



SUBJECT	Notification to Administration of Signification Incidents
POLICY #	
Issued Date	
City Manager Approval	

PURPOSE:

Department directors will be responsible for immediate page notification to Administration and to other appropriate personnel, via the Ever Bridge 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.

POLICY & PROCEDURE:

The following is a list of incidents which will trigger an *immediate Ever Bridge notification by the Department Director to Administration (i.e., City Commission, City Manager, Department Directors and PIO), 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. Shooting or stabbings;
- iii. Hostage/Barricade situation;
- iv. Major civil disturbance;
- v. Search and rescue operation;
- vi. Execution of Warrants by SWAT (delayed notification);
- vii. Major "use of force" incidents, such as ramming of a vehicle or firearm use;
- viii. 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.
- ix. Fatal traffic crash;
- x. Suicide;
- xi. Accidental death;
- xii. Activation of any special team or air asset if law enforcement related;
- xiii. Aggravated battery that requires the victim to be transported to a hospital;
- xiv. Residential Burglary;
- xv. Occupied Burglary;
- xvi. Any felony crime with multiple victims (i.e., burglary spree);
- xvii. Armed robbery;
- xviii. Home Invasion or high profile burglary;
- xix. Suspected arson to a structure or conveyance;

- xx. Bomb threats;
- xxi. School related incidents; i.e. bus crashes with injuries, bomb threats, fights involving multiple subjects or other high profile or newsworthy events;
- xxii. Any act of heroism or lifesaving exhibited by an Cooper City employee or volunteer;
- xxiii. Major road closures due to law enforcement activity;
- xxiv. vehicle apprehension (pursuit) by Cooper City District personnel;
- xxv. Endangered missing persons or missing juveniles under the age of 12 or other missing persons missing under unusual or suspicious circumstances

b) Fire Department

- i. Rollover traffic crash;
- ii. Traffic crash with ejection;
- iii. Traffic crash with serious bodily injury;
- iv. Fatal traffic crash;
- v. Helicopter medivac;
- vi. All confirmed fires;
- vii. Explosions
- viii. Search and rescue operation;
- ix. 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.

c) Utilities Department

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

d) Public Works

- i. Unplanned Road Closures;
- ii. 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;

e) Community Development

- i. Any emergency order deeming any structure unsafe;
- ii. 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;

f) Parks & Recreation

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

- ii. 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;

g) Finance Department

- i. Any IT Breach of City Systems;
- ii. Wire theft of City Bank Accounts
- iii. 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;

h) All Departments

- 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;

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