

**State Watch Office**  
**INCIDENT REPORTING GUIDELINES**  
August 2011



## TABLE OF CONTENTS

I. Introduction.....	3
II. Assumption.....	3
III. Purpose.....	3
Contact Information.....	3
IV. Emergency Communication.....	4
V. Reportable Incidents.....	6
VI. Explanation of Reportable Incidents	
A. Hazardous Materials .....	7
1. Petroleum based Spills	
2. Hazardous Materials/Chemical Spills	
3. Wastewater Releases	
4. Radiological	
5. Nuclear Power Plants	
6. Other Incidents to report	
B. Natural Hazards.....	10
1. Weather	
2. Sinkhole	
C. Transportation.....	11
D. Fire.....	12
1. Wildfire	
2. Structure Fires	
E. Security and School Lock-Downs.....	13
F. Utilities.....	14
1. Drinking Water Facilities	
2. Dams	
3. Power / Communications	
G. Migration.....	15
H. Other.....	15
I. Supporting statutes, rules and regulations.....	15

## **I. INTRODUCTION**

The Division of Emergency Management's Response Section houses the State Watch Office also referred to as the State Warning Point. The State Watch Office (SWO) is manned 24/7 and our primary purpose is to record, analyze and share information with Federal, State and County partners for their appropriate response. The SWO is not a dispatch center but a clearinghouse of information to be shared with other government entities who can independently act within their own agency authority and protocols. The following document provides a guideline for reportable incidents to the State Watch Office (SWO) 1-800-320-0519 or 850-413-9900.

## **II. ASSUMPTIONS**

It is necessary to have certain guidelines with a report taking entity such as the State Watch Office. It is understood that not all information is readily available during the initial report but basic information should be reported in a timely manner and updated as necessary until the close out of the incident. Not all incidents can be defined or anticipated. The State Watch Office will assist in determining if a particular incident is reportable and/or how assistance can be provided. If more information is provided during the initial report, it will save time as it is processed throughout the notification chain.

## **III. PURPOSE**

The purpose of this document is to provide Florida's agencies and counties with guidelines for reportable incidents. The reported information is recorded and logged into the State Incident Tracker and shared with State Agencies in real time. This information sharing contributes to local, county, regional and State situational awareness and better coordination between state agencies for a response if needed.

### Contact Information

Florida Division of Emergency Management  
State Watch Office  
2555 Shumard Oak Blvd  
Tallahassee, FL 32399  
1-800-320-0519  
850-413-9900  
877-2SAVE FL For Environmental Crimes or  
#337 (#DEP)  
swp@em.myflorida.com

#### **IV. EMERGENCY COMMUNICATION**

Under Florida Statute 252, the Division is required to maintain emergency notifications systems. In accordance with Title 47 U.S.C. 151, 154(i) and (o), 303(r), 524(g) and 606; and 47 CFR, Part 11, Federal Communications Commission Rules and Regulations, Emergency Alert System (EAS) as it pertains to day-to-day emergency operations; states are required to develop, maintain and test the Emergency Alert System (EAS) on a weekly basis. Note: 47 CFR, Part 11, was amended November 2, 2007. Portions of this state plan have been updated to incorporate the changes.

All operations under the 2011 Revised State of Florida Emergency Alert System Plan are in accordance with Subpart G of Part 73, FCC Regulations (Title 47, Code of Federal Regulations; The Federal Communications Commission's "EAS Checklist"). This plan is consistent with the provisions of the rules and regulations of the Federal Communications Commission (FCC) and is considered a supplement to the National Emergency Alert System Plan. NUREG 0654, Federal Emergency Management Agency, which establishes emergency notification requirements for Nuclear Power Plants.

Weekly communications checks are conducted by the SWO and Communications Unit to ensure usability and function. County participation in the weekly communications checks are required in order to meet this legal requirement as well as maintain emergency readiness at both a local and state level.

The Florida State Watch office has two forms of emergency mass communications with their counties, EMNet and Florida NAWAS. Both systems are independent of each other and act as a redundancy. Both should be located in the 24/7 County Warning Point. EMnet is the official system used to broadcast Emergency Alert System (EAS) messages in the State of Florida. Maintenance issues should be reported to the Florida Division of Emergency Management, State Watch Office at 1-800-320-0519 or [swp@em.myflorida.com](mailto:swp@em.myflorida.com).

