FLORIDA DIVISION OF EMERGENCY MANAGEMENT
STATE WATCH OFFICE GUIDE
for Florida County Warning Points and PSAPs
Published June 2015

To Report an Incident
(800) 320-0519 or (850) 413-9911
THE STATE WATCH OFFICE

The State Watch Office (SWO) is located in the State Emergency Operations Center in Tallahassee, FL and is manned by the Division’s Operations Officers 24/7/365. The Division’s Duty Officers, Watch Officers, and State Meteorologists work out of the SWO on a day-to-day basis, and support our Operations Officers after hours. We are Florida’s official State Warning Point with the Federal Emergency Management Agency, and the SWO maintains communications systems and warning capabilities to ensure that the state’s population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions as mandated by § 252.35 F.S.

The SWO is not a dispatch center; rather we are a situational awareness hub that collects, analyzes, and shares information with local, county, state and federal partners to aid in their response roles. Our mission is to provide members of the State Emergency Response Team (SERT) with the most accurate Common Operating Picture available relating to ongoing or impending hazardous situations throughout the State and region. A core component of this mission is our strong relationships with the state agencies, private-sector partners, and voluntary agencies that comprise Florida’s 18 Emergency Support Functions (ESFs).

The SWO also maintains a direct relationship with the Florida Fusion Center, which allows both Emergency Management and Law Enforcement officials to have the most complete and up-to-date intelligence available to better serve our citizens, businesses, and visitors.
## OVERVIEW

### CHANGE LOG

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<th>Section / Page</th>
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The **State Meteorological Support Unit (SMSU)** is the link between the State Emergency Operations Center and all atmospheric and physical science entities. These liaisons and subject matter experts ensure that the State Emergency Response Team has the weather data needed to make decisions and carry out missions. It is comprised of three meteorologists and supported by a cast of qualified volunteers from state agencies, universities, and a variety of other entities. The SMSU monitors forecast products and advisories from the National Weather Service and interprets their potential impact on active incidents and operations statewide. Housed within the State Watch Office, the unit is an integral part of the Operations Section within the Bureau of Response. Upon activation, the SMSU falls under EFS 5’s **Technical Services Branch**.

When severe weather watches, warnings, and certain advisories are issued, the State Watch Office will notify the affected counties via one of its communication systems. This notification is in addition to notifications that are received directly from the National Weather Service via other means, as a required backup method of communication for Storm Ready programs. In addition to these watches and warnings, other urgent messages from the National Hurricane Center, Storm Prediction Center, or National Tsunami Warning Center will also be forwarded by the State Watch Office when appropriate.

It is important to note that all watches and warnings are disseminated by the National Weather Service’s seven **Weather Forecast Offices** (WFOs) that serve all 67 counties in Florida. A listing of offices, the counties they cover and their contact information, are on the back of this page.

### METEROLOGICAL SUPPORT UNIT

| NATIONAL WEATHER SERVICE WEATHER FORECAST OFFICES |
|------------------|-----------------|-----------------|
| OFFICE | NUMBER | COUNTIES OF RESPONSIBILITY |
| MOBILE | 251-633-0921 | Escambia, Okaloosa, Santa Rosa |
| JACKSONVILLE | 904-741-4411 | Alachua, Baker, Bradford, Clay, Columbia, Duval, Flagler, Gilchrist, Hamilton, Marion, Nassau, Putnam, St. Johns, Suwannee, Union |
| MELBOURNE | 321-254-6083 | Brevard, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Volusia |
| MIAMI | 305-229-4528 | Broward, Collier, Glades, Hendry, Miami-Dade, Martin, Monroe, Palm Beach |
| KEY WEST | 305-295-1316 | Monroe (Florida Keys only) |

**NOAA Weather Radio Station Information:** [http://www.nws.noaa.gov/nwr/](http://www.nws.noaa.gov/nwr/)

**A WATCH** means conditions are favorable for severe thunderstorm, tornado, or flash flood development. This is the time to be weather-aware. Keep alert by listening to a radio, television, or weather radio for the latest weather information. Know where to go and what to do if a severe thunderstorm, tornado, or flash flood threatens.

**A WARNING** means a severe thunderstorm, tornado, or flash flood has been sighted or indicated by radar. People in the path of the storm should take immediate life-saving actions.

**An ADVISORY** is issued for a weather event that is capable of producing severe weather, but does not reach warning criteria. Advisories may also be issued for extreme temperatures, dense fog, or heavy rainfall that results in ponding of water on roadways/low lying areas but does not pose an immediate threat to life or property.

