

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

OFFICE OF EMERGENCY MANAGEMENT
(OEM)

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES
MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
COVER SHEET	
ENDORSEMENT SHEET	i
MASTER INDEX	INDEX
LETTER OF PROMULGATION	A
ORGANIZATION CHART	B
MISSION STATEMENT AND OBJECTIVES	C
PROGRAMS/PROJECTS/AND FUNCTIONS	D
DUTIES AND RESPONSIBILITIES OF MEMBERS	E
DUTY HOURS AND DRESS	F
UNIT POLICIES	G
MAINTENANCE AND CARE OF ASSIGNED VEHICLES	SOP 1
MAINTAIN CURRENT EMERGENCY MOBILIZATION MANUALS	SOP 2
MAINTENANCE AND CARE OF ASSIGNED EQUIPMENT	SOP 3



MASTER INDEX

Published by ICSA/IOB/2019

3

CIVIL DISORDERS	SOP 4
PRISONER TRANSPORT BUS AT COMMAND POSTS	SOP 5
POLICE FACILITIES BUILDING FIRES	SOP 6
TAKING COMMAND AT MAJOR SCENES/EMERGENCY INCIDENTS	SOP 7
AFTER ACTION REPORTS	SOP 8

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET**

First Quarter Inspection: _____
Section Commander Date

Second Quarter Inspection: G. [Signature] #27559 6/18/2019
Section Commander Date

Third Quarter Inspection: _____
Section Commander Date

Fourth Quarter Inspection: _____
Section Commander Date

Annual Inspection: _____
Section Commander Date



Office of Emergency Management and Homeland Security-Incident Support Detail Standard Operation Procedures



City of Miami



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OFFICE OF EMERGENCY MANAGEMENT/

HOMELAND SECURITY

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

This SOP is to establish procedures incorporated into this SOP and is not meant to supersede, but to supplement published Departmental Orders. The Unit Commander will arbitrate conflicts between documents. Provide guidelines for the operation and management of the Office of Emergency Management/Homeland Security (OEM/HS). Personnel assigned to the OEM/HS will be familiar with procedures as set forth by this manual, Departmental Orders, and pertinent directives.

Lieutenant Alfredo Delgado
Commander
Office of Emergency Management
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6/18/2019

Effective Date



City of Miami



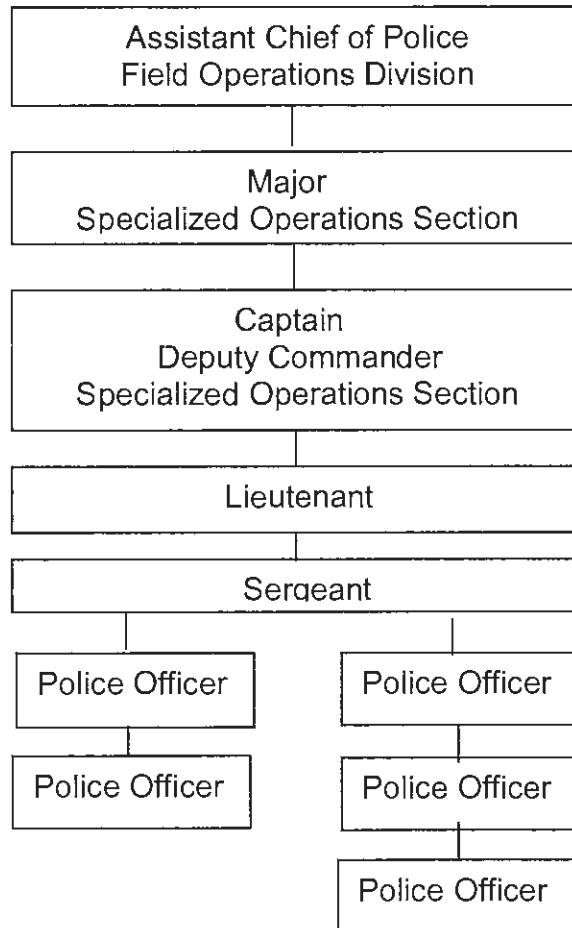
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OFFICE OF EMERGENCY MANAGEMENT/

HOMELAND SECURITY

STANDARD OPERATING PROCEDURES

ORGANIZATIONAL CHART



City of Miami



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OFFICE OF EMERGENCY MANAGEMENT/

