklist
- E Hazardous Materials Accidents Checklist
- F Major Transportation Accidents Checklist
- G Fire/Collapse of Major Structure Checklist
- H Civil Disturbance Procedure Checklist
- I Aircraft Piracy Checklist
- J Armed Suicidal Person, Barricaded Gunman, Hostage Situation, Sniper Checklist
- K Public Extortion Checklist
- L Assassination Attempts Checklist
- M Interruption of Major Transportation Routes Checklist
- N Bomb Threat Checklist
- O Post Explosion Checklist
- P Weapons of Mass Destruction Checklist
- Q Major Incident Checklist
- R High Risk Incident After-Action Report Checklist, Synopsis of the Incident
- S Suspect Information
- T High Risk Incident Evacuation Checklist

ATTACHMENT A  
ORLANDO POLICE DEPARTMENT  
INCIDENT COMMAND SYSTEM (ICS) CHECKLIST

1. OPERATIONS

INCIDENT COMMANDER INITIAL RESPONSIBILITIES:

- Establish ICS Organizational Structure/Responsibilities (ICS Form 201).
- Develop a map or operational picture of the incident scope and perimeter positions.
- Develop initial specific incident objectives.
- Coordinate and account for personnel/equipment resources in-field, enroute, or requested.
- Maintain a clear operational picture of the incident, applied assets, and be prepared to brief HRIC upon being relieved.

2. OTHER POSSIBLE NOTIFICATIONS/USES:

- Homeland Security HRIC/ICS Advisory
- ESU IM Documentation Team
- Intelligence Unit
- Possible deployment of Field Operations Center (FOC) if incident is expected to extend beyond a single operational period.

**ATTACHMENT B  
ORLANDO POLICE DEPARTMENT  
GUIDELINES FOR RESPONSE TO HAZARDOUS MATERIALS INCIDENTS  
(SUGGESTED BY OFD)**

**1. PURPOSE**

This procedure is designed to establish a standard for all Police Department units responding to an incident that may involve hazardous materials. It highlights the fact that these incident types involve the health and safety of responding personnel.

**2. DEFINITIONS**

**2.1 HAZARDOUS MATERIAL**

For the purpose of this directive, a hazardous material will be defined as a hazardous substance that has been determined by the Department of Transportation, Occupational Safety and Health Administration, or Environmental Protection Agency as a substance that is capable of posing an unreasonable risk to the health, safety, or the environment.

**2.2 HOT ZONE**

The zone immediately surrounding the chemical release. This zone extends far enough to prevent adverse effects to personnel.

**2.3 ISOLATION**

A process of preventing a person and equipment from being exposed to an actual or potential chemical release. This includes the formation of establishing an isolation perimeter and controlled areas.

**2.4 NORTH AMERICAN EMERGENCY RESPONSE GUIDEBOOK (NAERG)**

The Department of Transportation document that describes action plans, evacuation distances, recognition and identification of over the road commodities.

**3. RESPONSE AND SCENE ANALYSIS**

When responding to an incident, remain cognizant to the possibility of a hazardous materials incident. This is especially true at incidents involving traffic, industrial, and mass casualty.

Always suspect the presence of a hazardous materials substance in instances of criminal activity, i.e., clandestine lab operations.

Protect one's self by approaching the scene from an uphill, upwind position. **DO NOT DRIVE THROUGH ANY VAPOR CLOUD.**

Initial perimeter for most instances can be established at the closest intersection beyond the incident itself.

Upon arrival of the incident, communicate with the first arriving fire department units or the incident commander for perimeter distances. These distances will be established by the Company Officer with the Orlando Fire Department. Conditions are dependent on temperature, humidity, wind direction, and speed.

The primary responsibility in handling any hazardous materials incident rests with the Orlando Fire Department. The Orlando Police Department shall be responsible for traffic control and fire department equipment corridors (resources). Evacuation within areas unaffected by the chemical may become a part of the incident.



**ATTACHMENT B**  
**GUIDELINES FOR RESPONSE TO HAZARDOUS MATERIALS INCIDENTS (continued)**

**4. IDENTIFICATION**

**4.1 INFORMATION**

The following is a list of considerations for information gathering and this information is relayed to the fire department.