**NOTE:** Warnings are issued as **Storm Based Warnings** using polygons that detail the storm’s expected path. At times, this can lead to more than one active warning in a given county. To learn more, visit [http://www.nws.noaa.gov/sbwarnings/](http://www.nws.noaa.gov/sbwarnings/)
<table>
<thead>
<tr>
<th>County</th>
<th>Emergency Management Office</th>
<th>24-Hour Warning Point PHONE</th>
<th>24-Hour Warning Point FAX</th>
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<tr>
<td>ALACHUA</td>
<td>352-264-6500</td>
<td>352-955-1818</td>
<td>352-264-6690</td>
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<td>BAKER</td>
<td>904-259-6111</td>
<td>904-259-2861</td>
<td>904-259-5829</td>
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<td>BAY</td>
<td>850-248-6040</td>
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<td>850-248-6058</td>
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<td>BRADFORD</td>
<td>904-966-6336</td>
<td>904-966-6161</td>
<td>904-964-2066</td>
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<td>BROWARD</td>
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<td>CALHOUN</td>
<td>850-674-8075</td>
<td>850-674-5049</td>
<td>850-674-1325</td>
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<td>CHARLOTTE</td>
<td>941-833-4000</td>
<td>941-639-0013</td>
<td>941-575-5334</td>
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<td>CITRUS</td>
<td>352-746-6555</td>
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<td>CLAY</td>
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<td>904-269-1047</td>
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<td>386-758-1125</td>
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<td>DESOTO</td>
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<td>DIXIE</td>
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<td>352-498-1258</td>
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<td>DUVAL</td>
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<td>ESCAMBIA</td>
<td>850-471-6400</td>
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<td>FLAGLER</td>
<td>386-313-4200</td>
<td>386-313-4911</td>
<td>386-317-7726</td>
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<td>FRANKLIN</td>
<td>850-653-8977</td>
<td>850-670-8500</td>
<td>850-670-4019</td>
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<td>GADSDEN</td>
<td>850-875-8642</td>
<td>850-627-9233</td>
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<td>GILCHRIST</td>
<td>386-935-5400</td>
<td>352-463-3410</td>
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<td>GLADES</td>
<td>863-946-6020</td>
<td>863-946-1600 x 2169</td>
<td>863-946-0344</td>
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<td>GULF</td>
<td>850-229-9110</td>
<td>850-227-1115</td>
<td>850-229-9242</td>
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<td>HAMILTON</td>
<td>386-792-6647</td>
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<td>HARDEE</td>
<td>863-773-6373</td>
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<td>HENDRY</td>
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<td>863-674-4626</td>
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<td>HERNANDO</td>
<td>352-754-4083</td>
<td>352-754-6850</td>
<td>352-754-6828</td>
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<td>HIGHLANDS</td>
<td>863-385-1112</td>
<td>863-402-7200</td>
<td>863-402-7236</td>
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<td>HILLSBOROUGH</td>
<td>813-236-3800</td>
<td>813-272-5665</td>
<td>813-276-2039</td>
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<td>HOLMES</td>
<td>850-547-1112</td>
<td>850-547-3681-0</td>
<td>850-547-4461</td>
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<td>INDIAN RIVER</td>
<td>772-226-3859</td>
<td>772-569-7600-2</td>
<td>772-569-7480</td>
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<tr>
<td>JACKSON</td>
<td>850-482-9678</td>
<td>850-482-9648</td>
<td>850-482-9329</td>
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<tr>
<td>JEFFERSON</td>
<td>850-342-0211</td>
<td>850-997-2023</td>
<td>850-997-5861</td>
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## Florida Highway Patrol Regional Communication Centers

<table>
<thead>
<tr>
<th>Counties Served</th>
<th>Location &amp; Phone</th>
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<tbody>
<tr>
<td>Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, Washington</td>
<td>Tallahassee 850-245-7700</td>
</tr>
<tr>
<td>Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, St. John’s, Suwannee, Union</td>
<td>Jacksonville 904-301-3700</td>
</tr>
<tr>
<td>Citrus, Hernando, Hillsborough, Pasco, Pinellas, Polk, Sumter</td>
<td>Tampa 813-631-4020</td>
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<tr>
<td>Brevard, Lake, Orange, Osceola, Seminole, Volusia</td>
<td>Orlando 407-737-2200</td>
</tr>
<tr>
<td>Broward, Indian River, Martin, Okeechobee, Palm Beach, St. Lucie, Turnpike</td>
<td>Lake Worth 561-357-4000</td>
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## Fish and Wildlife Law Enforcement Communications Centers

