

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1308.4, MAJOR INCIDENT RESPONSE PLANS

EFFECTIVE:	1/24/2023
RESCINDS:	1308.3
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	HIGH-RISK INCIDENT COMMANDER
ACCREDITATION CHAPTERS:	17
CHIEF OF POLICE:	ERIC D. SMITH

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POLICY: It shall be the policy of the Orlando Police Department to establish a comprehensive agency strategy to manage emergencies, unusual circumstances, and disasters by developing plans and being prepared to respond effectively to major incidents and natural disasters. These plans assign responsibilities and establish agency guidelines for utilizing the Incident Command System (ICS) protocols as a part of the National Incident Management System (NIMS). ICS/NIMS will be the preferred emergency management system designed to preserve life, minimize damage, and ensure an efficient agency response to all types of emergencies.

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

PROCEDURES:

1. DEFINITIONS

Danger Zone: The identified area of the incident where immediate threats and life hazards of exposure exist. Entry to the danger zone are under the authority of the Incident Commander, absent the necessity to stop active killing/dying.

Major Incidents: A major incident (aka: critical Incident) is any situation of an emergency nature that results from disasters or civil disturbances. These may include any of the following: tornadoes, floods, major public utilities failure/contamination, hazardous materials accidents, major mass transportation accidents, fire/collapse of major structures, riots/civil disturbances, aircraft piracy, active assailant(s), 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.

Hot Zone: The identified unstable environment/area around or leading to the “Danger Zone.” This area has not been cleared and there is a potential for danger but is suitable for rescue task force teams to extract victims in need under law enforcement escort.

Inner Perimeter: The designated area surrounding the area of operation, meant to control access and contain those coming from the incident location. Allows for authorized personnel presence only and contains the “Warm Zone” which

is an area that can be considered both stable and unstable, or a combination thereof. Most of the operation is conducted in the Inner perimeter (ie: decontamination area(s), muster zone(s), and casualty collection points (CCP)).

Outer Perimeter: The designated area surrounding the Inner Perimeter, is set up to prevent, limit, or control access to the emergency area. This perimeter is intended to provide safe travel routes in, around, and from the area of operation. The PIO area may be located in Outer Perimeter.

Staging Area: The area inside the Outer Perimeter, but outside of the Inner Perimeter in a stable environment where additional responding resources will report until requested. The Staging Area should not be across from or co-located with the Command Post AND not in view of the scene so arriving personnel will not disturb the planning activities occurring.

Unified Command: An authority structure where the role of the incident commander is shared by two or more representatives from different agencies working together at a single incident command post because they share responsibility for coordinating the Incident Action Plan of a single incident. A Unified Command may be needed for incidents involving multiple jurisdictions or agencies.

Activity Log (ICS-214): A detailed record of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after-action report. These forms are required to reconcile work hours identified with special pay codes used on a member's Kronos Timecard for financial reimbursement during a declared disaster. (Attachment B)

2. RESPONSIBILITIES DURING MAJOR INCIDENTS

2.1 FIRST RESPONDING OFFICER(S)

- a. The first responding officer(s) will assess the situation and conduct a "C.A.N." size-up report:
 - C – Conditions: "what is happening?" What is seen, heard, smelled, experienced, etc.
 - A – Actions: "What are you doing?" Where are you at and/or moving to
 - N – Needs: what do you need to further accomplish the task(s) at hand (ie: personnel assistance and/or equipment)
- b. Begin solo efforts to prevent further loss of life:
 - i. The first priority when responding to an active shooter/assailant incident is to **stop the killing**. This is accomplished by isolating, distracting, and/or eliminating the threat. After the first priority has been accomplished, officers shall immediately transition to the second priority, which is to **stop the dying**.
 - ii. Stop the dying is accomplished by providing immediate life-saving medical care inside the danger zone and then coordinating transportation for the most critically injured to a location where they can receive a higher level of medical care. Rescue efforts may occur simultaneously if additional assistance is not needed to accomplish the first priority.
 - iii. Officers must quickly identify the type of situation they are facing (active shooter/assailant vs. armed barricade suspect) by asking the following question:
 - "Is there reliable evidence an attacker is actively killing people or their actions are preventing medical attention from reaching critically injured victims?"
 - If the answer is "yes," to either, then an active shooter/assailant situation exists and officers shall take immediate action to **stop the killing** and **stop the dying**.
 - If the answer is "no," then follow the appropriate protocols established in P&P 1306 - Barricaded Subjects.
 - iv. Responding to an active shooter/assailant is a dangerous task. Officers are expected to assume more risk to save innocent lives.
- c. Establish the "Danger Zone"

Supporting officers will assist the first officer on-scene and begin to:

- a. Link up with the first officer on scene to assist in the efforts to prevent further loss of life.