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STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION:

A. The mission of the O.E.M./H.S. - Incident Support Detail (I.S.D.) is to serve as an advisor to the Chief of Police concerning any aspect of critical incident management. Additionally, the I.S.D. will establish and maintain operational contingencies, emergency plans, and support the department during mobilizations resulting from natural disasters, catastrophes, man-made emergencies, and during special events. The contingency plans include, but are not limited to, the following:

1. Severe Weather/Hurricane preparedness, response, and recovery
2. Man-made disasters
3. Civil disorders
4. Acts of terrorism
5. Latin America's political crisis response plan
6. Incident Command System (ICS)

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6/18/2019

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MISSION, GOALS, AND OBJECTIVES

(Continuation)

7. Aircraft-related incidents
8. M.P.D. building evacuations

II. GOALS:

- A. To provide a level of service consistent with the standards of the Department, and to meet the emergency needs of the community.
- B. Maintain active liaisons with local, state, and federal law enforcement agencies, the City of Miami Fire Rescue, Florida National Guard, the Federal Emergency Management Agency (FEMA), the Miami-Dade Department of Emergency Management and Homeland Security, and the City of Miami Department of Emergency Management.
- C. To maintain the Miami Police Department in a state of readiness for any emergency.

III. OBJECTIVES:

- A. Will provide operational support to on-scene Incident Commanders during critical incidents.
- B. Will attend monthly, quarterly, and yearly meetings with outside agencies to organize interagency emergency response coordination and planning workshops.
- C. Will maintain the department's Severe Weather/Hurricane response plan updated, will coordinate annual field force training, and will maintain the assigned emergency vehicles, equipment, and the P.C.C. in a constant state of readiness by conducting monthly inspections.

City of Miami



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OFFICE OF EMERGENCY MANAGEMENT/

HOMELAND SECURITY

STANDARD OPERATING PROCEDURES

PROGRAMS/PROJECTS/AND FUNCTIONS

I. PROGRAMS:

As determined by the Chief of Police, Specialized Operations Commander, or departmental/community needs.

II. PROJECTS:

As determined by the Unit Commander, based on departmental/community needs. The Unit Commander will prioritize projects base on the urgency.

III. FUNCTIONS:

- A. Research and development for equipment, procedures to appropriately maintain an effective response plan to include but not limited to the following:

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-2-

PROGRAMS/PROJECTS/FUNCTIONS
(Continuation)

1. Response Platoons Preparedness.
2. Severe Weather/Hurricane Preparedness Response and Recovery.
3. Manage the Police Command Center (PCC).
4. Preparedness for (high profile) upcoming events.
5. Change in Cuba's government response plan.
6. Coordination with Southeast Regional Domestic Security Task Force (SERDSTF).
7. Manage Urban Area Security Initiative (UASI) Grant and assets.

City of Miami



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OFFICE OF EMERGENCY MANAGEMENT/

HOMELAND SECURITY

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. OFFICE OF EMERGENCY MANAGEMENT/HOMELAND SECURITY COMMANDER:

The O.E.M./H.S. Unit Commander is responsible for the overall management of the Incident Support Detail. The unit commander serves as the emergency incident management advisor to the Chief of Police; ensures the overall constant state of readiness of the department; and maintains relationships with the City E.O.C., Miami-Dade E.O.C., and federal counterparts.

The following are some specific duties of the O.E.M./H.S. - Unit Commander:

- A. Designate unit work assignments.
- B. Overall unit management.
- C. Screening of correspondence.
- D. Budget planning and management.

Alfredo Delgado 27559

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-2-

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- E. Emergency plan advisor to the department.
- F. Coordinate and schedule formal training of personnel.
- G. Maintain records reflecting training received or rendered by personnel.
- H. Attend staff meetings, seminars, and conferences.
- I. Maintain relationships with the Miami-Dade Department of Homeland Security, the City of Miami Department of Emergency Management, and federal counterparts.

II. OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY – INCIDENT SUPPORT DETAIL SERGEANT:

The O.E.M./H.S. - Incident Support Detail supervisor is responsible for the administration, direction, supervision, and coordination of all activities of I.S.D. The Sergeant coordinates and attends interagency meetings dealing with emergency operations and disasters. Maintains liaison with the E.O.C.; prepares contingency plans for disasters; and may respond to emergency incidents to assist the on-scene commander.