- a. Any information on the substance and quantity such as placard numbers
- b. Any reactions occurring
- c. Container shape and sizes
- d. Nature of the occurrence
- e. Exact location
- f. State of the situation
- g. Extent of damage to the container or building
- h. Evaluation of the hazard in the immediate area as described in the NAERG and deny entry

**4.2 HIGHWAY, RAILROAD INCIDENT**

Look for the following:

- a. Placards, identifying marks affixed to the truck or railcar.
- b. Spill, fire, smoke, or unusual reactions that may be taking place.
- c. Possible reactions occurring in the immediate area.

Communicate to dispatch scene observations and notification of the fire department and Police Department supervisor.

**4.3 INDUSTRIAL ACCIDENTS OR MASS CASUALTY INCIDENTS**

Maintain distances one block from the perimeter of the incident, allowing proximity to the incident; however, allow enough space for the placement of fire department apparatus. Initial management should be geared toward traffic control and perimeter lock down. Notification of the fire department and Police Department supervisor should occur as soon as possible.

**4.4 BOMB INCIDENTS**

For scenes that have high potential of authenticity, do not transmit on portable or mobile radios in the "hot zone." Radios will only be used to receive information.

- a. Within the hot zone, hand signals, face-to-face communication, and runners shall exist as the form of communication.
- b. Minimum 1000-ft. perimeter including vertical, which is identified as the secured hot zone.
- c. Fire Department Arson and Bomb Squad will reevaluate secure perimeter in all bomb situations.
- d. Isolate the area, evacuate, and deny entry.

**5. OPERATIONS**

Upon confirmation that there is a hazardous substance, chemical leak or spill, the officer in charge should immediately initiate the following:

- a. Clear the scene of all civilians and deny entry.
- b. Notify the Orlando Fire Department.
- c. Route all traffic around the area.
- d. Begin evacuating the surrounding area.

**ATTACHMENT B**  
**GUIDELINES FOR RESPONSE TO HAZARDOUS MATERIALS INCIDENTS (Continued)**

Once the Police Department resources and supervisor arrive, a concerted effort must be made to establish a unified command structure between the fire department and Police Department as follows:

- a. Communicate with OFD command for the evacuation distances and resources required.
- b. Establish a unified command with the fire department discussing strategy and tactics and future planning needs.

<b>6. EXPOSURE</b>
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Although the exposure and contamination of Police Department personnel should not occur, there may be times that such an exposure is unavoidable. In these cases the following should be communicated to the supervisor:

- a. Area that such exposure took place
- b. Activity that led to the exposure
- c. Degree of the exposure

The Police Department supervisor will then communicate with the fire department for appropriate action. This may include the following, but not limited to:

- a. Complete decontamination
- b. Cursory medical
- c. City's occupational health care provider/Risk Management protocol

**ATTACHMENT C  
ORLANDO POLICE DEPARTMENT  
NATURAL DISASTER CHECKLIST**

**1. OPERATIONS**

- Seal the perimeter of all affected areas.
- Search and evacuate areas of flooding hazard.
- Establish traffic control/restrictions for area.
- Cordon areas of looting concern.
- Coordinate efforts via the PEOC (when established).
- Coordinate with emergency services at established staging area.

**2. NOTIFY**

- All Command Staff, including the High Risk Incident Commander and be prepared to advise:
  - a. Type/nature of disaster
  - b. Extent of damage and injuries
  - c. Units involved
  - d. Location of MCC/staging area
  
- OFD

**3. OTHER POSSIBLE NOTIFICATIONS**

- Red Cross
- Orange County Emergency Services (National Guard)
- City Department of Public Works
- Orange County Sheriff's Office (OCSO)
- Florida Highway Patrol (FHP)
- Area hospitals
- Orlando Utilities Commission (OUC)
- Civil Air Patrol
- Orange County Public School (OCPS)

**4. ADDITIONAL RESOURCES AVAILABLE**

- Motors – traffic control, looting
- Mounted Patrol – crowd control, looting
- Criminal Investigations Division (CID) – patrol, damage assessments, report writing
- Community Relations – crowd control
- K-9 – looting, crowd control
- Media Relations – media liaison
- SRO-Super Kids – campus security

**ATTACHMENT D  
ORLANDO POLICE DEPARTMENT  
MAJOR PUBLIC UTILITIES FAILURE/CONTAMINATION CHECKLIST**

**1. DEFINITIONS**

- a. Utility Failure: Any event which results in the cessation of water or electrical service to a major portion of the City for an extended period of time.
- b. Utility Contamination: Any event that causes either chemical or biological contamination of the City's potable water system and renders it unsafe for human consumption.