<table>
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<tr>
<th>Counties Served</th>
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<td>Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington</td>
<td>Tallahassee 850-245-7700</td>
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<tr>
<td>Charlotte, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota</td>
<td>Tampa 813-558-5050</td>
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<tr>
<td>Brevard, Flagler, Indian River, Lake, Marion, Orange, Osceola, Putnam, Seminole, St. Johns, Sumter, Volusia</td>
<td>Orlando 407-275-4150</td>
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<tr>
<td>Broward, Glades, Hendry, Martin, Okeechobee, Palm Beach, St. Lucie</td>
<td>Lake Worth 561-357-4202</td>
</tr>
<tr>
<td>Miami-Dade, Collier, Monroe</td>
<td>Miami 305-470-6863</td>
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</tbody>
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Public Wildlife Alert Hotline: 888-404-3922  
Nuisance Alligators: 866-FWC-GATOR  
Red Tide: 866-300-9399 or [http://myfwc.com/research/redtide/events/status/statewide/](http://myfwc.com/research/redtide/events/status/statewide/)

**NOTE:** As of July, 2012, DEP’s Bureau of Emergency Response Law Enforcement Investigators were transferred to Florida FWC, and now under FWC’s Statewide Environmental Criminal Investigations unit. The State Watch Office still logs all environmental crime cases, but they are now referred to the FWC Regional Communications Center for disposition by FWC personnel.
The primary State Watch Office communication system is the Emergency Management Network (EMnet). The system is installed in up to two locations per county (typically the County EOC and the PSAP designated as the County Warning Point), Florida’s Nuclear Power Plants, the Florida Fusion Center, National Weather Service Offices, and other agencies. The primary terminal for each county or agency has a special computer that will automatically failover to a satellite connection if the local internet connection fails.

EMnet features electronic messaging, point-to-point voice calling, and voice conference call capabilities. Authorized county stations can also transmit Emergency Alert System messages to Florida broadcasters as well as the Integrated Public Alert and Warning System, which can notify citizens via smart phones, weather radios, and other devices.

For more information about EAS functionality and training, contact the State Watch Office at 850-413-9900 and ask to speak to a member of the State Communications Unit.
The National Warning System (NAWAS) is a 4-wire telephone system used to convey warnings between Federal, State and local governments. 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 system is now used to communicate information about all hazards. NAWAS is operated and maintained by the Federal Emergency Management Agency (FEMA).

The Federal NAWAS circuit connects FEMA’s national and regional facilities with the Warning Points for each US State and Territory, as well as the National Weather Service offices and certain US Defense installations.

The State of Florida also has a State NAWAS circuit, with stations installed at most of the State’s 67 County Warning Points or EOCs. Transmissions on FL NAWAS are independent from the federal circuit; however FEMA can bridge FL NAWAS with the national system to transmit on FL NAWAS in a major emergency.

For initial NAWAS troubleshooting, please see the next section.

NOTE: NAWAS telephone instruments and circuits do not operate like a traditional telephone; your NAWAS instrument can be damaged if connected to the wrong phone jack. Please contact the State Communications Unit via the Watch Office at 850-413-9911 before moving or otherwise modifying your current NAWAS installation.

NAWAS and FLNAWAS are “party line” systems; please keep your transmissions concise and be mindful they are heard by ALL stations.

STATE LAW ENFORCEMENT RADIO SYSTEM [SLERS]

On a daily basis, SLERS is used by the State Watch Office (SWO) and our FDEM Regional Coordinators to report their current location or communicate updates about incidents they are responding to. Certain members of FDEM’s leadership team are assigned a SLERS Radio, and in addition to several deployable mobile case and portable radios, most Division vehicles have a SLERS radio installed. The Division is assigned 1 primary and 3 regional talk groups for its daily use, which are monitored by the SWO 24/7.

In October 2012, a SLERS radio was offered to County Emergency Managers. While these radios are not designated for daily use, they provide the counties with a redundant means of communication during an emergency. The county SLERS radios do not contain the Division’s primary and tactical channels, rather they have been issued with regional talk groups for intra-regional communications with adjacent counties and their Regional Coordinators. These regional talk groups are monitored by the SWO on a 24/7 basis. Your call sign on a regional talk group is [County] - EM. When calling the SWO: [County] - EM to State Watch Office on SLERS Region [#].