The following are some specific duties of the O.E.M./H.S. - I.S.D. supervisor:

1. Develop and maintain systematic emergency response programs with city departments and external agencies for natural disasters, civil disturbances, and acts of terrorism.
2. Review and maintain mutual aid agreements.
3. Evaluate evacuation plans for natural disasters and reconcile those plans with other jurisdictions' plans.
4. Develop related training and educational programs for personnel.
5. Maintain a list of emergency shelters and update it annually.
6. Supervise critical infrastructure assets identification and protection projects.
7. Prepare reports and executive summaries of emergency situations with the city.
8. Serve as a liaison between the Miami Police Department, other city departments, and outside agencies.
9. Coordinate emergency management activities with the Miami-Dade County Office of Emergency Management.

-3-

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

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-4-

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

9. Provide logistical support during emergencies and/or special events.
10. Assist the unit supervisor and unit commander in updating the Severe Weather/Hurricane Plan.
11. Ensure that the MIR3 notification is tested monthly during hurricane season.
12. Maintain communication with NOAA, and the National Hurricane Center, so that the agency is provided updates on tropical storms and hurricane predictions throughout the hurricane season.
13. Utilize the HURREVAC system in conjunction with the National Hurricane Center and the Hurricane Evacuation Study to assist with decision making during Hurricanes.
14. Provide roll call training on hurricane preparedness and supervisory training on the hurricane response plan.
15. Provide community outreach for hurricane preparedness in conjunction with local businesses and the fire-department.
16. Provide annual field force training for the entire department.
17. Conduct fit-test for the respirators to ensure they are operable.
18. Coordinate and conduct Personal Protective Equipment (PPE) training.
19. Conduct Field Force equipment inspections to ensure department personnel are in a state of readiness for any mobilization.
20. Research and attend training courses, seminars, and conferences that will benefit the agency.
21. Prepare tabletop exercises, training, and evaluation for agency personnel.
22. Assist in the coordination and implementation of full-scale agency exercises.
23. Maintain relationship with local and federal agencies, and the fire department.
24. Coordinate and host FEMA courses for the agency.
25. Provide CARM and/or Threat Assessment report for all three districts.
26. Assist unit supervisor and unit commander in generating emergency plans for each main venue throughout the City of Miami.

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS**

I. **DUTY HOURS:**

- A. The duty hours for detail personnel shall be established to maximize coverage.
- B. After hours incidents will be handled on a per incident basis determined by the unit commander.
- C. Requests for after hour's response by OEM/HS personnel shall be made via the Communications Unit supervisor. The unit supervisor shall be notified and determine the appropriate level of response for the incident.
- D. OEM/HS personnel shall have one hour during their tour of duty for physical fitness at the discretion of the unit commander.

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6/18/2019

Effective Date



-2-

DUTY HOURS AND DRESS
(Continuation)

II. **DRESS:**

- A. The daily working uniform for the OEM/HS Personnel will be, standard MPD Class "B" uniform or black "Cargo" style pants with collared shirt or t-shirt as designated by the unit commander.
- B. The duty uniform for mobilizations is the BDU type pants, blue or black in color. The top will be a unit designated collared type shirt or t-shirt as designated by the unit commander.
- C. The unit commander or supervisor, or other ranking officer in the chain will determine the dress of the day or situation.

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES
UNIT POLICIES**

- I. The purpose of the Office of Emergency Management and Homeland Security (OEM/HS) Standard Operating Procedures is to provide policy and procedural guidelines to the members of the OEM/HS.
 - A. All members of the OEM/HS shall become familiar with the Standard Operating Procedures, will be governed by them, and will update their issued manuals to conform with the latest official changes.
 - B. All members of the Unit will be issued a copy to be used during their tenure with the OEM/HS.

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6/15/2019

Effective Date



City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES**

S.O.P. 1

SUBJECT: MAINTENANCE AND CARE OF ASSIGNED VEHICLES

PURPOSE: To provide guidelines for the maintenance of fleet vehicles assigned to OEM/HS.