**2. OPERATIONS**

- a. The Orlando Utilities Commission has overall responsibility for restoring any failure or contamination to either of these services.

b. Notification

- Orlando Utilities – 407.823.9150
  - 1. Director of Public Safety & Security
  - 2. Public Relations Director
- Media Relations – to coordinate with OUC Public Relations Director
- City Government
- Orange County Government
- Red Cross
- Orange County Civil Defense

c. Anticipated Problems

- Evacuation
- Notification of area residents
- Communications failure due to power failure
- Medical Emergencies
  - 1. Hospitals
  - 2. Nursing Homes
  - 3. Epidemics
  - 4. Gasoline pump failure
- Alternate potable water distribution systems

d. PEOC

In the event of a major incident, the PEOC will be activated to coordinate the activities of various agencies involved.

**ATTACHMENT E**  
**ORLANDO POLICE DEPARTMENT**  
**HAZARDOUS MATERIALS ACCIDENTS CHECKLIST**

**1. IDENTIFICATION OF HAZARDOUS MATERIALS** (responding unit)

- Look for signs affixed to truck or railcar that indicate various substances identified by symbols and numbers.
- Be aware of any unusual reactions as follows:
  - a. Effects on persons in contact.
  - b. Reactions with materials in contact:
    - 1. Bubbling
    - 2. Noxious fumes
    - 3. Smoke/fire
- Any markings or labels affixed to container.
- STAY AWAY** and clear immediate area.

**2. NOTIFICATION**

- a. If any potentially hazardous material is involved, notifications should be made to:
  - Supervisors
  - OFD
  - Carrier Office
  - Manufacturer
  - Chem-Trec Hot Line
  - Civil Defense (Orange County)
  - Inhabitants and bystanders
  - Orange County Public School (OCPS)
- b. The following information is critical:
  - Any information on substance and quantity
  - Any reactions occurring
  - Nature of occurrence
  - Exact location
  - State of situation
  - Extent of damage
  - Evaluation of hazard to immediate area
  - Weather conditions

**ATTACHMENT E (CONTINUED)**  
**HAZARDOUS MATERIALS ACCIDENTS CHECKLIST**

**3. OPERATIONS**

a. Upon confirmation that there is chemical leakage or spill, the officer in charge should immediately initiate the following:

- Clear scene of all civilians.
- Notify OFD.
- Begin evacuating the surrounding area.
- Cordon area – use the Evacuation Table as a guide (OFD will provide additional guidance at the scene).
- Route all traffic around area.
- Remove personnel from immediate area.
- Establish a Mobile Command Center.

**EVACUATION TABLE**

<b><u>APPROXIMATE SIZE OF SPILL</u></b>	<b><u>DISTANCE TO EVACUATE IMMEDIATE DANGER AREA</u></b>	<b><u>MAXIMUM SAFETY DOWNWIND EVACUATION</u></b>
200 sq. ft.	360 yards (432 paces)	2 mi. long; 1 mi. wide
400 sq. ft.	530 yards (636 paces)	3 mi. long; 2 mi. wide
600 sq. ft.	650 yards (780 paces)	4 mi. long; 3 mi. wide
800 sq. ft.	760 yards (912 paces)	5 mi. long; 4 mi. wide

The Evacuation Table is based on a prevailing wind of 6-12 mph. Also in the event of an explosion, the minimum safe distance from flying fragments is 2,000 feet in all directions.

Depending on weather conditions and the size and type of spill, consideration should be given to activating the PEOC.

**ATTACHMENT F  
ORLANDO POLICE DEPARTMENT  
MAJOR TRANSPORTATION ACCIDENTS CHECKLIST**

**1. DEFINITION**

This disaster category includes any aircraft, bus, or train, which is involved in a catastrophic incident involving a large number of casualties or significant property damage.

