

# **Florida Fish and Wildlife Conservation Commission**



## **Continuity of Operations Plan (COOP)**

**2021**

## **RESTRICTED**

**This is a RESTRICTED document regarding procedures to be implemented should the Florida Fish and Wildlife Conservation Commission (FWC) experience an emergency causing a disruption of normal operations. In accordance with Chapter 119 Florida Statutes, this document is confidential and exempt from section 119.07(1), Florida Statutes and § 24(a), Art. I of the State Constitution. Thus, it is exempt from public disclosure pursuant to the provisions of section 119.071(3)(a)1, Florida Statutes.**

### **Executive Summary**

This Continuity of Operations Plan (COOP) for the Florida Fish and Wildlife Conservation Commission, referred to herein as the FWC, covers numerous natural, as well as human-made, disasters and other emergency situations.

The Executive Director, Assistant Executive Director, Emergency Coordination Officer, Assistant Emergency Coordination Officer, Regional Commanders and Regional Directors will be the authorities on FWC facility/building closures, emergencies and management issues.

### **References**

Sections 14.055 – 14.056, 22.01 – 22.20, 23.12 – 23.127, 163.01, 250.540 – 250.549, 252.31 – 252.62, 401.015, 870.01 – 870.06, 943.03, 943.03101, 943.0321 Florida and Statewide Mutual Aid Agreement.

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## Section 1: Introduction

### 1-1 Purpose [\(EMAP Standard 4.4.2\(1\)\)](#)

Emergency and hazardous conditions do and will continue to occur. Some may be predictable (i.e., hurricanes, tornadoes, freezes, coastal damage and floods) while others occur suddenly and without warning (i.e., fire, hostage situations, toxic spills, biological, chemical and/or severe localized weather conditions). The magnitude of the conditions will guide the FWC's response. The COOP is designed to identify a range of actions required to coordinate pre-emergency/hazard and recovery activities. The plan provides staff with operational guidelines to effectively manage FWC activities.

The purpose of this plan is to ensure the FWC is proactive in preparing for any emergency event that could potentially disrupt the orderly operation of the FWC and thus adversely impact public safety. In the event a primary work site is rendered unserviceable, plans shall provide for Alternate Relocation Site(s) within each region as well as General Headquarters (Bryant Building) (GHQ).

While each region is susceptible to disruption following a disaster, the foundation of the FWC's operations is based in Tallahassee. A disaster coming through the capital city can affect the ability of the agency to carry out mission-essential functions around the state. This includes properly coordinating with regional offices, field offices and emergency management operations. At the same time, disruption to any office can affect the FWC's capability to carry out mission-essential functions and steps are included in the COOP so that all offices can carry out these functions.

Actual measures taken by the FWC will be tailored to each emergency/hazardous condition. Accordingly, a great deal of flexibility is built into the implementation of this plan. Some deviation in implementing the operational concepts identified may be necessary to protect the health, welfare and safety of FWC staff.

In addition, the COOP:

- Establishes fundamental policies, program strategies and assumptions governing the FWC's emergency preparedness program.
- Defines a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster/emergency response and recovery.
- Defines the emergency roles and functions of FWC sections and outside agencies.
- Identifies actions to be taken by designated sections for effective coordination with local and other state counterparts.

**The safety of FWC personnel and its visitors is the highest priority in any emergency and takes precedence over all other factors.**



## **1-2 Applicability and Scope [\(EMAP Standard 4.4.2\(1\)\)](#)**

The requirements of this plan apply to all staff and facilities of the FWC. The Director of Law Enforcement shall be designated as the FWC's Emergency Coordination Officer with the Section Leader of Operational Support of DLE acting as the alternate. The Section Leader of Operational Support of DLE shall maintain the COOP and shall be the custodian of the COOP statewide. The COOP shall be applicable to all offices/facilities.

Regional Directors and Regional Commanders or designees are responsible for offices, facilities and equipment in their regions. As such, they have the responsibility to ensure all offices/facilities and locations under their control has a contingency plan in place. In addition to the FWC COOP, each staffed office/facility shall maintain incident specific [Emergency Preparedness Plans](#).

## **1-3 Objectives [\(EMAP Standard 4.4.2\(1\)\)](#)**

The primary purpose for the COOP is to ensure a viable capability exists to continue essential FWC functions across a wide range of potential emergencies, specifically when GHQ or other essential offices/facilities are either threatened or inaccessible. The objectives of this plan are to:

- Ensure the continuous performance of the FWC's essential functions/operations during an emergency;
- Reduce loss of life;
- Update COOP annually;
- Protect essential equipment, records and other assets;
- Reduce or mitigate disruptions to operations;
- Provide for a time-phased implementation of partial or full execution of the COOP to mitigate the effects of the emergency and shorten the crisis response time;
- Identify and designate essential personnel and support staff to be relocated;
- Facilitate decision-making for execution of the plan and the subsequent conduct of operations;
- Ensure a complete training program is in place that includes awareness, periodic tests, enhanced skills, and leadership training.
- Ensure FWC [Emergency Preparedness Plans](#) are capable of supporting COOP activities in accordance with law;

- Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers; and
- Ensure the FWC is prepared to provide critical services in an environment that is threatened, diminished or incapacitated.

#### **1-4 Authority [\(EMAP Standard 4.4.2\(2\)\)](#)**

§252.31-65, Emergency Management; §22.01-23.127, Florida Statutes, State Comprehensive Emergency Management Plan (CEMP), Continuity of Government; Executive Order(s) 80-29 (Disaster Preparedness), Executive Order 87-57, (State Emergency Response Commission, as updated by Executive Orders 98-153 and 98-155., 01-262 (Emergency Management), Executive Order 01-300 (Domestic Security), IMPP 1.18 Continuity of Operations Plan (COOP).

#### **1-5 Planning Considerations**

##### **Situation [\(EMAP Standard 4.4.2\(3\)\)](#)**

In accordance with federal guidance and emergency management principals, a viable/operational COOP:

- Must be maintained at a high level of readiness;
- Must be capable of implementation both with and without warning;
- Must be operational no later than 12 hours after deployment;
- Must maintain sustained operations for up to 30 days; and
- Should take maximum advantage of existing State or Federal and local government infrastructures.

##### **Assumptions [\(EMAP Standard 4.4.2\(3\)\)](#)**

- Florida will experience a yearly threat from hurricanes that could compromise offices/facilities.
- Other natural disasters such as [floods](#), [chemical spills](#), and [fires](#) may render management locations inoperable and necessitate relocation.
- [Terrorist acts](#) could at any moment necessitate movement of essential staff to an Alternate Relocation Site(s).

- Notice of any need to relocate essential staff will be available for communication.

## 1-6 General Responsibilities

**Chief Operating Officer (OED)** – Upon notification of an emergency, the Chief Operating Officer shall immediately take appropriate steps to fulfill the activities of the COOP and/or other incident specific [Emergency Preparedness Plans](#) including: notifying the Executive Office, Division/Office Directors, and Regional Directors of the situation; determining the level of involvement required; handling routing of resource requests; calling 911, or contacting appropriate outside entities and coordinating the FWC efforts during the emergency situation. Involvement is based on the nature and scope of the events and the level of FWC resources required to respond.

**Emergency Coordination Officer (DLE) or designee** – The Director of the Division of Law Enforcement is the FWC Emergency Coordination Officer as defined by s.252.365, F.S. If requested by the Chief Operating Officer, the Division of Law Enforcement will initiate protocol as defined in FWC General Orders or will coordinate with the State Division of Emergency Management. Coordinates the annual review of all emergency plans.

**Regional Directors/Section Leaders or Designee** – Ensure employees receive necessary emergency management training during both employee orientation and applicable emergency training and drills. Annually review the COOP and/or other incident specific [Emergency Preparedness Plans](#) and take appropriate actions within their Region/Section.

**Building Manager** – Supervising the actual emergency activities within the building including activating alarm if necessary, bringing elevators to the ground level, meeting with Police, Fire Department or other outside emergency personnel, meeting with ALL Building Liaisons following evacuation and advising the Chief Operating Officer of current circumstances. Ensures that facility/office specific emergency information is completed for each building in their area of responsibility.

**Building Liaisons** – Responsible for ensuring that all individuals in their assigned areas (buildings/floors) are safely evacuated from the building when necessary. Direct staff to the designated evacuation meeting area(s) or to stay away from specific areas. Proceed to the designated evacuation meeting area(s) outside the building to prevent individuals from entering the building that are unaware of the emergency. Report actions taken to the Building Manager.

## 1-7 Succession and Delegation of Authority

The following organizational chart displays the chain of command or succession within the FWC. Authority of each position may be delegated if required for the efficient management of the emergency event. Should a senior ranking member become disabled, incapacitated or missing, the next ranking member in this chain of command (by location) will be verbally informed by a senior chain of command authority of that fact and instructed to assume the authority of the position. Such change in authority shall be verbally transmitted to subordinates. Also, if a member cannot be reached because of time, geographical or organizational limitations, the succession plan and delegation of authority may be implemented. Written orders of succession and delegations of authority should be revised and distributed as soon as practical.

Due to the unique structure of some Offices and Divisions, and depending on the specific emergency, an executive decision will be made as to the third layer of succession and delegation of authority.

**Office of the Executive Director**

Executive Director  
Assistant Executive Director  
Chief of Staff

**Legislative Affairs**

Director  
Assistant Director  
Executive Decision

**Office of the Inspector General**

Inspector General  
Director of Auditing  
Director of Investigations

**Office of Human Resources**

Director  
Senior Personnel Manager  
Executive Decision

**Fish and Wildlife Research Institute**

Director  
Deputy Director  
Executive Decision

**Office of Licensing and Permitting**

Director  
Assistant Director  
Executive Decision

**Community Relations Office**

Director  
Assistant  
Executive Decision

**Office of Strategic Initiatives**

Director  
Assistant  
Executive Decision

**Office of Informational Technology**

Chief Information Officer/CIO  
Assistant Chief/Manager  
Manager

**Office of Legal/General Counsel**

General Counsel  
Deputy General Counsel  
Assistant General Counsel

**Finance and Budget Office**

Chief Operating Officer  
Accounting Services Section Leader  
Executive Decision

**Division of Habitat and Species Conservation**

Director  
Deputy Director - Operations and Program  
Development

**Division of Hunting and Game Management**

Division Director  
Deputy Director  
Executive Decision

**Division of Marine Fisheries Management**

Director  
Deputy Director  
Executive Decision

**Division of Freshwater Fisheries Management**

Director  
Deputy Director  
Executive Decision

**Regions**

Regional Director  
Regional Commander (DLE)  
Area Captain (DLE)

**Division of Law Enforcement**

Director of Law Enforcement

Deputy Director of North Operation

Deputy Director of South Operations

Deputy Director of Conservation Initiatives and Rule Development

Deputy Chief of Internal Affairs Liaison-Bill Analysis/Budget

## Section 2: Responsibilities and Procedures ([EMAP Standard 4.4.2\(4\) & \(5\)](#))

### 2-1 Emergency Coordination Officer

The Emergency Coordination Officer shall ensure this COOP, along with all facilities/offices, and incident specific emergency response plans are compatible with the state Comprehensive Emergency Management Plan (CEMP) and kept current. The COOP and all related plans will be reviewed yearly or as frequently as necessary to ensure they remain current and updated. Whatever the incident or threat, the FWC COOP and/or incident specific emergency response plans will be maintained at a high level of readiness and will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures. Once updates are published, the Emergency Coordination Officer / Alternate Emergency Coordination Officer shall ensure those updates are posted at <https://fwcc.sharepoint.com/sites/portal/disaster/SitePages/Home.aspx> immediately and incorporated into any training programs.

The Emergency Coordination Officer shall:

- Designate key personnel for the DLE Command Bus/Trailer ensuring that it is in service and located at the appropriate location pending emergency.
- Ensure all sworn personnel in the area of the event are in-service and designate key personnel for EOC/ESF 16, if activated.
- Ensure that each Division/Office/Region maintains a current personnel emergency alert and notification roster.
- Ensure the security of vital records and databases.
- Ensure that an information technology plan exists that details the transition of critical FWC telecommunications, databases and information systems to an Alternate Relocation Site(s).
- Ensure the designated Alternate Relocation Sites can sustain operations for 30 days. Provide a periodic check of equipment at the Alternate Relocation Sites. (The State Purchasing Card may be used for emergency expenditures for lodging and equipment.)
- Ensure the U.S Postal Service is notified to forward mail to the Alternate Relocation Site(s).
- Ensure a means of information coordination and communications is available both internally and externally.

- Ensure the COOP has a multi-year planning process to ensure maintenance, operation and funding.
- Ensure that the Executive Director and Assistant Executive Director are kept informed of FWC COOP status.
- Take appropriate measures to ensure security of the FWC, personnel, equipment and records remaining in facilities/offices in coordination with FDLE/Capitol Police or the appropriate local agency.
- Ensure that the State Warning Point (1-800-320-0519 or (850) 413-9900), Governor's Office, Florida Department of Law Enforcement, local Sheriff's Office and other appropriate agencies are notified that an affected facility/office is enacting their COOP and relocating to their Alternate Relocation Site(s). The notification will include an anticipated arrival time at the Alternate Relocation Site(s).

Emergency steps outlined in the following incident specific [Emergency Preparedness Plans](#) (Annexes to this plan) will provide guidance in responding to the emergency events. Although these documents are incorporated into this COOP, individual facilities/offices are required to maintain individual copies in their area of responsibility for ready access when other portions of the COOP may not be required.

## **2-2 Vital Records and Databases [\(EMAP Standard 4.4.2\(5\)\)](#)**

Vital records, regardless of media, are essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directives, orders of succession, delegations of authority, staffing assignments, legal functions, financial functions and related records of a policy or procedural nature that provide agency staff guidance and the information resources necessary for conducting operations during any emergency, and for resuming formal operations at its conclusion.

It shall be the responsibility of the Director of the Office of Information Technology (OIT) to maintain an up-to-date list of all vital records and databases within OIT. A weekly backup system of all vital records and databases shall be maintained on-site and off-site. The Florida Department of State, Division of Library and Information Services provides overall guidance and oversight for the protection of vital records to support the performance of FWC mission essential functions under any emergency or potential emergency.

Those members who are assigned laptop computers should, if possible, without additional risk to themselves or others, take their laptops with them at the time of evacuation. Such action would reasonably protect and secure their records and data in the event of a disaster. Members should be encouraged to take their laptops with them during all routine evacuation drills.

The Human Resource Office and Finance and Budget Office shall ensure that measures are included which address pay status, leave status and layoffs. Pay status will automatically

continue until something other is noted. Leave may be documented and adjusted at a later date, pending the circumstances of the event.

## **2-3 Telecommunications and Information Technology Support ([EMAP Standard 4.4.2\(5\)](#))**

If the FWC's computing facility (mainframe, server hardware, and data) is rendered inoperable due to an unforeseen emergency event, the OIT emergency response plans will be activated upon disaster declaration by key administrative staff. OIT shall provide services to Alternate Relocation Sites to ensure continuity of operations of its computing services. Upon activation, recovery teams will be deployed to the designated Alternate Relocation Sites to restore mission critical applications within 48 hours after a declared disaster.

Applications and computing functions other than mission critical will be restored based on criticality levels. OIT technical staff will test the satellite equipment, stored at both GHQ and Fish and Wildlife Research Institute (FWRI), and verify it is ready for deployment. OIT will facilitate acquisition and installation of telecommunications equipment (wired and wireless routers) which may be deployed in the event of an outage. In these situations, OIT will adjust network IP addresses (via expanded IP ranges and Network Address Translation) to maximize network availability during the outage.

OIT support staff is located throughout the state. In the event of an emergency, this staff can be diverted as needed to address the emergency needs so that operations could return to as near normal functions as possible. OIT maintains server backups which will be available for restoring data that may have been lost in some type emergency event. Restoration of data stored on individual computers is the responsibility of each user. OIT recommends that use data needed be stored on shared user drives or in the cloud, which can be set up for local usage.

## **2-4 Pre-Positioned Resources ([EMAP Standard 4.4.2\(5\)](#))**

Without appropriate planning, essential data maintained at FWC buildings/facilities may not be available to deployed personnel. The Emergency Coordination Officer or designee will ensure that communications, databases and other references supporting FWC mission essential functions are pre-positioned at Alternate Relocation Site(s) or other off-site location(s), carried with deploying personnel, or are made available through an automated data backup process. Most of our resources would be utilized daily and upon experiencing an emergency event; those resources would be diverted to the emergency need. Thus, in an emergency event necessitating staff to be relocated, equipment at the Alternate Relocation Site(s) would be diverted to the emergency activities.

Potential Alternate Relocation Site(s) should ensure that office and communication equipment that would be diverted to emergency use by the relocated staff is maintained in good working order. Any equipment needing repair will be scheduled for repair on a priority basis. Additional equipment could be brought in from Alternate Relocation Site(s) should that be required. Because of this need to make immediate decisions, The Emergency Coordination Officer or designee should be prepared to assign a liaison in the affected area(s) with authority to respond to the requests for assistance.



In a widespread emergency event where electricity may be disrupted for an extended period, facilities/buildings in the area of the emergency may not be able to access the needed emergency supplies through use of the purchasing cards due to disruption of the commercial communication network. Thus, the Finance and Budget Office should be prepared to provide an emergency supply of cash to the area of the emergency event so that supplies can be purchased with cash. The amount of cash needed will be dictated by the emergency event and the level of destruction. Instructions on documentation of the disbursement of these emergency funds will be required. Such documentation should be kept as simple as possible but in sufficient detail to properly account for the funds.

## **2-5 Personal Preparedness and Drive-Away Kits [\(EMAP Standard 4.4.2\(5\)\)](#)**

Supervisors are responsible for providing guidance to their personnel on the requirement for the contents of these kits, which may contain such items as software, databases, publications, laptop computers, etc. Any special resource requirements will be addressed at the Division/Office level. In addition to “official” items carried in the drive-away kits, each essential employee should consider bringing appropriate personal items and a change of clothing. Casual dress is generally appropriate except for sworn personnel who shall be in uniform and in possession of their State Emergency Response Team (SERT) badge. FWC identification badges are required to be worn, except for sworn personnel in uniform.

It is strongly encouraged that essential items and data be pre-positioned at the in-town Alternate Relocation Site or other off-site location instead of being carried in drive-away kits, because essential personnel may be at home when the order to deploy is received and access to the drive-away kits may be difficult or impossible.

SOG personnel shall adhere to [General Order 48](#) for the required list of drive-away equipment. Essential personnel should have personal and special need items in their drive-away kits to include, if applicable: prescription and non-prescription medicine, spare glasses/contacts/cleaner, health insurance cards and valid photo identification. etc.

## **2-6 Transportation, Lodging, Food, and Medical [\(EMAP Standard 4.4.2\(5\)\)](#)**

During an emergency event requiring off-site assignment, the Emergency Coordination Officer shall be alerted to this emergency need with the request that emergency measures be instituted to provide appropriate housing and meals. The circumstances of the emergency, the resources available in the area of the emergency, and other such factors may influence the type of accommodations that can be provided.

On-site billets should be available at the Alternate Relocation Site(s). [Regional Directors](#) and [Regional Commanders](#) are responsible for making lodging arrangements for arriving essential personnel. In some events this may entail blocking out rooms at a nearby hotel/motel. In some cases, the emergency events may deplete the availability of commercial accommodations and thus, the FWC may need to establish temporary housing in FWC buildings or other such

locations. This will require emergency allocation of resources to accomplish this task, i.e. bunks/mattresses, blankets/linens, paper products, sanitation and other such supplies.

Restaurants should be available locally. If restaurants are not available, then Regional Directors and Regional Commanders are responsible for providing food service. Food service (may require paper products) and transportation arrangements (may require specialized vehicles such as 4-wheel, etc.) would also be required.

Special arrangements will be required to provide the relief staff sent into a disaster area with emergency funds for personal needs. Some staff will be called up when access to personal funds is not available (failure of ATM's due to power outages, etc.). Additionally, some staff may lack personal funds to support the emergency activity. Thus, action will be required to support these needs during the emergency response.

To the extent possible, all identified personnel activated as essential are encouraged to use their privately-owned vehicles, unless they are assigned a State vehicle. All sworn personnel shall use their assigned patrol vehicles and assist in the transportation of others, if necessary. Regional Directors and Regional Commanders are responsible for providing area maps/charts to include restaurants, fuel locations, lodging, parking areas and FWC facilities.

The Regional Directors and Regional Commanders are responsible for making available local medical information and/or treatment available for relocating personnel.

## **2-7 Security and Access Controls [\(EMAP Standard 4.4.2\(5\)\)](#)**

Physical security and access controls are in place at FWC facilities/offices. FWC-issued identification badges are required to be worn by all personnel and visitors, except for sworn personnel in uniform. During an emergency event, the need to properly identify staff entering restricted areas may become even more critical. Thus, beyond everyday vigilance, the need for identification of personnel in restricted areas managing the emergency event will be reemphasized. All visitors are required to check in with security upon entrance to buildings/facilities. Visitors may be denied access if valid identification and/or a valid reason is not given for entrance. A law enforcement escort may be required, depending on the circumstances of the event.

FWC law enforcement personnel may be assigned to posts or roving patrol duties to ensure the security of the building/facility.

## **2-8 Site-Support Procedures [\(EMAP Standard 4.4.2\(5\)\)](#)**

Upon notification that essential staff will be relocating to an Alternate Relocation Site, the site Building Manager shall immediately be notified and take action to relocate staff that may currently occupy that emergency space so that upon the arrival of the key staff, work can begin immediately. Pre-packaged office supplies (pads, pens, tape, paperclips, etc.) located at the Alternate Relocation Site(s) will be placed in the work area to supplement what the relocated staff may bring with them.

Essential staff members will bring their contact lists, backup material, laptops or any other needed equipment. As the essential staff assembles at the Alternate Relocation Site(s), adjustments may be required to accommodate any specialized needs of the group. Flexibility will be the key word on the part of the essential staff as well as the staff of the host facility. During the emergency event, it will not be business as usual. Normal operating procedures may not be appropriate in handling the emergency event.

## **2-9 Mobile Command Bus/Trailer ([EMAP Standard 4.4.2\(5\)](#))**

The Mobile Command Bus/Trailer may be used to ensure communications, logistics and operational support during transit at an assembly site or at the Alternate Relocation Site(s).

## **2-10 24-Hour FWC Regional Communication Centers ([EMAP Standard 4.4.2\(5\)](#))**

FWC law enforcement duty officers (dispatchers) are available 24-hours for communications to all critical staff and the public (888-404-3922). During emergencies when radio coverage is not available, FWC cell phones will be used for communication.

If a Regional Communication Center (RCC) is affected by an event, the Duty Officer Supervisor (DOS) at the affected facility will coordinate with the DOS of the predetermined Alternate Relocation Site(s) and other necessary entities to ensure adequate communication resources are available and/or mobilized and rerouted as needed. The on-duty DOS at the affected RCC will be notified that there is an evacuation and to prepare their communication center for the increased workload.

[State Warning Point](#) (SWP) is a 24-hour command and control facility that gathers data from State and local government agencies, local emergency operations centers and/or media and reports status to other command and control entities. The SWP serves as a central point of contact for all Division of Emergency Management (DEM) activities. During any declared emergency, FWC Division of Law Enforcement personnel will be assigned to ESF 16 at the DEM Emergency Operations Center (EOC).

## **2-11 Media Coordination ([EMAP Standard 4.4.2\(5\)](#))**

The FWC's [Community Relations Office](#) shall serve as the coordinator of information disseminated to public news media outlets as well as FWC staff. Press releases and social media will be used as appropriate to keep the public abreast of the FWC's response to the emergency event.

## Section 3: Concept of Operations (CONOP) (EMAP Standard 4.4.2(6))

### 3-1 Objective

It is the intent of this plan to ensure the well-being of staff and visitors is of primary consideration as the level of concern for outside disruptive events continues. Heightened security concerns dictate the need to know who is present in our offices/ facilities to not only preclude the entry of those that should not be permitted entry, but also to know who is present should evacuation of an office/facility be required. Identification of staff and visitors is the foundation for this task.