The State Watch Office also maintains a State Law Enforcement Radio System (SLERS) control station, Florida Interoperability Network (FIN) terminal, and a Statewide Mobile Satellite (MSAT) radio/telephone system with all 15 Florida Talk Groups. The Communications Unit maintains other radio systems to include the FEMA SHARES system on High Frequency (HF) radio, amateur band radios in the VHF-High Band (2-Meter) as well as High Frequency (HF).

### **The Florida EMnet System:**

The EMnet System recently installed in County Warning Points, some Emergency Operations Centers, all National Weather Service Offices, LP-1 and LP-2 EAS Broadcast Stations, the three Nuclear Power Plants, FDLE Fusion Center, FLNG JOC in St. Augustine, and FDEM State Watch Office in Tallahassee, is the official system Florida will use to transmit EAS messages. Most EAS messages will be generated by the National Weather Service for severe weather related messages, and the Florida Department of Law Enforcement (FDLE) originates AMBER and SILVER Alerts messages. *We are presently working on several enhancements to the EMnet system for counties to be able to generate Civil Emergency Messages (CEM) across the EMnet system as well and will be releasing more information as soon as we finalize those arrangements.*

### **NAWAS and FL NAWAS:**

The **National Warning System** (NAWAS) is an automated telephone system used to convey warnings to [United States](#)-based federal, state and local governments.<sup>[1]</sup> The original mission of NAWAS was to warn of an imminent enemy attack or an actual accidental missile launch upon the United States. NAWAS still supports this mission but the emphasis is on natural and technological disasters.<sup>[1]</sup> NAWAS is operated and fully funded by the [Federal Emergency Management Agency](#) (FEMA).

Today, the system consists of what is essentially a 2200+ telephone [party line](#). The phone instruments are designed to provide protection for lightning strikes so they may be used during storms. The interconnecting lines provide some protection by avoiding local telephone switches. This ensures they are available even when the local system is down or overloaded. NAWAS has major terminals at each state [Emergency Operations Center](#) and State Emergency Management Facility. Other secondary terminals include local emergency management agencies, [National Weather Service](#) field offices and [Public-safety answering points](#) (PSAPs).

NAWAS is used to disseminate warning information concerning natural and technological disasters to approximately 2200 warning points throughout the continental United States, Alaska, Hawaii and the Virgin Islands. This information includes acts of terrorism including [Weapons of Mass Destruction](#) (WMD) after aircraft incidents/accidents, earthquakes, floods, hurricanes, nuclear incidents/accidents, severe thunderstorms, tornadoes, tsunamis and winter storms/blizzards. NAWAS allows issuance of warnings to all stations nationwide or to selected stations as dictated by the situation.

The State of Florida also has a NAWAS line that is located within each county for the same use and purpose as the federal NAWAS line but is not broadcasted over the nation only the state.

## **V. REPORTABLE INCIDENTS**

Aircraft Incidents  
Animal or Agricultural Issues  
Bomb Threat or Device  
Civil Disturbance  
Dam Failure  
Drinking Water Facility Reports  
DEM Internal Incidents  
Environmental Crimes (for DEP)  
Fires  
Geological Events / Sinkholes  
Hazardous Materials:  
    Chemical, Biological, Radiological, Toxic Industrial Chemicals, or  
    Unknown Hazard  
Kennedy Space Center  
Marine Incidents  
Migration  
Military Activity  
Nuclear Power Plants  
Petroleum Spills  
Population Protective Actions  
Public Health / Medical Issues  
Railroad Incidents  
Road Closures / Transportation Issues  
Search and Rescue  
Security Threats  
Utility Disruption or Emergency  
Vehicle Incidents  
Wastewater or Effluent Release  
Weather Advisories and Reports

## IV. Explanation of Reportable Incidents

Basic required information when a report is placed is:

- Name
- Contact information of reporting party
- Location of incident
- Synopsis of the current situation

### A. HAZARDOUS MATERIALS (*Chapters 62-150, F.A.C & 62-770, F.A.C*)

#### 1. Petroleum based Spills

##### a. Events to Report

- Spills into or involving state waterways (any amount).
- Spills greater than 25 gallons on land (or potential 25 gallons).
- Spills requiring any state/federal notification or assistance.
- Spills that may involve health issues, injuries or fatalities; or require protective actions, evacuations, or sheltering of victims (in-place or other).