**2. INCIDENT NOTIFICATION**

Depending on the severity of the incident and the type of transportation involved, the following resources should be notified.

a. Aircraft – Commercial Carrier/Private

- Fire – Rescue
- Watch Commander
- Medical Examiner
- Crime Scene Technician
- FAA
- Airport Division (Police)
- CID
- Public Information Office
- Area Hospitals

NOTE: The Orlando International Airport Communications Center has a computerized list of notifications to be made during any “Alert III” situation.

b. Aircraft – Military

- Fire – Rescue
- Watch Commander
- Medical Examiner
- Crime Scene Technician
- FAA
- Airport Division (Police)
- Public Information Office
- Flight Operations Center, Patrick Air Force Base, Melbourne, Florida
- Hospitals

NOTE: The military will conduct the investigation and take command upon their arrival at the scene. Civilian police will act as support only at the arrival.

**ATTACHMENT F (CONTINUED)**  
**MAJOR TRANSPORTATION ACCIDENTS CHECKLIST**

c. Bus or Train

- Fire – Rescue
- Watch Commander
- Medical Examiner
- Crime Scene Technician
- CID
- Public
- Business office of respective carrier. In the case of a train accident, the railroad police will respond and investigate.
- Hospitals
- Orange County Public School (OCPS)

**3. OPERATIONS**

- Initial units will assist with casualties.
- Secondary units will begin to cordon the scene and reroute traffic.
- An operations center established and the situation stabilized.
- Media area established.



**ATTACHMENT G  
ORLANDO POLICE DEPARTMENT  
FIRE/COLLAPSE OF MAJOR STRUCTURE CHECKLIST**

**1. INCIDENT NOTIFICATION**

- OFD/Rescue
- Rural Metro Ambulance
- Incident Commander
- Division Commander
- Bureau Commander
- Red Cross
- Orange County Civil Defense
- Public Information Office
- Orange County Emergency Services

**2. OPERATIONS**

- a. OFD will have overall responsibility in these situations.
- b. The Incident Commander will:
  - Respond to the scene.
  - Establish a Mobile Command Center.
  - Assume Command.
- c. Assignments
  - A supervisor will be assigned to coordinate police and fire commands.
  - Another supervisor will be assigned to perimeter control and traffic diversion. Barricades are recommended for crowd control.
  - The incident commander should be prepared to offer support personnel to OFD for search and rescue operations.
- d.  Direct victims (or notify OFD) to OFD triage area.  
 Another area should be designated for the Red Cross to set up disaster aid for the homeless.
- e. Consideration should be given to the possible benefit of the PEOC being opened if the situation warrants.

**ATTACHMENT H  
ORLANDO POLICE DEPARTMENT  
CIVIL DISTURBANCE PROCEDURE CHECKLIST**

**1. INCIDENT NOTIFICATION**

a. Advise chain of command of the following:

- Location
- Number of citizens involved
- Level of violence and damage
- Location of field commander
- Apparent cause

b. Media:

- Notify Media Relations and brief as in "a."
- Designate a location for information dissemination.

c. Contingent Notifications:

As soon as possible and practical, the incident commander will evaluate the disturbance and determine what assistance, if any, is required beyond that already at his or her disposal. If additional resources are called out, the incident commander will notify the High Risk Incident Commander who will respond to assume command of the incident. When calling out other units, the incident commander will designate a response point for those units.

<u>No</u>	<u>Standby</u>	<u>Respond</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ERT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K-9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Motors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oncoming Watch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SWAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All OPD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OCSO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FHP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanitation Crew
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wreckers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orlando Fire/Rescue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rural Metro

**ATTACHMENT H (CONTINUED)**  
**CIVIL DISTURBANCE PROCEDURE CHECKLIST**

**2. OPERATIONS**

a. The incident commander will:

- Seal the perimeter of the affected area.
- Assemble requisite personnel to restore order (either on duty or contingent call out).
- Advise Communications to defer all calls which do not pose a threat to life or safety.
- Move to restore order as follows:  
Operational order to members of the ERT and SWAT will be routed  
ONLY to the respective on-scene team commanders and subject to consultation  
with their professional trained opinion on the feasibility of the proposed operation.

b. Recommended utilization of contingent personnel as follows:

- ERT: function is to move crowds.
- K-9: is an integral part of a response force movement.
- SWAT: neutralize armed locations and snipers:  
Any source of sniper fire will be isolated, bypassed, by the main response force,  
and referred to SWAT as an operational mission.
- On-duty uniformed and recalled uniformed:
  1. Perimeter security
  2. Securing area "cleared" by the ERT
- Motors: traffic control and diversion on area perimeter.
- Media Relations: media management.
- Non-involved watch commander – recalled lieutenants:
  1. Skeleton crew police service to the uninvolved portion of the City
  2. Liaison between Field Commander and PSB/Chief's Staff
  3. Liaison with contingent units placed in a standby status
- Community Relations: additional uniform patrol.
- CID: reports, damage assessment.

NOTE: In the event the decision is made to effect mass arrests, the Emergency Response Team will conduct them.

**ATTACHMENT I  
ORLANDO POLICE DEPARTMENT  
AIRCRAFT PIRACY CHECKLIST**

**1. INCIDENT NOTIFICATIONS**

Upon being advised that an aircraft-hijacking incident has taken place, the ranking supervisor will ensure that the Airport Communications Center and the OPD Communications Center are notified.

a. The Airport Communications Center shall notify the following:

- OPD Communications Center
- OPD Airport Division Commander
- Director of Airport Operations (GOAA)
- Station Manager (Airline involved)
- FBI
- FAA Control Tower
- GOAA Fire Department
- Orange County Sheriff's Office
- Florida Highway Patrol
- Customs

b. The OPD Communications Center shall notify the following:

- Eastside Watch Commander
- High Risk Incident Commander
- SWAT Team Commander
- Negotiations Team Commander
- Violent Crimes Section Commander
- Media Relations
- East Patrol Division Commander
- Bureau Commander
- Chief of Police

**2. COMMAND POSTS**

Several command posts could be in operation. They could be the primary, the alternate, the tactical, and the mobile command posts.

a. Primary Command Post

The primary command post is located in the Emergency Operations Center (EOC) on the third level of the main terminal inside the Orlando Police Department's Airport Division offices. The following personnel and their assistants shall staff the command post:

**ATTACHMENT I (CONTINUED)**  
**AIRCRAFT PIRACY CHECKLIST**

- FBI agent in charge
- OPD commanders (Airport, Crisis Negotiator, SWAT)
- GOAA representative
- FAA representative
- Airline representative

b. Alternate Command Post

An alternate command post will be located in the Orlando Police Department Airport Division Conference Room on the third level of the main terminal building inside the Orlando Police Department's Airport Division offices. The GOAA Mobile Command Center will be set up as needed.

c. Operations

No action should be taken to forcibly disable or board an aircraft without the express permission or request of the captain of the aircraft. FBI has jurisdiction.

The incident commander will:

- Seal the perimeter of the affected area.
- Provide the traffic control/crowd control, obtaining assistance from downtown OPD, FHP, and OCSO.
- Coordinate immediately with GOAA Operations supervisor on scene. He or she will move to the command post when it is activated.
- Direct press representatives to the main terminal building, GOAA Conference Room.
- Assign Airport Division supervisor to coordinate with responding units to the appropriate assembly areas.
- Render any assistance requested by the FBI and/or FAA.

d. Recommended Uses of Ancillary Units

- Downtown Units: status security in cordon of affected area; crowd control.
- FHP/OCSO: traffic control on toll roads, state roads, and other adjacent county roads.
- Motors: assist in passage of emergency and police vehicles to the scene. Direct them to marshaling areas designated by the GOAA Fire Department.

**ATTACHMENT J**  
**ORLANDO POLICE DEPARTMENT**  
**ARMED SUICIDAL PERSON, BARRICADED GUNMAN,**  
**HOSTAGE SITUATION, SNIPER CHECKLIST**

**1. OPERATIONS**

- Notify incident commander.
- Contain subject.
- Establish inner perimeter utilizing shoulder weapons.  
Note: (sniper) minimum safe driving distance is 300 yards.
- Establish outer perimeter and area traffic control.
- Request K-9.
- Request OCSO helicopter, if necessary.
- Evacuate bystanders and persons in immediate danger, if practical.
- Establish command post/MCC.
- Contact High Risk Incident Commander to discuss need for SWAT/CNT.
- Notify SWAT via Communications.
- Notify CNT.
- Assemble medical personnel to standby.
- Set up informational location for press.