- b. Isolate the problem/incident
- c. Contain threats to the public
- d. Render aid - assess/triage wounded, perform life-saving measures, transport to a CCP.

2.2 SUPERVISORY PERSONNEL

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

- a. direct responding/on-scene officers to:
 - i. to move toward the sound of active killing to eliminate the threat to innocents, aka **stop the killing.**
 - ii. to move towards the sound of active dying and work to render aid or transport to a CCP, aka **stop the dying.**
 - iii. have deployed officers provide updated information in the form of a "C.A.N." report:
- b. Confirm the identified "Danger Zone."
- c. Confirm the incident is isolated/contained.
 - i. Direct additional officers and resources (ie: K-9, CHASE, contact teams) to ensure containment and isolation.
- d. Identify/establish the "Hot Zone."
- e. Delegate the task of identifying, communicating, and establishing the "Inner Perimeter."
- f. Delegate the task of identifying, communicating, and establishing the "Outer Perimeter."
- g. Notify the chain of command.

Next arriving supervisor should begin to:

- a. Establish a forward operating command post.
- b. Have on-scene officers communicate where they have or will be establishing a CCP.
- c. Request the OFD Battalion Commander to meet you at your Command Post/location.
- d. Delegate the task of identifying, communicating, and establishing the "Staging Area."
- e. Begin filling out the Major Incident Checklist (Attachment Q). This list provides a systematic means of gathering information about the incident.

2.3 INCIDENT COMMANDER

The watch commander will assume the role of the initial Incident Commander and will respond to the scene to manage/take control of the major incident.

- a. Evaluate sites appropriate for field command posts or the MCC. 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 expedite the evacuation process, citizens who are asked to evacuate should be told where to go and to whom they should report. Ensure security presence at this location.
 - i. Designate a supervisor to assign an officer or CSO to the evacuation site to log evacuees.
- c. Establish the MCC (see Section 5).
- d. The Incident Commander will 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)
- e. The Incident Commander will monitor supplies and equipment required for the major incident, ensuring resources are made available or working to be acquired throughout the incident.
- f. Set up procedures for arrests, processing, confinement, and transportation (see Section 5.7).
- g. The decision to de-escalate or demobilize 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: the size of the crowd, the amount and level of violence, the location of the incident, presence of hazardous materials. See specific procedures for de-escalation in the current version of P&P 1302 - Civil Disturbances.

- h. Post-incident reports (Attachment R) shall be completed and forwarded through the chain to the HRIC.

2.4 COMMUNICATIONS

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

2.5 MEDIA RELATIONS AND PUBLIC INFORMATION OFFICE

A member of the Media Relations and Public Information Office (PIO) will respond to the Command Post and establish a media briefing area near but not at the Command Post.

2.5.1 PUBLIC INFORMATION

The City of Orlando Communications and Neighborhood Relations will determine when a citizen information line needs to be activated for citizens. They will also operate the line when active or assign personnel to assist. The PIO will get hourly updates on police operations/activities from the Incident Commander, Chief of Police, or his/her designee. The PIO will certify all information coming into and being disseminated by the Department.

The Media Relations and Public Information Office will lead in providing timely updates to the public via social media (preferably Twitter).

2.5.2 MEDIA RELATIONS ASSISTANCE

The PIO will be assisted, as needed, by the City of Orlando Mayor's Office Personnel and/or the City of Orlando Neighborhood Relations and Communications Office.

2.5.3 CASUALTY INFORMATION

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

2.6 OPH SECURITY

In the event of a major incident occurring near OPH, Officers will be located at entrances to the secure lot, prohibiting all vehicle and pedestrian access, except law enforcement personnel. Assignments will be the responsibility of the Central Patrol Division Commander.

Officers may block Woods Avenue so no vehicular or pedestrian traffic, except law enforcement, is permitted.

The front doors of OPH will be locked with public entry permitted only after being screened by a sworn officer. Officers may be posted on the roof of OPH to provide overwatch when necessary.

2.7 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 practical. Male and female arrestees can be placed together in the arrest van if it is equipped with a secure and separate compartment, but juveniles will not be detained with adults. 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 the juvenile offenders will be taken to the Juvenile Assessment Center for booking.

3. 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 IC 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.

4. INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

4.1 IMPLEMENTATION

The Incident Command System (ICS) will be implemented for situations in which the management of an incident may be at or beyond a single operational period (12 hours generally), the number of resources involved, or extended operational/logistical planning requires a managing staff.