##### b. Information to Report

- Type of product
- Number of gallons
- Cause of the release
- Responsible Party's name, address, phone number if available
- Number/type of injuries or fatalities if applicable
- Name of affected waterway if available
- What clean-up efforts have been performed if any
- Any fires, explosions, evacuations or road/waterway closures
- Agencies responding
- Critical Infrastructure/Key Resources threatened
- Any state assistance requested

#### 2. Hazardous Material/Chemical Spills

##### a. Events to Report

- All Extremely Hazardous Substances (EHS) spills and releases.
- All EPCRA Section 304 chemicals that are spilled or released that meet or exceed their reportable quantity (RQ) must be reported to the State Watch Office by the facilities owner or operator.
- All spills or releases that may involve health issues, injuries or fatalities; or require protective actions, evacuations, or sheltering of affected population (in-place or other).

#### b. Information to Report

- Type and amount of material and state (i.e. liquid, gas etc...)
- Reason/cause of release
- Responsible Party's name, address and phone number if available
- Number/type of injuries or fatalities
- Name of affected waterway if applicable
- Any fires, explosions, evacuations or road/waterway closures
- What clean-up efforts have been performed if any
- Agencies responding
- Critical Infrastructure/Key Resources threatened
- Any state assistance requested
- Wind direction, temperature, wind speed

### 3. Wastewater Releases

#### a. Events to Report (*Chapters 62-150, F.A.C & 62-770, F.A.C*)

- Any release of wastewater to include but not limited to wastewater treatment facility spills, broken force mains, lift station failures.

#### b. Information to Report

- Treated or untreated wastewater
- Cause and source of the release (manhole, force main, lift station etc.)
- Responsible Party's name, address and phone number if available
- Domestic or industrial wastewater
- Has the release been stopped or is it still occurring
- Any waterways affected and the name of the waterway
- Amount released in gallons
- What clean-up efforts have been performed if any
- Any state assistance requested
- On site/ off site

### 4. Radiological

#### a. Events to Report

- All incidents involving suspected or confirmed radioactive materials (i.e. troxler gauges medical equipment etc.).
- All incidents concerning nuclear power plants.

b. Information to Report

- Any stolen radiological equipment (model number, serial number etc.)
- Any individuals contaminated
- Any decontamination or quarantines begin conducted
- Staging area locations
- Number/severity of injuries or deaths
- Agencies responding
- Any protective actions, such as evacuations or shelter in place
- Any public health issues
- Any state assistance requested
- Radius affected

5. Nuclear Power Plants (NPP)

- Crystal River NPP
  - Risk Counties- Citrus, Levy, Host Counties - None, Ingestion Counties- Alachua, Dixie, Gilchrist, Hernando, Marion, Pasco, Sumter
- St. Lucie NPP
  - Risk Counties- Martin, St. Lucie. Host Counties- Brevard, Indian River, Palm Beach. Ingestion Counties- Glades, Highlands, Okeechobee, Osceola
- Turkey Point NPP
  - Risk Counties- Miami-Dade, Monroe. Host Counties- None. Ingestion Counties- Broward, Collier.
- Farley NPP (Alabama)
  - Risk Counties- None, Host Counties- None, Ingestion Counties Bay, Calhoun, Gadsden, Holmes, Jackson, Liberty, Washington

a. Events to Report (Reported by the NPP to the Counties)

- Unusual Event- Events are in process or have occurred which indicate a potential degradation of the level of safety of the plant or indicate a security threat to facility protection has been initiated. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.
- Alert- Events are in process or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of hostile action.
- Site Area Emergency- Events are in process or have occurred which involve an actual or likely major failures of plant functions

needed for protection of the public or hostile action that results in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) that prevent effective access to equipment needed for the protection of the public.