SCOPE: I. Any person operating an OEM/HS vehicle or equipment will follow the below listed procedures:

- A. Prior to use, the vehicle will be signed out in the proper log book by the operator and checked for any notations of damage, broken or inoperative devices, missing equipment and scheduled maintenance. Any discrepancies shall be reported to the unit supervisor via red line memo.

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6/18/2019

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STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

- B. All personnel shall become familiar with and follow all Standard Operating Procedures for the particular vehicle he/she is using and will be responsible for.
- C. If the log book indicates that a particular vehicle is due for service, an alternate vehicle should be utilized. If an alternate vehicle is not available, the situation shall be brought to the attention of the OEM/HS Supervisor so an appointment for maintenance may be scheduled.
- E. Any breakdown, defects or malfunctions that are noticed and may prevent the safe operation of a vehicle during a tour of duty, will be noted in the log book, the vehicle will be dead lined and the unit supervisor will be notified.
- F. The Department's policy for accidents will be adhered to whenever a vehicle is involved in an accident.
- G. The OEM/HS Commander will designate a supervisor the responsibility of inspecting assigned vehicles every quarter or as needed.
- H. Any vehicle to be used by Departmental personnel outside of the unit must be approved by the OEM/HS Commander.

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES**

S.O.P. 2

SUBJECT: MAINTENANCE CURRENT EMERGENCY MOBILIZATION MANUALS

PURPOSE: To establish guidelines for the most efficient preparedness and response to natural and manmade disasters, civil disturbances, and other emergencies. [CALEA Std. 46.1.2]

SCOPE: I. The following procedure will provide guidelines to the Office of Emergency Management and Homeland Security personnel for the updating or the creation of emergency response plans.

 A. Preparedness planning is essential to the response of unusual occurrences. Deliberate, contingency and emergency plans must provide a variety of situational needs, including, but not limited to:

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6/18/2019

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STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

1. Provisions for communications
 2. Situational Maps
 3. Field Command Post
 4. Incident Command Systems
 5. Casualty information
 6. Public Information Office
 7. Coordination with following agencies:
 - a. Miami-Dade Police and Fire
 - b. State
 - c. Federal
 - c. Military
 8. Equipment availability
 9. De-escalation procedures
 10. Post occurrence duties
 11. After-Action Reports
 12. Transportation
- B. The Office of Emergency Management and Homeland Security designated supervisor will be responsible for updating the emergency plans every year or as needed.
1. Updates to the emergency plans will be pre-approved by the Office of Emergency Management and Homeland Security commander, and forwarded through channels for final approval.
 2. The updated information will then be distributed department wide by posting in the Official Bulletin.
 3. The original copy will be maintained in the unit file, a hard copy will be placed in the unit notebook and filed.
-

STANDARD OPERATING PROCEDURES: S.O.P. 2
(Continuation)

4. Emergency plans shall be distributed to staff members utilizing a current distribution list.

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES**

S.O.P. 3

SUBJECT: MAINTENANCE AND CARE OF ASSIGNED EQUIPMENT

PURPOSE: To ensure the readiness of emergency equipment, sufficient inventory and location. [CALEA STD 46.1.6]

SCOPE: I. The procedures that will be utilized for the care and maintenance of assigned equipment is as follows:

- A. The designated OEM/HS supervisor will be responsible for the monthly inspection of assigned equipment. The results of the inspection will be noted on the inspection log and if any deficiencies are discovered, the following procedure will be followed:

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6/18/2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

1. The deficiency will be documented, one copy filed, and one copy attached to the equipment. The equipment will be dead lined for major issues and sent to be repaired as soon as possible.
- B. The designated OEM/HS officer responsible for all technical equipment and electronics will maintain the "unit equipment file" and will ensure the following information be maintained:
1. Date and time when the defect or discrepancy was noted.
 2. Name and IBM of supervisor notified.
 3. Date and time repair or correction was requested.
 - a. Name and IBM of person making the request.
 - b. Name and IBM of person receiving the request.
 4. Date and time equipment was repaired
 5. Date and time when equipment is returned to the unit.

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES**

S.O.P. 4

SUBJECT: CIVIL DISORDERS

PURPOSE: To prepare the department for an effective response to Civil Disorders.