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. Only those ICS sections required to manage the incident(s) need to be staffed.

4.2 OPERATIONS

Division commanders shall formulate personnel assignments for ICS along the guidelines outlined in this plan. If the plan does not address a particular division, the commander should equally divide all sworn personnel in that division into day and midnight shifts. Rosters should be routed to the Department's High-Risk Incident Commander. Officers should be told to report to the Orlando Police Headquarters community room or pre-determined staging area for assignment when they report for their shift. They will be instructed to respond in full uniform.

For ICS most personnel should be assigned to one of two, 12-hour shifts, designated days or midnights. The shifts shall change at 0500 and 1700 hours. Patrol squads shall keep their normal/current staggered reporting times.

4.2 DOCUMENTATION

If ICS is implemented for a major incident extending beyond the initial operational period, managers and supervisor will document their staffing work hours directly related to the incident on the ICS-214 Activity Log form. These forms will be turned in or routed to the command post at the end of the shift. These forms will be reconciled with the members' Kronos timecard and if required, document the specific work hours under a specific/communicated pay code. The ICS-214 Activity Logs are required for financial reimbursement related to Federal Emergency funding.

4.3 DEMOBILIZATION

Once ICS is implemented, forward planning for demobilization should begin or be considered. An orderly withdrawal of resources allows for accountability of personnel and assets. An assessment of damaged equipment should be taken into account and documented for replacement. Once an incident is resolved, ICS is no longer needed, or the Department is not needed for incident resolution, all documentation and/or related reports will be routed to the designated commander.

The designated commander will be responsible for completing an After-Action Review (AAR) report, detailing the incident, the department's responses, the resources used, damaged, and lost, any shortcomings or problems encountered, and recommendations for improvement. The AAR will be routed to the HRIC for review and filing with the Intel Unit supervisor.

4.4 TRAINING

ICS requires specific training for police departments that receive Federal funding. These courses are mandatory and are based on rank or position within the organization. This applies to all sworn members and any civilians who assist with agency emergencies.

All sworn and certain civilian employees (designated by supervisors) must complete IS-700.a.

All sworn supervisors and designated civilian supervisors must complete IS-100.b, IS-200.b, IS-700.a, and IS-800.b.

All sworn and civilian managers must complete G-300, and G-400. **IS-700 & 800 are prerequisites to G-300 & 400. G-300 & 400 must be taken 90 days apart.

ICS Online Training classes are available online at training.fema.gov/IS/NIMS.aspx. Additional information is posted on OPD Online – Training - Mandatory Training & More tab or online at trac.floridadisaster.org/trac/trainingcalendar.aspx.

5. MOBILE COMMAND CENTER (MCC)

The Incident Commander (IC) will be responsible for the establishment of a Mobile Command Center (MCC) for large-scale response efforts. The MCC supports the IC by providing an organized process for operational management and the resources necessary to effectively manage critical incidents. The IC will direct available resources from the MCC and request additional support as follows:

5.1 NOTIFICATION OF SPECIALIZED UNITS

The Incident Commander shall personally notify the HRIC to provide an overview of the incident. Next, the IC 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)

5.2 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).

5.3 ESTABLISHING THE MCC POST

Once the MCC is on site of a major/critical incident, both the driver, the watch commander, and the Incident Commander (or HRIC) will confer on a safe and appropriate location to park and set up the mobile command post. The following considerations should be accounted for:

- a. Safety of surroundings
- b. Not close to a target location, Hot Zone, or the Staging Area
- c. Inside the established “Outer Perimeter” but outside the established “Inner Perimeter”
- d. Consideration should be made for access and parking for those who will be using and staffing the MCC.

5.4 OBJECTIVES

The Incident Commander will identify the mission set and is responsible for setting the incident objectives in the following priority:

1. Life Safety/Preservation: to prevent further death or injury and then to render aid to any injured citizen. These objectives should be worked on at the same time when practical.
2. Incident Stabilization: cordon off the affected area and create a secure area of operation to mitigate the risk of others being impacted by the incident/hazardous conditions.
3. Property Preservation: to prevent further damage or destruction to real/physical property or infrastructure
4. Environmental Protection: to prevent further damage or contamination to environmental interests.

To achieve these objectives, consideration must be given to:

- a. An immediate assessment of injuries and what has or is causing them.
 - i. In a declared Mass Casualty Incident (MCI), direct units to local hospitals receiving wounded for security support.
- b. The necessary support to secure and cordon the area/scene to stabilize the incident.
 - i. Remember the rule of thumb it is easier to scale down an area than to work to increase your area of operation.
- c. An immediate assessment of property damages, including the existence of hazardous conditions and/or the accessibility to impacted areas.