a. Notifications

- Appropriate division commander
- PSB Commander
- Chief of Police
- Media Relations
- CID Division Commander
- FBI (hostage situations)

b. Gather Needed Information

- Subject identification and history
- Exact location of subject
- Shots fired
- Hostage information and locations
- Known injuries
- Scene layout and floor plan
- Phone numbers where the subject is
- Location of command post for arriving units

**ATTACHMENT K  
ORLANDO POLICE DEPARTMENT  
PUBLIC EXTORTION CHECKLIST**

**1. INCIDENT NOTIFICATION**

Advise all Patrol Services and Investigative Services command staff VIA LAND LINE  
(NO CELLULAR TELEPHONES) of:

- Location
- Demands made
  - a. Implied explosive devices or danger involved
  - b. Amount and specific monetary or other demands
  - c. Life threatening situation
  - d. Time frame of demands
- Number of units responding

**2. MOBILE COMMAND CENTER**

The incident commander will establish (if necessary for the situation) a Mobile Command Center and assume overall command of the incident unless relieved by a higher authority.

**3. OPERATIONS**

The incident commander will:

- Seal the perimeter of the affected area, if necessary.  
Keep radio traffic conversations to a minimum. Use landline.
- Record all calls from suspects.

**4. INVESTIGATION**

- The ranking CID member will advise the incident commander of his or her intent to conduct an investigation of the incident.
- The ranking CID member will coordinate his or her activity with the incident commander.

**5. RECOMMENDED USES OF ANCILLARY UNITS**

- Crisis Negotiator: handle all communications with the suspect
- Bomb Technician
- Motors: traffic control
- FBI
- Median Relations
- Communications Technician
- Tactical Unit: undercover officers or additional uniform patrol
- Emergency Medical Personnel: on standby
- SWAT (if necessary)
- Community Involvement Officers: crowd control

**ATTACHMENT L  
ORLANDO POLICE DEPARTMENT  
ASSASSINATION ATTEMPTS CHECKLIST**

**1. INCIDENT NOTIFICATION**

Advise all Patrol Services and Investigative Services command staff VIA LAND LINE (NO CELLULAR TELEPHONES) of:

- Victim
- Location
- Force used
- Injuries
- Suspects
- Impending danger – hostage, sniper, or barricaded gunman
- Traffic congestion for responding police units

**2. MOBILE COMMAND CENTER**

The Incident Commander will establish (if necessary for the situation) a Mobile Command Center and assume overall command of the incident unless relieved by a higher authority.

**3. OPERATIONS**

The Field Commander will:

- Seal the perimeter of the affected area.
- Keep radio traffic conversations to a minimum. Use landline.
- Secure all witnesses.
- Secure the crime scene.
- Provide security for the victim if transported to the hospital.
- Notify the High Risk Incident Commander as soon as possible.

**4. INVESTIGATION**

- The ranking CID member will advise the incident commander of his or her intent to conduct an investigation of the incident.
- The ranking CID member will coordinate his or her activity with the incident commander.

**5. RECOMMENDED USES OF ANCILLARY UNITS**

- Crisis Negotiation Team
- SWAT Team
- Motors: traffic control
- Communications Technician
- Media Relations: press relations
- Emergency Medical Personnel: on standby
- Tactical Unit: undercover officers or additional uniform patrol
- Community Involvement Officers: press information



**ATTACHMENT M**  
**ORLANDO POLICE DEPARTMENT**  
**INTERRUPTION OF MAJOR TRANSPORTATION ROUTES CHECKLIST**

**1. DEFINITIONS**

Any occurrence incapacitating a major roadway (i.e., major accidents, collapsed roadway, etc.)

**2. INCIDENT NOTIFICATION**

- a. Advise operations chain of:
  - Location
  - Apparent cause
  - Estimated time of interruption
  - Number of units committed
  
- b. Media:
  - Notify Media Relations and brief as in (a.).
  - Release alternate routes to be used.