SCOPE: I. Civil Disorder Plan:

On an annual basis, the civil disorder portion of the emergency plans will be evaluated and updated to reflect current technology and information.

A. The Field Force Kits will be inspected monthly or as needed, for operational readiness. The kits will be stored in the property unit at the Central Station. An inspection log will be maintained in the OEM/HS office.

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6/18/2019

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STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

- B. Evacuation Routes will be reviewed and evaluated for construction projects, flood zones, and other circumstances that may either impede or facilitate traffic flow.
- C. Response Platoon training should be conducted every year. This training must be coordinated with the Special Operations Section, the Technical Support Detail, and Training unit. The training sessions will include the latest information available.

City of Miami



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**OFFICE OF EMERGENCY MANAGEMENT/
HOMELAND SECURITY-INCIDENT SUPPORT DETAIL
STANDARD OPERATING PROCEDURES**

S.O.P. 5

SUBJECT: PRISONER TRANSPORT BUS AT COMMAND POSTS

PURPOSE: To establish uniform procedures for handling prisoners at a Command Post.

SCOPE: Handling of prisoners at a Mobile Command Post.

- I. The following uniform procedures in the handling of prisoners at a Command Post while using a prisoner transport bus.
 - A. For each operation where a Command Post is established and the prisoner transport bus is used as a temporary holding facility the following procedures will be adhered to:

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6/18/2019

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STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

1. An officer will be assigned to staff the prisoner transport bus and will be responsible for the prisoner's security and safety while detained in the prisoner transport bus.
 2. This officer will remain in close enough proximity to maintain audio and visual contact with the prisoners in the transport bus.
 3. At a minimum the officer assigned to the prisoner transport bus will check on the well being of the prisoners every fifteen (15) minutes.
- B. The transfer of prisoners to and from the prisoner transport bus is one of the most critical events during the arrest cycle. It is important for all members at the Command Post to remain vigilant during the transfer of prisoners and assist the transporting units and officer assigned to the prisoner transport bus. The following procedures will be followed when loading or unloading the prisoner transport bus:
1. No prisoners will be brought onto the prisoner bus until all appropriate paperwork is completed.
 2. While transferring prisoners to and from the prisoner bus, at a minimum the following personnel will be present, the Command Post Supervisor, officer assigned to the prisoner bus and transporting/arresting officer.
 3. Prisoners will be restrained with their hands behind their backs at all times.
 4. Prisoners will be searched for contraband. Lighters nor matches will be allowed on the prisoner bus.
 5. Prisoners will be transferred to and from the bus one (1) at a time.
 6. Male and female prisoners will be kept in separate compartments of the prisoner transport bus.
 7. Whenever prisoners are on the bus, both gates will be locked and the keys secured in the driver's area.
- C. The officer assigned to the prisoner transport bus will not leave the bus unattended for any reason without first notifying the Command Post Supervisor.
-

STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

- D. When the officer assigned to the transport bus is properly relieved by another officer, both officers will verify the safety and security of the prisoners on the bus. The officer being relieved will brief the relief officer of any special needs or conditions of the prisoners and will verify each prisoner has a completed arrest affidavit. The Command Post Supervisor will be notified of the staffing change.

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S.O.P. 6

SUBJECT: POLICE FACILITIES BUILDING FIRES

PURPOSE: To provide OEM/HS personnel with written guidelines regarding evacuation procedures due to fires.

SCOPE: To ensure there is a safe and orderly evacuation of all personnel in case of fire.

- I. Duties: It shall be the responsibility of all OEM/HS personnel to familiarize themselves with the instructions, procedures and routes to be followed, if an emergency evacuation of the building becomes necessary.
 - A. During any evacuation, the senior ranking person in each office will be responsible for ensuring that the building be evacuated.
 - B. Floor Evacuation Personnel: Fire Marshals will be designated for each floor and will be responsible for monitoring the evacuation for their assigned area.

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6/18/2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P.

(Continuation)

- C. Fire Marshal Assignment: During any emergency evacuation, Fire Marshals and the following persons will be responsible for ensuring that floors are evacuated:
 - 1. The First Floor Lobby Fire Marshal shall be the "on-duty" administrative officer assigned to the Front Desk.

