



**Department of  
HIGHWAY SAFETY AND MOTOR VEHICLES**

<b>SUBJECT</b> NEIL KIRKMAN BUILDING THREAT ALARM SYSTEM	<b>POLICY NUMBER</b> 6.05
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Office Services	
<b>PURPOSE/SCOPE:</b> To establish Department policy for initiating procedures for a rapid law enforcement response by Florida Highway Patrol members to an emergency generated through the Kirkman Building Threat Alarm System.	

**I. AUTHORITY**

Section 321.05, Florida Statutes  
DHSMV Management Policy #48

**II. DEFINITIONS**

- A. Critical Incident Emergency -A situation in which an imminent threat of death or serious bodily injury exists.
- B. Primary Response Operations Center - The location where all sworn personnel responsible for monitoring the Threat Alarm System shall immediately report for assignment. The FHP Conference Room (B-475) is designated as the Center's location.
- C. Threat Alarm System -The system installed to provide notification of an impending threat as defined above.

**III. POLICY**

It is the policy of the Department of Highway Safety and Motor Vehicles that the Division of Florida Highway Patrol respond and render law enforcement services to any location within the Kirkman Building complex when summoned by activation of the Threat Alarm System or by telephone request to an existing emergency incident.

**IV. RESPONSIBILITIES**

**The Florida Highway Patrol, Bureau of Investigations will:**

- A. Develop and oversee all procedures for personnel responding.

<b>Executive Director</b> Original Signature on File	<b>Effective Date</b> 02/27/98
<b>Page</b> 1 of 4	<b>Revision Date</b>

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b>	<b>POLICY</b>	<b>PAGE</b>
NEIL KIRKMAN BUILDING THREAT ALARM SYSTEM	6.05	2 of 4

- B. Investigate incidents concerning activation of the Threat Alarm System.
- C. Investigate all responses to the Kirkman Building Threat Alarm System that result in law enforcement action being taken.
- D. Provide for training of all law enforcement personnel assigned to the Kirkman Building complex.
- E. Coordinate efforts with sworn members and other Divisions to test and evaluate the effectiveness of the Threat Alarm System on a quarterly basis.
- F. Conduct an annual review of the operational effectiveness of the Threat Alarm System.
- G. Designate a primary response operations center for all members responding to a Threat Alarm.
- H. Equip the operations center with cellular telephone, portable radio and other equipment required for response and follow-up to a Threat Alarm.
- I. Coordinate any response to an existing emergency with Leon County 911 System, Emergency Medical Services, Leon County Sheriffs Office and Tallahassee Police Department.

**PROCEDURES**

- A. The activation of the Kirkman Building Threat Alarm System will result in the response of armed members of the Florida Highway Patrol. Activation of the Threat Alarm will signify the imminent threat of death or serious bodily injury in a location equipped with the Alarm Activation Device.
- B. The Threat Alarm System should not be activated to summon law enforcement assistance unless customers or employees are exhibiting overt aggressive behavior or have been observed in the possession of a deadly weapon.
- C. In the event a customer or employee is exhibiting threatening or hostile behavior which does not indicate the immediate threat of imminent death or great bodily harm, assistance shall be requested by telephone to **(850)617-2302**. The Bureau of Investigations will monitor this number at all times during normal work hours.
- D. The ranking officer present in the operations center will assume command and direct the appropriate response of sworn personnel or other resources.

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b>	<b>POLICY</b>	<b>PAGE</b>
NEIL KIRKMAN BUILDING THREAT ALARM SYSTEM	6.05	3 of 4

- E. Upon the activation of the Threat Alarm System, all sworn personnel tasked with monitoring the Threat Alarm System shall immediately respond to the operations center (**Room B-475, FHP Investigations Conference Room**) for assignment.
  - 1. The ranking officer present in the operations center will make personnel assignments.
- F. All responses to a Threat Alarm activation will be coordinated from the operations center. There shall be no independent response by other personnel.
- G. All responding sworn personnel shall be properly equipped with firearm, credentials, communications device (portable radio or cellular telephone), handcuffs, ASR and protective body armor.
- H. An immediate response by a reaction team will consist of no less than two sworn members to serve as an assessment and evaluation team. These personnel will be responsible for confirmation that a threat incident is occurring, determination of the nature of the threat, reconnaissance of the threat area and remote consultation with the operations center commander. Information obtained from the reaction team and telephone contact with the threat area personnel will determine the course of action necessary to stabilize the incident, such as, additional personnel, special weapons tactics or building evacuation. Information from the reaction team will be immediately communicated to the operations center commander for tasking designation.
- I. During the initial response the ranking officer present in the operations center or his designee will attempt to open a telephone line between the operations center and the affected office.
  - 1. If the situation warrants, the Chief Public Information Officer shall coordinate all media inquiries.
- J. If the incident requires long term law enforcement efforts, such as a hostage incident, the Troop H shift commander will be alerted to secure additional resources. The operations center commander will direct appropriate personnel to develop contingency plans for the assignment of any additional resources that may be required.
  - 1. If an incident results in a hostage situation, the operations command officer will immediately request assistance from local law enforcement as may be required.
- K. The operations center command officer will assign one or more members to complete an after action report, if required.

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b>	<b>POLICY</b>	<b>PAGE</b>
NEIL KIRKMAN BUILDING THREAT ALARM SYSTEM	6.05	4 of 4

- L. The Offices of The Executive Director, Chief of Office Services and ranking General Headquarters Staff Officer will be immediately notified of activation and response to a Threat Alarm.
  
- M. In event there is a need to evacuate employees from the Kirkman Building Complex, the Operations Center Command Officer will notify the Director or his designee who will coordinate the evacuation plans with the Office of The Executive Director.
  
- N. Any evacuation will be conducted in accordance with the Kirkman Building Evacuation Plan.

**Dissemination:**

All Threat Alarm Office Facilities  
All Sworn Personnel