In an emergency event requiring evacuation of an office/facility, Building Managers and Building Liaisons should immediately initiate steps to evacuate and account for staff and visitors in their area of responsibility. No one will be permitted to enter the office/facility until it is declared safe.

Additionally, it is the intent of this plan to ensure leadership within the FWC at the GHQ, regional offices, field offices and other staffed locations have established Alternate Relocation Sites that are available during any emergency event so that public safety is not compromised by a lapse in the FWC's responsibilities. Primary and Alternate Relocation Sites along with the required tools for essential staff are established to ensure continuity of operations. [Multiple Alternate Relocation Sites](#) have been identified for FWC's GHQ, regional offices, field offices, and other staffed locations so that there will always be continuity of our public safety responsibilities.

Provisions for the safety of staff and visitors, as well as Alternate Relocation Sites, are only part of the needs of this COOP. The necessary tools (office equipment, phones, FAX, computer access, etc.) for continued operation of the FWC must also be in the plan to minimize disruption of operations. This may involve the movement of certain equipment to a safer location; employing special protective measures to protect equipment/records from water or wind damage and to preclude unauthorized access; bringing in replacement/additional equipment; rerouting computer connections; the use of cell phones pending installation of new lines to temporary locations; and a multitude of other steps.

Every effort must be made to return the FWC to as near normal operation as quickly as possible. The Emergency Coordination Officer or designee shall ensure the right people and available resources are focused on the highest priorities when unplanned incidents disrupt normal operations. The Emergency Coordination Officer or designee shall coordinate with appropriate agencies to facilitate the needed response.

### 3-2 COOP Execution

The COOP will be activated any time information is received from a credible source that extraordinary measures may be required for the FWC to respond to an impending emergency event that has the potential to disrupt the leadership capability of the FWC and/or the ability to perform its mission essential functions.

The FWC maintains 24-hour communication centers to monitor operational issues throughout the state and thus serves in a proactive role in alerting leadership to any impending emergency event. Information of an impending emergency event may be received from staff of one of the FWC offices/facilities, law enforcement agencies, private citizens in the community, the State EOC, State Watch Office or other sources. The origin of that information may dictate further verification prior to implementation of any emergency plan.

Such verification may be obtained through contacts with local law enforcement agencies, State EOC or other reliable sources. Upon receiving credible information of an impending emergency event, that information is transmitted to the Emergency Coordination Officer via telephone. Pertinent information received is entered into the Division of Law Enforcement electronic records management system as well as any decisions regarding COOP activation.

Should the Emergency Coordination Officer receive information from a source other than the State EOC resulting in the FWC implementing any proactive protective measures, the details (recall of staff, relocation of staff, travel times, operational time, etc.) of those steps shall immediately be transmitted to the State Watch Office (850-413-9900). The FWC information may be only one part of a larger issue that may be known by the State EOC.

As such, the State EOC may initiate further notifications as appropriate to other state agencies. The Emergency Coordination Officer maintains a notification system to notify executive level staff of events as well as individual offices/facilities. Based upon that information, the leadership staff (GHQ, Division Directors, Regional Directors, Regional Commanders) may be called together to plan a course of action, or in the most severe case, evacuate to a predetermined [Alternate Relocation Site\(s\)](#).

Once relocated, emergency steps outlined in the COOP or incident specific emergency response plans will provide guidance in responding to the emergency events.

The Emergency Coordination Officer shall ensure this COOP, along with all other plans, are compatible with the State Comprehensive Emergency Management Plan (CEMP) and maintained current. The COOP and all related materials will be reviewed yearly or as frequently as necessary to ensure it remains updated. Once updates are published, the Emergency Coordination Officer shall ensure those updates are posted immediately and incorporated into any training programs.

In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate any given area in the State of Florida as a precaution, the Executive Director or Assistant Executive Director will direct the Emergency Coordination Officer to activate the FWC COOP and establish the appropriate Alternate Relocation Sites(s).

### **3-3 Time-Phased Implementation**

Each emergency event will be addressed as the facts and circumstances dictate. In the event the FWC has advance notice of an impending emergency, the Emergency Coordination Officer will determine whether to activate the COOP or other procedures and at what level of activation. This does not preclude any regional office, field office or other facility from activating a COOP or

incident-specific emergency response plans to deal with an immediate emergency situation. For anticipated events, the Emergency Coordination Officer will issue a level-based alert code.

- Level III infers there are approximately 72-48 hours prior to the emergency event impacting an area.
- Level II infers there are approximately 48-24 hours prior to the emergency event impacting an area.
- Level I infers the emergency event is anticipated to impact an area within 24 hours.

The Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels are defined as follows:

- **Minor Disaster** - Any event that is likely to be within the response capabilities of the local officer personnel;
- **Major Disaster** - Any disaster that will likely exceed officer personnel capabilities and require a request for Mutual Aid; and
- **Catastrophic Disaster** - Any disaster that will require massive Mutual Aid assistance and federal assistance.

The FWC is divided into multiple regions, thus, depending upon the emergency event, each region will not necessarily be under the same Alert Code/Disaster Magnitude Classification. Alert Codes/Disaster Magnitude Classification will be issued only for those areas experiencing the emergency event. Non-impacted areas may be activated to provide support to the locations affected by the emergency.

In more severe circumstances when advance notice is not received and no Alert Code can be issued, the Emergency Coordination Officer or any person aware of an incident shall make immediate notification to the Executive Director's Office and/or Division/Regional Director(s). Those authorized at the affected location will implement the appropriate incident specific emergency response plans and make the appropriate notifications to other staff.

Such notifications shall include instructions for duty assignments, reporting times, equipment needs and other related information that will enable the reporting staff to be ready to address the emergency needs of the FWC.

In any event when there is advance notice to the point our Alert Codes/Disaster Magnitude Classification can be utilized, staff will be on notice as to their expected duties and reporting times. However, when use of the Alert Codes/Disaster Magnitude Classification is not possible, it is a clear indication of an immediate need. As a result, unless otherwise instructed by phone or other source, essential staff should report to their duty station as soon as possible but not later than two hours. Once notification is made to an Alternate Relocation Site(s) that staff is being evacuated to that location, the evacuation site shall be made ready within one hour. Such preparation may be minimal, such as moving existing office work products or distributing basic office supplies.

The Division of Law Enforcement shall ensure that all critical services are continued as defined by and in accordance with the Florida Department of Law Enforcement (FDLE) and the Florida Mutual Aid Plan, [General Order 48](#), *Mutual Aid and Response to Unusual Occurrences and Special Events*, and [General Order 56](#), *Special Operations Group*.

[Essential Personnel](#)/Relocation Group should convene within the first 12 hours and determine if any functions, programs or personnel other than law enforcement personnel are essential and determine the appropriate time frame for restoring other functions and programs. Non-essential personnel are to be restored based on their skills, knowledge, and on an as-needed basis as determined by the Essential Personnel/Relocation Group.

Ensure all essential positions as outlined below, along with support staff, are available 24/7 either in person or by electronic contacts. Each Division/Office Director, Assistant Division/Office Director is responsible for ensuring sufficient staff with authority to act on their behalf is available 24/7 throughout the emergency event. This may involve their physical presence at a command location or contact through electronic means. Each Division/Office Director or Assistant Division/Office Director is authorized to divert staff as needed to meet the emergency needs of the FWC.

### **3-4 Essential Staff**

Essential staff are employees whose presence is necessary to perform or support the state's emergency-relief efforts or continuance of operations during a declared state of emergency or whose presence is necessary because their assigned duties and responsibilities must be accomplished despite the declaration of a state of emergency.

Essential staff are to be identified by position at GHQ, regional offices, field offices and FWRI. Personnel occupying these designated positions shall be trained on any responsibilities that may be expected of them in such emergency events. The senior ranking person present in each area retains the authority of the position but may delegate tasks to subordinates as determined appropriate for management of the emergency event. Staff not listed below may be deemed essential staff as determined by the Executive Director, Division/Regional Directors, Emergency Coordination Officer and the severity of the event.

#### **Office of the Executive Director**

- Executive Director
- Regional Operations – Assigned to Regions/not located in Tallahassee
- Informational Technology – Director and Managers
- Legislative Affairs – Director (only during Session)
- Legal – Director
- Inspector General – Director and sworn personnel
- Chief Operating Officer and Managers
- Human Resources – Director
- Chief Financial Officer and Managers



### **Office of the Assistant Executive Director**

Assistant Executive Director

Hunting and Game Management – Division Director and Assistant

Freshwater Fisheries – Division Director and Assistant

Marine Fisheries – Division Director and Assistant

Habitat and Species Conservation – Division Director and Assistant

License and Permitting – Director

Information Technology – Director

Community Relations – Director

Policy and Stakeholder Coordination – Director

Division of Law Enforcement\*

**\*All sworn personnel and duty officers are essential personnel and required to be in service unless otherwise directed.**

- All other non-sworn personnel shall remain at home unless otherwise directed.
- The Division of Law Enforcement (DLE) is a partner with other state law enforcement agencies pursuant to Florida's Mutual Aid Plan, administered by the Department of Emergency Management.

### **Regional Offices / Field Offices / Facilities**

- Regional Commanders shall ensure Regional Communications Centers are staffed 24/7 as the emergency event dictates.
- Regional Directors/Commanders shall ensure sufficient trained staff with authority to act on their behalf is available 24/7 throughout the emergency event.
- During an emergency event, the Regional Director or Regional Commander or their designee(s) shall serve in a "lead" capacity for the regional response.

## **3-5 Alternate Relocation Sites**

When emergency conditions dictate the evacuation of an [FWC facility](#), if emergency conditions permit, a "caretaker" staff member will be left at the facility with appropriate communication equipment, protective gear, security equipment and health and comfort supplies. If the emergency event dictates such "caretaker" staff would be in undue risk of bodily harm, the facility shall be left unattended after being secured.

### **Bryant Building (GHQ)**



The FWC is a member of the State Emergency Response Team and as such, the full resources of the state are available should any emergency need exceed agency resources. However, efforts would initially be made to handle the emergency within the FWC. Should there be a general state of emergency involving multiple agencies or sites, the State EOC would be fully activated and the FWC would have a liaison permanently assigned so that the FWC's response to the emergency could be closely coordinated with other agencies of the state.

Based on the situation and circumstance of the COOP event, the Executive Director, Assistant Executive Director and/or the Emergency Coordination Officer shall select an appropriate Alternate Relocation Site(s) from [Appendix 1](#) of this plan. Due to the unique nature of some buildings/facilities, an executive decision will be made for Alternate Relocation Site(s). This decision will be based on the specific emergency affecting the area. During such an emergency event in which the GHQ is not accessible or time is of a critical nature due to a localized emergency affecting the Tallahassee area, essential staff will be relocated to FWC Lake City Regional Office. For emergencies affecting just the GHQ, essential staff will move to the Russell Park Building. The Emergency Coordination Officer or designee shall immediately contact the selected Alternate Relocation Site(s) for preparation, ensure that all Division/Office Directors are aware of the Alternate Relocation Site(s) and that their personnel are informed of such. Both above Alternate Relocation Site(s) can accept the FWC Relocation Group and sustain GHQ operations for up to 30 days.

If the GHQ is rendered unsafe or otherwise cannot be used after a disaster or emergency, members are to abide by the relocation instructions provided at the evacuation sites. Personnel are not to return to the building or to their vehicles unless specifically authorized to do so. Secondary relocation to a "pickup" site away from GHQ may occur after a disaster or emergency. Family members and friends will not be allowed near the FWC facility.

### **3-6 Alert and Notification**

It is expected, in most cases, FWC will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP with a complete and orderly alert notification of all personnel.

**Alert Procedures** – If the situation allows for warning, staff will be alerted prior to COOP activation.

FWC's objective is to ensure that the public and FWC staff receive accurate, up-to-date information regarding the closings or openings of FWC offices, facilities and managed areas. Before and after major events, the FWC will provide timely, accurate and helpful information to the public through advisory news releases that will contribute to their safety and minimize inconvenience associated with an emergency/disaster.

Information and guidance for FWC employees will normally be passed telephonically, through email or through the Official Commission Notification System. Depending on the situation, current information will also be available through the [Regional Offices](#) and announcements

released to local radio TV stations and via social media. All employees will keep their contact information up to date with their local Division/Office (DO) administrative staff or leadership member and in MyFWCAAlert.

Most employees (excluding essential and sworn personnel) should remain at home until specific guidance is received.

A COOP alert may be issued by the Executive Director, Assistant Executive Director, the Emergency Coordination Officer, a Regional Director/Commander or any authorized person to the leadership located in the affected office/facility.

The Chief Operating Officer or designee shall ensure that the incident specific emergency response plans are executed to include the Emergency Evacuation Procedures, if applicable.

#### **Internal Notification Procedures – Upon notification to activate the FWC COOP:**

The Emergency Coordination Officer shall notify the Executive Director or the Assistant Executive Director who ensures that the FWC Commissioners, Division/Office Directors and Regional Directors are notified. The FWC Emergency Coordination Officer shall also ensure that all the FWC Communication Centers are notified.

The Division/Office Directors or designee(s) will notify their affected personnel and document the specific notification. The designee(s) will make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, the designee(s) will leave a message, send an email, text, etc. Once contact is made (telephone, voice mail, email etc.), the designee(s) will document the notification. For personnel not initially contacted, once the voice mail or email is received, they should immediately contact the individual who made notification.

[Building Liaisons](#) are accountable for employees and visitors before, at the time of, and after the disaster. Any employee(s) or visitor(s) that are not accounted for should be documented and brought to the attention of the Building Manager and FWC Emergency Coordination Officer (or designee) or Regional Commander.

#### **Without Warning**

Without warning, the process becomes less routine and potentially more serious and difficult. The ability to execute the FWC COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether FWC personnel are present in the GHQ, regional facility/office or in the surrounding area. FWC personnel should become familiar with the FWC COOP, as well as the FWC Emergency Preparedness Plan (EPP) for their assigned area.

If any employee has any doubt the FWC COOP has been activated, they should contact any of the 24-hour FWC Communication Centers (888-404-3922) for confirmation.

In the event of a local disaster and the 24-hour FWC Communication Center or a supervisor cannot be contacted, non-essential personnel should assume the FWC COOP has been activated.

Cell phones assigned to key personnel shall serve as a communication link until staff is relocated at a physical facility. Personal transportation will be used if timeframes or conditions do not permit obtaining state transportation. Due to the nature of the FWC, there are several Alternate Relocation Site(s) that could temporarily provide working location for essential staff.

For emergencies that affect the greater Tallahassee area, executive staff would relocate to the North Central Regional Office in Lake City. If the situation does not allow for the notification of the Alternate Relocation Site(s), the Division of Law Enforcement field offices should establish the regional law enforcement offices as their Alternate Relocation Sites. All other buildings/facilities/Alternate Relocation Site(s) are identified in [Appendix 1](#) of this document. In any case, staff currently occupying space at these identified locations will be displaced for the duration of the emergency. Regional offices/facilities shall relocate to their predetermined Alternate Relocation Sites.

**External Notification Procedures** – Once it has been determined that the affected building/facility is enacting a COOP and relocating to an Alternate Relocation Site(s), the Emergency Coordination Officer will notify the State Warning Point (800-320-0519) or 850-413-9900), Governor’s Office, FDLE, Florida Division of Emergency Management, local Sheriff’s Office and other appropriate agencies. The notification will include an anticipated arrival time at the Alternate Relocation Site(s).

Members who are off-site at the time of the incident will immediately contact their supervisor, report their location and status once they become aware of the incident.

### **3-7 Mission Essential Functions**

Mission essential functions consist of those actions required to provide for public safety while at the same time providing essential services as it relates to habitat and species conservation.

The Executive Director, Assistant Executive Director, the Emergency Coordination Officer and/or the Assistant Emergency Coordination Officer shall determine which essential programs and functions need to be restored within the first 12 hours, 72 hours or one week following a disaster.

It is important to establish priorities prior to an emergency to ensure relocated staff can complete FWC mission essential functions. Leadership shall ensure that their essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed essential must be deferred until additional personnel and resources become available.

**Executive Director’s Office, Regional Directors, and/or Division Directors** – are responsible for coordinating the staffing of essential personnel, authorizing the closing or re-opening of offices, facilities or FWC-managed areas due to an emergency/disaster event and immediately notifying the Executive Director’s Office of such decisions.

**Law Enforcement** – Essential functions for law enforcement personnel are outlined in the Florida Mutual Aid Agreement.

The **DLE Operational Support Section Leader** shall ensure that the State EOC is staffed. If the Operational Support Section Leader is not available, the EOC staffing responsibilities is delegated to the North Central Regional Commander and then the Northeast Regional Commander.

**Utilities** – Maintain utilities (communications, electric, water, sewage) so that staff can remain in their present building/facility without the need for evacuation. The Building Manager or designee is responsible to ensure sufficiently trained staff are available in the area of the emergency event to meet reasonably anticipated problems that would have a negative impact on the ability of the GHQ, regional facilities/offices, field offices or other facilities can continue a safe and secure operation.

**Equipment** – Maintain equipment essential for operation of the facility in good repair through preventive maintenance. Ensure necessary supplies (fuel, oil, filters, belts, etc.) are maintained fully stocked and available. Additionally, equipment that could reasonably be anticipated to be essential in responding to an emergency event should be maintained in good repair, placed on priority for repair, and related supplies maintained immediately available.

Regional Leadership Teams (RLT) should maintain a list of [Available Hurricane Equipment Statewide](#) which includes the locations of equipment, and qualified people to operate equipment that could be used for hurricane preparedness or recovery efforts no later than **June 1** each year. Examples include but are not limited to: bulldozers, front-end loaders, dump trucks, trailers, generators, chainsaws, and gas cans. Gas-powered equipment should be test-operated at this time to ensure operational readiness. If an employee has an assigned vehicle or vessel, the location (address) and spare key placement for that equipment will also be documented.

RLT should also develop a contingency plan to stage or pre-position equipment in a safe location if a Florida locality is in imminent danger of impact from a hurricane. If equipment is needed in another region, the RDs will be responsible for coordinating transport to a distribution site and ensuring that the equipment and supplies are delivered to the sites that are determined to be the highest priorities.

**Records** – Maintain essential records in a safe and secure environment. Each supervisor or administrator of a facility maintaining official records is responsible for ensuring plans are in place for the safe and secure protection and retention of those official records. This may involve in place protection of the records or transfer of the records to a secure location. Backup computer files should be stored off-site to ensure their protection and ready accessibility should destroyed computer data banks need to be restored.

**Media Coordination** – Although primary coordination of media inquiries will be handled by the Director of Community Relations, each region shall utilize the Public Information Coordinators/Public Information Officers media liaison to work with Director of Community Relations and local media representatives.

## **Section 4: Activation**

### **4-1 Initial Actions**

Upon notification that the primary work site will be closed, pre-designated essential staff shall immediately collect any required support materials/documents/equipment, and report to the Alternate Relocation Site(s).

### **4-2 Activation Procedures – Duty Hours**

All essential staff will have previously been provided information regarding their Alternate Relocation Site(s) and any unique entry requirements to that facility. Upon receiving notification (cell phone, telephone, etc.), essential staff identified for relocation will immediately pick up their pre-planned support materials and report to the Alternate Relocation Site(s). As essential staff arrives at the Alternate Relocation Site(s), the senior person present shall be in charge.

### **4-3 Activation Procedures – Non-Duty Hours**

Notification of any activation during non-duty hours would be handled in the same manner (cell phone, telephone, etc.). If the primary facility has been made inoperable, essential staff should be informed to bypass that location regarding picking up any material and go immediately to the Alternate Relocation Site(s). Non-essential personnel are directed to remain at home pending further guidance.

### **4-4 Deployment and Departure Procedures – Time-Phased Operations**

The GHQ leadership, working through the appropriate Regional Directors, will authorize the deployment of necessary staff with the necessary equipment and supplies to address any emergency event. Should necessary resources be unavailable within the FWC, requests for assistance will be transmitted to the State EOC.

### **4-5 Transition to Alternate Operations**

During the transition to the Alternate Relocation Site(s), every effort will be made to maintain normal communication links with existing field work sites. If the emergency event makes this impossible, the RCC should be informed so all essential staff can be briefed, and Alternate Relocation Site(s) can be established. Such alternate sites may be an adjacent regional office, nearby field office or other facility. Once essential staff is relocated, that fact will be communicated to the RCCs and throughout the FWC and all communications transferred to that new location.

## **Section 5: Alternate Operations**

### **5-1 Execution of Mission Essential Functions**

During any emergency event, it will be mandatory that the safety of the public and the safety of staff be maintained. This will require appropriate planning for sufficient staff to be on duty during the duration of the emergency with authority to adjust as required to meet emergency needs. Circumstances may require relief staff be identified and sent into a disaster area. Essential services involving medical and food service may also require extraordinary efforts. GHQ and Regional leadership staff will monitor and allocate resources to ensure this goal is achieved. Appropriate staff from outside the impacted area may be dispatched on a temporary basis to assist with the emergency needs.

### **5-2 Establishment of Communications**

Immediately upon relocating essential staff from either GHQ or Regional Offices, and upon activation of the Alternate Relocation Site(s), notice will be transmitted throughout the FWC via the FWC Website, email, CAD, FAX or telephone. Depending upon the nature of the emergency, the Alternate Relocation Site(s) will be operated 24/7.

### **5-3 Contingency Staff Responsibilities**

Select members of essential staff will be appointed to take notes throughout the relocation period to not only record significant events, but also to note “what went right,” “what went wrong,” and “what could be improved” so that once the emergency event is over and operations are back to normal, corrective action can be taken in any needed areas.

### **5-4 Augmentation of Staff**

During any emergency event, staff may be reassigned as needed to meet the needs of the emergency. Upon initial “regrouping” following relocation from the primary work site, essential staff will evaluate the work force by skills and numbers that will be needed to address the emergency event. Reassignment of staff will be communicated through the chain of command to the impacted employee. In doing so, care must be exercised to consider any extraordinary support services that may be needed in relocating staff determined to be critical in managing the emergency event. (i.e. housing, food, emergency funds, specialized equipment, transportation, etc.)

### **5-5 Amplification of Guidance to Essential and Non-Essential Personnel**

Staff shall be kept informed as to the changing circumstances surrounding the emergency event. This may be done through use of the telephones, email, press releases, communications through staff meetings, etc. “Essential” staff is largely pre-determined. However, emergency events may dictate designation of additional staff as “essential.” In such cases, they will be personally informed by their supervisors or designees.

## **5-6 Development of Plans and Schedules for Reconstitution and Termination**

As soon as the emergency event is stabilized, plans will be initiated to return staff to their routine work environment. Any physical damage that may impact this goal will need to be evaluated with a determination of what steps/action will be required to restore the vacated facility/office to operating capability. Once that information is available, allocation of emergency resources should be expended to achieve this goal of return to routine operation.



## Section 6: Reconstitution and Termination

### 6-1 Overview

Initially, essential executive staff as well as critical support services staff may be required to be on-duty 24/7, either in person or by electronic means. As the emergency event stabilizes and recovery steps initiated, staff will be scaled back at the Alternate Relocation Site(s) as appropriate. Some essential staff may be detailed to the location of the emergency event so that on-site decisions can be made toward the goal of a faster recovery.

### 6-2 Procedures

Once the emergency event is basically resolved, the staff assigned to the Alternate Relocation Site(s) will be transitioned back to the primary work site as a group. This group move will preclude essential staff from being at different locations and thus, adding to a communication gap that in the best of plans, occurs during emergency events. When staff can be safely and securely returned to their primary work site, a date and time will be transmitted to all FWC staff.

### 6-3 Post Emergency Plan

After a disaster has passed, restoration of normal operations must be established as quickly as possible. This plan is to provide for the safe and orderly establishment of security, repair of damage and return to normal business activities.