Other users of SLERS include FDLE, FHP, FWC, FDOT, DOH, FLNG, RAD control and both the Florida and US Forest Services. SLERS frequencies are encrypted, and cannot be monitored by conventional scanners.

FLORIDA INTEROPERABILITY NETWORK [FIN]

The Florida Interoperability Network (FIN) is an interoperable voice communications network based on the Motorola MotoBridge platform, which enables Emergency Responders using dissimilar radio systems and frequencies to communicate directly with each other. The FL Department of Management Services operates the system, which is currently installed in over 240 PSAPs statewide. The State Watch Office has a FIN terminal, which is monitored by our Operations Officers 24/7 (resource name: “SOFEOC”).

To use of a regional mutual aid channel on FIN, or for assistance, contact your FHP Regional Communications Center (see the Important Contacts section).

For more information on FIN: http://www.dms.myflorida.com/suncom/public_safety_bureau/radio_communications/florida_interoperability_network_fin

STATE COMMUNICATION SYSTEMS
MOBILE SATELLITE RADIO [MSAT]
MSAT allows the Watch Office to communicate with other SERT response partners & counties via private or group push-to-talk voice communications and place or receive satellite telephone calls. Florida currently has fifteen MSAT talk groups on the system: seven regional, one Emergency Management, two FDLE, two Department of Health, two FLNG, and one FDOT.

If you do not have an MSAT unit for push-to-talk, and are not able to reach the SWO by any other communication system, call our MSAT base station at (888) 890-5178.

AMATEUR RADIO
Amateur radio has been a proven method to provide communications for local, State, and Federal authorities. If major communications infrastructure is lost during an emergency, amateur radio operators can be vital in establishing communication between State officials, local governments, and voluntary organizations active in disasters.

Your local Emergency Management office likely already has a list of local amateur radio operators on hand, and may involve local radio clubs in your county’s emergency exercises. If local operators are not available and their services are needed during an emergency, contact the State Communications Unit through the State Watch Office. The unit will communicate your request to regional amateur radio officials, who should be able to organize a qualified, trained radio team’s assistance during the emergency situation.

CALL SIGN AND FREQUENCIES
The call sign for the State EOC is KA4EOC and can be found on 3.950, 147.285 pl 94.8, SEDAN 145.77 and both SHARES daytime and nighttime frequencies. The SEOC also maintains a DSTAR presence on 146.835-46C and DRATS.

STATE COMMUNICATION SYSTEMS

HOT RING DOWN for NUCLEAR POWER PLANTS [HRD]
As part of their operating license with the Nuclear Regulatory Commission, and Florida Power and Light operate and maintain HRD circuits between plant control rooms & emergency facilities, the County Warning Points & EOCs for counties within the 10 mile Emergency Planning Zone around the plants, the State Watch Office, and the DOH Bureau of Radiation Control. The circuits and instruments function similar to NAWAS. For more information, contact the SWO.

AUTHORITY AND REFERENCES
The Division is required to establish [and maintain] a system of communications and warning to ensure that the state’s population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions under §252.35, Florida Statutes.

States are required to develop, maintain, and test the Emergency Alert System (EAS) 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). The State Watch Office transmits Required Monthly Tests according to a pre-established schedule with the Communications Unit and the Florida Association of Broadcasters. Local broadcasters also conduct weekly tests. For more information about the Florida EAS Plan, please visit http://fab.org/eas-plan/.

COMMUNICATION TESTS
The State Watch Office conducts tests of its communication systems several times per day, with a statewide test that includes all counties and other stations on a weekly basis. These tests not only ensure that your state communications equipment is functioning properly, but also help end-users maintain familiarity with the equipment’s operation. Participation in these tests is required in order for the Division to comply with statutory mandates. The SWO will follow up with any station that does not respond on a weekly roll-call test.

Communications tests are usually conducted every Monday between the hours of 1300-1400 ET. If the State Watch Office is unable to conduct tests in this window due to exercises or real world events, we will attempt to conduct them at the next possible opportunity during regular business hours.
TROUBLESHOOTING COMMUNICATION SYSTEMS

TO CALL IN A TROUBLE TICKET:

Please complete the troubleshooting steps on the other side of the page, (if applicable). If the steps are not successful, call the State Watch Office:

850-413-9911

Please be prepared with the following information before you speak to one of our Operations Officers:

Information to Report:
- Name of the system affected.
- Description of the problem.
- What troubleshooting steps have been taken?
- What time and date did the problem start?
- The address, floor, and room number of where the terminal is located.
- A name and callback number of the person calling in the ticket.
- If another person will be conducting local troubleshooting (communications technician, shift supervisor, etc) when a representative of the DEM Communications Unit calls back, please also have that person’s name and callback number ready.