- D. General Evacuation Procedures: The fire alarm should be sounded for all evacuations.
 - 1. If the alarm sounds, call 911 and report a possible fire.
 - 2. When the fire alarm is sounded, all personnel shall proceed to the nearest emergency stairwell and advance downward in a calm and safe manner. They should assemble outside of the building in an area that would place them out of harms way.
 - a. Maps indicating a primary evacuation route and an alternative route will be posted in strategic areas of the building.
 - b. Emergency stairwells will be used to descend to ground level. Elevators will not be used during an emergency evacuation.

- E. Bomb threat procedures: If a bomb threat is received by any person within the building, the Complaint Sergeant and the on-duty commanding officer shall be notified immediately with all available details of the threat.
 - 1. The decision to evacuate the building or any part of it will be made by the on-duty commanding officer. Normally, there will be no evacuation for bomb threats unless a device or suspected device is found or the threat is from a source that would indicate that a device might be present.
 - 2. Each employee in the area to which the threat applies will search his/her own working area and report any suspicious object.
 - 3. The search of public areas will be conducted by police officers who are designated by the on-duty patrol commander.
 - 4. If a device is found, refer to departmental orders.

STANDARD OPERATING PROCEDURES: S.O.P.
(Continuation)

- F. All Clear: When the fire drill is completed, the on-duty commanding officer or a designee will give the "all clear" signal for return to the building

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S.O.P. 7

SUBJECT: **TAKING COMMAND AT MAJOR AND/OR EMERGENCY INCIDENTS (IN-COMMAND)**

PURPOSE: To provide written guidelines and training on how to follow procedures for the sergeant and/or lieutenant (deputy commander) in the event that a unit is dispatched to or self-initiates an incident which would be classified as a major incident, emergency incident, or any other incident that would require supervisory involvement in order to coordinate the ongoing/unfolding situation or its immediate aftermath.

SCOPE: When a unit is dispatched to a major event, an emergency event, and/or self-initiates either of the two, there is an immediate and initial need for supervision on the scene either from the supervisor (sergeant), deputy commander (lieutenant), or both. The involvement of a supervisor will ensure that procedures are followed and that all necessary steps are taken to ensure a favorable outcome to the matter at hand.

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Office of Emergency Management
and Homeland Security

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STANDARD OPERATING PROCEDURES: S.O.P.

(Continuation)

- I. Procedures: When the Communications Section dispatches a unit on a major and/or emergency incident or when a unit self-initiates such an incident, the communications operator will identify the sergeant or (in his/her absence) the lieutenant (deputy commander). The communications operator will inform the sergeant or lieutenant that he/she has been placed "in-command" of the incident. Upon receiving this dispatch, the sergeant or lieutenant shall immediately acknowledge that he/she is "in-command". Not having physically arrived at the scene will not preclude the sergeant or lieutenant from being in command. If the sergeant or lieutenant is still enroute to the scene when placed in command, he/she must acknowledge being "in-command".

Example:

"1214, take a 3-32, 1215 the 15. NE Miami Place and 55 Terrace reference a man shot" (Communications Operator)

"1214, QSL from NW 3 and 55 Street" (Unit 1214)

"1215, QSL from the NE 2 Avenue and 66 Street" (Unit 1215)

**"1210, I show you in enroute and in command"
(Communications Operator)**

"1210, QSL, I am in command" (Unit 1210)

- A. There shall always be an incident commander on the scene of a major/emergency incident. If the original incident commander needs to clear the scene for any reason, he/she shall immediately advise the communications operator that he is relinquishing command to another other sergeant/lieutenant.
- B. The new incident commander shall then acknowledge over the radio that he/she now is now in command.
- C. The communications operator shall acknowledge the transmission.

Example:

"1210, I am clearing the scene. Unit 1220 will now show in command" (Unit 1210)

"1220, show me in command" (Unit 1220)

"QSL 1220, I show you in command" (Communications Operator)

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

OFFICE OF EMERGENCY MANAGEMENT/ HOMELAND SECURITY-INCIDENT SUPPORT DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: AFTER ACTION REPORTS

PURPOSE: To provide guidelines and training for command level officers to aid them in determining the necessity of notifying the Staff Duty Officer and making an After Action Report.

SCOPE: The on-duty Deputy NET Commander has the responsibility to notify the Staff Duty Officer and make a written after action report on any event that would be of immediate interest. All after action reports will be directed to the Chief of Police.