Immediately after the incident has passed, and as soon as prudent and feasible, sworn personnel shall secure affected buildings. They shall maintain security and provide support until normal and effective operations are retained.

As soon as the threat has passed, supervisory personnel will provide the Emergency Coordination Officer or designee a report that documents members, visitors and family members suffering injury. Documentation will also include specific needs of members affected to sustain “basic needs” as well as an assessment of all available member’s well-being, their best means of communications and their availability for business recovery duties.

As soon as deemed safe and as appropriate, supervisors and designated personnel shall meet at GHQ, Regional Office(s), or another designated location. Plans will be established for continued security. A damage assessment and a plan for restoring the facility to full operational status will be developed.

The FWC Relocation Group will consist of the positions listed in this plan as [Essential Personnel](#). All other sworn personnel are classified as essential but are not included in the FWC Relocation Group. All sworn personnel shall be available by radio or cellular phone. The FWC Relocation Group may conduct operations while in transit to or from the Division of Law Enforcement Command Bus, operate remotely from an assembly site in the Tallahassee vicinity or relocate temporarily to the designated Alternate Relocation Site(s). Personnel not identified in the FWC



Relocation Group and are non-sworn should proceed to their home or other safe location, unless otherwise advised.

The Alternate Relocation Site(s) will be a designated fixed site(s) or a leased facility, determined by the event or threat thereof that will accommodate the FWC Relocation Group. The Alternate Relocation Sites should be equipped with telephones, computers, bathrooms and any other required equipment that is necessary to continue essential operations. All equipment shall be operational and maintained for immediate use.

#### **6-4 Training ([EMAP Standard 4.4.2\(7\)](#))**

The Section Leader of Operational Support of DLE shall ensure COOP training, testing, exercises and updates are completed as outlined in FWC policy ([IMPP 1.18](#) and [General Order 47](#)). Regional Directors, Regional Commanders, and/or Division leaders, shall provide a periodic test, training and mock disaster exercise for all employees within their area of responsibility. A written report documenting the test, training and mock disaster exercise, including recommendations for improvement where necessary should be forwarded to the **Emergency Coordination Officer** within 30 days of completion. A thorough after-action review shall also be performed when and if the COOP is activated.

Regional Directors/Section Leaders/Building Managers or Designee(s) shall ensure employees receive necessary emergency management training during both employee orientation and applicable emergency training and drills. In offices co-inhabited by personnel from more than one division, the Emergency Coordination Officer or Regional Commander shall determine the designee in charge of the annual emergency management training.

The COOP should be reviewed annually and updated if applicable, on or before December 31 of each year with a copy sent to Emergency Coordination Officer or designee and the Division of Law Enforcement Operational Support Section for posting.

#### **6-5 Future Requirements/Tasks**

In view of the fact the FWC's plan utilizes existing facilities, the only task required would involve the host facility to be prepared to relocate staff presently occupying the space that will be dedicated to the emergency event staff. Movement of some office equipment and related supplies from other work areas to meet the needs of the relocated staff may be required. However, it is anticipated this would not be a major task to accommodate the initial deployment. Should the relocation of staff extend beyond 30 days, a determination will be made of any long-term adjustments that may be needed.

## APPENDIX 1: FWC Alternate Relocation Sites

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Andrews WMA Field Office	North Central	9550 NW 160th Street	Fanning Springs	LEVY	North Central Regional Office	Executive Decision	Executive Decision
Big Bend Wildlife Field Office	North Central	663 Plantation Road	Perry	TAYLOR	North Central Regional Office	Executive Decision	Executive Decision
Camp Blanding Field Office	North Central	5629 SR 16 West, Bldg. 4396	Starke	CLAY	North Central Regional Office	Executive Decision	Executive Decision
Dispatch-Jacksonville Regional Communications Center	North Central	908 N. Jefferson Street, Bldg. F	Jacksonville	DUVAL	DLE - Jacksonville Field Office LE (NAS)	Dispatch-Orlando Regional Communications Center	North Central Regional Office
DLE - Crystal River Field Office LE	North Central	10247 N. Suncoast Blvd.	Crystal River	CITRUS	Citrus County EOC	Executive Decision	North Central Regional Office
DLE - Jacksonville Field Office LE (NAS)	North Central	FWC/Building 118, Albemarle Ave., Room 215, 2nd Flr (or) PO Box 139	Jacksonville	DUVAL	FDLE EOC - Jacksonville	Executive Decision	North Central Regional Office
Fort White Mitigation Park WEA	North Central	1920 NE 100th Street Road	Branford	GILCHRIST	North Central Regional Office	Executive Decision	Executive Decision
Gainesville Freshwater Fisheries Research Lab	North Central	7386 NW 71st Street	Gainesville	ALACHUA	North Central Regional Office	Executive Decision	Executive Decision

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Half Moon WLD Field Office	North Central	8864 CR 247	Lake Panosofkee	SUMTER	North Central Regional Office	Executive Decision	Executive Decision
IPM-Inverness	North Central	8275 East Fort Cooper Road	Inverness	CITRUS	North Central Regional Office	Executive Decision	Executive Decision
Jacksonville University FWRI Field Lab	North Central	Alumni River House, 2800 University Boulevard North	Jacksonville	DUVAL	North Central Regional Office	Executive Decision	Executive Decision
Jacksonville Zoo Field Lab	North Central	370 Zoo Parkway	Jacksonville	DUVAL	North Central Regional Office	Executive Decision	Executive Decision
Lovett E. Williams Jr. Wildlife Research Lab	North Central	1105 SW Williston Road	Gainesville	ALACHUA	North Central Regional Office	Gainesville Freshwater Fisheries Research Lab	North Central Regional Office
Natural Resources Conservation Service-Gainesville	North Central	5709 N.W. 13th Street, Suite B	Gainesville	ALACHUA	North Central Regional Office	Executive Decision	Executive Decision
Natural Resources Conservation Service-Lake City	North Central	2304 S.W. Main Boulevard, Suite 101	Lake City	COLUMBIA	North Central Regional Office	Executive Decision	Executive Decision
North Central Regional Office	North Central	3377 E. US Highway 90	Lake City	COLUMBIA	Gainesville Freshwater Fisheries Research Lab	DLE - Jacksonville Field Office LE (NAS)	DLE - Jacksonville Field Office LE (NAS)
Senator George G. Kirkpatrick Marine Lab	North Central	11350 SW 153rd Court	Cedar Key	LEVY	North Central Regional Office	Executive Decision	Executive Decision

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Waccasassa Forestry Center-Florida Forest Service	North Central	5353 NE 39th Ave	Gainesville	ALACHUA	North Central Regional Office	Executive Decision	Executive Decision
Caravelle Wildlife Field Office	Northeast	575 Caravelle Farms Road	Palatka	PUTNAM	Northeast Regional Office	Executive Decision	Executive Decision
DeLeon Springs Fisheries Lab	Northeast	5450 US Highway 17	DeLeon Springs	VOLUSIA	Florida Forestry Office DeLeon Springs	Northeast Regional Office	Executive Decision
Dispatch-Orlando Regional Communications Center	Northeast	133 S. Semoran Blvd. #A	Orlando	ORANGE	Northeast Regional Office	Dispatch-Tampa Bay Regional Communications Center	Dispatch-Tampa Bay Regional Communications Center
DLE - Titusville Field Office	Northeast	1-A Max Brewer Memorial Parkway	Titusville	BREVARD	Brevard County Sheriff Office - North Precinct	Executive Decision	Northeast Regional Office
Northeast Regional Office/Eustis Fisheries Research Lab	Northeast	601 W. Woodward Avenue	Eustis	LAKE	Northeast Regional Office	Executive Decision	Executive Decision
Guana River Wildlife Field Office	Northeast	440 Guana River Road	Ponte Vedra Beach	ST JOHNS	Executive Decision	Northeast Regional Office	Executive Decision
Indian River Field Lab	Northeast	1220 Prospect Avenue, Suite 285	Melbourne	BREVARD	Palm Bay FW Lab	Tequesta Field Office	Executive Decision
IPM-Orlando	Northeast	6830 Shadowridge Drive, Suite 201	Orlando	ORANGE	Northeast Regional Office	Executive Decision	Executive Decision

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Kissimmee Fisheries Field Office	Northeast	1601 Scotty's Road	Kissimmee	OSCEOLA	Executive Decision	Northeast Regional Office	Executive Decision
Lake George / Dexter Mary Farms	Northeast	619 Westchester Drive	Deland	VOLUSIA	Northeast Regional Office	Executive Decision	Executive Decision
Melbourne Freshwater Fisheries Field Lab	Northeast	2595 McGraw Avenue	Melbourne	BREVARD	Northeast Regional Office	Executive Decision	Executive Decision
North Florida Alligator Field Office	Northeast	601 W. Woodward Ave.	Eustis	LAKE	Northeast Regional Office	Executive Decision	Executive Decision
Northeast Regional Office	Northeast	1239 SW 10th Street	Ocala	MARION	Ocala Conservation Center and Youth Camp	DLE - Titusville Field Office	DLE - Titusville Field Office
Ocala Conservation Center and Youth Camp	Northeast	7325 NE 170th Avenue	Silver Springs	MARION	Northeast Regional Office	Executive Decision	Executive Decision
Prairie Lakes Wildlife Field Office	Northeast	1231 Prairie Lakes Road	Kenansville	OSCEOLA	Executive Decision	Northeast Regional Office	Executive Decision
Richloam Fish Hatchery and Florida Bass Conservation Center	Northeast	3583 CR 788	Webster	SUMTER	Executive Decision	Northeast Regional Office	Executive Decision
T.M. Goodwin Waterfowl Mgt. Office	Northeast	3200 TM Goodwin Road	Fellsmere	INDIAN RIVER	Executive Decision	Northeast Regional Office	Executive Decision
Tosohatchee WMA Field Office	Northeast	3365 Taylor Creek Rd	Christmas	ORANGE	Executive Decision	Northeast Regional Office	Executive Decision
Triple N Ranch Wildlife Field Office	Northeast	5285 N Kenansville Road	St. Cloud	OSCEOLA	Executive Decision	Executive Decision	Executive Decision

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Vero Beach USFWS Office	Northeast	1339 20th Street	Vero Beach	INDIAN RIVER	Northeast Regional Office	Executive Decision	Executive Decision
Hubbs SeaWorld Facility	Northeast	4020 South Highway A1A	Melbourne Beach	BREVARD	Northeast Regional Office	Executive Decision	Executive Decision
Apalachee WMA Field Office	Northwest	7611 Butler Road	Sneads	JACKSON	Northwest Regional Office	Executive Decision	Executive Decision
Apalachicola Field Lab	Northwest	350 Carroll Street	Eastpoint	FRANKLIN	Northwest Regional Office	Executive Decision	Executive Decision
Apalachicola River WEA Field Office	Northwest	558 South Murphy Road	Wewahitchka	GULF	Northwest Regional Office	Executive Decision	Executive Decision
Beau Turner Youth Conservation Center	Northwest	9194 S. Jefferson Hwy	Lamont	JEFFERSON	Bryant Building-Headquarters	Executive Decision	Executive Decision
Blackwater Fisheries Research and Development Center	Northwest	8384 Fish Hatchery Road	Holt	SANTA ROSA	Northwest Regional Office	Executive Decision	Executive Decision
Blackwater Wildlife Field Office	Northwest	11650 Munson Highway	Milton	SANTA ROSA	Northwest Regional Office	Executive Decision	Executive Decision
Bonifay Forestry Station-Division of Forestry	Northwest	2889 Forestry Drive	Bonifay	HOLMES	Northwest Regional Office	Executive Decision	Executive Decision
Box-R WMA Field Office	Northwest	300 Tilton Road, P. O. Box 566	Apalachicola	FRANKLIN	Northwest Regional Office	Executive Decision	Executive Decision
Bryant Building-Headquarters	Northwest	620 South Meridian Street	Tallahassee	LEON	Russell Park Building	North Central Regional Office	Northwest Regional Office

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Dispatch-Tallahassee Regional Communications Center	Northwest	501 S. Calhoun Street	Tallahassee	LEON	DLE - Douglas Building	Dispatch-Jacksonville Regional Communications Center	Dispatch-Jacksonville Regional Communications Center
DLE - Carr Building	Northwest	3800 Commonwealth Blvd, Suite 705	Tallahassee	LEON	Bryant Building-Headquarters	North Central Regional Office	Executive Decision
DLE - Douglas Building	Northwest	3900 Commonwealth Blvd.	Tallahassee	LEON	Bryant Building-Headquarters	North Central Regional Office	Executive Decision
Econfina Carter Tract	Northwest	2830 Chain Lake Road	Chipley	WASHINGTON	Northwest Regional Office	Executive Decision	Executive Decision
IPM-Tallahassee	Northwest	3900 Commonwealth Blvd., #705	Tallahassee	LEON	Northwest Regional Office	Executive Decision	Executive Decision
Joe Budd Field Office	Northwest	5300 High Bridge Road	Quincy	GADSDEN	Bryant Building-Headquarters	Executive Decision	Executive Decision
Joe Budd Youth Conservation Center	Northwest	639 Pond Rd.	Midway	GADSDEN	Bryant Building-Headquarters	Executive Decision	Executive Decision
Russell Park Building	Northwest	1875 Orange Ave. E.	Tallahassee	LEON	Bryant Building-Headquarters	North Central Regional Office	Executive Decision

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Law Enforcement Academy	Northwest	75 College Drive, Suite 102	Havana	GADSDEN	Bryant Building-Headquarters	North Central Regional Office	Executive Decision
Midway Field Office	Northwest	1156 Cattle Gap Road/PO Box 59	Midway	GADSDEN	Bryant Building-Headquarters	Executive Decision	Executive Decision
Natural Resources Conservation Service-Crestview	Northwest	938 North Ferdon Blvd	Crestview	OKALOOSA	Northwest Regional Office	Executive Decision	Executive Decision
Natural Resources Conservation Service-DeFuniak Springs	Northwest	239 John Baldwin Road, Ste B	DeFuniak Springs	WALTON	Northwest Regional Office	Executive Decision	Executive Decision
Natural Resources Conservation Service-Marianna	Northwest	4155 Hollis Drive	Marianna	JACKSON	Northwest Regional Office	Executive Decision	Executive Decision
North Florida Shop	Northwest	3465 Capital Circle SW	Tallahassee	LEON	Northwest Regional Office	Executive Decision	Executive Decision
North Florida Waterfowl and Small Game Office	Northwest	8932 Apalachee Parkway	Tallahassee	LEON	Bryant Building-Headquarters	Executive Decision	Executive Decision
Northwest Carrabelle LE	Northwest	287 Graham Drive	Carrabelle	FRANKLIN	Northwest Regional Office	Executive Decision	Executive Decision
Northwest Panama City Beach LE	Northwest	Naval Support Activity Bldg. 432	Panama City Beach	BAY	Northwest Regional Office	Executive Decision	Executive Decision
Northwest Regional Office	Northwest	3911 Highway 2321	Panama City	BAY	Northwest Panama City Beach LE	Bryant Building-Headquarters	Executive Decision



Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Pensacola Field Office LE	Northwest	1101 East Gregory Street	Pensacola	ESCAMBIA	Northwest Regional Office	Executive Decision	Executive Decision
Tate's Hell State Forest-Division of Forestry	Northwest	290 Airport Road	Carrabelle	FRANKLIN	Northwest Regional Office	Executive Decision	Northwest Regional Office
Alligator Management Field Office	South A	8122 US Highway 441 SE	Okeechobee	OKEECHOBEE	South A Regional Office	Executive Decision	South A Regional Office
Broward LE Maintenance and Storage	South A	3440 SE 18th Avenue	Hollywood	BROWARD	South A Regional Office	Executive Decision	South A Regional Office
Corbett WMA Office	South A	11835 Seminole Pratt Whitney Road	West Palm Beach	PALM BEACH	South A Regional Office	Executive Decision	South A Regional Office
Dinner Island Ranch / Spirit of the Wild WMA Field Office	South A	20105 County Road 833	Clewiston	HENDRY	South A Regional Office	Executive Decision	South A Regional Office
Dispatch-Lake Worth	South A	Florida Turnpike Mile Marker 94, Bldg. #9310	Lake Worth	PALM BEACH	South Regional Office	Dispatch-Miami Regional Communications Center	Dispatch-Miami Regional Communications Center
Dupuis WMA Office	South A	23504 SW Kanner Highway	Canal Point	MARTIN	South A Regional Office	Executive Decision	South A Regional Office
Exotic Fisheries Office	South A	10216 Lee Road	Boynton Beach	PALM BEACH	South A Regional Office	Executive Decision	South A Regional Office
Fisheating Creek WMA and LE Office	South A	1937 Banana Grove Road	Moore Haven	GLADES	South A Regional Office	Executive Decision	Jupiter Law Enforcement Office

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Fort Lauderdale Research and Education Center	South A	3205 College Avenue	Davie	BROWARD	South A Regional Office	Executive Decision	South A Regional Office
IPM-Indiantown	South A	18150 SW Martin Highway	Indiantown	MARTIN	South A Regional Office	Executive Decision	South A Regional Office
Jupiter Law Enforcement Office	South A	1300 Marcinski Road	Jupiter	PALM BEACH	South A Regional Office	Executive Decision	Fisheating Creek WMA and LE Office
Okaloacoochee Slough WMA Field Office (located on Spirit of the Wild WMA)	South A	100 CR 832, P.O. Box 716	Felda	HENDRY	South A Regional Office	Executive Decision	South A Regional Office
Okeechobee Field Office	South A	3991 SE 27th Court	Okeechobee	OKEECHOBEE	South A Regional Office	Executive Decision	South A Regional Office
South Regional Office	South A	8535 Northlake Blvd.	West Palm Beach	PALM BEACH	Jupiter Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
Sunrise Field Office	South A	10088 NW 53rd Street	Sunrise	BROWARD	South A Regional Office	Executive Decision	South A Regional Office
Tequesta Field Lab	South A	19100 SE Federal Highway	Tequesta	PALM BEACH	Jupiter Law Enforcement Office	Executive Decision	Jupiter Law Enforcement Office
Everglades Youth Conservation Camp	South A	12100 Seminole Pratt Whitney Road	West Palm Beach	PALM BEACH	South A Regional Office	South A Regional Office	South A Regional Office

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Dispatch-Miami Regional Communications Center	South B	1001 NW 111th Avenue	Miami	MIAMI-DADE	Miami Law Enforcement Office	Dispatch-Lake Worth	Dispatch-Lake Worth
Florida Keys Marine Lab	South B	P.O. Box 968	Long Key	MONROE	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
Florida Keys WEA Office	South B	88952 Overseas Hwy	Tavernier	MONROE	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
IPM-Naples	South B	300 Tower Road	Naples	COLLIER	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
Marathon Law Enforcement Office	South B	2796 Overseas Highway #100	Marathon	MONROE	Monroe County EOC Building	Executive Decision	Monroe County EOC Building
Miami Law Enforcement Office	South B	3200 NE 151 Street	Miami	MIAMI-DADE	Miami-Dade County EOC Building	Executive Decision	Miami Law Enforcement Office
Naples Field Office	South B	298 Sabal Palm Road	Naples	COLLIER	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
Naples Law Enforcement Office	South B	401 Shell Island Road	Naples	COLLIER	Fort Myers Maintenance Compound, Honda Drive	Babcock Webb WMA Office	Miami Law Enforcement Office

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
South Florida Natural Resources Center	South B	950 N. Krome Ave. 3rd Floor	Homestead	MIAMI-DADE	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
South Florida Regional Lab	South B	2796 Overseas Highway #119	Marathon	MONROE	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
Whale Harbor - Windley Key	South B	83998 Overseas Hwy	Islamorada	MONROE	Miami Law Enforcement Office	Executive Decision	Miami Law Enforcement Office
Babcock Webb WMA Office	Southwest	29200 Tucker Grade	Punta Gorda	CHARLOTTE	Southwest Regional Office	Executive Decision	Southwest Regional Office
Charlotte Harbor Field Laboratory	Southwest	585 Prineville Street	Port Charlotte	CHARLOTTE	Southwest Regional Office	Executive Decision	Southwest Regional Office
Chassahowitzka WMA Field Office	Southwest	17260 Necklace Warbler Road	Brooksville	HERNANDO	Southwest Regional Office	Executive Decision	Southwest Regional Office
Chinsegut Nature Center	Southwest	23212 Lake Lindsey Road	Brooksville	HERNANDO	Southwest Regional Office	Executive Decision	Southwest Regional Office
Crooked Lake WEA Field Office	Southwest	151 Turtle Run Trail	Frostproof	POLK	Southwest Regional Office	Executive Decision	Southwest Regional Office
Dispatch-Tampa Bay Regional Communications Center	Southwest	11201 N. McKinley	Tampa	HILLSBOROUGH	Tampa Law Enforcement Field Office	Dispatch-Orlando Regional Communications Center	Dispatch-Orlando Regional Communications Center

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Fish and Wildlife Research Institute	Southwest	100 8th Avenue SE	St. Petersburg	PINELLAS	Stock Enhancement Research Facility - SERF	Southwest Regional Office	Executive Decision
Fort Myers Law Enforcement Field Office	Southwest	2423 Edwards Drive	Ft. Myers	LEE	Florida State Government Office (DMS)	Babcock Webb WMA Office	Executive Decision
Hilochee Field Office	Southwest	12932 CR474	Clermont	LAKE	Southwest Regional Office	Executive Decision	Executive Decision
IPM-Bartow	Southwest	2001 Homeland Garfield Road	Bartow	POLK	Southwest Regional Office	Executive Decision	Southwest Regional Office
Lake Wales Ridge WEA Field Office	Southwest	1630 Royce Ranch Ave	Lake Placid	HIGHLANDS	Southwest Regional Office	Executive Decision	Southwest Regional Office
Marine Mammal Pathobiology Laboratory	Southwest	3700 54th Avenue South	St. Petersburg	PINELLAS	Southwest Regional Office	Executive Decision	Southwest Regional Office
Platt Branch Mitigation Park	Southwest	676 Detjens Dairy Road	Venus	HIGHLANDS	Southwest Regional Office	Executive Decision	Southwest Regional Office
Southwest Regional Office	Southwest	3900 Drane Field Road	Lakeland	POLK	Tenoroc PUA Hunter Safety Classroom	Dispatch-Orlando Regional Communications Center	Dispatch -ORCC
Stock Enhancement Research Facility-SERF	Southwest	521 Turtle Care Way	Apollo Beach	Hillsborough	Southwest Regional Office	Executive Decision	Southwest Regional Office
Suncoast Youth Conservation Center	Southwest	6650 Dickman Road	Apollo Beach	HILLSBOROUGH	Southwest Regional Office	Executive Decision	Southwest Regional Office

Facility Name	Region	Address	City	County	Alternate Relocation Site 1	Alternate Relocation Site 2	Alternate Relocation Site Without Notification
Tampa Law Enforcement Field Office	Southwest	5110 Gandy Blvd.	Tampa	HILLSBOROUGH	FDLE Regional Office Tampa	Southwest Regional Office	Southwest Regional Office
Tenoroc PUA Field Office	Southwest	3829 Tenoroc Mine Road	Lakeland	POLK	Southwest Regional Office	Executive Decision	Southwest Regional Office

# **Florida Fish and Wildlife Conservation Commission**



## **Emergency Preparedness Plan (EPP) 2021**

## Executive Summary

This Emergency Preparedness Plan (EPP) for the Florida Fish and Wildlife Conservation Commission, referred to herein as the FWC, covers numerous natural and human-made disasters and other emergency situations.

The Executive Director, Assistant Executive Director, Emergency Coordination Officer, Assistant Emergency Coordination Officer, Regional Commanders, and Regional Directors will be the authorities on FWC facility/building closures, emergencies and management issues.

A copy of the EPP is available to FWC staff on the internet at [Disaster Preparedness Information Portal](#).