All communications issues will be entered into SharePoint. For status updates you can log-on to the site and see the status of your systems.

NOTE for EMnet TROUBLESHOOTING ONLY:

Certain technical support issues with EMnet may require the vendor, Communications Laboratories, Inc, to follow up directly with you.

If a DEM staff member has already made initial contact about your ticket and determined that it will need to be referred to COMLABS, you may reach them directly by calling:

(321) 409-9898, Extension 1
The State Watch Office (SWO) Incident Tracker is our web based situational awareness tool that is used to document all active incidents statewide. The tool also has integrated mapping and notification capabilities. The SWO uses this tool to track day-to-day incidents and share information with other State, local, and Federal response partners.

Access to Incident Tracker and certain GATOR layers are For Official Use Only. To request an account, please contact the State Watch Office 24/7.

https://apps.floridadisaster.org/SWO/
Geospatial Assessment Tool for Operations and Response (GATOR) is an interactive web mapping tool for the display of geographic information to support emergency preparedness, operations, and response. Real-time data such as weather radar, weather watches and warnings, and tropical storm tracks are displayed along with base map data such as roads, facilities, wildfires, and aerial photographs. The public site is available at [http://map.floridadisaster.org/gator/](http://map.floridadisaster.org/gator/). Additional layers are available when logged in through SWO Incident Tracker.
WHEN TO REPORT AN INCIDENT TO THE STATE

In Florida, all incidents (with the exception of a Nuclear Power Plant incident) are handled first at the local level by a community’s first responders. Under Florida Statutes, certain incidents involving hazardous materials or environmental impacts must be reported to the State Watch Office. In some cases, the reporting burden for these incidents falls to the Responsible Party of the release.

Initial response actions to protect life or property should ALWAYS take precedence before making a notification to the State Watch Office; please notify us as soon you have the resources available to do so. A list of reportable incident types with specific guidelines, statutory references, and information to collect for each incident type follows in the next two sections of this guide.

In addition, we ask that you report any incident that:
- Is deteriorating, or requires mutual aid resources for initial response.
- Requires regional response or specialized assets, such as a HAZMAT team, Bomb Squad, Search and Rescue Team, etc.
- Has attracted an inordinate amount of attention from Florida media.
- Has attracted any attention from a national media outlet.
- Is likely to result in the declaration of a Local State of Emergency, or require State Assistance to stabilize and manage the incident.

INCIDENT UPDATES

Please call the Watch Office with updates as they become available. While we never want to interfere with local response efforts, we may call for an update on an incident’s status every one to two hours if we have not already received one.

(850) 413-9911 or (800) 320-0519
SWP@em.myflorida.com OR fax to (850) 488-7841

WHEN TO REPORT AN INCIDENT TO SWO
REQUIRED INFORMATION FOR ALL INCIDENTS

- Name (or Operator Number), callback number, and the agency you are calling on behalf of.
- An exact location of the incident (street address, intersection mile marker, or latitude/longitude), and the time/date the incident occurred.
- If different from caller, the contact information for the responsible party (if known) or on-scene contact (when requesting a callback from the State).
- Any Injuries or Fatalities along with their location and severity.
- Any Major Road Closures, Evacuations, or Lockdowns.
- Any Hazardous Materials or Petroleum releases.
- Any anticipation for the need for State Assistance.

After this information is given, be prepared to answer additional questions that are specific to the type of incident being reported.

(850) 413-9911 or (800) 320-0519
SWP@em.myflorida.com OR fax to (850) 488-7841
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>INCIDENT TYPES</th>
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| FIRE / SEARCH & RESCUE | • Fire (Wildland, Multi-Unit Residential, Commercial, Industrial) p.1  
                           • Search & Rescue p.2 |
| LAW ENFORCEMENT INCIDENTS / SUSPICIOUS ACTIVITY | • Bomb Threat or Device p.3  
                                                 • Civil Events, Disturbances, and Rioting p.4  
                                                 • Law Enforcement Activity p.5  
                                                 • Suspicious Activity p.6 |
| NATURAL HAZARDS | • Earthquake p.7  
                        • Ground Subsidence / Sinkhole p.7  
                        • Weather reports (funnel clouds, person struck by lightning, drowning/near drowning, etc) p.8  
                        • Severe Weather Damage p.8 |
| POPULATION PROTECTIVE ACTIONS | • Public Health p.9  
                                • Population Protective Actions p.10  
                                • Animal / Agricultural Issue p.11  
                                • Food Supply Contamination / Recall p.11 |
| TECHNICAL HAZARDS / ENVIRONMENTAL CONCERNS | • Petroleum Spill p.13  
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**FIRE INCIDENT**