If, after the above consideration, the Incident Commander (or HRIC) determines the TOC should be activated, the appropriate commander will be notified immediately.

6. TACTICAL OPERATIONS COMMAND (TOC)

6.1 IMPLEMENTATION

Once a major incident extends beyond the capabilities of being managed from the MCC, the Tactical Operations Command (TOC) will be established in the Crime Center at OPH and staffed at the direction of the Chief of Police or their designee. The TOC is responsible for law enforcement operations and will serve as an inner-department resource management and decision-making center when a major incident extends beyond the initial response/operational period OR the EOC is operational for hurricane operations. When outside resources are needed to accomplish department missions and tasks, the TOC will coordinate with the EOC to submit requests for specific/outside resources. The TOC will be staffed in 12-hour shifts and at minimum, by a Captain, a non-patrol Sergeant, and a CSO (scribe).

The Tactical Operations Command Post may be staffed as follows:

Day 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

Midnight Shift: Acting HRIC/Operations Commander (DC or Captain)
Operations Section Chief (Captain)
Planning Section Chief (Captain)
Logistics Section Chief (Lieutenant)
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

6.2 DISASTER AND EMERGENCY OPERATIONS CENTERS

The City of Orlando's Disaster Operations Center (DOC) and the Emergency Operations Center (EOC) will be opened upon request of the City's Emergency Coordinating Officer. The DOC and EOC are located in the Orlando Emergency Operations Center.

6.3 PATROL OPERATIONS

Patrol divisions shall remain operating a two-shift configuration with three lieutenants and seven sergeants assigned to each shift.

6.4 FOOD SERVICES

When ICS operations are in existence for an extended period of time, it may be necessary to obtain food and beverage for on-duty personnel. Division commanders or their designee shall work with the City of Orlando's Purchasing Department to obtain necessary supplies. The ESU mobile food kitchen may be utilized.

6.5 VIP ROOM

The Chief's Conference room on the 3rd floor of OPH will be utilized as a VIP room where the executive and legislative representatives of government will be referred for periodic briefings.

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
- U ICS-214 Activity Log

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, en route, or requested.
- Maintain a clear operational picture of the incident, applied assets, and be prepared to brief HRIC upon being relieved.

OTHER POSSIBLE NOTIFICATIONS/USES:

- Homeland Security HRIC/ICS Advisory
- ESU IM Documentation Team
- Intelligence Unit
- Possible deployment of Field Operations Center (FOC) if the 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)

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 these incident types involve the health and safety of responding personnel.

1. DEFINITIONS

Hazardous Material: For this policy, 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 capable of posing an unreasonable risk to the health, safety, or the environment.

Hot Zone: The zone/area immediately surrounding the chemical release. This zone/area extends far enough to prevent adverse effects on personnel.

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.

North American Emergency Response Guidebook (NAERG): The Department of Transportation document that describes action plans, evacuation distances, and recognition and identification of over-the-road commodities.

2. RESPONSE AND SCENE ANALYSIS

When responding to an incident, remain cognizant of the possibility of a hazardous materials incident. This is especially true in 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.**

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

Once on scene, 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)

3. IDENTIFICATION

3.1 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

3.2 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.

3.3 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 lockdown. Notification of the fire department and Police Department supervisor should occur as soon as possible.

3.4 BOMB INCIDENTS

For scenes that have a high potential for 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 the secure perimeter in all bomb situations.
- d. Isolate the area, evacuate, and deny entry.

4. 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.

5. EXPOSURE

Although the exposure and contamination of Police Department personnel should not occur, there may be times such exposure is unavoidable. In these cases, the following should be communicated to the supervisor:

- a. Area the exposure took place
- b. Activity leading 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 is 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 the area.
- Cordon areas of looting concern.
- Coordinate efforts via the TOC (when established).
- Coordinate with emergency services at the established staging area.

2. NOTIFY

- All Command Staff, including the High-Risk Incident Commander and be prepared to advise:
 - a. Type/nature of the 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
- ERT Activation – crowd control, looting
- Criminal Investigations Division (CID) and Special Enforcement Division (SED) – patrol, damage assessments, report writing
- Community Relations Division – crowd control
- K-9 – looting, crowd control
- Media Relations – media liaison
- SRO – 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 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. TOC

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

ATTACHMENT E
ORLANDO POLICE DEPARTMENT
HAZARDOUS MATERIALS ACCIDENTS CHECKLIST

1. IDENTIFICATION OF HAZARDOUS MATERIALS (responding unit)

- Look for signs affixed to trucks or railcars 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 the container.
- STAY AWAY** and clear the 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 the immediate area
 - Weather conditions

ATTACHMENT E
HAZARDOUS MATERIALS ACCIDENTS CHECKLIST
(continued)

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 the area.
- Remove personnel from the immediate area.
- Establish a Mobile Command Center.