## Purpose

The EPP provides a framework through which the FWC prepares for, responds to, recovers from and mitigates the impacts of a wide variety of disasters and emergency events that could adversely affect the health, safety and/or general welfare of the staff and public.

An EPP is needed to assist in the protection of staff and the public from the effects of these hazards. This plan guides preparedness, response, recovery and mitigation actions, and may be activated at the discretion of authorized personnel for any isolated, local, regional or national emergency.

In addition, the EPP:

- Establishes fundamental policies, program strategies and assumptions governing the FWC's emergency preparedness program.
- Defines a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster/emergency response and recovery.
- Defines the emergency roles and functions of FWC sections and outside agencies.
- Identifies actions to be taken by designated sections for effective coordination with local and other state counterparts.

## Introduction

Emergency and hazardous conditions do and will continue to occur. Some may be predictable (i.e., hurricanes, tornadoes, freezes, coastal damage and floods) while others occur suddenly without warning (i.e., fire, hostage situations, toxic spills, biological, chemical and/or severe localized weather conditions). The magnitude of the conditions will guide the FWC's response. The EPP is designed to identify a range of actions required to coordinate pre-emergency/hazard and recovery activities. The plan provides staff with operational guidelines to effectively manage FWC activities.

Actual measures taken by the FWC will be tailored to each emergency/hazardous condition. Accordingly, a great deal of flexibility is built into the implementation of this plan. Some deviation in implementing the operational concepts identified may be necessary to protect the health, welfare and safety of FWC staff.

Each emergency event will be addressed as the facts and circumstances dictate. In the event the FWC has advance notice of an impending emergency; the Division of Law Enforcement (DLE) Emergency Coordination Officer will determine whether to activate, and at what level, the EPP and/or the FWC's Continuity of Operations Plan (COOP). This does not preclude any region, field office, or other facility from activating the EPP or COOP to deal with an immediate emergency situation. For anticipated events the DLE Emergency Coordination Officer will issue a level-based alert code.

- Level III infers there are approximately 72-48 hours prior to the emergency event impacting an area.
- Level II infers there are approximately 48-24 hours prior to the emergency event impacting an area.
- Level I infers the emergency event is anticipated to impact an area within 24 hours.

## **Areas of Responsibility**

### **Chief Operating Officer (OED)**

Upon notification of an emergency, the Chief Operating Officer shall immediately take appropriate steps to fulfill the activities of the EPP including: notifying the Executive Office, Division/Office Directors, and Regional Directors of the situation; determining the level of involvement required; handling routing of resource requests; calling 911 or contacting appropriate outside entities and coordinating the FWC efforts during the emergency situation. Involvement is based on the nature and scope of the events and the level of FWC resources required to respond.

### **Emergency Coordination Officer (DLE) or designee**

The Director of the Division of Law Enforcement is the FWC Emergency Coordination Officer as defined by s.252.365, F.S. If requested by the Chief Operating Officer, the Division of Law Enforcement will initiate protocol as defined in FWC General Orders or will coordinate with the State Division of Emergency Management. Coordinates the annual review of all emergency plans.

### **Executive Director's Office, Regional Directors, and/or Division Directors**

Responsible for coordinating the staffing of essential personnel, authorizing the close or re-open of offices, facilities, or FWC-managed areas due to an emergency/disaster event and immediately notifying the Executive Director's Office of such decisions.

### **Building Manager**

Supervising the actual emergency activities within the building including activating alarm if necessary, bringing elevators to the ground level, meeting with police, fire department or other outside emergency personnel, meeting with ALL Building Liaisons following evacuation and advising the Chief Operating Officer of current circumstances. Ensures that Appendix 1 (Facility/Office Specific Information) is completed for each building in their area of responsibility.

### **Building Liaisons**

Responsible for ensuring that all individuals in their assigned areas (buildings/floors) are safely evacuated from the building when necessary. Directs staff to the designated evacuation meeting area(s) or to stay away from specific areas. Proceeds to the designated evacuation meeting area(s) outside the building to prevent individuals from entering the building that are unaware of the emergency. Reports actions taken to the Building Manager.

## **Facility/Office Manager or Designee**

Responsible for the daily functions of the office and providing necessary supplies needed to secure office equipment, etc. Responsible for posting evacuation routes and other relevant emergency preparedness information.

## **Employee Responsibilities**

Be familiar with, and follow the procedures found in the EPP. Participate in official FWC emergency training and drills. Identify and report hazards and suspicious occurrences.

## **Essential Employees**

Employees whose presence is necessary to perform or support the state's emergency-relief efforts or continuance of operations during a declared state of emergency or whose presence is necessary because their assigned duties and responsibilities must be accomplished despite the declaration of a state of emergency.

## Communication, Preparation, and Recovery

The objective is to ensure the public and FWC staff receive accurate, up-to-date information regarding closings or openings of FWC offices, facilities and managed areas. During major events, the FWC will provide timely, accurate and helpful information to the public that will contribute to their safety and minimize inconvenience associated with a hurricane or other incident. The FWC will issue advisory news releases before and after the storm or disaster.

Every FWC employee should have a personal hurricane or disaster safety plan and should be ready to implement it for themselves and their families. FWC leadership will remind staff to have their plans in place prior to the hurricane season and to review preparation suggestions at [www.floridadisaster.org](http://www.floridadisaster.org).

All employees will keep their MyFWCAAlert information up to date through the member portal or smart phone app and with their local Division/Office (DO) administrative staff or leadership member.

In the event of a hurricane or tropical storm, the FWC will implement the EPP and refer to the COOP as a guide in the event of office relocation. When a Storm Watch is issued, FWC staff will be given adequate time to begin securing FWC facilities and equipment while still having adequate time to implement their family disaster plan.

### Employees

#### Before the Incident/Storm

- Employees should sign up for FWC social media channels (i.e., Twitter, Facebook) and GovDelivery to stay up to date.
- Employees should ensure their contact information is current in the MyFWCAAlert Notification System before leaving the office or work site.
- The Facility/Office Manager, supervisor or designee will ensure that employees secure their office equipment by complying with the "[Employee Office Closure Checklist](#)". The checklist is posted at [MyFWC.com/DisasterPlanMyFWC.com/DisasterPlan](http://MyFWC.com/DisasterPlanMyFWC.com/DisasterPlan). Employees should follow the [Best Practices for Data Backup](#) document that is available on the FWC OIT SharePoint site.
- Employees will secure their FWC vehicles, vessels, and other equipment as necessary.
- Employees who evacuate their homes should notify their supervisor and MyFWCAAlert contact person prior to evacuation.
- If a local county government (not necessarily just schools) is closing its offices, FWC offices in that county will probably close. Employees should check with their Facility/Office Manager or supervisor to obtain the status of their office or check the [MyFWC Disaster Preparedness for FWC Office Closures](#).

- Employees should take appropriate precautions to protect their computer equipment before leaving work at the end of the day or if the decision has been made to close the facility. All equipment should be unplugged. If flooding is possible, equipment should be placed on a countertop or relocated to a higher location. Employees should move computer equipment away from windows and to interior areas of the building. The normal location of any equipment that has been moved should be documented and the documentation taped to the equipment. Any equipment in vulnerable locations that cannot be moved should be unplugged and any circuits disconnected. If feasible, equipment should be covered with plastic or a garbage bag to protect it from falling water or debris.
- If equipment in the office wiring closets is powered off, this should be documented so it can be returned to an operational state when power is restored. The documentation should be taped to the equipment.
- If there is a disaster threat during a weekend or holiday, employees should take all the above precautions prior to leaving work, if possible.

### **During the Incident/Storm**

- In most cases, local news and radio stations will provide updates concerning office closures.
- Employees will be responsible for contacting the Facility/Office Manager, their supervisor, checking the website ([MyFWC.com/DisasterPlan](https://myfwc.com/disasterplan)) or consulting other message centers specified in the closure notice for information regarding the office/work site closure. All FWC closure and reopening notices will be posted at [MyFWC.com/DisasterPlan](https://myfwc.com/disasterplan) and/or announced through the MyFWCAAlert Notification System.

### **After the Incident/Storm**

- As soon as possible after the storm has passed, or by the designated time set in the closure notice, employees will be responsible for responding to any wellness check through the MyFWCAAlert Notification System. If employee cannot make contact with their designated person, employee is to contact their supervisor, Leadership Team member, or FWC LE Communications Center to relay the status of their well-being based on the "[Employee Well-Check Form](#)". It is VERY IMPORTANT for staff to reach their contact person. If within 24 hours after the storm no contact has been made, the FWC will send a LE officer to the employee's home to ensure their safety.
- If office records have been damaged, it is important they are evaluated as soon as possible to avoid losing wet records. Contact the Tallahassee Records Management Liaison Officer immediately for instructions.

## **Executive Director's Office and Regional Directors**

### **Before the Incident/Storm**

- Those authorized to close or re-open offices, facilities or FWC-managed areas shall immediately notify the Executive Director's Office of such decisions.
- The Executive Director's Office/Regional Director (RD) will immediately follow up on this action with an email to the **\_Emergency** and **BLT** email distribution lists and affected area email distribution groups (regional/Tallahassee/etc.) advising of offices, facilities or managed areas to be closed or re-opened. The **\_Emergency** in conjunction with the **BLT** email distribution list includes all Senior Leadership Team (SLT) Members and their administrative staff covering all divisions, regions, community relations, human resources, PICs, and information technology.

### **After the Incident/Storm**

- Each day of closure, Building Managers/RDs (and others as authorized) will report any status changes regarding offices and FWC-managed areas to the **\_Emergency** and **BLT** email distribution lists to notify everyone. This update should occur no later than noon each day. Exceptions are possible for offices that regain phone or electric service later in the day. All FWC-managed area reopening's should be effective at 1 a.m.
- All daily status updates should be communicated and filtered down through the activated MyFWCAAlert Notification System as information is received from SLT and Regional Leadership Teams (RLT).

## **Facility/Office Managers or Supervisors**

### **Before the Incident/Storm**

- The Facility/Office Manager (or designee) or supervisors will ensure that employees assigned to the affected offices, facilities or managed areas receive notice of the closure or re-opening.
- The Facility/Office Manager (or designee) will provide necessary supplies (tarps, tape, plastic sheeting, trash bags, etc.) needed for employees to secure office equipment, etc.
- The Facility/Office Manager (or designee) or supervisors will ensure non-essential employees do not continue working after the closure is in effect.

### **After the Incident/Storm**

- If office records have been damaged, it is important they are evaluated as soon as possible to avoid losing wet records. Contact the Tallahassee Records Management Liaison Officer immediately for instructions.

## Community Relations (CR)

### Before and After the Incident/Storm

- All staff should work to dispel rumors as they arise. Notify Community Relations about the nature of the rumor and as much information about the source of the rumor as possible. Send an email to [FWCNews@MyFWC.com](mailto:FWCNews@MyFWC.com), and put “Rumor Control” in the subject line. Rumor-control messages will be sent by email, social media and by posting rumor advisories at [www.myfwc.com](http://www.myfwc.com).
- CR is responsible for updating [MyFWC.com/DisasterPlan](http://MyFWC.com/DisasterPlan) with information and news releases about closed or re-opened status of FWC offices, facilities and managed areas; and other storm-related news for public/employee viewing. Community Relations will also advise Web Updates ([WebUpdates@MyFWC.com](mailto:WebUpdates@MyFWC.com)) as needed.
- CR will also use appropriate social media channels (e.g., Twitter, Facebook) and GovDelivery to communicate the status of FWC-managed areas, facilities and offices, hunt cancellations/reschedules, impacts to fish and wildlife, captive wildlife and inspection results, boating hazards and impacts to navigation, as well as other advisories as necessary, including FWC contributions to recovery efforts.
- The FWC will deploy a regional Public Information Coordinator, Public Information Officer, or Tallahassee media-relations professional to the EOC when needed.

## Closing and Reopening FWC-Managed Areas

The following procedures apply for closing and reopening FWC-managed areas. These areas include wildlife management areas (WMAs), wildlife and environmental areas (WEAs), small-game hunting areas, fish management areas (FMAs), shooting ranges and other public use areas.

### Closing FWC-Managed Areas

- RLT will review/edit their list of areas for their region located at <https://myfwc.com/recreation/notices/> before each hurricane season.
- RLT will make evaluations before each hurricane season and develop a “Proactive Closure List” for their region. This list could include areas that will limit vehicular access, but walk-in access will still be allowed rather than a total closure.
- RLTs will evaluate all FWC-managed areas in their respective regions to determine if proactive closures are warranted for each parcel when a hurricane or other natural disaster is threatening. Evaluations should include the following issues: public safety, employee safety (do we have manned check stations, etc.), access, and security of property and equipment.
- FWC will proactively close areas where we are the lead managing agency.



- Cooperating area managers will be encouraged to follow FWC protocol for areas on the “Proactive Closure List;” however, we will assist these agencies with their closing and reopening decisions.
- FWC will post closed areas with signs when possible.
- Closure will occur approximately 48 hours from the estimated impact of hurricane-force winds and projected path of the storm.
- Special circumstances may require closure of areas not in line with the above standard. Examples are for fire, mandatory evacuations, and flood. In addition, managed areas may be closed after a severe storm event because of post-event circumstances, e.g. safety hazards, downed trees, downed power lines, resource concerns, etc.
- Official closures will occur at 1 a.m. unless an immediate closure is necessary.
- The RD (or designee) will send the information to the **\_Emergency** email distribution list and the regional email distribution list so it can be posted on our website by close of business the day prior to the closing unless an immediate closure is necessary.
- RLT members will meet prior to approaching storms to ensure regional coordination.

### **Re-Opening FWC-Managed Areas**

- RLT members will meet post-disaster to ensure coordination of assessment or recovery efforts.
- Opening will occur after the FWC-managed area is assessed. Assessments will include access and safety-related issues, flooding, road conditions, wildlife impacts, and other items as appropriate. Please note that managed areas may be partially opened, opened without vehicle access, opened with specified road closures, etc.
- FWC’s priority is to assess areas where we are the lead agency and encourage cooperating agencies to assess their areas and advise. As time allows, FWC personnel can assist cooperating agencies with their assessments.
- If an FWC-managed area is not affected, but closed because of evacuation orders, it will reopen as soon as FWC personnel are in place and the opening announced.
- Official openings will occur at 1 a.m.
- The RD (or designee) will send the notice of opening to the **\_Emergency** email distribution list for posting on our website by noon the day prior to the reopening. Exceptions are possible for offices that regain phone or electric service later in the day.

## Equipment Preparedness

RLT should maintain a list of [Available Hurricane Equipment Statewide](#) which includes the locations of equipment, and qualified people to operate equipment that could be used for hurricane preparedness or recovery efforts no later than **June 1** each year. Examples include but are not limited to: bulldozers, front-end loaders, dump trucks, trailers, generators, chainsaws, and gas cans. Gas-powered equipment should be test-operated at this time to ensure operational readiness. If an employee has an assigned vehicle or vessel, the location (address) and spare key placement for that equipment will also be documented.

RLT should also develop a contingency plan to stage or pre-position equipment in a safe location if a Florida locality is in imminent danger of impact from a hurricane. If equipment is needed in another region, the RDs will be responsible for coordinating transport to a distribution site and ensuring the equipment and supplies are delivered to the sites that are determined to be the highest priorities.

## MyFWCAAlert (Employee Wellness Checks)

The MyFWCAAlert Notification is the official notification system of the Commission and will be utilized to assess the health and welfare of FWC employees following a major incident or passage of a hurricane. These wellness checks will identify employee assistance needs such as emergency tree or debris removal, roof repairs, securing property, Employee Assistance Program or another applicable program or assistance needs. The following wellness checks steps should be considered:

- The Leadership Teams will coordinate with Facility/Office Managers and Supervisors in their respective work units to maintain accurate and current contact information for members.
- Each area/region will maintain current contact information in the MyFWCAAlert System that will be updated by **June 1** each year. Every employee will be included (FTE and OPS).
- In advance of office closures, Leadership Teams and supervisors will review MyFWCAAlert Notifications, wellness checks and response procedures with all employees (OPS and FTE) ensuring all employees are covered. Employees should clearly understand that they should respond to wellness check as soon as possible after the storm has passed, or by the designated time set.
- An example notice to employees regarding wellness checks appears below:
  - Wellness Checks – We will use the MyFWCAAlert Notification System for checking on ALL employees after the storm passes. Our goal is to have everyone accounted for within 24 hours after the storm passes.
- Employees can expect the following questions during a wellness check:
  - Are you and your family safe?
  - Did your home receive any damage? If so, are you still able to stay in your home?
  - Do you have phone, electric and water service?
  - Do you have any other personal property damage (vehicle, etc.)?
  - Do you have any immediate needs?
- The questions in the Employee Wellness Check Form serve as a guide to assess storm impacts on employees and filter responses where employees are hesitant or possibly too traumatized to respond objectively. If evidence suggests an employee needs significant assistance that cannot be readily provided, then the completed form should be forwarded to the RD.
- Facility/Office Managers and MyFWCAAlert contact personnel, if available, will coordinate providing appropriate assistance to local employees. Where assistance needs are too large to meet, they will seek and coordinate additional help through their RLT representative and the RD. Employees displaced from their homes because of storm damage will be identified as soon as possible to the RD who will assess the employee's need for relief assistance.
- FWC Division of Law Enforcement officers will physically check on employees who fail to report (call in) within 24 hours after the storm passes. The Regional Commander will appoint a designee to coordinate home visits and compile findings and report them to the RD.

- Contact persons or supervisors will compile names of persons who have reported in and forward the compilation to their respective Leadership Team member.
- Regional Commanders will ensure information is compiled from Communication Centers and forward it to the RD. The RD (or designee) will compile lists with assistance from RLT and Regional Commander to ensure that the welfare of all employees has been checked.

## Employee Natural Disaster Relief Fund

A corporation formed through the Fish & Wildlife Foundation of Florida administers this fund. Emphasis for distribution of funds will be cash in hand for people who suffered damage (basic essentials is primary use). [See criteria](#) posted at [Disaster Preparedness Portal](#). Please note that donations to this fund are tax- deductible. Employees can contribute (as little as \$1 per pay period) to this fund by payroll deduction. Contact HR and they can assist you in setting up your deduction.

For more information, contact your RD:

**Billy Sermons, Regional Director**  
Northwest Region – Panama City  
850-265-3676 (includes Tallahassee)

**Allie McCue, Regional Director**  
Southwest Region – Lakeland  
863-648-3200

**Chris Wynn, Regional Director**  
North Central Region – Lake City  
386-758-0525

**Tom Reinert, Regional Director**  
South Region – West Palm Beach  
561-625-5122

**Greg Workman, Regional Director**  
Northeast Region – Ocala  
352-732-1225

Go to [MyFWC.com/Contact](http://MyFWC.com/Contact) to see [a regional map](#).

[Employee Well-Check Form](#) is posted at [Disaster Preparedness Information Portal](#)

Return completed forms to the appropriate Regional Director.

## Employee Pay and Leave Information

### FTE Employees

#### Administrative Leave

Except for those employees the FWC determines are necessary for providing essential services (see below Special Compensatory Leave Credits), employees assigned to geographic areas/work sites the FWC has closed will be released from duty and allowed to use, if necessary, administrative leave for the period the area/work site is closed. Administrative leave counts as hours of pay but does not count as hours of work for overtime purposes. Employees may use administrative leave only to bring their hours up to the contracted hours for the work period. An employee who is on a prior-approved leave of absence or scheduled holiday during an emergency will not have the leave of absence changed to administrative leave.

Through Executive Order, the Governor may grant agency heads discretion to waive the personnel rule with regard to administrative leave during a disaster. The Executive Director has delegated authority for approving such leave to the RDs for their respective regions and to the Assistant Executive Director for Headquarters. The use of administrative leave for a disaster may be approved only if the employee has residential property damage that requires his/her presence or if the employee would be exposed to unsafe conditions attempting to travel to work (trees or power lines down, flooded roads, etc.). Requests to use disaster administrative leave must be made in writing (email is acceptable) to the RD or Assistant Executive Director, as appropriate. Disaster administrative leave may not exceed two days per employee per disaster.

Please see section on “Volunteers” for information on paid leaves of absence for certified disaster service volunteers of the American Red Cross.

#### Special Compensatory Leave Credits

When an employee’s assigned office has been closed (see Communication, Preparation and Recovery) due to an emergency event and the employee is required to work, the employee will be considered an “essential employee” and will be granted special compensatory leave credits, on an hour-for- hour basis, for each hour they are required to work before and during the disaster. The employee should record these hours on their timesheet using hours type 1006- Work-ESS Svc/Ofc Closures. The employee will accrue special compensatory hours on an hour for hour basis based on the hours recorded under this hour’s type. Only Career Service employees and Select Exempt Services (SES) employees in positions below Section Leader or positions below Section Leader comparable, who are required to remain on duty should use this hour’s type. Once the actual disaster has passed and recovery has begun, special compensatory credits will not be earned.

An essential employee is a Career Service employee or an SES employee below the Section Leader level, whose presence is necessary to perform or support the state’s emergency-relief efforts or continuance of operations during a declared state of emergency or whose presence is necessary because their assigned duties and responsibilities must be accomplished despite the declaration of a state of emergency. An employee who reports to work during a state of emergency to perform normally assigned duties will not necessarily be deemed an “essential

employee” unless the supervisor or higher manager has specifically instructed that employee to report to work for the express purpose of supporting emergency relief or ensuring that certain critical duties and responsibilities are not disrupted.

## **Pay**

After the disaster, employees required to work a disaster detail will be considered on storm duty and will fall under one of the following, subject to available funds:

- Employees in an included class (i.e. eligible for overtime) will earn time and one-half for all hours worked over 40. At the FWC’s discretion, the employee may be allowed to earn FLSA special compensatory credits in lieu of paid overtime.
- Employees in an excluded Career Service class who are performing storm- related duties (either included or excluded in nature) may be compensated for all hours worked beyond her/his normal workday and pay period or extended work period.as regular comp payable. The hours worked will be paid at straight time. The employee should record these hours on their timesheet using hours type 1016-Regular Comp Payable.

**Please Note:** Under the 2004 revised FLSA regulations (§541.706), an excluded employee will not lose FLSA exempt status by performing work of a normally included nature during an emergency, such as a natural disaster. Under the previous FLSA regulations, the performance of nonexempt work might have affected the exempt status, if the included duties exceeded 20 percent of the employee’s work time. However, the 20-percent-limitation regulation is now obsolete. Therefore, unless the employee’s nonexempt work continues to be the principal portion of the employee’s duties (50+ percent) after the normal course of business has resumed, the employee will remain in excluded status during the disaster relief efforts.

- Pursuant to Chapter 60L-34.0031(3) F.A.C. and in accordance with the FWC’s approved plan for SES Extraordinary Pay, SES employees below the Section Leader level who are required to work additional hours while assigned to an emergency or disaster situation may be compensated as follows:
  - At the written request of the division or office director, the Executive Director or Assistant Executive Director may authorize SES extraordinary pay for specific employees working disaster or emergency situations. The request will list the affected employees, disaster or emergency prompting the request and the beginning and ending date of the assignment.
  - A copy of the approved written request will be provided to the Office of Human Resources.
  - Employees participating in the plan will code all hours worked due to emergency/disaster in excess of their normal contracted work period (80 hours for excluded employees; 40 for included employees), under code 1017 on their People First timesheet.
  - Participation in the plan will be contingent upon available funds. Payment will be made at a straight-time hourly rate of pay for excluded SES employees and at time-and-one-half for included SES employees.

Upon plan activation, the Director of Human Resources will provide the required notification to the Executive Office of the Governor, the President of the Senate, the Speaker of the House and the Department of Management Services.

## **Timesheets**

The Accounting Services Section will provide Project ID (charge object) codes for the disaster. These codes must be used on the timesheet, so disaster-related activities can be accurately captured.

## **Volunteers**

The State Emergency Operations Center may request the FWC to seek volunteers to perform various disaster-relief duties. Employees who volunteer in response to such a request will record the time spent volunteering as work time.