- General Emergency- Events are in process or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity or hostile action that results in an actual loss of physical control of the facility.

b. Information to Report

- Each Nuclear Power Plant has an Emergency Notification Form that is disseminated through the State Watch Office to the affected /impacted counties. Also refer to 'Information to Report' under 'Radiological'.

6. Other incidents to report

- Any incident involving medical or biological waste.
- Any incident involving biological contamination of plants or livestock.
- General incidents requiring a response from a state agency.

B. NATURAL HAZARDS

1. Weather

a. Events to Report

- Any incident associated with weather phenomena involving possible or confirmed damage to infrastructure or buildings, or significant impacts to the natural environment; or may involve injuries or fatalities, require protective actions, evacuations, or sheltering of victims (in-place or other).

b. Information to Report

- Damage Reports
- Road/waterway closures associated with weather phenomena
- All protective actions to include shelter openings, locations, hours of operation and the location of areas directed to evacuate.
- Type/severity of injuries or fatalities associated with weather phenomena
- Critical Infrastructure/Key Resources threatened
- Any state assistance requested

## 2. Sinkhole

### a. Events to report

- Sinkhole incidents which affect public property, private structures, or any infrastructure.

### b. Information to report

- Size (length, width and depth) of sinkhole
- Any water at the bottom of sinkhole
  - Source of that water
- Any affected or threatened structures
- Any road closures
- Injuries/fatalities
- Any state assistance requested

## C. TRANSPORTATION

### a. Events to Report

- Incidents involving blockage or closure of highways, interstates, or waterways.
- All aircraft incidents (private, commercial, military).
- All railroad incidents (passenger and commercial).
- Any incidents that may involve health issues, injuries or fatalities; or require protective action, evacuations, or sheltering of victims (in-place or other).

### b. Information to Report

- Expected duration or road/waterway closure
- Reason for closure
- Type/severity/number of injuries or deaths
- Any fuel or HAZMAT spills
- Critical Infrastructure/Key Resources threatened
- Aircraft Specific
- Type of aircraft and tail number (single engine, helicopter etc.)
- Commercial, private or military
- Number of souls onboard
- Number/severity of injuries and/or deaths
- Any petroleum or HAZMAT spills
- Agencies responding
- Any evacuations involved
- Any structures involved
- Railroad Specific
- Train number and type (passenger or cargo)
- Any derailments and if so how many cars

- Any HAZMAT on board
- Any release of HAZMAT or fuel
- Waterways affected
- Number/Type of injuries or fatalities
- Mile post number, DOT number, closest intersection
- Clean-up actions taken in applicable
- Agencies responding
- Any state assistance requested

## D. FIRE

### 1. Wildfires

#### a. Events to Report

- Wildfires (brush/forest) that have DOF on scene, or may require mutual aid or state assistance
- Any wildfire that threatens or has the potential to threaten a structure where mutual aid may be required
- Any wildfire that involves or threatens Critical Infrastructure/Key Resources including Fires involving chemicals or significant amounts of petroleum products.
- Any fire that may involve health issues, injuries or fatalities; or require protective actions, evacuations, or sheltering of victims (in-place or other).

#### b. Information to Report

- Size of fire (acres)
- Number and type of threatened structures (i.e. residential, commercial, school etc...)
- Number of individuals evacuated if applicable
- Location where evacuees are being sheltered
- Is Florida Division of Forestry on scene
- FL Division of Forestry incident number or incident name if known
- Location of staging area
- Agencies responding
- Any road closures
- Number/severity of injuries or deaths
- Any state assistance requested

## 2. Major Structure Fires

### a. Events to Report

- Type of structure (apartment, warehouse, health care facility etc.)

### b. Information to report

- Any evacuations and whether the evacuations are of residences or businesses
- Agencies responding
- Location of staging area
- Any hazardous materials involved
- Any road closures
- Number/severity of injuries and/or deaths
- Any state assistance requested

## E. SECURITY and SCHOOL LOCKDOWNS

### a. Events to Report

- Any report of a threat to inflict harm on large numbers of people or significant damage to critical infrastructure.
- Any suspicious device identified or device detonated that may contain an explosive, chemical, or biological agent.
- Any bomb threats.
- Location, protective actions, agencies responding
- Any criminal environmental acts

### b. Information to Report

- Any incident involving contamination or disturbance to public water sources (drinking water facility, wells, pump houses, etc.)
- PWS number of facility
- Level of disturbance (vandalism, trespassing, tampering etc.)
- Police/Law Enforcement report number is reported
- Any suspicious behavior
- Any boil water notices and the areas and number of individuals affected
- Any incident affecting local, state, or national security.