**Events to Report:**
- Wildfires (Brush Fires)
  - 1 acre or more within an Urban interface.
  - Within 3 miles of any State or Federal highway.
  - 3 acres or more in an unpopulated area.
  - Any fire that requires protective actions.
- Commercial or Multi-Unit Residential Fire
- Residential Structure Fire
  - Any occupied multi-unit residential structure
  - Any occupied residential structure with displacements
  - Any residential structure that contains hazardous materials
- Industrial Fire

**Information to Report:**
- Wildfire:
  - What is the size of fire? (acreage)
  - Number & type of threatened structures. (i.e. residential, commercial)
  - Number of homes/businesses evacuated, if applicable.
  - Location where evacuees are being sheltered.
  - Has the Florida Forest Service (FFS) been notified?
    - Are they responding or on scene?
    - FFS incident number or fire name, if known.
  - Where is the location of staging area / command post?
  - Agencies responding?
- Any Structure Fire:
  - Structure type. (apartment, warehouse, health care facility, etc.)
  - What are the agencies responding?
  - What is the location of staging area / command post?

**SEARCH AND RESCUE**

**Events to Report:**
- Rescue beacons. (ELT / EPIRB / PLB)
- Structure collapse or Urban Search & Rescue response.
- Transportation incident requiring search & rescue.
- Industrial accidents.
- Law Enforcement search.

**Information to Report:**
- What type of situation is it (structural, industrial, transportation)?
- What structures or facilities are affected?
- What caused the incident?
- Number of people affected?
- Are there any unmet needs?
- What agencies/departments are responding?

**Note about Rescue Beacons**

In the U.S., the Air Force Rescue Coordination Center (AFRCC) receives all distress signals from the three types of devices.

For ELT/EPIRB, the AFRCC provides an information bulletin and will advise if the Civil Air Patrol (CAP) will attempt to locate the signal.

If a PLB is active, SWO will notify the County Warning Point and local law enforcement through MOU/MOAs between AFRCC and County Sheriff's Offices. Local law enforcement must attempt to locate the signal, or contact the AFRCC to request a CAP mission.

**ELT -** Emergency Locator Transmitter (Aircraft)
**EPIRB -** Emergency Position Indicating Radio Beacon (Marine)
**PLB -** Personal Locator Beacon
**Bomb Threat/ Device**

**Events to Report:**
- Any bomb threat.
- Any report of a threat to inflict harm on large numbers of people or significant damage to critical infrastructure.
- Any device detonation.
- Any suspicious device.
- Any unexploded ordinance.

**Information to Report:**
- How was the threat received/ who found the device?
- The exact wording of the threat, if applicable?
- Description of the device?
- Is a search being conducted?

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**Civil Events**

**Events to Report:**
- Planned Events
- Civil Disturbance
- Rioting

**Information to Report:**
- Was the event planned or announced?
- Cause of disturbance?
- Groups or organizations responsible?
- Number of people participating?
- Is the incident confined to one location?
- Law Enforcement agency coordinating response
- Departments / agencies on scene?
REPORTING GUIDELINES

LAW ENFORCEMENT ACTIVITY

**Events to Report:**
- Law Enforcement search or manhunt
- Active Shooter or Shooting
- Looting
- Poisoning
- Any Powder Incident

**Information to Report:**
- Description of incident?
- Description of individual(s) responsible?
- What areas are threatened?
- Law Enforcement agency coordinating response?
- Departments / agencies on scene?

NOTE: Many of these incidents are likely reported to and handled within your local Regional Domestic Security Task Force or Fusion Center. Notification to the SWO is requested for our situational awareness, because many of these incidents can involve other hazards or population protective actions (sheltering, evacuations, etc.) that fall under the responsibility of other state ESFs and response partners. Please report these incidents to the SWO as soon as you have the resources to do so.

REPORTING GUIDELINES

SUSPICIOUS ACTIVITY

**Events to Report:**
- Correctional facility incident (requiring outside assistance)
- Suspicious person or activity
- Infrastructure breach
- Lockdown
- Security breach

**Information to Report:**
- Description of Incident.
- Description of individual responsible.
- Is the incident confined to one location?
- What Law Enforcement agency is coordinating response?
- What departments / agencies are on scene?

