



SUBJECT	Notification of Public Safety Significant Incidents
POLICY #	06-003
Issued Date	November 29, 2022
City Commission Approval	Approved by City Commission on November 29, 2022

PURPOSE:

To establish Notification procedures for Public Safety and Citywide Significant Incidents.

POLICY & PROCEDURE:

The City Manager, Police District Captain and Fire District Chief will be responsible for immediate page notification to Administration and to other appropriate personnel, via the “Everbridge” System, when a major incident occurs. In those incidents where it is not clear whether a notification should occur or not, the notification shall be sent. The purpose of using the “Everbridge” system is strictly for notifications.

The following is a list of incidents which will trigger an *immediate Everbridge notification by the BSO District Police Chief or District Fire Chief to Administration (i.e., City Commission, City Manager, Department Directors and PIO), otherwise known as the “Group,” followed by an immediate telephone notification by the Director to the City Manager.*

a) Police Department

- i. Homicide, high profile or unusual death investigation;
- ii. Suicide;
- iii. Shooting or stabbings;
- iv. Hostage/Barricade situation;
- v. Major civil disturbance;
- vi. Search and rescue operation;
- vii. Major "use of force" incidents, such as ramming of a vehicle or firearm use;
- viii. Fatal traffic crash;
- ix. Aggravated battery that requires the victim to be transported to a hospital;
- x. Armed robbery;
- xi. Home Invasion or high profile burglary;
- xii. Bomb threats;
- xiii. School related incidents;
- xiv. Major road closures due to law enforcement activity;
- xv. Endangered missing persons or missing juveniles under the age of 12 or other missing persons missing under unusual or suspicious circumstances
- xvi. Any important issue or event, which the Department Director deems important. i.e. arrest of any law enforcement, correctional officer, or public official, aircraft crash, school bus crash, chemical spill, or any other "high profile or potentially

newsworthy" incident. If you are unsure or it is likely to be on the TV, radio or print news, make the notification.

b) Fire Department

- i. Traffic accident with serious injuries;
- ii. Fatalities;
- iii. Suicide;
- iv. Firefighter death;
- v. Helicopter medivac;
- vi. All confirmed fires;
- vii. Explosions
- viii. Suspected arson to a structure or conveyance;
- ix. Search and rescue operation;
- x. Any important issue or event, which the Department Director deems important. i.e. any "high profile or potentially newsworthy" incident. If you are unsure or it is likely to be on the TV, radio or print news, make the notification.

The City Manager will notify the "Group" of the following:

c) Utilities Department

- i. Water or Sewer main break;
- ii. Boil water order;
- iii. Water Service disruption;

d) Public Works

- i. Unplanned Road Closures;

e) Community Development

- i. Any emergency order deeming any structure unsafe;

f) Parks & Recreation

- i. Any unplanned closure of a Sports Complex or Recreation Facility;

g) Finance Department

- i. Any IT Breach of City systems;
- ii. Wire theft of City bank accounts;

h) General

- i. Natural disaster or impending weather activity predicting life threatening or extensive property damaging capabilities;
- ii. Any act of heroism or lifesaving exhibited by an Cooper City employee or volunteer;
- iii. Death, serious injury or hospitalization of a Cooper City employee or BSO employee assigned to Cooper City;

- iv. Any important issue or event, which the Department Director deems important. i.e. any "high profile or potentially newsworthy" incident. If you are unsure or it is likely to be on the TV, radio or print news, make the notification;