Per 110.120, Florida Statutes, employees who are certified as a disaster service volunteer of the American Red Cross may be granted a leave of absence with pay for not more than 15 working days in any 12-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the employee's employing agency. An employee granted leave under this section will not be deemed to be an employee of the state for purposes of workers' compensation. Leave under this act may be granted only for services related to a disaster occurring within the boundaries of the state, except that, with the approval of the Governor and Cabinet, leave may be granted for services in response to a disaster occurring within the boundaries of the United States.

Employees who, on their own, volunteer through the EOC or other relief agency such as the Red Cross, may use mentoring administrative leave up to the maximum amount allowed. Employees may use mentoring leave only if their volunteer work is through a recognized service organization. For reporting requirements, employees will be requested to provide information concerning volunteer activities they perform on their own time. The Director of Human Resources will solicit this information from employees after a disaster.

## **Military Activation**

Employees activated due to a disaster are eligible for military supplemental pay. If the employee's state salary is higher than the employee's military salary, the employee will be eligible for military supplemental pay after 30 days. **Please note:** National Guard orders take precedence over Law Enforcement duties with the FWC during a declared state of emergency.



## **OPS Employees**

OPS employees are not eligible for administrative leave, nor are they covered under special pay provisions that apply during disasters. The FWC has no authority to grant leave or special pay to OPS employees due to disasters.

Therefore, supervisors are instructed to make every effort to provide OPS employees with opportunities to work during and after disasters. OPS employees must have supervisory approval before doing such work. Supervisors may allow OPS employees to make up the hours in whatever manner possible: work from home, come in during office closures (as long as it is not dangerous for them to do so), assist with cleanup after a disaster, etc. Supervisors will determine the approval of these requests on a case-by-case basis.

## Financial Management and Emergency Cost Recovery

The FWC will provide information to employees that will allow the FWC to receive insurance, federal and/or FEMA reimbursement when FWC property is damaged and for other expenditures incurred during an emergency response and debris removal.

### **Before the Incident/Storm**

#### **Identifying Property:**

Upon notice of an impending disaster, the FBO-Asset Management Unit will instruct all Property Analysts or designee(s) to take pictures of all FWC property, equipment and contents of buildings and place the pictures on the Finance and Budget Office (FBO) [SharePoint site](#).

To access, go to the Finance & Budget SharePoint site and click on Asset Management on the right side under FBO sections. On the left side of the Asset Management page select All Site Content, under the Libraries tab select Building Information. Facilities are listed by the Region, click the appropriate region and then location. To add a picture, click on Add document and upload the picture.

#### **Tracking the Cost:**

The FBO-Accounting Services will establish Project Identifiers (PIDs) in the Florida Accounting Information Resource (FLAIR) system to track all disaster-related expenditures (i.e. supplies, services, employee time, overtime etc.) related to the disaster to ensure all costs are accurately captured. These PIDs will be provided to the Financial Management Team (FMT) and the Business Leadership Team (BLT) via email and will be posted on the [FBO SharePoint Site](#). When completing the People First Timesheet, the appropriate disaster PID must be used to track time worked prior to, during, or after the disaster.

Three FWC forms shall be utilized and attached with all purchases and timesheets in order to capture disaster-related costs:

- [P-card Form for Disaster-related Purchases](#)-When purchasing products or services for emergency preparedness using the P-card in preparation for a disaster, the [P-card Form for Disaster-related Purchases](#) shall be completed and sent to the FBO Accounting Services with a copy of the invoice attached.
- [Disaster Daily Report](#) -All activities performed by FWC staff other than Law Enforcement as a result of a disaster, such as debris removal and equipment usage, need to be recorded with the Disaster Detail Daily Report – Other FWC Staff form. Submit the form to FBO each time a

pay period ends. Do this by attaching the form to an email to the FBO Accounting Services. Ensure hours worked on these activities are coded properly in People First and include the appropriate PID.

- [Emergency Response Daily Report for DLE](#) - The Division of Law Enforcement will complete this form specifically for the Division. This report will be submitted to the Division of Law Enforcement Budget Officer after the employee has completed their emergency response detail.

These forms may not be altered, and any forms found to be altered will not be accepted.

Employees are to ensure that the disaster PID is listed on all forms associated with disaster.

As required by the Division of Emergency Management (DEM), cost projections shall be provided to the FBO-Accounting Services Section by the DOI's Financial Management Team member before noon each day to ensure timely submission to DEM each day, during activation status.

### **Purchasing and WEX (Fuel Cards):**

Purchasing Card (P-Card): During a declared emergency, the State of Florida Purchasing Card (P-card) limits may be increased, or merchant codes expanded to allow for the purchase of food and other commodities/services.

The cardholder's supervisor shall send a request to the P-card Administrator within 24 hours of the needed increase or expansion to allow enough time for processing this request with the Department of Financial Services (DFS) and the Bank of America. The request must include the cardholder name, requested increase amount/limit or the requested commodity/service to be procured with the p-card which is normally prohibited. Once the increase/expansion is authorized by DFS and/or the Bank of America, the P-card Administrator will notify the DOI designee. Following the emergency, the cardholder's supervisor shall email the P-card Administrator requesting the decrease or removal of the expansion. The FWC P-Card Administrator will also monitor these requests to ensure they are appropriately inactivated. The DFS authorizations must be attached to all procurements made during this period.

WEX Card (Fuel Card): The State of Florida's WEX Card (used to procure fuel) may be increased prior to or during a declared disaster. The cardholder's designated supervisor personnel shall send a request to the Fuel Card Administrator. This request shall include the employee(s) name and requested limit. This notification must be sent at least 24 hours to allow for processing time. Once the action is completed by the Fuel Card Administrator, he/she shall respond to the Division/Office designated personnel confirming actions are complete.

When the disaster period ends, it is the responsibility of the same designated Division/Office personnel to notify the Fuel Card Administrator to reduce the limits or expansion. The Fuel Card Administrator will also monitor these requests to ensure they are appropriately inactivated, following the disaster.

### **Emergency Procurement Assistance:**

The FBO-Purchasing Section and the Regional Purchasing Offices will be available prior to, during and after the event to assist with purchasing related questions or emergency procurements, as needed.

**Note:** An Emergency Declaration does not change the required documentation or justification needed to pay an invoice. Unless otherwise stated in an Executive Order issued by the Governor or Executive Director, all state purchasing rules and required documentation will apply during and after a disaster. Please contact your supporting purchasing offices should you have any questions regarding procurement guidelines during or after a disaster.

### **After the Incident/Storm**

The FBO-Asset Management Unit will assist with the coordination of damage assessments and insurance claims for damaged property. In addition, Property Analyst may assist with site visits and other necessary function, as needed.

After roads are cleared and waters recede, damage assessment such as site reviews, pictures of damage and estimates may begin. If funding is available, the DOI may proceed with repairs as needed. Should additional damages be found during these site reviews, it is the responsibility of Division/Office personnel to report these damages to the FBO-Asset Management Unit or Property Analyst.

### **FEMA Reimbursement – Sequence of Events**

*The FBO will serve as the primary contact for all FEMA reporting and reimbursement activities and coordinate with all Divisions/Offices for appropriate documentation and reporting.*

If the President declares that a major disaster or emergency exists and activates Federal programs and funding to assist in the response and recovery effort, a [Presidential Disaster Declaration](#) will be executed and include:

- List of all counties that are eligible for assistance
- Establish the incident period of the disaster

- Specify the eligible assistance programs for the disaster (i.e. Public Assistance)
- Establish the Federal cost share (i.e. 75%)

If FEMA reimbursement is applicable, the procedures for identifying, calculating and submittal are outlined in the Public Assistance Program and Policy Guide. Note: This guide is subject to annual updates.

If a site visit is deemed necessary by FEMA, the FBO will be responsible for coordinating with the applicable DOI.

Note: The FBO-Asset Management Unit will process all insurance claims for damaged property.

## **Emergency Hotel Procedures**

If permissible by the hotel(s), a purchase order will be issued in MyFloridaMarketPlace (MFMP) to accommodate staff that have been deployed during a disaster. It is important that the purchase order contain pertinent information such as the name of staff, Disaster PID, dates of service and justification. Note: The FWC Tax Exemption card should be presented upon check-in. If a purchase order cannot be accepted by the hotel, the use of the P-card is permitted. Note: During a declared emergency, the P-Card may be utilized for a block of rooms or multiple staff.

All supporting documentation must be attached to the purchase order or included in the P-card documentation (i.e., [P-Card Form for Disaster-related Purchase](#), invoice, name of staff, emergency order and justification, etc.).

If a block of rooms was procured on a P-card, an individual invoice may be issued for the hotel rooms. The cardholder will be responsible for reviewing and verifying the invoice, completing and submitting the P-card Form for Disaster-related Purchases to FBO and ensuring a copy of the invoice is provided to employees to be attached to their travel voucher. Be sure to list the names of any travelers that shared the room.

Individual travelers must complete and submit their travel reimbursement to the FBO-Accounting Services Section. The purchase order number, room number and hotel name are to be listed on the travel reimbursement request. Be sure to include the name of any travelers who shared a room, if applicable.

**Note:** Remember, when traveling on a disaster detail, accommodations may not be up to normal standards. However, if accommodations appear unsafe, are without basic amenities such as electricity/water or have some other unforeseen problem, a traveler is not required to stay there. If this occurs, the traveler must contact their supervisor upon arrival to determine an alternative place to stay. If the P-card was utilized to pay for the room, a dispute will need to be rendered by the cardholder or approver.

## **Other Emergency Travel Procedures**

When claiming per diem, a statement must be provided explaining where the traveler stayed and why they were not in accommodations provided.

If accommodations/meals are provided and paid for by another state agency or the federal government, the traveler cannot claim reimbursement with the state.

If all travel expenses are paid by a MFMP purchase order, P-card or another agency, employees still must complete a travel voucher and submit it to the FBO-Accounting Services Section.

## **FEMA Categories**

### **Emergency Work**

Must be performed to reduce or eliminate an immediate threat to life, protect public health and safety, or to protect property that is threatened because of the disaster. With this definition emergency work is divided into two categories:

- **Debris Removal** – This will include work such as clearance of the roads and public-access areas:
  - Trees and woody debris
  - Building components or contents
  - Sand, mud, silt and gravel
  - Other disaster-related materials
- **Emergency Protective Measures** – This will apply to before, during and after the disaster that will eliminate or reduce an immediate threat to life, public health or safety or eliminate or reduce an immediate hazard that threatens significant damage to improved public property through cost-effective measures. Examples:
  - Evacuation
  - Search and rescue
  - Security in disaster area
  - Activation of EOC
  - Protection of buildings and equipment after the storm until repairs can be made

- Labor, equipment and materials are reimbursable under emergency work.

**Note:** Overtime is reimbursable by FEMA for both FTE and OPS employees who work directly on disaster activities. Overtime justifications are listed below.

- Any employee's regular time and overtime working on disaster activities if the employee is funded by a special revenue source that can be used only for specific purposes. Example: Employee who is 100-percent federally funded through reimbursement. In this case if the employee did not work on the federal project, we would not have a funding source.
- Part-time employee's regular time that is considered above his/her contracted hours plus overtime work on disaster activities. Example: if a half-time employee, any hours over 20 are reimbursable.
- Back-fill employees' overtime can be reimbursed. "Back-fill" refers to employees who are not working on disaster activities but are performing the duties of employees who are working on disaster activities. These employees will use the same Project ID as the person performing the duties. The name of the back-filled-for employee must be listed in the comment field of the timesheet.

## **Permanent Work**

Work required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function and capacity in accordance with any applicable code and standard. With this definition, emergency work is divided into five categories.

- Roads and Bridges – includes:
  - Eligible items for roads are surfaces, bases, shoulders, ditches, drainage structures and low-water crossings.
  - Eligible items for bridges are decking and pavement, piers, girders, abutments, slope protection and approaches.
- Water-control Facilities – includes:
  - Dams and reservoirs
  - Levees
  - Lined and unlined engineered drainage channels
  - Shore-protection devices
  - Irrigation facilities
  - Pumping facilities
- Building and Equipment – This also includes items not listed as property, as well as supplies, etc. This is not for emergency protection, only for the actual repair of the building or equipment.

- Utilities – includes:
  - Water- treatment plants and delivery systems
  - Power-generation and distribution facilities, including generators, substations and powerlines
  - Sewage-collection systems and treatment plants
- Parks, Recreational and Other - includes:
  - Playground equipment
  - Swimming pools
  - Bath houses
  - Tennis courts
  - Boat docks
  - Piers
  - Picnic tables

### **Things to Remember**

- Do not attempt to permanently repair any property until pictures have been provided to the Property Analyst or the Asset Management Section has visited the site and has given approval to begin the permanent repairs.
- Do not sign FEMA project worksheets. Send to the Financial Management Section.
- Before, during, and after the disaster, the Financial Management Section will coordinate any necessary budget amendments, FEMA and DEM funding agreements, and prepare supporting documentation required for project worksheets to recover costs.
- An Emergency Declaration does not change the required documentation or justification needed to pay an invoice. Unless otherwise stated, all state purchasing rules and required documentation will be enforced. If there are any questions about the purchasing rules or necessary documentation, please contact the Purchasing Section.
- Assessments are not directly reimbursable by FEMA.
- Any costs associated with surveying animals' survival, habitat, etc. of the disaster are not reimbursable by FEMA. However, USFWS has stated that it will work with the FWC if we need federal funds for these types of activities.
- Bids, contracts, and direct orders must be written in the same format as the project worksheet.
- Cost projections need to be into the Financial Management Section before noon for timely submission to DEM daily while in activation status. Please work with your Division/Office Budget officer and Asset Management on providing projected costs to them so that FWC can meet the required submission deadline to DEM.



## **Annex 1: Building Liaison Program**

The FWC is committed to supporting the welfare of its staff and visitors. Preparing an EPP and implementing a Building Liaison Program to respond to possible emergencies/disasters is one way in which the FWC offers this support.

### **Role of Liaison**

Building Liaisons have a defined role in emergency/disaster preparedness. They assist in preparing buildings, FWC response plans, and coordinate planning in this area for all building occupants. Building Liaison duties should incorporate appropriate existing practices within the FWC buildings.

### **Structure**

FWC buildings will have a Building Manager and one or more Building Liaisons to communicate between leadership and the occupants on issues of emergency preparedness, crime prevention and general safety and security.

### **Duties and Responsibilities**

#### **Building Manager (or designee) Duties**

- Read and be familiar with the COOP and EPP.
- Acts as coordinator for building occupants in implementing an EPP, coordinates "self- help" preparations and activities including at least one emergency drill each year.
- Works as the contact to Divisions/Offices and provides notification of emergencies/treats to buildings/facilities, support, assistance and input to the EPP.
- Posts notices of "Safety, Alerts & Advisories", and construction work in the building that could affect occupants.
- Coordinates occupants' response and serves as building interface regarding the appropriate use and maintenance of public areas within buildings, e.g., security safety modifications to public areas, signage/posting of notices and procedures for facility use and operation.
- Trains alternates to assume duties when not available.

- Attends all training workshops/activities specifically organized for Building Liaisons.

### **Building Liaison Duties**

Building Liaisons are primarily appointed to serve as a well-trained corps of individuals to facilitate emergency responses and to assist in emergency/disaster preparedness.

- Notify the Building Manager of any threat to the building/facility.
- Read and be familiar with the COOP and EPP.
- Introduce yourself and train staff in your assigned area before an emergency.
- Take note of any CPR-trained employees in your area.
- Ensure there is a First Aid Kit(s) and note its location. Staff should be advised as to location of the kit.
- Take note of where the fire alarms are situated (if applicable).
- If you notice any hazards in the hallways, please notify the Facility/Office Manager.
- Look around your area of the building and note where fire extinguishers are located in case of a small fire (use only if you've been trained in fire extinguisher use). Fire extinguishers are rated for all types of fires.
- Check to see if there are any Mobility Impaired employees in your area (those who would need assistance to exit the building) and nominate two "buddies" to help him/her in the event of an evacuation of the building. Note their phone and room numbers.
- When leaving the building for an emergency evacuation, staff should take purses, car keys, coats, umbrellas (depending on the weather) and other personal items but no food or drinks. These can be hazardous during the exodus from the building.
- Check each room (including restrooms, training rooms, storage or file areas, copy machine rooms, offices, conference rooms and any other place where people might be) within your area of the building and direct any occupants to vacate the building immediately. Show them the established exit route in your area of the building. **Do not exit through the front main doors; do not attempt to use elevators.**
- Building Liaisons (or alternates) should meet the Building Manager at the designated emergency meeting area near their building (at least 100 yards from the building), advise that all occupants have been successfully evacuated or inform where assistance is needed in the building.
- Notifies occupants of impending access interruption to public area(s) in the building.

## **Training**

Building Managers and Building Liaisons are expected to keep current with the changing safety/security situation at FWC buildings. To assist them, Division of Law Enforcement will hold training sessions as needed.

**< End of Annex >**

## Annex 2: Emergency Communications Plan

Effective and continuous communication is essential in every emergency. This Emergency Communications Plan should be used for emergencies that are non-weather and non-power outage related, such as: fire, medical, assault/workplace violence, active shooter, suspicious package, and/or bomb threat. To achieve this goal, the FWC should abide by the following hierarchy of communication:

- **When talking to the dispatcher, stay on the line and give as much information as you can.**
- **It is important to stay as calm as possible.**

**Call 911 First**



**Then Call Building Manager**



**Then Call FWC LE Communications Center**  
**1-888-404-3922**

If “Alarm” sounds and equipped with a FRS (Family Radio Service) radio, the OED Chief Operating Officer or designee, Emergency Coordination Officer or Regional Commander (or designee), Building Manager and Building Liaisons or alternates will activate and monitor FRS radios during emergency conditions to maintain communications, monitor evacuation, re-entry “**ALL CLEAR**” and recovery assessment surveys. If emergency is “**Sheltering in Place**” (stay where you are), initial contact will be via telephone. If not equipped with an FRS radio, communication will be via telephone and verbally.

< End of Annex >

## **Annex 3: Evacuation and Shelter In-Place Plan**

### **Advance Preparation for Emergencies**

- Each Division/Office will keep a list of all personnel that have evacuated due to an incident/storm. The list will include the employee's name, relocation address and relocation telephone number(s).
- Facility/Office Managers or designee should take an inventory of all stocked emergency items and prepare a checklist.
- Facility/Office Managers or designee should purchase any special-needs items (e.g. tape, lumber, nails, protective plastic sheeting or other items).
- Facility/Office Managers or designee will ensure the evacuation routes are posted and contain names of Building Liaisons, and designated emergency meeting area(s).

### **Building Evacuation Information**

- Staff should determine the nearest exit to their location and the best route to follow to the designated emergency meeting area(s) where Building Liaisons will account for all occupants.
- Walk, do not run. If time permits during evacuation, secure your workplace and take personal items.
- Do not use elevators.
- If safe to do so, assist people with special needs as indicated by that person, or direct to the nearest stairwell or exit.
- Do not leave your designated emergency meeting area unless directed to do so, or if remaining in the area would threaten your safety.
- No staff will re-enter a building(s) until local authorities have determined the area(s) is safe to enter and staff have been given an "ALL CLEAR" by the Emergency Coordination Officer or Regional Commander (or designee), Building Manager or Building Liaisons as directed by the Chief Operating Officer or designee.

### **Area Evacuation Information**

- In most emergencies, complete evacuation is not necessary. However, if there is a major hazardous materials release, flood, or other major incident, it may be necessary to relocate staff to an Alternate Relocation Site(s) as outlined in the COOP.

- Each Division/Office will keep an updated Evacuation Location List for all personnel. The list will include the employee's name, relocation address and relocation phone number(s), if known. If the employee has an assigned vehicle or vessel, the location (address) and spare key placement for that equipment will also be documented.
- Members who reside in evacuation areas will make every attempt to notify their supervisor when relocating to their designated relocation location.
- When the incident/storm has passed, members in evacuation areas and/or those impacted by the incident/storm will make every reasonable attempt to contact their supervisor to report their status, request assistance if needed, and for possible duty assignment.

### **Shelter in Place Information**

- Proceed to an emergency shelter area (i.e. nearest stairwell or interior safe location) until given an "ALL CLEAR" to leave the area by the Emergency Coordination Officer or Regional Commander (or designee), Building Manager or Building Liaisons as directed by the Chief Operating Officer or designee.
- Close all windows and exterior doors.
- Attempt to seal outside doors, windows and elevator shafts with tape if available.
- Turn off outside ventilation systems (i.e., air conditioning, heat, attic fans, etc.)
- Do not use elevators.

**< End of Annex >**

## Annex 4: Natural Disasters/Severe Weather Response Plan

The purpose of these procedures is to prepare for and respond to a natural disaster or other impending emergency. The procedures are intended to provide an orderly guide for preparations at FWC facilities and for emergency response during or impending natural disasters.

For the purpose of this plan, natural disasters will include hurricanes, tornadoes, floods and wildfires.

The Disaster Magnitude Classification definitions may be used to determine the execution level of COOP. These levels are defined as follows:

- **Minor Disaster** - Any event that is likely to be within the response capabilities of the local officer personnel;
- **Major Disaster** - Any disaster that will likely exceed officer personnel capabilities and require a request for Mutual Aid; and
- **Catastrophic Disaster** - Any disaster that will require massive Mutual Aid assistance and Federal assistance.

### Early Preparations for when advanced notice of a natural disaster is given

- All state vehicles should be fully fueled, and vehicle safety equipment inspected.
- Review of all stocked items should be made, and a checklist prepared.
- Any special needs (e.g. tape, lumber, nails, protective plastic sheeting, or other items) should be obtained.
- Vehicles not to be used during the emergency response will be moved to a secure location. A secure location may be the North Florida Maintenance Shop, Regional Office, Field Office or the interior area of the parking garage adjacent to the Bryant Building for the Tallahassee area.
- As it becomes likely that the disaster watch will turn to warning, those members having duty responsibilities throughout the disaster will make personal emergency preparations for their families and homes. This is in preparation for possible long-term assignment (e.g. sworn personnel).
- Personnel are authorized to drive state vehicles out of harm's way during a storm related evacuation where they have the time and ability to do so and it doesn't create any hardships or complications on the priority of personal/family evacuation. Staff are authorized when necessary to allow family members to ride in a state vehicle during the evacuation process. Once a state vehicle is evacuated and out of harm's way, if they

do not have access to a personal vehicle, they may drive the state vehicle for essential activities such as securing groceries or other essential supplies.

## **Hurricanes**

At the first issue of a Hurricane Watch for the area or notification of any other impending natural disaster, under direction of the Executive Director or designee, the Regional Directors, and leadership teams will meet to review the EPP, member duty and leave schedules, and any other issues that may impact storm preparations.

### **When the Watch Turns to Warning**

At the time an FWC facility is within the area designated as a warning for possible storm impact, leadership teams and staff pre-designated for specific preparations shall mobilize. Please refer to the Communication, Preparation and Recovery Section for instructions.

## **Evacuations**

Members who reside in evacuation areas will make every attempt to notify their supervisor and the MyFWCAAlert contact of their location. Refer to the Communication, Preparation and Recovery Section for instructions.

## **Tornadoes**

- A Tornado Watch means that conditions are favorable for tornados and severe thunderstorms in and close to the watch area.
- A Tornado Warning is an urgent announcement that a tornado has been reported and warns you to take immediate action to protect life and property.
- A Microburst (also referred to as a downburst) is a localized, intense downdraft that produces damaging, divergent winds at the ground surface. A microburst is capable of producing winds of more than 100 mph lasting 5 to 15 minutes.

### **During a Tornado Warning**

If a tornado situation occurs, the following specific actions will be taken to ensure the safety of FWC employees:

- If you are indoors and if time allows, move to the lowest floor possible. Move into an inside wall away from windows. Everyone must remain inside the building for maximum protection. If time allows, close all doors to rooms. Assume a fetal position to protect your head and eyes.
- If you are outside and hear a tornado warning or see a tornado, try to reach a building



immediately. If you cannot reach a building, then you should lie flat in the nearest depression such as a ditch, curb, ravine, or retention pond away from power lines, buildings and trees.