NOTE: Many of these incidents are likely reported to and handled within your local Regional Domestic Security Taskforce or Fusion Center. Notification to the SWO is requested for our situational awareness, because many of these incidents can involve other hazards or population protective actions (sheltering, evacuations, etc.) that fall under the responsibility of other state ESF’s and response partners. Please report these incidents to the SWO as soon as you have the resources to do so.
**EARTHQUAKE / SINKHOLE**

**Events to Report:**
- Earthquake / Aftershock
- Landslide
- Subsidence or Sinkhole

**Information to Report:**

**Earthquake or Aftershock:**
- Magnitude
- Location
- Depth

**Subsidence or Sinkhole:**
- Dimensions and depth?
- Is rock visible in the feature?
- Is water at the bottom of the feature?
- If so, what is the source of the water?
- Any surface or sub-surface structures threatened or damaged?

**All Incidents in this category will also include:**
- What agencies are responding?
- What agencies have been notified?

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**SEVERE WEATHER**

**Events to Report:**
- Any incident associated with weather phenomena involving:
  - Possible or confirmed damage to infrastructure or buildings.
  - Significant impacts to the natural environment.
  - Injuries or fatalities, protective actions, evacuations, or sheltering of victims (in-place or otherwise).
  - Downed trees (3 or more that are greater than 6" in diameter) or any tree covering/blocking a road.
  - Hail greater than 3/4" (penny to nickel size or larger).
  - Funnel cloud and tornado reports.
  - Flooding (any abnormal rise of freshwater or saltwater) that is covering a roadway (more than 3 inches deep and/or causes a road closure) or entering/threatening structures.
  - Lightning strikes resulting in damage, injuries, or fatalities.
  - Drowning or near-drowning related to rip currents or other coastal hazards.
  - Any roadways or bridges closed due to cold weather conditions.

**Information to Report:**
- Damage report and location.
- Estimated time of occurrence.
- Road/waterway closures associated with weather phenomena.
- Critical infrastructure impacted.
**PUBLIC HEALTH**

**Events to Report:**
- Any suspected or confirmed infectious disease.
- Public health hazards.
- Mass casualty/fatality incidents.
- Incidents affecting health care facilities.

**Information to Report:**

*Infectious Disease* (reported in coordination with your County Health Department):
- The name or type of disease (if known)?
- Number of people ill or infected?
- What tests or examinations are planned or occurring?
- Is there a quarantine in effect?
  - If yes, where?

*Public Health Hazard:*
- What is the hazard?
- Is a callback from any state agency requested?

*Mass Casualty:*
- What level of MCI has been declared / number of patients?
- Known status of patients?
  - Critical, Immediate, Delayed & Deceased.
- Location of triage/treatment area?
- Which agency is coordinating the MCI?
- Are there any unmet needs?
- Is a callback from any state agency requested?

*Impact to Healthcare Facility:*
- Number of patients affected?
- Is the facility damaged?
- Is the facility being evacuated
  - If so, where?
- Are there any unmet needs?
- Is a callback from DOH or the State Agency having jurisdiction requested?

**POPULATION PROTECTION**

**Events to Report:**
- Shelter-in-place orders.
- Evacuation orders.
- Emergency shelter openings.

**Information to Report:**

*Shelter-in-Place / Evacuation Order:*
- What is the reason for the order?
- Where is the impacted area?
- Which department or agency ordered it?
- What is the duration of the order?
- Number of residences impacted?
- Number of businesses impacted?
- Total number of individuals impacted (if known)?

*Shelter Openings:*
- Shelter name.
- Shelter address.
- Hours of operation.
- Contact information for the shelter.
- Capacity of the shelter.
- Current population.
ANIMAL / AGRICULTURAL

Events to Report:
- Suspected or confirmed animal disease.
- Suspected or confirmed agricultural disease.
- Crop failure.
- Food supply contamination.

Information to Report:

Animal Disease:
- What animals are affected?
- What type of disease is it?
- Number of animals infected?
- Number of animals deceased?
- What tests or exams are occurring or planned?
- Is there a quarantine in effect?
  - If so, where?
- Were any humans affected?
- Are there any human fatalities?

Agriculture Disease/Crop Failure:
- What crop(s) are affected?
- What type of disease?
- How many acres are affected?