EVACUATION TABLE

<u>APPROXIMATE SIZE OF SPILL</u>	<u>DISTANCE TO EVACUATE IMMEDIATE DANGER AREA</u>	<u>MAXIMUM SAFETY DOWNWIND EVACUATION</u>
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 TOC.

**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 Space 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 upon their arrival.

ATTACHMENT F
MAJOR TRANSPORTATION ACCIDENTS CHECKLIST
(continued)

c. Bus or Train

- Fire – Rescue
- Watch Commander
- Medical Examiner
- Crime Scene Technician
- CID
- Public
- Business office of the 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 off the scene and reroute traffic.
- An operations center was established and the situation is stabilized.
- Media area established.

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

1. INCIDENT NOTIFICATION

- OFD/Rescue
- Ambulance Transportation Services
- 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 the OFD triage area.
- e. Another area should be designated for the Red Cross to set up disaster aid for the homeless.
- f. 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 the 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 Commander
<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"/>	EMS Transport Services

ATTACHMENT H
CIVIL DISTURBANCE PROCEDURE CHECKLIST
(continued)

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 orders 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 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 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
AIRCRAFT PIRACY CHECKLIST
(continued)

- 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 the 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 an 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 the cordon of the affected area; crowd control.
- FHP/OCSO: traffic control on toll roads, state roads, and other adjacent county roads.
- Motors: assist in the 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 and communicate the Danger Zone over the radio
- 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 the need for SWAT/CNT.
- Notify SWAT via Communications.
- Notify CNT.
- Assemble medical personnel to standby.
- Set up informational location for media.

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 the subject
- Shots fired
- Hostage information and locations
- Known injuries
- Scene layout and floor plan
- Phone numbers where the subject is
- Location of the 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 direct units to:

- 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 investigate 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
- Media 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 Incident 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 investigate 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 a 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 the Incident Commander.
- Coordinate with on-scene OFD supervisor.
- Have each facility employee search his or her assigned area.
- Determine if the Chief of Police/watch commander requires building evacuation.
- Acquire enough personnel needed for the incident.
- Request K-9.
- Determine if a building needs to be evacuated.
- Request additional agencies if needed.
- Search the building from the 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 the device without the Bomb Technician's authorization.
- Facilitate request from Bomb Technician for Crime Scene Technician.
- Notify CID.

OTHER FACILITIES:

1. OPERATIONS

- Notify the 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 the device.
- Ensure the building is 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 affected areas.
- Search and evacuate the immediate area when safety allows.
- Establish traffic control/restrictions for the area.
- Coordinate efforts via PEOC if established.
- Coordinate with emergency services at the 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

Note: See also current version of P&P 1311 – Weapons of Mass Destruction

ATTACHMENT Q
ORLANDO POLICE DEPARTMENT
MAJOR INCIDENT CHECKLIST

Date: _____ Time: _____

Location: _____ Case #: _____

1. Type of Emergency: _____

2. Number of citizens in danger: _____

a. Mass Casualty Incident (MCI) = >5 people: _____

i. CCP established: _____

ii. Local Hospital(s) taken to w/ security: _____

3. Is Evacuation recommended: _____

a. If yes, how many: _____

b. Evacuation location w/ security: _____

4. Is property in danger: _____

a. If yes, what property: _____

5. Is crowd control needed: _____

a. If yes, how large is the crowd: _____

6. Is traffic control needed: _____

a. If yes, how many posts: _____

7. Is perimeter security needed: _____

a. If yes, how many officers/CSO's needed: _____

8. Is special equipment or personnel needed: _____

a. If yes, what or who: _____

9. Estimated duration of the emergency: _____

10. Total staffing required to handle the emergency: _____

11. Notifications made:

a. _____

b. _____

c. _____

d. _____

12. Additional 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 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 # _____

ATTACHMENT U

ACTIVITY LOG (ICS 214)



Incident Name:	Location:	Date:
Name of person filling out form:	Position/Job Title:	City Department:

Resources Assigned: (All personnel from a single department/office on-site)

Name (Please print legibly, no signatures)	Employee Number	Type of Employment (Full-time, Part-Time, Exempt, Non-Exempt, etc.)	Time in	Time out

Activity Log:

Time	Notable Activities – Detailed work description

8. Prepared by: Name: _____ Position/Title: _____ Date/Time: _____

ICS 214, Page 1 Signature: _____