**3. OPERATIONS**

- a. Upon confirmation of an extended period of interruption, the officer in charge should immediately initiate the following:
  - Cordon area.
  - Route all traffic around the area.
  - Remove those possibly trapped in the immediate area of interruption.
  - Keep log of manpower utilization.
  
- b. Recommended utilization of contingent personnel:
  - Motors: traffic control and diversion.
  - Community Service Officers: traffic control and diversion.
  - Other affected police agencies:
    - 1. Orange County Sheriff's Office.
    - 2. Florida Highway Patrol.
  - Notify Barricade Shop: to set up barricades to release officers on cordon.
  - Notify Sign Shop: to place signs to inform traffic of detour routes.
  - Alert OCSO Helicopter: for aerial survey of traffic conditions.
  - Escort necessary service and emergency vehicles.

**ATTACHMENT N  
ORLANDO POLICE DEPARTMENT  
BOMB THREAT CHECKLIST**

**OPH:**

**1. OPERATIONS**

- Notify incident commander.
- Coordinate with on-scene OFD supervisor.
- Have each facility employee search his or her assigned area.
- Determine if Chief of Police/watch commander requires building evacuation.
- Acquire enough personnel needed for incident.
- Request K-9.
- Determine if building needs to be evacuated.
- Request additional agencies if needed.
- Search building from ground floor up.

**2. INCIDENT NOTIFICATION**

- A device is found.
- A suspect is in custody.
- A suspect is identified but at large.

**3. IF A DEVICE IS FOUND**

- Do not move or disturb.
- Evacuate all persons within a 300-ft. radius.
- Evacuate all persons on floors above and below the device.
- No person approaches device without the Bomb Technician's authorization.
- Facilitate request from Bomb Technician for Crime Scene Technician.
- Notify CID.

**OTHER FACILITIES:**

**1. OPERATIONS**

- Notify watch commander.
- Coordinate efforts with on-scene OFD supervisor.
- Recommend to owner/manager to evacuate building and area.
- Advise owner/manager on how to search his or her building.

**2. IF A DEVICE IS FOUND**

- Notify OFD Bomb Tech/Bomb Squad.
- Do not move or disturb device.
- Ensure building evacuated.
- Facilitate request from Bomb Technician for Crime Scene Technician.
- Contact CID

**ATTACHMENT O  
ORLANDO POLICE DEPARTMENT  
POST EXPLOSION CHECKLIST**

**1. OPERATIONS**

- Set up MCC, if needed.
- Coordinate efforts with other involved agencies (i.e., utility company, OCSO, OFD).
- Secure scene.
- Provide security for any staging area (i.e., medical, helicopter landing).
- Facilitate request from Bomb Technician for Crime Scene Technician.

**2. NOTIFICATIONS**

- Appropriate division commander
- PSB Commander
- Chief of Police
- Media Relations
- CID Division Commander

**ATTACHMENT P**  
**ORLANDO POLICE DEPARTMENT**  
**WEAPONS OF MASS DESTRUCTION (WMD) CHECKLIST**

**1. OPERATIONS**

The incident commander will coordinate with OFD and assess the scene. Based on the directions from OFD, the incident commander will:

- Seal the perimeter of all effected areas.
- Search and evacuate the immediate area, when safety allows.
- Establish traffic control/restrictions for area.
- Coordinate efforts via PEOC if established.
- Coordinate with emergency services at established staging area.

**2. NOTIFICATIONS**

- Appropriate division commander
- PSB Commander
- Chief of Police
- Media Relations
- FBI (they have overall authority for a WMD incident)
- Area hospitals
- Orange County Emergency Services

**ATTACHMENT Q  
ORLANDO POLICE DEPARTMENT  
MAJOR INCIDENT CHECKLIST**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CASE #: \_\_\_\_\_

1. Type of emergency? \_\_\_\_\_
2. Number of citizens in danger? \_\_\_\_\_
3. Is evacuation recommended? \_\_\_\_\_  
If yes, how many? \_\_\_\_\_
4. Is property in danger? \_\_\_\_\_  
If yes, what property? \_\_\_\_\_
5. Is crowd control needed? \_\_\_\_\_  
If yes, how large is the crowd? \_\_\_\_\_
6. Is traffic control needed? \_\_\_\_\_  
If yes, how many posts? \_\_\_\_\_
7. Is perimeter security needed? \_\_\_\_\_  
If yes, how many officers/CSOs are needed? \_\_\_\_\_
8. Is special equipment or personnel needed? \_\_\_\_\_  
If yes, what or who? \_\_\_\_\_
9. Estimated duration of emergency: \_\_\_\_\_
10. Total staffing required to handle the emergency: \_\_\_\_\_
11. Notifications made: \_\_\_\_\_  
\_\_\_\_\_
12. Additional important information: \_\_\_\_\_