- If you are driving, do not remain in your vehicle. Get out of your vehicle and follow the instructions above. Do not attempt to outrun a tornado.

### **After a Tornado Passes**

- **Check for injuries.** Do not move a seriously injured person unless they are in immediate danger of further injuries. If you need emergency assistance call 911, then notify the Building Manager, Emergency Coordination Officer or Regional Commander (or designee) and then call the FWC LE Communications Center at 1-888- 404-3922.
- **Be aware of any structural damage** around you, and if necessary and safe to do so, carefully leave the building per Annex 3 (Evacuation, Shelter In-Place Response Plan) and Appendix A (Evacuation Routes).
- **Always check for these hazards.**
  - Fire or fire hazards
  - Damaged electrical wiring
  - Downed or damaged utility lines. Stay away from downed lines, even if power appears to be off.
  - Fallen objects in closets and cabinets. Displaced objects may fall when you open the door.

### **Floods**

- **Flood Watch:** Flooding is possible. Tune into a weather radio, commercial radio, or television for information.
- **Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground, listen to a weather radio, commercial radio, or television for information.
- **Flood Warning:** Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
- **Flash Flood Warning:** A flash flood is occurring; seek higher ground on foot immediately.

### **Flood or Flash Flood Warning Response**

- Listen to instructions from Emergency Coordination Officer or Regional Commander (or designee), Building Manager or Building Liaisons as directed by the Chief Operating Officer or designee.

- The Executive Director or designee has the authority to suspend operations at any FWC location in the event of a flash flood watch or warning.

## **General Severe Weather Response**

- **Stay away from windows and exterior doors** during all severe weather and head to the most central area of the building.
- **Notification of an approaching dangerous storm** will be made by:
  - FWC LE Communications Center in your area.
  - The National Weather Service and Emergency Alert System via the broadcast media, weather radios, and email alerts (if equipped). Monitor, prepare, and remain aware if conditions are present for possible severe weather information.
- **Recipients of warnings** must quickly relay warning information throughout their areas.

## **Hail**

- **Seek protective shelter** immediately
- **Remain indoors** or under protective shelter until hail has stopped, usually 5 to 10 minutes

## **Lightning**

- Seek protective shelter immediately
- If outdoors, do not stand beneath tall isolated objects.
- Avoid projecting above the surrounding landscape.
- Seek shelter in a low area under a thick growth of small trees.
- In open areas, seek the lowest area possible.
- Get off or away from open water as well as metal equipment or small metal vehicles such as motorcycles, golf carts, etc.
- Stay away from wire fences, clothes lines, metal pipes, and rails.
- If you are in a group in the open, spread out, keeping people several yards apart.

- Remember - lightning may strike some miles from the parent cloud. If you feel your hair stand on end, lightning may be about to strike you. Drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.

**< End of Annex >**

## **Annex 5: Fire Response Plan**

**See Appendix A for building specific information.**

### **If You Discover a Fire or See Smoke:**

- If there is not a building alarm sounding, manually activate the closest fire alarm pull station. If there are no pull stations, verbally sound “fire, fire.”
- Immediately exit the building.
- Call 911 from the nearest safe phone.
- Notify the Building Manager, Emergency Coordination Officer or Regional Commander (or designee), and FWC LE Communications Center at 1-888-404-3922.

### **If Building Fire Alarm is Activated or Someone Informs You of a Fire:**

- Walk to the nearest exit - **Do Not Use Elevators.**
- If able, assist people with special needs.
- Notify emergency personnel if you know or suspect someone is trapped or still inside the building.
- Gather outside at the designated evacuation meeting area(s) away from the building and access roads.
- No staff will re-enter a building(s) until local authorities have determined the area(s) is safe to enter and staff have been given an “ALL CLEAR” by the Emergency Coordination Officer or Regional Commander (or designee), Building Manager or Building Liaisons as directed by the Chief Operating Officer or designee.

### **If Caught in Smoke:**

- Drop to hands and knees and crawl towards the nearest exit.
- Stay low as smoke will rise to ceiling level.
- Hold your breath as much as possible; breathe through your nose and use a filter such as a shirt or towel.

### **If Trapped in a Room:**

- Close as many doors as possible between you and the fire.

- Wet and place a cloth material around or under the door to help prevent smoke from entering the room.
- If room has an outside window, be prepared to signal someone outside.

#### **Clothing on Fire:**

- Stop, drop, and roll on floor to smother flame.
- Only drench with water if a safety shower is immediately available.
- Call 911 to obtain medical attention.

#### **Using a Fire Extinguisher:**

- Only use a fire extinguisher if the fire is very small and you have been trained to do it safely. If you are not able to put out the fire, leave immediately and make sure the building alarm is activated and emergency personnel are notified.
- Do not put yourself in danger to fight a fire unless it is necessary to clear an escape route.

#### **Fire Extinguisher Quick Training for Emergencies:**

- Pull safety pin from handle aim at base of fire
- Squeeze the trigger handle
- Sweep from side to side at base of fire

**< End of Annex >**

## Annex 6: Medical Emergency Response Plan

If you see someone in medical distress, or for any medical emergency call 911 immediately. Below are additional response guidelines:

- DIAL 911 (or designate someone). State your name, the location, nature and severity of the medical/emotional emergency. If available, have someone remain with the victim while the call is made. **Stay on the line:** The 911 emergency operator may give you some first aid instructions to perform on the patient prior to the arrival of emergency personnel.
- Look, Listen, Feel - Quickly determine if victim is breathing and has a pulse. If the victim appears to have suffered from an electrical injury, do not touch the victim until power supply is switched off or you have ascertained there are no live wires touching the victim.
- Keep area clear. In general, victims should not be moved unless other hazards pose an immediate threat to life. If possible, have someone stay with the victim.
- Have someone waiting at the entrance to direct emergency personnel to the victim(s).
- Offer first aid including CPR/AED if trained and willing to do so, and aid is needed and consented to.
- Follow any further instructions received from emergency personnel.
- Use protective equipment if possible. If you may have been exposed to blood or other infectious materials through the provision of first aid or through a needle stick, contact your supervisor, notify Worker's Compensation, and go to the nearest emergency facility.
- Do not drive a medical emergency victim to the hospital or allow them to drive.

### First Aid Kit Preparation and Maintenance

Each FWC location should maintain a stocked first aid kit for use in handling minor illnesses and injuries. In addition, all locations should possess a backup light source, such as a flashlight or LED lighting.

- Check kit regularly. Make sure flashlight batteries work. Check expiration dates and replace any used or out-of-date contents. Contents and quantities should be based on the average number of individuals at each location, keeping in mind that you are stocking the first aid kit to deal with day-to-day minor injuries in the office as opposed to preparing for treatment of mass injuries in the event of a large-scale disaster.

< End of Annex >

## Annex 7: Bomb Threat

### If You Receive a Telephone Threat

- Remain calm.
- Listen carefully. Try to keep the caller talking so that you can gather more information.
- Use the [Bomb Threat Reference Card](#) as a guide to question the caller in a polite and non-interrogative manner. The card is located lower in this document and in the Finance and Budget Forms Library under “Miscellaneous Forms” at <http://portal2.fwc.state.fl.us/sites/fb/FORMS/Forms/AllItems.aspx>.
- Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller. Make written notes on the bomb threat reference card of the answers.
- Upon completion of the call, immediately call 911, then notify the Building Manager, Emergency Coordination Officer or Regional Commander (or designee) and then call the FWC LE Communications Center at 1-888-404-3922.
- Complete the bomb threat reference card as soon as possible while the incident is fresh in your memory.
- If a threat has been received by another individual and he/she is relaying this information to you, use the bomb threat reference card to get as much information from them as possible.

### If You Receive a Written Threat or a Suspicious Parcel, or if You Find a Suspicious Object Anywhere on the Premises

- Remain calm.
- Keep anyone from handling it or going near it.
- Do not use portable radio equipment, or cell phones, within 100 feet of the suspicious item.
- Call 911 immediately, then notify the Building Manager, Emergency Coordination Officer or Regional Commander (or designee) and then call the FWC LE Communications Center at 1-888-404-3922.
- Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by police.

- Follow instructions given by 911 or responding law enforcement.
- Remember, all bomb threats have the potential to be real and should be treated as such.





## FWC BOMB DATA PROGRAM CARD

Date: \_\_\_\_\_ Time: \_\_\_\_\_

*Do not hang up the telephone. Leave telephone off the receiver after the caller hangs up.*

Place this card under your telephone

### QUESTIONS TO ASK:

When is the bomb going to explode?  
Where is it right now?  
What does it look like?  
What kind of bomb is it?  
What will cause it to explode?  
Did you place the bomb?  
Why?  
What is your address?  
What is your name?  
What is your phone number?

### EXACT WORDING OF THREAT:

\_\_\_\_\_

Sex of Caller: Race: Age: \_\_\_\_\_  
Length of Call: \_\_\_\_\_

### BOMB THREAT

Number at which the call was received: \_\_\_\_\_

### CALLER'S VOICE

Calm	Nasal
Angry	Stutter
Excited	Lisp
Slow	Raspy
Rapid	Deep
Soft	Ragged
Loud	Clearing Throat
Laughter	Deep Breathing
Crying	Cracking Voice

### BACKGROUND SOUNDS

Street noises	Factory/Machinery
Crockery	Animal Noises
Voices	Clear
PA System	Static
Music	Local
House noises	Long Distance
Motor	Office Machinery
Other _____	

### THREAT LANGUAGE

Well-spoken	Incoherent
(Educated)	(Taped)
Foul	Message read by
Irrational	Threat Maker

### REMARKS:

Upon receiving the threat, the appropriate local agency, including the fire department, will be notified of the threat for response. The member will then begin notifying the appropriate chain of command, ensuring that the Division Director is made aware of the situation as soon as possible. Leave the premises when directed.

Reported to: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Normal	Disguised
Distinct	Accent
Slurred	Familiar

If familiar, who did it sound like?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Annex 8: Active Shooter

Be aware that there could be more than one shooter involved in the situation.

### General Information (Regardless of Circumstances)

- Call 911, Building Manager, Emergency Coordination Officer or Regional Commander (or designee and FWC LE Communication Center at 1-888-404-3922 as soon as possible and safe to do so.
- Quickly provide authorities as much information as possible.
- If unable to speak, leave line open so dispatcher can hear what is taking place.
- If you decide to flee, make sure you have an escape route and a plan in mind.
- Do not attempt to carry anything while fleeing. Move quickly, silently, and cautiously.
- Do not attempt to remove wounded/injured people.
- If exiting the building, place your hands on your head so authorities will recognize that you are not a threat and follow emergency responders' instructions.

### Situational Awareness and Preparedness

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- **Call 911 when it is safe to do so!**

## How to Respond When an Active Shooter is Present

### Run

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - **Call 911 when you are safe**

### Hide

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture
- If the active shooter is nearby:
  - Lock the door
  - Silence your cell phone and/or pager
  - Turn off any source of noise (i.e., radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet
- If evacuation and hiding out are not possible:
  - Remain calm
  - Dial 911, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen
- If you choose to hide, it is important to understand the difference between cover and concealment.
  - **Cover** is any item that hides you and at the same time protects you from potential gunfire (i.e., concrete wall, steel cabinet with files in it).

- **Concealment** is any item in which you can hide but does not protect you from potential gunfire (i.e., hollow core door, particle board bookcase, even a cardboard box).

## **Fight**

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions
- **Comply/Distract/React** with 100% commitment!

## **How to Respond When Law Enforcement Arrives**

- How to react when you first see law enforcement:
  - Remain calm, and follow officers' instructions
  - Put down any items in your hands (i.e., bags, jackets)
  - Immediately raise hands and spread fingers
  - Keep hands visible at all times
  - Avoid making quick movements toward officers such as holding on to them for safety
  - Avoid pointing, screaming and/or yelling
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Information to provide to law enforcement or 911 operator:
  - Location of the active shooter
  - Number of shooters, if more than one
  - Physical description of shooter(s)
  - Number and type of weapons held by the shooter(s)
  - Number of potential victims at the location
- The first officers to arrive to the scene will not stop to help injured persons.
- Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers.
- These rescue teams will treat and remove any injured persons.
- They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

- Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.
- Do not leave until law enforcement authorities have instructed you to do so.

## **Recognizing Potential Workplace Violence**

- An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee.
- Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee.
- Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

## **Indicators of Potential Violence by an Employee**

- Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):
  - Increased use of alcohol and/or illegal drugs
  - Unexplained increase in absenteeism; vague physical complaints
  - Noticeable decrease in attention to appearance and hygiene
  - Depression / withdrawal
  - Resistance and overreaction to changes in policy and procedures
  - Repeated violations of company policies
  - Increased severe mood swings
  - Noticeably unstable, emotional responses
  - Explosive outbursts of anger or rage without provocation
  - Suicidal; comments about “putting things in order”
  - Behavior which is indicative of paranoia, (“everybody is against me”)
  - Increasingly talks of problems at home
  - Escalation of domestic problems into the workplace; talk of severe financial problems
  - Talk of previous incidents of violence
  - Empathy with individuals committing violence
  - Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

## **What to expect in an FWC Facility/Building:**

- An active shooter can select a target for any number of reasons ranging from a domestic violence issue with an employee to philosophical differences with an agency or company that is located where the shooter targets victims.
- The FWC Division of Law Enforcement (DLE) is present in most, but not all FWC buildings and our presence ranges from officers in full uniform to “soft” or casual business clothing.
- If an active shooter situation occurs within an FWC Facility and DLE members are present, they are no longer your co-workers but are first responders with multiple responsibilities.
- Law enforcement’s overall response to an active shooter may include a blended response of uniformed and non-uniformed FWC personnel, along with other local and state law enforcement officers.
- If DLE members are present, their first responsibility is to eliminate the threat, then help members evacuate and assist with any injured persons.
- If a member of the DLE is present and has not yet acted or identified themselves, do not identify them as law enforcement through anything you say or do.
- An example might be if an active shooter were walking down a hall and ignored a plain clothes DLE member, it may create a tactical advantage for the member to allow the shooter to pass, then confront him once other members are safe.

Remain in place until law enforcement personnel have determined the area(s) is safe and staff have been given an “ALL CLEAR” by the Emergency Coordination Officer, or Regional Commander (or designee) Building Manager, or Building Liaisons as directed by the OED Chief Operating Officer or designee.

**< End of Annex >**

## **Annex 9: Human-Made Disasters Terrorist/Biological/Chemical/Environmental/Emergency/ Suspicious Package Procedures**

A terrorist attack will likely come without any warning. The following specific actions will be taken to ensure the safety of FWC.

### **Preparation**

- Be alert and aware of your surroundings. Report anything suspicious.
- Be familiar with the EPP.
- Know the emergency exits of the buildings.
- Do not open mail which looks suspicious.

### **During an Incident**

- Never rush into a suspected terrorist event. You probably will not know what agent has been released. Do not become a victim.
- Decrease your time, increase distance, and shielding from the suspected incident.
- If you are exposed to an agent, do not flee the scene, you may expose others.
- If an emergency responder directs you to do something, do it immediately.

### **After an Incident**

- If you are a victim of a terrorist incident, expect to undergo decontamination on scene. This will probably involve the fire department using water to wash you down.
- Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself. Report any suspicious activity to law enforcement.
- Remember, some of the victims may be suspects.
- It may be necessary to "Shelter In-Place" if a weapon of mass destruction incident occurs. Please follow the Shelter In-Place plan ([Annex 3](#)).

## **Information and Description Chemical Threats**

- A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.
- Quickly try to define the area which was affected and seek "clean air."
- Stay upwind, uphill, and upstream from any suspected contaminated areas.
- Signs and symptoms of individuals who have been affected by chemical agents include convulsions, difficulty breathing, and loss of consciousness, nausea, vomiting, and severe coughing.
- Certain chemical agents like mustard gas will redden the skin and cause severe skin and eye irritation.
- Remove all clothing and other items in contact with the body. Cut off contaminated clothing to avoid contact with eyes, nose, and mouth.
- Decontaminate exposed skin with soap and water.
- Flush eyes with lots of water.
- Seek immediate medical assistance.

## **Information and Description of Biological Threats**

- Biological attacks are the deliberate release of germs or other biological substances that can make you sick.
- Biological agents are dangerous because they can be spread by natural convection or air currents. Ventilation systems in buildings or transportation facilities may become part of the dissemination system.
- Signs and symptoms of individuals who have been exposed to biological agents vary depending on the organism. Most signs and symptoms include flu-like symptoms (i.e. nausea, vomiting, diarrhea, severe fever).
- These signs will probably be reported by health care officials at local hospitals.
- If you suspect your skin or clothing has come into contact with a potentially infectious substance, remove and bag your clothing. Wash yourself with soapy water immediately. Put on clean clothes and seek medical assistance.



## **Information and Description of Radiological Threats**

- Radiological attacks, commonly referred to as "dirty bombs" are the use of conventional explosives to spread radioactive materials over a targeted area.
- While the explosion will be obvious, the presence of radiation will not.
- If you hear an explosion and/or you are warned of a radiation release, cover your nose and mouth and go inside to place of shelter that has not been damaged.
- Close windows and doors; turn off air conditioners, heaters, or other ventilation systems.
- If you think you have been exposed to radiation, take off your clothes and wash your body as soon as possible.
- Stay where you are and check official news as it becomes available.

## **Information and Description of Nuclear Threats**

- A nuclear blast is an explosion which creates intense heat, a pressure wave and widespread radioactive material which can poison the air, water, and ground surfaces.
- Take cover immediately to limit the amount of radioactivity absorbed.
- If you take shelter, go as far underground as possible.
- Decrease your time of exposure; increase your distance and shielding to reduce your risks.
- Use available information to assess the threat of radioactive exposure. If you think you have been exposed to radiation, health care authorities may advise you to take potassium iodide. Potassium iodide is the same stuff added to your table salt to make it iodized and it protects your thyroid gland which is particularly vulnerable to radioactive poisoning.

## **Information and Description of Explosive Threats**

- If there is an explosion, take shelter against anything sturdy.
- If the explosion is in the building you are in, exit immediately without using the elevators.
- If you see smoke, crawl on the floor.

- Use a wet cloth or anything available to cover your mouth and nose.
- Never go back into a burning building.
- If you are trapped in debris from a collapsed building, avoid unnecessary movement so you don't kick up dust. Breathing in dust can be dangerous.
- If possible, use a flashlight or whistle to signal rescuers.
- Always assume that an explosion is releasing some dangerous material.
- Decrease your time of exposure; increase your distance and shielding to avoid any potential contamination.

## **Characteristics of Suspicious Packages and Envelopes**

- Inappropriate or unusual labeling
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return addresses or no return addresses
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as Personal, Confidential, or Do Not X-ray
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address
- Appearance
  - Powdery substance felt through or appearing on the package or envelope
  - Oily stains, discoloration, or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
  - Excessive weight
  - Ticking sound
  - Protruding wires or aluminum foil

## Handling of Suspicious Packages and Envelopes

- If the package or envelope appears suspicious, do not touch it. Leave it alone.
- Do not sniff, touch, taste, or look closely at it or any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- Call 911, notify the Building Manager, Emergency Coordination Officer or Regional Commander (or designee) and then call FWC LE Communications Center at 1-888-404-3922.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the health authorities and law enforcement officials.

Responding to a **Biological, Chemical** or **Environmental** threat may be different from responding to a fire or bomb threat. The magnitude of the emergency will guide the FWC's response. It may be **Safer** to "**Shelter in place**" or to stay in your present location rather than move into or through an exposed area of the building. The following procedures should be initiated in the event of a biological, chemical or environmental threat during normal working hours.

## Responsibilities

### The Individual Receiving or Discovering the Threat Will:

- Call 911, Building Manager, Emergency Coordination Officer or Regional Commander (or designee), and FWC LE Communications Center at 1-888-404-3922 to alert of situation.
- Monitor and communicate with Building Manager, Emergency Coordination Officer or Regional Commander (or designee), and Building Liaisons via FRS radios, if available.

**The Building Manager or Designee will:**

- Secure, isolate, contain and close the immediate area to entry by anyone from outside the area.
- Notify Building Liaisons to inform staff that we have a security threat in the building and to shut down air handlers, if directed.
- Evaluate the circumstances to determine if evacuation is warranted.
- Secure elevators, equipment or alarms as necessary
- Meet with the appropriate law enforcement agency and fire department.
- Monitor and communicate information to the Emergency Coordination Officer or Regional Commander (or designee) and Building Liaisons.

**The Building Liaisons Will:**

- Check all rooms on assigned floors to ensure all personnel are aware of the security threat and know the threat location in the building.
- Instruct staff to “Shelter in Place” (stay where you are) BUT to be prepared to evacuate the building, if advised.
- Report back and maintain communications with the Building Manager.

**Building Employees Will:**

- Remain in their present area “Shelter in Place” until advised that evacuation is necessary.
- If advised, evacuate the building as directed by the Building Liaison avoiding the “At Risk” location of the security threat.
- Not touch anything that looks irregular or suspicious.
- Take all personal items with you.
- Secure all money or critical property.
- Proceed to the designated evacuation meeting area(s).

## **Recovery Response**

No staff will re-enter a building(s) until local authorities have determined the area(s) is safe to enter and staff have been given an “ALL CLEAR” by the Emergency Coordination Officer or Regional Commander (or designee), Building Manager or Building Liaisons as directed by the OED Chief Operating Officer or designee via FRS radios if available.

- The “At Risk” area will not be occupied until FWC has contacted the Department of Health, Capital Police, or local law enforcement agency, etc. to confirm that any tests, cultures or analyses have been confirmed as clear.
- Following re-entry: Building Liaisons will inspect their areas and notify the Building Manager of any impact on their program or building area. The Building Manager will then notify the OED Chief Operating Officer and the Emergency Coordination Officer or Regional Commander (or designee).

**< End of Annex >**

## Annex 10: Pandemic/Statewide Disaster

The COOP shall apply in the event of a pandemic or a statewide disaster. In lieu of relocating to an Alternate Relocation Site(s), the Executive Director or designee may close all or some of the FWC facilities to include the GHQ to visitors and non-essential personnel. Essential personnel and, in some cases, non-essential personnel may be required to work from home or other supervisory approved facilities depending on the severity of the outbreak or disaster.

**Pandemic** refers to a worldwide outbreak of a disease (e.g., influenza, COVID, etc.) among people when a new strain of the virus emerges that can infect humans and to spread from person to person. During the early phases of a pandemic, people might not have any natural immunity to the new strain; so, the disease would spread rapidly among the population. A vaccine to protect people against illness from a pandemic may not be widely available until many months after a pandemic begins. It is important to emphasize that a pandemic can occur at any time and with the most recent outbreak of COVID-19 we must be prepared for any future pandemics that may arise. Pandemics can vary in severity from something that seems simply like a bad flu season to an especially severe pandemic that could lead to high levels of illness, death, social disruption and economic loss. It is impossible to predict when the next pandemic will occur or whether it will be mild or severe.

### **Essential personnel assigned to report to duty shall be supplied:**

- Hand hygiene supplies (antimicrobial soap and alcohol-based, waterless hand hygiene products)
- Disposable N95, surgical and procedure masks
- Face shields (disposable or reusable)
- Gowns
- Gloves
- Facial tissues

If the above items are not supplied prior to activation, they shall be supplied to essential personnel upon entering the report to duty location/facility.

Essential personnel should either be assigned or have immediate access to laptops with wireless and VPN capabilities.

In the event of a pandemic and the activation of the COOP, the protocol for the investigation of bird mortality events will be suspended.

First responders to include sworn personnel and duty officers (dispatchers) will be required to report for duty as outlined in the Florida Mutual Aid Agreement.