## F. UTILITIES

### 1. Drinking Water Facility (*FDEP Permitting Rule, Chapter 62-555 F.A.C.*)

#### a. Events to Report

- Any incident involving contamination or disturbance to public water sources (drinking water facility, wells, pump houses, etc.)

#### b. Information to Report

- PWS number of facility
- Level of disturbance (vandalism, trespassing, tampering etc.)
- Police/Law Enforcement report number is reported
- Any suspicious behavior
- Any boil water notices and the areas and number of individuals affected
- Any incident affecting local, state, or national security.

### 2. Dams (*Emergency Action Plan for Herbert Hoover Dike*)

#### a. Events to Report

- Any potential or confirmed dam or levee failures.

#### b. Information to report

- Location of dam
- Owner/operator or dam
- Affected population
- Reason for failure
- Protective actions (evacuations or advisories)
- Expected impact
- Any state assistance requested

### 3. Power/Communications

#### a. Events to report

- All incidents affecting the state's energy generating capacity, or large scale outages.
- Any incident affecting emergency communication capabilities or impacting communication service to large numbers of residents.

#### b. Information to report

- Affected population
- Reason for failure
- Protective actions (evacuations or advisories)
- Expected impact
- Outage area
- Number of individuals affected

- Expected duration
- Any state assistance requested

### G. Migration

#### a. Events to Report

- Any incident involving illegal migration of non-U.S. citizens.
- Any incident of suspected or confirmed civil disturbance.
- Any incidents involving an injury or death of a public safety employee.

#### b. Information to report

- Intercepted at sea or on land
- Number of people involved categorized as men, women and children
- Facility where individuals are being housed
- Injuries/fatalities
- Number of vessels involved if applicable
- Has Immigration and Customs Enforcement, Customs and Border Patrol or United States Coast Guard been notified?
- Has the media shown any interest?

### H. Other

#### a. Events to Report

- Any incident that would require a state agency to respond
- Fish Kills please report to FWC Fish Kill Hotline 1-800-636-0511.

### I. Supporting statutes, rules and regulations

#### a. Reportable events by law

Classification of criminal offenses: Florida Statutes (FS) 775.081 to 775.083

Air: Florida Air and Water Pollution Control Act, FS 403.121, FS 403.141, and FS 403.161

Asbestos: FS 469.009

Community Right-to-Know: FS 252.86

Hazardous materials motor carriers: FS 316.302, FS 316.3025, and Florida Administrative Code (FAC) 14-87.0012

Hazardous waste: FS 403.726 and FS 403.727

Hazardous and solid (nonhazardous) waste: FS 403.121, FS 403.131, FS 403.141, and FS 403.161

Laboratories: FS 403.0625 and FS 403.863

Pesticides: FS 482.191, FS 487.175 and 376.031 - .301

Solid (nonhazardous) waste: FS 403.708 and FS 403.141

Storage tanks:

Underground storage tanks (USTs): FS 376.16, FS 376.302, and FS 403.141

Used oil: FS 403.758

Water:

Drinking water: FS 403.121(3)(a) and FS 403.860; The FDEP Permitting Rule, Chapter 62-555 F.A.C., subsection 350

Stormwater: FS 403.121(c)

Water pollution: FS 403.121(2)(b), FS 403.141(1), FS 403.161376.031 - .301  
376.041, 376.302

Wastewater: FS 403.121(3)(b) and FS 403.121(3)(c)

Wetlands: FS 403.121(3)(c) and FS 403.121(3)(d)

Workplace safety and health: U.S. Occupational Safety and Health Act of 1970 (OSH Act), 29 USC 651 et seq., and regulations at 29 CFR 1910 et seq.

For more information on required reporting to the State Watch Office (also known as the state Warning Point) visit: <http://www.dep.state.fl.us/water/rules.htm>