**ATTACHMENT R**  
**ORLANDO POLICE DEPARTMENT**  
**HIGH RISK INCIDENT AFTER ACTION REPORT CHECKLIST**  
**SYNOPSIS OF THE INCIDENT**

**Memorandum to the HRIC. Include all of the following that apply:**

- High Risk Incident After Action Report Cover Sheet ( P&P 1308, Major Incidents)
- Initial Complaint from Communications
  - 911 Printout/CAD Printout
  - Audio Tape of the Call
- Notification through the Chain of Command
  - Communication Center Supervisors
  - Sergeant
  - Watch Commander
  - High Risk Incident Commander
  - Captain
  - Deputy Chief
  - Chief of Police
  - Media Relations
  - CST
  - CID
  - OFD/Rescue
  - FBI (if applicable)
  - Internal Affairs
  - MCC
- Special Teams Response
  - SWAT
  - CNT
  - CISM
  - ERT
  - Evacuations
  - Property Damage
  - Resolution of Incident
  - Final Cost Analysis (straight time and overtime)
  - Tape Recovery of Incident Channel

All reports will also contain applicable attachments:

- Police Incident Report
- Supplemental Reports
- CST Report
- Scribe Notes
- Maps & Diagrams
- Risk Management Form
- SWAT After Action Report
- Arrest Affidavits
- Tape Recording of SWAT Channel
- CNT After Action Report
- Tape Recording of CNT Channel
- ERT After Action Report
- Tape Recording of ERT Channel
- Copy of Press Release
- OFD Report/Run Sheet
- Any Major Incident Checklists that were used (P&P 1308)

**ATTACHMENT S  
ORLANDO POLICE DEPARTMENT  
SUSPECT INFORMATION**

Name: \_\_\_\_\_ R/S: \_\_\_\_\_ DOB: \_\_\_\_\_

Ht: \_\_\_\_\_ Wt: \_\_\_\_\_ Hair: \_\_\_\_\_

Clothing: \_\_\_\_\_

Signal 0: \_\_\_\_\_  Alcohol  Drugs

History:  Similar Incidents: \_\_\_\_\_

FCIC/NCIC: \_\_\_\_\_

Mental: \_\_\_\_\_

Criminal Charges: \_\_\_\_\_

Baker Act: (actions): \_\_\_\_\_

Specific Threats:

To victim: \_\_\_\_\_

To self: \_\_\_\_\_

**ATTACHMENT T**  
**ORLANDO POLICE DEPARTMENT**  
**HIGH RISK INCIDENT EVACUATION CHECKLIST**  
(Complete One Form for Each Residence)

DATE \_\_\_\_\_ TIME \_\_\_\_\_ INCIDENT TYPE \_\_\_\_\_

INCIDENT LOCATION \_\_\_\_\_

EVACUATION ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ DATE/TIME EVACUATED \_\_\_\_\_

NAME	AGE	SPECIAL NEEDS	RELOCATION ADDRESS/TELEPHONE	RETURN DATE/TIME
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TYPE OF PET(S)	*S/LE	AT RESIDENCE	ANIMAL SHELTER	WITH OWNER	RETURN DATE/TIME
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

\*S=SELF PLACEMENT LE=LAW ENFORCEMENT PLACEMENT

HOUSE  CONDO  APARTMENT  TRAILER  BUSINESS

SERVICES:	DISCONNECTED DATE/TIME	RECONNECTED DATE/TIME
ELECTRICITY	_____	_____
GAS	_____	_____
WATER	_____	_____
TELEPHONE	_____	_____
OTHER SERVICES	_____	_____

DESCRIPTION OF DAMAGE DUE TO EVACUATION/OFFICER INVOLVED \_\_\_\_\_

EVACUATION OFFICER \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_