## **General Pandemic Awareness**

### **How Influenza Can Spread Between People**

Viruses such as influenza or COVID are thought to be primarily spread through large droplets (droplet transmission) that directly contact the nose, mouth or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people. Large droplets can only travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible. To a lesser degree, human influenza or COVID are spread by touching objects contaminated with the virus and then transferring the infected material from the hands to the nose, mouth or eyes. Viruses may also be spread by very small infectious particles (aerosols) traveling in the air. The contribution of each route of exposure to virus transmission is uncertain now and may vary based upon the characteristics of the virus's strain.

### **Occupational Risk Pyramid for Pandemic Influenza**

#### **Very High Exposure Risk:**

- Healthcare employees (for example, doctors, nurses, dentists) performing aerosol-generating procedures on known or suspected pandemic patients (for example, cough induction procedures, bronchoscopes, some dental procedures, or invasive specimen collection).
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected pandemic patients (for example, manipulating cultures from known or suspected pandemic influenza patients).

#### **High Exposure Risk:**

- Healthcare delivery and support staff exposed to known or suspected pandemic patients (for example, doctors, nurses, and other hospital staff that must enter patients' rooms).
- Medical transport of known or suspected pandemic patients in enclosed vehicles (for example, emergency medical technicians).
- Performing autopsies on known or suspected pandemic patients (for example, morgue and mortuary employees).

#### **Medium Exposure Risk:**

- Employees with high-frequency contact with the general population (such as schools, high population density work environments, and some high-volume retail).

### **Lower Exposure Risk (Caution):**

- Employees who have minimal occupational contact with the general public and other coworkers (for example, office employees).

### **Steps to Reduce the Risk of Exposure to Pandemic Influenza**

- The best strategy to reduce the risk of becoming infected with virus such as influenza or COVID during a pandemic is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible. Some basic good health habits for prevention (<https://www.cdc.gov/flu/protect/habits/index.htm>) and social distancing precautions that can be implemented in the workplace include the following:
  - Encourage sick employees to stay at home.
  - Encourage your employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available and avoid touching their noses, mouths, and eyes.
  - Encourage your employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.
  - Employees should avoid close contact with their coworkers and customers (maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Even if employees wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.
  - Provide customers and the public with tissues and trash receptacles, and with a place to wash or disinfect their hands.
  - Keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean. Be sure that any cleaner used is safe and will not harm your employees or your office equipment. Use only disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.
  - Discourage your employees from using other employees' phones, desks, offices or other work tools and equipment.
  - Minimize situations where groups of people are crowded together, such as in a meeting. Use e-mail, phones and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.
  - Reducing or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace. Workplaces which permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic. Work sites with



on-site day care should consider in advance whether these facilities will remain open or will be closed, and the impact of such decisions on employees and the business.

- Promote healthy lifestyles, including good nutrition, exercise, and smoking cessation. A person's overall health impacts their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.

### **Administrative Controls**

- Work with your employees so that they understand the office leave policies, policies for getting paid, transportation issues, and day care concerns.
- Make sure that employees know where supplies for hand and surface hygiene are located.
- Work with your employees to designate a person(s), website bulletin board or other means of communicating important pandemic flu information.
- Use posters to keep customers informed about symptoms of the flu and ask sick customers to cease contact with your employees until they are well.
- Your workplace may consider limiting access to customers and the general public or requiring that they only enter certain areas of your workplace.

For additional FWC information on Avian Influenza:

- <http://myfwc.com/research/wildlife/health/avian/influenza/>
- [www.osha.gov](http://www.osha.gov) (Occupational Safety and Health Administration website)
- [www.cdc.gov/niosh](http://www.cdc.gov/niosh) (National Institute for Occupational Safety and Health website)
- [www.cdc.gov](http://www.cdc.gov) (Centers for Disease Control and Prevention website)

**< End of Annex >**

## **Annex 11: Captive Wildlife Emergency Plan**

### **Authority**

- Governor's Executive Order 80-29 and Chapter 252, Florida Statutes.
- The Florida Constitution gives the FWC authority to exercise all executive powers relative to wildlife in the state. Florida Statutes 379.3311, 379.302, 379.28, 379.231, 379.3761, 379.304, 379.3762, 379.303.

### **Purpose**

The purpose of the standard operating procedure is to provide a method for ensuring direct support, personnel and equipment for the mitigation of any direct effects to the public from emergency or intensive situations caused by captive wildlife.

### **Responsibilities**

The FWC Division of Law Enforcement is responsible for providing the following:

- Conduct law enforcement patrol activities with the County Sheriff, Florida Highway Patrol, Florida Department of Law Enforcement (FDLE) and other law enforcement agencies as may be required.
- Conduct warnings and assist in the coordination of evacuation of zoo animals (including mammals, birds, and reptiles) kept in major exhibits/wildlife dealers/circus facilities as needed in emergency or intensive situations.
- Provide communications support as needed with FWC emergency radio equipment.
- After the emergency has passed, assess losses/escapes, based on FWC license information.
- Coordinate recapture of potentially dangerous/hazardous captive wildlife with zoos, dealers and owners. Use specialized personnel and equipment to assist in recapture activities, requesting the assistance of other agencies as needed.

### **Concept of Operation**

- In response to a request for assistance from proper authorities, the FWC Division of Law Enforcement will dispatch expediently such personnel and equipment as is reasonable and necessary to accomplish the tasks requested. This will include:

- Dispatch an FWC representative to the State Emergency Operations Center (EOC). Ensure that FWC personnel are placed on standby or are dispatched with the appropriate equipment to the incident site as soon as possible.
- Ensure the appropriate FWC representatives are sent to establish on-scene coordination with local law enforcement and EOC officials.
- Direct FWC resources response consistent with FDLE and State EOC guidelines.

## **Implementation**

- The Captive Wildlife Investigation Section in FWC Headquarters will be responsible for coordinating and implementing assessment activities and inspections during a disaster. It will be their responsibility to coordinate the response under the guidance of the FWC ESF 16 representative.
- A team of Captive Wildlife Investigators led by an Investigation Team Leader will be dispatched to the affected area concurrent with major human search- and-rescue missions to ensure the area has been secured and the impacted areas are safe for mobilization. The Team Leader will be responsible for checking in with the FWC Incident Commander on scene before deployment into the affected area. Their role will be to assess damage to commercial and private wildlife facilities in the affected areas and to conduct on-site inspections. If the Captive Wildlife Investigators in the area are unable to participate, due to damage of personal property, he/she will assist if possible, prioritizing the facilities to be canvassed.
- The team will determine the extent of loss of captive wildlife and facilitate any assistance needed by those facilities. The teams will report escape and inspection information daily to the Captive Wildlife Investigation Section in Headquarters and to the FWC Incident Commander at the Multi-Agency Coordination (MAC). That information will be relayed to the FWC Law Enforcement representative at the State EOC, who will provide the information to the Department of Agriculture and Consumer Services (DACS) at ESF 17 and all EOCs in the affected areas.
- The team will take action, in conjunction with the wildlife owners when practical, to recover escaped animals by tranquilizer or other appropriate methods.

**< End of Annex >**

## Annex 12: Office of Information Technology (OIT)

### Before and After the Incident/Storm

- OIT is responsible for updating storm related information areas of [MyFWC.com/Disaster Plan](http://MyFWC.com/DisasterPlan) that includes; a collection of decisions and documents pertinent to the storm, such as executive orders, contact information, checklists, daily reports, links to other pertinent websites and any other appropriate information. Anyone creating such documents should send them through the **\_Emergency** email distribution list.
- The Northwood Shared Resource Center (NSRC) is responsible for the backup of data and programs located at the NSRC, including SharePoint.
- The Southwood Shared Resource Center (SSRC) is responsible for the backup of data and programs located at the SSRC.
- OIT will update FWC's VoIP messaging system to announce office closure status.
- OIT will coordinate with the regional IT coordinators final backups of affected regional office servers prior to the servers being shut down if necessary. OIT will coordinate with FWRI staff to ensure the backups for the St. Petersburg facility are complete if it is affected.
- OIT technical staff will test the satellite equipment purchased for deployment during a disaster.
- OIT will coordinate the deployment of telecommunications equipment (wired/wireless), personal computers and other IT infrastructure required in the event of an outage.
- All questions about IT services should be routed to the Help Desk (850-487-8438), who will channel them to the proper technical resources.
- Regional Office File Servers and Network Infrastructure Names and locations of regional file and print servers:

FWC-LLDC2  
3900 Drane Field Road Lakeland, FL 33811-1299

FWC-LCDC2  
3977 E. U.S. Highway 90 Lake City, FL 32055-8795

FWC-OCDC2  
1239 S.W. 10th Street Ocala, FL 34471-0323

FWC-PCDC2  
3911 Highway 2321  
Panama City, FL 32409-1658

FWC-WBDC2  
8535 Northlake Boulevard  
West Palm Beach, FL 33412-3303

FWC- TLFS 1 (-Tallahassee File Share) DST  
4050 Esplanade Way #115  
Tallahassee, FL 32311

FWC- TLFS2 (-Tallahassee File Share) DST  
4050 Esplanade Way #115  
Tallahassee, FL 32311

FWC- SPFS1 (St. Pete File Share) FWRI  
100 8th Ave SE,  
St. Petersburg, FL 33701

FWC- SPFS2 (St. Pete File Share) FWRI  
100 8th Ave SE,  
St. Petersburg, FL 33701

**< End of Annex >**

## **Annex 13: Location Specific Emergency Information**

**For:**

**Facility/Office:** \_\_\_\_\_

**Address:** \_\_\_\_\_

### **Alternate Relocation Sites**

**Primary Relocation Site (in town)**

**Alternate Relocation Site (out of town)**

**Alternate Relocation Site (without notification)**

## Designated Responsible Official

### Building Manager:

Name: Phone: (\_\_\_\_\_)

### Emergency Coordinator:

Name: Phone: (\_\_\_\_\_)

### Regional Director:

Name: Phone: (\_\_\_\_\_)

### Building Liaisons

Area/Floor: Name: Phone: (\_\_\_\_\_)

Area/Floor: Name: Phone: (\_\_\_\_\_)

Assistants to Physically Challenged (If applicable):

Name: Phone: (\_\_\_\_\_)

Name: Phone: (\_\_\_\_\_)

## EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  - Emergency exits
  - Primary and secondary evacuation routes
  - Locations of fire extinguishers
  - Fire alarm locations
  - Assembly points
- Site personnel should know at least two evacuation routes.

## Building Manager/Building Liaison Contact Information

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

## Other Emergency Contacts

### First Responders

SERVICE/POSITION	WEBSITE	COMPANY/ORG.	PHONE NUMBER
Police Chief			
Nearest Police Station			
Fire Chief			
Nearest Fire Station			
Sheriff			
Nearest Hospital			
Local Emergency Management Agency			
State Emergency Management Agency			
FEMA Regional Office			




Local Red Cross			
Public Health Dept			
OTHER			

### **Maintenance/Utilities**

<b>SERVICE/POSITION</b>	<b>NAME/WEBSITE</b>	<b>COMPANY/ORG</b>	<b>PHONE NUMBER</b>
Gas			
Electric			
Water Utility			
Fire Detection and Suppression			
HVAC			
Plumber			
Electrician			
Telephone Provider			
Internet Provider			
Locksmith			
Janitorial Services			
Pest Control			
Other			

## APPENDIX 3: FWC IMPP 1.18

Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE	<b>IMPP 1.18</b>
	Continuity of Operations Plan (COOP) and Emergency Preparedness Plan	EFFECTIVE DATE 04/09/2020
	APPLICABILITY ALL MEMBERS	RESCINDS/AMENDS 10/01/2018
<b>REFERENCES:</b> SECTION 252.365, FLORIDA STATUTES <b>AUTHORITY:</b> EXECUTIVE DIRECTOR <b>IMPP OWNER:</b> DIVISION OF LAW ENFORCEMENT		

### POLICY

This policy establishes the Commission's plan for emergency/disaster prevention, response and recovery as outlined in [section 252.365, Florida Statutes](#). It shall be the intent of this policy to safeguard all employees, protect critical state programs, systems and property, and to recover from any disaster as efficiently as possible.

**Contents:** 1.18.1 Continuity of Operations Plan (COOP)  
 1.18.2 Emergency Preparedness Plan (EPP)  
 1.18.3 Responsibilities  
 1.18.4 FWCAAlert

### 1.18.1 DEFINITIONS

- A.** MyFWCAAlert - the Commissions official emergency notification system
- B.** System Administrator - the overall system administrator who will send authorized emergency notifications and upload, edit and/or delete users
- C.** Group Administrator - oversee the users within their predefined set of contacts or groups. Able to edit and/or delete users within the predefined group.
- D.** User - any member who has a profile and will receive notifications from the MyFWCAAlert official emergency notification system

### 1.18.2 CONTINUITY OF OPERATIONS PLAN

- A.** The Continuity of Operations Plan (COOP) is an effort to ensure the continued performance of mission-essential functions during a wide range of potential emergencies. The COOP must be maintained at a high level of readiness, be capable of implementation both with and without warning, be operational within 12 hours of activation, maintain sustained operations for up to 30 days and take maximum advantage of existing Commission field infrastructures. The Commission shall ensure the COOP includes the following procedures at a minimum:

1. Identify mission-essential/critical functions, programs and employees. Document how members will be notified that a disaster has occurred and what action, if any, they are required to take. In addition, the procedure shall provide accountability of all members and visitors present in an occupied building before, during, and after a disaster.
2. Specify delegations of authority and three clear lines of succession for each office or entity including those essential members for each mission-essential function. Position titles and assignment areas shall be provided with no individual names listed. Typically, essential members constitute only 12% to 25% of the workforce, excluding sworn personnel.
3. Establish procedures for identifying alternate locations and related infrastructure required to restore critical functions and programs, including communications within their areas.
4. Establish procedures identifying and protecting vital records and databases.
5. Provide periodic testing, training and mock disaster exercises. A written report documenting the test, training and mock disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to the Section Leader of Operational Support of the Division of Law Enforcement (DLE) within 30 business days of completion.

#### **1.18.2 EMERGENCY PREPAREDNESS PLAN**

- A. The Emergency Preparedness Plan (EPP) is an effort to establish procedures for response to major emergencies. Each EPP must be maintained at a high level of readiness, be capable of implementation both with and without warning. Each occupied building where the majority of occupants are employed by FWC shall have an EPP that includes the following at minimum:
1. Procedures documenting how members will be notified that an emergency has occurred and what action, if any, they are required to take. In addition, the procedure shall provide accountability of all members and visitors present in a facility before, at the time of, and after an emergency.
  2. Incident-specific emergency response plans, i.e. fire, bomb threat, etc.
  3. Location-specific emergency information that includes at minimum:
    - a. Building, office, or facility-specific information;
    - b. Designated responsible personnel and contact information;
    - c. Description of where to obtain information related to evacuation routes; and
    - d. Local emergency contact information i.e. police, fire, hospital, etc.

#### **1.18.3 RESPONSIBILITIES**

- A. The Director of the Division of Law Enforcement (DLE) shall be designated as the agency's Emergency Coordination Officer (ECO) with the Section Leader of Operational Support of DLE acting as the alternate. The ECO or designee shall be responsible for:

1. The overall coordination with the Florida Division of Emergency Management on emergency preparedness issues, preparing and maintaining emergency preparedness and post-disaster response and recovery plans for the Commission, maintaining rosters of personnel to assist in disaster operations and coordinating appropriate training for agency personnel.
  2. The overall coordination and annual emergency/disaster preparedness training for the personnel located in the law enforcement offices and maintenance shops as outlined in [Division of Law Enforcement General Orders](#).
- B.** The Section Leader of Operational Support of DLE or designee shall ensure that the Commission's COOP is coordinated with the applicable state and local emergency management agencies and approved by the Florida Division of Emergency Management. The Section Leader of Operational Support of DLE shall be responsible for:
1. Ensuring that the Commission has a COOP that is submitted to and approved by the Florida Division of Emergency Management (DEM);
  2. Coordinating the COOP with the Commission Regional Directors and Regional Commanders;
  3. Overall coordination and documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, within 30 business days of completion.
  4. Maintaining and coordinating the EPP for GHQ with the appropriate state and local emergency management agencies; and
  5. Updating and reviewing the Commission's COOP and the EPP for GHQ on or before December 31st of each year.
  6. Submits the COOP to DEM on or before March 31 of each year for approval.
- C.** Regional Directors or designees in conjunction with the appropriate DLE Regional Commander/Section Leader shall be responsible for:
1. The overall coordination and annual emergency/disaster preparedness training for all personnel located in the region under their responsibility.
  2. Documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to Section Leader of Operational Support of DLE within 30 business days of completion.
  3. Ensuring each occupied building under their responsibility has an EPP and that they are updated, reviewed and approved on or before December 31st of each year.
  4. Coordinating the Commission's COOP and their Region's EPP's with the applicable local emergency management agency(s).
- D.** Division Directors or designees, in conjunction with the appropriate Regional Director/DLE Regional Commander/Section Leader shall be responsible for:
1. The overall coordination and annual emergency/disaster preparedness training for all personnel under their responsibility.

2. Documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to Section Leader of Operational Support of DLE within 30 business days of completion.
  3. Ensuring each occupied building under their responsibility has an EPP and that they are updated, reviewed and approved on or before December 31st of each year.
  4. Coordinating the Commission's COOP and their Division's occupied building EPPs with the applicable local emergency management agency(s).
- E. The Commission's Chief Information Officer (CIO) or designee shall be responsible for:
1. Overall coordination and annual emergency/disaster preparedness for recovery, maintenance and alternative planning for information technology systems and communication systems.
  2. Documentation of the test, training and/or mock emergency/disaster exercise, including recommendations for improvement, where necessary, shall be forwarded to Section Leader of Operational Support of DLE within 30 business days of completion.
  3. Coordinating the Commissions COOP with the appropriate state and local emergency management agency(s).

#### 1.18.4 MyFWCALERT

- A. MyFWCAAlert is the Commission's official Emergency Notification System and shall be utilized during declared emergencies.
- B. The Director of the Division of Law Enforcement (DLE) or designee shall serve as the Emergency Coordination Officer (ECO), activate the COOP and issue emergency notifications.
- C. FWC provides each employee (FTE and OPS) access to the MyFWCAAlert system to update their personal and work contact information. The website is accessible via the [MyFWCAAlert member portal](#).
- D. MyFWCAAlert emergency notifications will be sent to users based on contact information recorded in People First and MyFWCAAlert. Users shall affirm their contact information is correct in People First and on MyFWCAAlert on a bi-annual basis. A reminder will be provided via [PowerDMS](#). The following items are required to be kept current:
  1. Work cell phone number (if applicable)
  2. Work desk phone number
  3. Work email address
  4. Personal cell phone number
  5. Personal home phone number (if applicable)
  6. Personal email address
  7. Physical home address (necessary for wellness check)
- E. Users shall update their People First and [MyFWCAAlert](#) contact information within 10 business days of a change.
- F. [MyFWCAAlert](#) System Administrators will have access to the system to issue alert notifications to all users, specific divisions, offices or individuals as needed. Each notification will have a report that may be reviewed for the results of the notification receipt.

- A. [MyFWCAAlert](#) Group Administrators will have access to their specific division/office/region as determined by the respective division/office/region directors.
- B. Quarterly tests of the [MyFWCAAlert](#) system shall be executed. Notice to users will be sent two (2) working days prior to the testing of the system.
- C. OIT shall perform a backup of the [MyFWCAAlert](#) Emergency Notification System annually in conjunction with the annual COOP and EPP reviews.
- D. Critical Event Messages (MyFWCAAlert Emergency Notifications) shall meet the following requirements:
1. Authorization shall only be granted by the Office of the Executive Director (OED), the Emergency Coordination Officer (ECO), Regional Director, Division Director, Office Director, or Division Deputy Director.
  2. Emergency notifications shall be drafted on approved templates, which shall include:
    - a. The MyFWCAAlert Banner will be across the top of the message
    - b. The designating authority will be at the bottom of the message

### 3 FORMS

FORM NUMBER	FORM TITLE
None	None
None	None

Approved: **Jennifer Fitzwater**  
Eric Sutton, Executive Director or Designee

Date: **April 9, 2020**

History: Est.: 3/15/03 Revised: 9/23/2016, 10/01/2018, 04/09/2020

## APPENDIX 4: FWC DLE General Order 47



### Florida Fish and Wildlife Conservation Commission Division of Law Enforcement

#### CONTINUITY OF OPERATIONS PLAN (COOP)

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
47	May 9, 2019	April 15, 2015	All Members

#### References

S. 252.365, F.S.; IMPP 1.18

#### 1 POLICY

- A** It is the policy of the Division to establish a plan for disaster prevention, response, and recovery as outlined in section 252.365, Florida Statutes and FWC's Internal Management Policies and Procedures Section 1.18.
- B** It is the policy of the Division to safeguard all members, protect critical Division programs, systems and property, and to recover from any disaster as efficiently as possible.
- C** It is the policy of the Division to ensure that a viable Continuity of Operations Plan exists to continue essential Division functions across a wide range of potential emergencies, specifically when the primary office (GHQ) is either threatened or inaccessible. The objectives of this plan should include:
- (1) Ensure the continuous performance of the Division's essential functions during an emergency;
  - (2) Ensure the protection of essential facilities, equipment, records, and other assets;
  - (3) Reduce or mitigate disruptions to operations;
  - (4) Reduce loss of life, minimize damage and losses;
  - (5) Provide for a time-phased implementation of partial or full execution of the Continuity of Operations Plan to mitigate the effects of the emergency and shorten the crisis response time;
  - (6) Identify and designate principles and support staff to be relocated;
  - (7) Facilitate decision-making for execution of the Continuity of Operations Plan and the subsequent conduct of operations; and
  - (8) Achieve a timely and orderly recovery from the emergency and resumption of full service to all Division customers.

#### 2 RESPONSIBILITIES

- A** The Director of the Division of Law Enforcement shall be designated as the Florida Fish and Wildlife Conservation Commission's Emergency Coordination Officer (ECO), with the Division's Operational Support Section Leader acting as the alternate.
- (1) The ECO or designee shall be responsible for overall coordination with the Florida Division of Emergency Management on emergency preparedness issues, preparing and maintaining

emergency preparedness and post disaster response and recovery plans for the Commission, maintaining rosters of personnel to assist in disaster operations, and coordinating appropriate training for agency personnel.

- (2) The Division's Operational Support Section Leader shall ensure that every Commission facility has a COOP that is coordinated with the applicable local emergency management agency and approved by the Florida Division of Emergency Management.
- B** The Division's Operational Support Section Leader or designee(s) shall ensure that each Division facility has an Emergency Preparedness Plan/COOP that is coordinated with the appropriate Commission Regional Director and the local emergency management agencies.
- C** The Operational Support Section Leader or designee shall ensure that a copy of all Division Emergency Preparedness Plans/COOP are reviewed and updated on or before December 31st of each year.
- D** Each Regional Commander, in conjunction with the appropriate Commission Regional Director, shall ensure that each of their law enforcement offices (buildings) has an Emergency Preparedness Plan/COOP that is coordinated with the applicable local emergency management agencies.
- E** The Division's Operational Support Section Leader or designee shall maintain the COOP for the Bryant building in Tallahassee (GHQ) and shall be the custodian of all the Commission's Continuity of Operations plans state-wide.
- F** The Fleet and Technical Services Section Leader shall ensure that each Division Maintenance Facility has a Division Emergency Preparedness Plan/COOP.
- G** The Training Section Leader shall ensure that the Division's Training Center has a Division Emergency Preparedness Plan/COOP.