- I. Situations where the Staff Duty Officer will be notified:
 - A. The following areas should be considered by the on-duty Deputy NET Commander in his/her decision to contact the Staff Duty Officer.

These are general guidelines. The situation, facts at hand, and common sense will dictate the proper course of action.

- 1. Bombings or bombs found

U. Ad 27555

 Lieutenant Alfredo Delgado
 Commander
 Office of Emergency Management
 and Homeland Security
 6/18/2019

 Effective Date



2. Hostage situations or terrorist acts.
 3. SWAT operations.
 4. Disasters.
 - a. Major fires and explosions
 - b. Aircraft crashes
 - c. Collapsed buildings
 - d. Tornadoes or other major storm damage
 - e. Extensive flooding
 - f. Large-scale power failures
 5. Police personnel shot or shot at.
 6. Accidents, use of force, or other incidents involving police department personnel or equipment resulting in a fatality or an injury serious enough to warrant admission to a hospital.
 7. Discharge of firearms by police personnel.
 8. Major or unusual police/citizen confrontations including rock and bottle incidents.
 9. Any other situation requiring the commitment of more than the personnel assigned to one NET service area (1 sergeant, 7 police officers) for an extended period of time (more than 1 hour).
 - a. Civil disturbances
 - b. Demonstrations
 - c. Large-scale perimeters or area searches
 - d. Labor disputes where violence appears imminent
 - e. Rock concerts or other events where on-duty personnel are required to respond.
 10. Requests for police response to other jurisdictions
NOTE: The on-duty Deputy NET Commander shall notify the Staff Duty Officer immediately when a NET service area's officers are dispatched outside the city limits.
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STANDARD OPERATING PROCEDURES: S.O.P.

(Continuation)

Additional personnel may be committed only with the authorization of the Staff Duty Officer.

11. Arrests or serious incidents involving dignitaries (ambassadors, consuls, etc.), government officials, police officers.
 12. Mass arrests.
 13. Unusual incidents or confrontations involving department members and the media.
 14. Serious and unusual complaints against police department personnel (if the on-duty Commander feels that notification is warranted).
- B. The on-duty Deputy NET Commander will be responsible for evaluating any other unusual situation or event to determine whether the Staff Duty Officer should be notified.
- C. In the event the Staff Duty Officer is not available, the next Staff Duty Officer on the Staff Duty Officer List (published in the Official Bulletin) shall be notified.
- II. Procedure for notifying the Staff Duty Officer
- A. Initial notification of the Staff Duty Officer shall be by the Communications Unit, per their SOPs.
 - B. Information on the situation should be coordinated between the Deputy NET Commander and the Complaint Sergeant so that the Staff Duty Officer can be accurately informed.
 - C. The Complaint Sergeant will advise the on-duty Deputy NET Commander when notification of the Staff Duty Officer has been accomplished.
 - D. The Staff Duty Officer will determine the necessity of his/her response to the scene or the police station, and advise the Complaint Sergeant and the on-duty Deputy NET Commander of his/her decision. In the event there is no immediate need for his/her response, the Staff Duty Officer will maintain frequent contact with the on-duty Deputy NET Commander until the incident is resolved. The on-duty Field Duty Lieutenant shall coordinate information with the Complaint Sergeant and shall advise the Staff Duty Officer of any change in the situation.

STANDARD OPERATING PROCEDURES: S.O.P.

(Continuation)

- III. After Action Reports: An after action report should be prepared in any instance where a decision has been made to contact the Staff Duty Officer. This report shall be hand-delivered to the District Commander's office and to the office of the Deputy Chief of the Field Operations Division by 0800 hours following occurrence.
 - A. An after action report should contain the following information:
 1. Date, time and location(s) of incident.
 2. Original units/officers involved in incident (if any).
 3. Additional units dispatched.
 4. Time Deputy NET Commander advised and by whom.
 5. Staff Duty Officer and other staff personnel notified and time.
 6. Personnel from other sections involved or required.
 7. SWAT requested and response time.
 8. Other agencies notified or requested (if any).
 9. Commanding officers responding to the scene.
 10. Chronological account of events.
 11. Diagrams of scene, if appropriate (required on discharge of firearm).