### **3 PROCEDURES**

#### **A Continuity of Operations Plan (COOP)**

- (1) A COOP is an effort to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. Each COOP must be maintained at a high level of readiness, be capable of implementation both with and without warning, be operational no later than 12 hours after activation, maintain sustained operations for up to 30 days, and take maximum advantage of existing Division or Commission infrastructure.
- (2) Each office (building) shall have a COOP that includes the following procedures at a minimum:

  - (a) Identify mission essential/critical functions, programs, and employees within each facility annually.
  - (b) Establish procedures documenting how members within an office or other entity will be notified that a disaster has occurred at their facility and what action, if any, they are required to take. In addition, the procedure shall provide accountability of all members and visitors present in a facility before, at the time of, and after a disaster.
  - (c) Establish procedures that specify delegations of authority and clear lines of succession (three deep minimum) for each office or entity including those essential members for each mission essential function. Position titles and assignment area shall be provided with no individual names being listed. Typically, essential members constitute only 12% to 25% of the workforce, excluding sworn personnel.
  - (d) Establish procedures for identifying alternate facilities and related infrastructure required to restore critical functions and programs, including communications within their areas.
  - (e) Establish procedures identifying and protecting vital records and databases.



## **B Training and Exercises**

- (1) Each office (building) shall ensure the COOP is periodically tested and members are trained in implementing the COOP. A periodic mock disaster exercise for all members, within their area of responsibility, shall also be scheduled. A written report documenting the testing, training, and mock disaster exercise including recommendations for improvement, where necessary, shall be forwarded to the Operational Support Section Leader within 30 business days of completing the test, training, and mock exercise.

## **4 FORMS**

FORM NUMBER	FORM TITLE
	Continuity of Operations Plan Annex Template

## APPENDIX 5: FWC DLE General Order 48



Florida Fish and Wildlife Conservation  
Commission Division of Law Enforcement

### MUTUAL AID, RESPONSE TO UNUSUAL OCCURRENCES, AND SPECIAL EVENTS

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
48	May 7, 2018	March 28, 2013	All Members

#### References

Ch. 23, Pt. I, F.S.; GOs 2, 5, 47 and 54;

CFA Standards 14.01M, 17.01M, 17.03M, 17.06M, 17.07M, 17.09

#### 1 POLICY

##### A Florida Mutual Aid Plan and Continuity of Operations

- (1) By statutory authority (Chapter 23, Part I, Florida Statutes), the Florida Department of Law Enforcement (FDLE) is the agency responsible for the coordination of the state's law enforcement resources. It is recognized that the primary responsibility for dealing with an emergency or intensive situation rests with local agencies and that state assistance must be in support of, and closely coordinated with, local officials. When a state of emergency is declared by the Governor, FDLE is responsible for the command, control and coordination of all state law enforcement personnel and equipment to support local law enforcement agencies.
- (2) The Florida Mutual Aid Plan is the official procedure in response to emergencies, disasters, civil disturbances, and unusual occurrences.
- (3) General Order 47, Continuity of Operations Plan (COOP) shall be adhered to if activated.

**B** The Division is an active participant in Florida's Mutual Aid Plan and the Statewide Emergency Operations Center and is continuously available via a variety of means, and often called upon in time of local and statewide emergencies. All sworn members, including supervisors, mid-level and upper management shall be available for response to emergencies twenty-four hours a day, seven days a week, thus providing statewide continuous response.

- (1) The Division Director or designee has the authority to suspend policies and procedures contained in the Division's General Orders and other policy documents as needed to meet operational requirements.
- (2) Health and safety during deployments and response to unusual occurrences is a Division priority and integral part of mission objectives.

**C** It is the policy of the Division to establish procedures for special events and dignitary protection details.

**D** It is the policy of the Division to provide specific direction and guidance to its members in the event of a hostage or barricaded person situation at a Division facility and for handling bomb-related incidents.

## **E Definitions**

- (1) **Unusual Occurrences** – Situations generally of an emergency nature, that result from natural and man-made disasters but may also include domestic security incidents, civil disturbances, and civil defense emergencies.
- (2) **Special Events** – An activity that results in the need for control of vessel and/or vehicle traffic, crowds, or crime. Special events are normally time specific, short duration events, but may be extended over a longer period of time.
- (3) **Florida Mutual Aid Plan** – An agreement between the state of Florida and local governments to provide for the coordination of regional communications and the use of state law enforcement and Florida National Guard personnel and equipment because of natural or man-made disasters or emergencies whenever a local government requires law enforcement assistance from the state or any other jurisdiction.

## **2 RESPONSIBILITIES**

### **A It is the responsibility of the Division to:**

- (1) Ensure that sworn members are adequately equipped and trained to respond to unusual occurrences or special events.
- (2) Maintain response capability in the event of a mutual aid request.

## **3 PROCEDURES**

### **C Dignitary Protection**

- (1) The Division provides protective services for members of Florida Fish and Wildlife Conservation Commission at the Commission's meetings. Dignitary protection procedures for Commission meetings can be found in the Special Operations Group (SOG) Standard Operating Procedures Manual.
- (2) Upon request, Division members may assist other agencies in the protection of dignitaries, with the approval and assignment of the appropriate Regional Commander. Such activities are routinely requested by authority of the Florida Mutual Aid Plan. The agency with primary protective responsibility (i.e., FDLE, Secret Service, FBI, etc.) shall provide the supervisor or coordinator for the protective detail. The appropriate Regional Commander shall designate a member to serve as the point-of-contact. Division members assigned to assist with dignitary protection shall report to the specified individual or agency and shall follow all guidelines and reporting requirements established by the primary protective agency.
- (3) The agency with primary protective authority shall have the responsibility for the following:
  - (a) Planning and coordinating equipment requirements, which include consideration of vehicles, body armor for dignitaries and security members, and weapons for members;
  - (b) Planning and reconnoitering travel routes and alternates;
  - (c) Advance inspection of sites and facilities;
  - (d) Arranging for the gathering of intelligence information;
  - (e) Coordination of operations within the agency and with outside agencies;
  - (f) Identification of emergency first aid, ambulance, and medical facilities;
  - (g) Communications; and
  - (h) Identification by special designation (e.g., lapel pins).

### **D Special Events**

- (1) The Division is periodically responsible for managing the law enforcement aspects of certain special events such as the “Gasparilla Pirate Festival” in Tampa, the Columbus Day Event in Miami, the Spiny Lobster Sport (Mini) Season in the Florida Keys, or other boating-oriented events.
- (2) The Regional Commander shall designate a sworn supervisor to act as the coordinator responsible for coverage of the event. The event coordinator shall be responsible for developing an operations plan that addresses the following:
  - (a) Estimate of vehicle and/or vessel traffic, crowd control, and crime problems expected for the event;
  - (b) Logistical requirements; and
  - (c) Coordination within the Division and externally with other agencies.
- (3) The event coordinator shall prepare an after-action report describing agency activities and any special situations that required agency response during the event. After-action reports shall be submitted to the Regional Commander for review.

#### **E Hostage and Barricaded Person Situations**

- (1) The Division does not have hostage negotiators. In the event sworn members are the first law enforcement presence on a scene of a hostage or barricaded person situation requiring such response, they are directed to perform the following:
  - (a) Immediately secure the scene and request backup from the appropriate local jurisdiction and other emergency services;
  - (b) Notify the appropriate chain of command, ensuring that the Division Director is made aware of the situation as soon as possible;
  - (c) Establish a line of communications with responding agencies and personnel;
  - (d) Notify the fire department or emergency medical services as needed;
  - (e) Establish the inner and outer perimeters with the responding backup units;
  - (f) Facilitate the evacuation of bystanders and injured persons;
  - (g) Provide continued assistance to the responding agency until no longer needed, and;
  - (h) Prepare any required reports (i.e. Incident Summary Report, Use of Force Report, etc.).
- (2) The agency having jurisdiction over the hostage and barricaded person situations shall be responsible for the following:
  - (a) Requests for surveillance equipment;
  - (b) Arrangements for providing a liaison for arriving media;
  - (c) Identification of person(s) authorized to permit use of force, and;
  - (d) Designating pursuit and/or surveillance vehicles and control of travel routes.

#### **F Bomb-Related Incidents**

- (1) Members of the Division are neither equipped nor trained for bomb disposal, and the Division is not a first responder in such a situation. However, there may be times when a member receives a bomb or other threat.
- (2) Upon receiving a call of a bomb threat or other terrorist activity, the role of the person receiving the contact is to attempt to gather all information possible to include, but not limited to:
  - (a) What, exactly, was said;

- (b) Location of device or threat;
  - (c) Time and date the device is to detonate or an act of terrorism to take place;
  - (d) Type of device or terror act;
  - (e) Description of caller's voice and speech characteristics;
  - (f) Any background noise, and;
  - (g) If possible, the member receiving the call shall use the Bomb Threat Card (FWC/DLE-554) to document and gather all relevant information.
- (3) **Notifications:** Upon receiving the threat, the appropriate local agency, including the fire department, shall be notified of the threat for response. The member shall then notify the appropriate Regional Commander through the chain of command. The Regional Commander shall ensure the Division Director is made aware of the situation as soon as possible. Refer to the Incident Notification Protocol (FWC/DLE-380) as needed.
- (4) **Response:** If the threat is to a non-FWC building, members shall not begin responding without the approval of their supervisor. Such response would be exercised through the Florida Mutual Aid Plan. If the threat is to an FWC building, the supervisor shall assign members for response. For FWC buildings, the following actions shall take place as directed by the sworn member in charge of the scene:
- (a) If warranted, the building shall be evacuated through the appropriate doors, and in accordance with the building evacuation plan, if available, but at a minimum of 300 feet from the targeted facility or area;
  - (b) If warranted, the officer in charge shall establish a security perimeter of at least 300 feet from the targeted facility or area;
  - (c) Initiate the COOP Plan as needed;
  - (d) Notify the local law enforcement agency having jurisdiction;
  - (e) Radios or cellular phones shall not be used within 300 feet of the established perimeter. Members must establish other lines of communications during periods of radio silence by utilizing hand signals, or communicate verbally in person, and should make periodic contact with the Regional Communications Center via landline, and;
  - (f) The responding local law enforcement agency shall be responsible for the following, if needed:
    - 1. Organizing search teams;
    - 2. Relaying procedures under which a building search shall be conducted;
    - 3. Requesting specialized equipment as needed;
    - 4. Notifying a bomb disposal unit if a suspected device is located;
    - 5. Coordinating with the fire department;
    - 6. Coordinating with investigators or evidence specialists responsible for apprehending the bomb or other threat maker, and/or obtaining physical evidence;
    - 7. Communication procedures during periods of radio silence; and
    - 8. Additional post-explosion procedures.
- (5) **Post-Explosion:** If an explosion occurs prior to or after the arrival of fire or additional law enforcement personnel, members on the scene shall notify the communications center of the magnitude of the explosion. This should include, but not be limited to:
- (a) The number of injured and/or dead;

- (b) If anyone is trapped inside;
- (c) Additional responders needed and their placement;
- (d) Number of rescue and fire units needed;
- (e) Size of fire, if any; and
- (f) Best route for emergency vehicles.

#### **G Emergency Operations Center Response Procedures / Staffing**

- (1) When the State Emergency Operations Center in Tallahassee is fully activated, it shall be staffed by at least one sworn member.
- (2) FWC non-sworn members may staff the local emergency operations center, if applicable.
- (3) If warranted, RECON teams shall be deployed in accordance with the Division's Deployment Manual.

#### **H Regional Command Posts**

- (1) When minor emergency incidents and situations require the use of a command post, the appropriate Area Supervisor shall designate a location that provides shelter, telephone access, adequate parking, restroom facilities, and outside lighting.
- (2) The appropriate Area Supervisor shall ensure that the command post is located at or beyond the outer limits of the affected area.
- (3) The appropriate Area Supervisor shall ensure a sworn supervisor is dispatched to the command post and that communication between the command post, the Division's communication centers, and, if possible, the local Emergency Operations Center is maintained.
- (4) The Division's Mobile Command Post may be used as a command post when necessary or requested.
- (5) When a large-scale emergency situation requires command response by the Division, it shall be the responsibility of the Regional Commander or designee to designate adequate facilities for the command post operations.
- (6) The command post is the primary communications center and location used by the Special Operations Group Leader and other assigned personnel to direct and coordinate responses to emergencies and disasters. The local Emergency Operations Center may be used.
- (7) The following factors should be considered when determining the location for the command post:
  - (a) Geography
    - 1. The command post should be in close proximity to the staging area, other agencies involved, and the site of the emergency or disaster.
    - 2. The command post should be quickly accessible to assigned personnel with only minimum delays due to traffic congestion, crowds, or the presence of media personnel and equipment.
    - 3. The command post should be located upwind from areas where tear gas is deployed or where other hazardous airborne vapors may be present.
  - (b) Security
    - 1. Restrict access to the command post and prohibit entry by the general public, the media, and officers who have no need to be there.
    - 2. The immediate area surrounding the command post may need additional security, such as barbed wire for civil disturbances.

3. Assign personnel to guard the command post area against hostile actions, unauthorized access, or damage, if necessary.
  4. Adequate exterior lighting may be needed in the immediate area surrounding the command post to deter vandalism and other hostile actions during civil disturbances.
- (c) Physical Features of the Command Post
1. The command post must have adequate space for personnel, equipment and supplies.
  2. Sufficient parking for vehicles, vessels and trailers, if applicable.
  3. Adequate restrooms must be located in close proximity.
  4. Adequate interior lighting.
  5. The facility must have adequate heating and air conditioning.
  6. Emergency generators shall be available to maintain continuous operations of the command post. The generators shall be equipped with an uninterrupted power supply to operate radio and computer equipment.
  7. A sufficient unobstructed area should be present near the facility for helicopter use.
  8. Arrangements for traffic control should be coordinated via the Incident Command System utilizing available local resources.
- (d) Supplies and Equipment – Are necessary and must be available, including but not limited to:
1. Personal computers and printers,
  2. Telephone and fax lines, and
  3. Local maps and charts.

## **I Supervisory Authority / Chain-of-Command / Incident Command**

- (1) The organizational structure of the Division provides the framework for communications in emergency situations. If an emergency situation is encountered, the following procedures shall apply:
  - (a) It is the responsibility of the highest ranking sworn member present to take charge of the situation and institute the chain-of-command notification process. If a supervisor is not present, it shall be the responsibility of the most senior sworn member to initiate the notification process. In order to achieve better coordination of internal and external resources, the Incident Command System (ICS) shall be utilized when warranted.
  - (b) Each level in the chain-of-command shall be responsible for the notification of the next higher level, if appropriate. Questions regarding whether or not to notify the next level in the chain-of-command shall be resolved in favor of notification. If the next higher level cannot be contacted, then it shall be the responsibility of the person making the notification to attempt to contact successive levels in the chain of command, until notification is made.
  - (c) In the event of a disaster or emergency, such that a state of emergency is declared by the Governor, the chain-of-command process shall be implemented pursuant to the provisions of the Florida Mutual Aid Plan.
  - (d) Established written procedures in the Division's Deployment Manual, Florida's Mutual Aid Plan and other applicable General Orders shall be utilized.
- (2) In order to operate efficiently in an emergency and to better coordinate resources both internally and externally, the Division shall utilize the Incident Command System to manage applicable events.

- (a) Dependent upon the nature of the emergency situation, the highest ranking sworn member present shall begin to organize response activities by engaging the Incident Command System.
- (b) Agency members shall be provided with annual training related to the Incident Command System and operations management.

**J Arrest, Transportation, Medical Treatment, Processing, and Confinement**

- (1) General Order 2, *Warnings, Arrests, Traffic Enforcement and Interviews*, and General Order 5, *Use of Force, Response to Resistance, and Transporting Prisoners*, shall be adhered to as it applies to the Division's traffic control, arrest procedures, prisoner transportation and medical treatment during unusual occurrences. Sworn members shall turn over all prisoners to the Sheriff's Office having jurisdiction for processing and confinement.

**K Casualty Information**

- (1) During a major disaster where there are fatalities of mass proportion, it is imperative that all persons are accounted for.
- (2) Only after all rescue and emergency medical services have been completed, shall processing of deceased persons begin.
- (3) The Area Supervisor or designee shall be responsible for assuring that the medical examiner's office is notified of all mass fatality incidents.
- (4) The Area Supervisor shall ensure all reasonable assistance is provided to municipal and county agencies in processing disaster scenes.
- (5) The Florida Department of Law Enforcement (FDLE) is the only agency authorized to release official fatality numbers.

**L Community Education, Information, and Rumor Control**

- (1) In the event a command post or the State Emergency Operations Center (EOC) is activated in Tallahassee, media releases and community relations activities shall be coordinated with the Commission's Office of Community Relations and/or the State EOC Media Director, whichever is applicable.
- (2) General 54, *Public Information* shall be consulted for all other public information needs related to unusual occurrences.

**M Military Support**

- (1) Should the Division require military support, formal requests shall be made utilizing Florida's Mutual Aid Plan and/or Emergency Support Function 16, State Watch Office.

**N Legal Authority, Court Information, and Prosecutorial Liaison**

- (1) The Florida Mutual Aid Plan is the guiding document pertaining to legal authority, judicial jurisdiction and prosecution of criminal acts related to declared emergencies/unusual occurrence situations.
- (2) Court information shall vary dependent upon the location of the event and may involve multiple jurisdictions. Legal provisions provided under the Florida Mutual Aid Plan should be followed to ensure consistency.

**O Facility Security**



- (1) Regional Commanders shall be responsible for ensuring that adequate security shall be provided for Division offices during an emergency or a disaster.
- (2) Sworn members shall be posted at appropriate locations to provide security as required by the configuration of the structure.

**P De-Escalation Procedures**

- (1) The designated Incident Commander shall ultimately be responsible for phase-down operations. Concerns may include, but are not limited to:
  - (a) Phasing out periphery officers first and canceling standby alerts, with orderly withdrawal of committed members in unnoticeable increments;
  - (b) Processing released manpower at a central location to include the completion of required paperwork, decontamination and member health and wellness check, and;
  - (c) Debriefing to include positive and negative aspects of the Division's involvement.

**Q After Action Reports**

- (1) An Emergency Operations Summary Report using the Incident Summary Report Narrative form shall be completed and submitted via the chain of command to the appropriate Deputy Director.

**4 FORMS**

FORM NUMBER	FORM TITLE
	Incident Summary Report Narrative
FWC/DLE-380	Incident Notification Protocol
FWC/DLE-554	Bomb Threat Card

## APPENDIX 6: FWC DLE General Order 56



Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement

### SPECIAL OPERATIONS GROUP (SOG)

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
56	June 09, 2020	November 17, 2010	All Sworn Members

#### References

CFA 17.04M

### 1 POLICY

- A** The Florida Fish and Wildlife Conservation Commission's Division of Law Enforcement staffs a Special Operations Group (SOG) to enhance the Division's response capabilities during critical incidents or special details. SOG team missions and objectives include support of the Division's regional operations and the agency's core mission, interagency assistance, domestic security, dignitary protection, search and rescue, and any incidents requiring high-risk law enforcement response coordinated through Florida's law enforcement mutual aid program.
- (1) The SOG teams are designed around the Division's unique law enforcement responsibilities, specialized equipment, and specially trained personnel. SOG teams are capable of providing a security presence and specialized tactical response in Florida's diverse marine and woodland environments.
- (2) SOG teams provide support to local, state, and federal law enforcement agencies and emergency response organizations that do not have the equipment, personnel or capabilities to provide such response.
- B** Team members are selected from within the Division in consideration of their law enforcement capabilities, self-motivation, and physical fitness. Assignment to a SOG Team is a secondary duty and will be voluntary.

### 2 RESPONSIBILITIES

- A** The Special Operations Group is responsible for providing specially trained rapid response tactical teams to protect the public, property and Florida's natural resources, to respond to domestic security threats, natural disasters, and civil disturbances, and to other incidents requiring a tactical law enforcement team response.
- B** SOG team members are required to attend and successfully complete each biannual physical fitness assessment at or above the established fitness standards.
- C** SOG team members are required to maintain "Ready Condition" for deployment at any time with the exception of periods when the participant is on approved leave.

### 3 PROCEDURES

**A** Division personnel interested in serving on a SOG team will notify the Regional Commander or SOG Team Commander of their interest in becoming a team member. Upon meeting the minimum selection criteria and successful completion of the required physical fitness assessment, and when team vacancies exist, potential team members will be recommended for selection to the respective team's Regional Commander. The Regional Commander will have final approval for selection of team members.

#### **B SOG Team Member Qualifications**

- (1)** Potential SOG team members must meet the following criteria:
  - (a)** At least one year of satisfactory law enforcement service with the Division, including completion of the member's Field Training Program and initial employment probationary period.
  - (b)** Free from any injury or disability which could adversely affect his/her physical performance and prevent the sworn member from performing the essential duties.
  - (c)** Not presently on light duty status or administrative leave.
  - (d)** Not had a suspension for disciplinary reasons for a minimum of one year.
  - (e)** Must be in good physical condition and maintain a regular exercise regimen.
  - (f)** Must have the ability to work with the general public and advance a positive image of the Division.
  - (g)** Must have the ability to properly handle people during stressful situations.
  - (h)** Must not have any sustained excessive use of force complaints.
- (2)** If the applicant does not meet the above criteria, the applicant may request an exception to the appropriate Deputy Director. The request and the waiver must be in written format and retained in the regional files.

#### **C Recruitment and Selection**

- (1)** Participants may be recruited for the following positions:
  - (a)** Team Member (TM)
  - (b)** Assistant Team Leader (ATL)
  - (c)** Team Leader (TL)
  - (d)** SOG Team Commander (TC)
  - (e)** SOG Team Backup Commander (BUC)
- (2)** Recruitment Process
  - (a)** Applicants for TM, ATL, and TL must successfully pass the required Cooper Institute Fitness Test at the 60% level (vertical jump, 1-minute sit-ups, 1-minute push-ups, and 1.5 mile run or 12-minute swim).
  - (b)** Applicants for TC and BUC must successfully pass the required Cooper Institute Fitness Test at the 60% level OR receive a waiver from the Regional Commander.
  - (c)** If the applicant does not participate in the Cooper Institute Fitness swim test, a swimming proficiency test (10-minute tread, 100-yard swim, and pool exit) is required.
  - (d)** Upon successful completion of the physical fitness assessment, applicants must submit to an oral interview. The interview board, appointed by the Regional Commander, will

rank and approve each applicant for team membership suitability. The interview board shall be composed of the TC, one TL, and one member designated by the appropriate Regional Commander.

- (e) Upon successful completion of the physical fitness assessment and interview, the applicant will be awarded team status or placed on a Regional SOG Reserve List which may be drawn from for a period of one year to fill team vacancies.
  - (1) If an applicant is not awarded team status during the one-year reserve status, they must reapply and re-qualify through the physical fitness assessment and interview.
  - (2) Recruitment assessments and interviews will be held based on regional team vacancies and needs.

**D** For additional information on SOG Team membership, including selection criteria and complete physical fitness assessment standards, please consult the SOG Standard Operating Procedures Manual.

**E Training**

- (1) New SOG Team members will attend the first available SOG Basic Skills School. The Basic Skills School will include at least the Patrol Rifle Course and the Team Movement Course.
- (2) Continued SOG training requires at least 24 training and readiness exercise hours each quarter, including but not limited to, the following areas:
  - (a) Firearms/CQB
  - (b) Land Navigation/SAR/Patrol
  - (c) Incident Command System and Natural and Man-Made Disaster Response
  - (d) Tactical Vessel/Waterborne Operations
  - (e) RECON
  - (f) USAR familiarization

**F Activation and Deployment**

- (1) SOG Teams may be activated upon request from local, state, and federal agencies, or from within the Division. The affected Regional Commander may authorize team deployments depending upon the request.
  - (a) The Division Director or designee can also activate SOG Teams as needed to respond to unusual occurrences or critical incidents in consultation with the affected Regional Commander(s).
- (2) The decision to activate SOG teams depends on the specifics of the request, the SOG capabilities for responding to the request, and consideration of other law enforcement resources and responsibilities available for responding to the request.
- (3) The Florida Mutual Aid Plan is the official procedure in response to emergencies, disasters, civil disturbances, and unusual occurrences.

**G SOG Standard Operating Procedures Manual**

- (1) Refer to the SOG Standard Operating Procedures (SOP) Manual for additional information.

**4 FORMS**

FORM NUMBER	FORM TITLE
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