Food Supply Contamination:
- What type/brand of food is affected?
- Where was it manufactured?
- What is the affected lot number(s)?
- What is the affected date range?
- Has a recall been issued?
**PETROLEUM SPILL**

**Events to Report:**
- Spills into or involving water or storm drain (any amount).
- Spills greater than 25 gallons on land (or potentially 25 gallons).
- Spills requiring any state/federal notification or assistance.
- Spills that may involve health issues, injuries, fatalities or that require protective actions, evacuations, or sheltering of victims (in-place or other).

**Information to Report:**
- Type of product.
- Quantity that has been released.
- What is its odor and color?
- What is the source or container?
- Where was it released?
- What is the cause of the release?
- Rate of the release?
- What time was the release discovered and secured?
- Were any storm drains affected?
  - If so, where do they drain to?
- Were any waterways affected?
  - If so, what is it called?
- Have any clean-up actions been performed?
- Is a callback from DEP requested?

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**WASTEWATER RELEASE**

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

**Information to Report:**
- Public System ID or DEP Permit Number.
- What is the name of the system?
- What is the type of system is it?
- What type of wastewater is it?
- How much was released?
- Where did the release come from?
- Has the release stopped?
  - If so, when?
- Was the release contained on-site at a water reclamation facility?
- Were any storm water systems impacted?
- Did the release enter any surface waters?
  - If so, was the water a source of drinking water?
- What clean-up actions are taking place?
- What is the status of clean-up actions?
HAZMAT - CBRN

Events to Report:
- All Extremely Hazardous Substances (EHS) spills and releases.
- All CERCLA/EPCRA Section 304 chemicals released that meet or exceed their reportable quantity (see [http://www.epa.gov/oem/tools.htm#lof](http://www.epa.gov/oem/tools.htm#lof)).
- All spills or releases that may involve health issues, injuries, fatalities or that require protective actions.
- Any natural gas or propane releases.

Information to Report:

**Biological Hazard:**
- Common name and scientific name.
- Hazard description.
- Total quantity released.

**Chemical Agent:**
- Type of agent.
- Agent name.
- Total quantity released.

**Radiological Material:**
- Radiation type.
- Isotope name.
- Is any local or regional assistance requested?

**Toxic Industrial Chemical:**
- Chemical and index name?
- CAS Number?
- Section 304 or CERCLA reportable quantity?
- Chemical state?
- Total quantity released.
- Rate of release.
- Cause of release.
- Time discovered? Secured?
- Were any storm drains affected?
- Any waterways affected?
- Is a callback from DEP requested?

All of the Above Include:
- Container or device description
NUCLEAR POWER PLANTS

- **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

**Events to Report (Reported by the NPP to the Counties):**

- **Unusual Event** - Events are in process or have occurred that indicate a potential degradation of the level of safety of the plant or indicate a security threat to facility protection has occurred. No releases of radioactive material requiring off-site response or monitoring is expected unless further degradation of safety systems occurs.

- **Alert** - Events are in process or have occurred that 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 that involve an actual or likely major failure 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 the facility, or (2) that prevent effective access to equipment needed for the protection of the public.

- **General Emergency** - Events are in process or have occurred that 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.

**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 Material’ section under Hazmat-CBRN.

REPORTING GUIDELINES

ENVIRONMENTAL CRIME

**Events to Report:**

- Report of an alleged environmental crime.

**Information to Report:**

- What materials are involved?
- How long has the crime been occurring?
- What is the description of the individual/parties involved?
- What is the description of the vehicles involved?
- Were any waterways affected?
- If so, what are the names of the waterways?
- Have you contacted local Code Enforcement?
- If so, what actions has it taken?
- Would you like a call-back from an FWC Officer?
AIRCRAFT / AIRPORT

- All aircraft / airport incidents (private, commercial, military).

**Information to Report:**

**Aircraft Incident:**
- Type of aircraft.
- Make and model?
- Tail number?
- Owned/operated by?
- Cause of incident.
- Number of people onboard.
- Is there a fire?
- Are there injuries and/or fatalities?
- Are other structures or roadways involved?
- Are there any Hazardous Materials on-board?
  - If so, were any released?
- Was any petroleum spilled?

**Non-Security Airport Alerts:**

- Alert I: An approaching aircraft indicates to the airport that it has a minor difficulty; e.g., feathered propeller, oil leak, etc. The emergency equipment and crews would standby at the equipment house for further instructions.

- Alert II: An approaching aircraft indicates to the airport that it has a major difficulty; e.g., engine on fire, faulty landing gear, no hydraulic pressure, etc. This could mean emergency equipment would proceed to a predetermined location (end of runway, etc.) to await development of the potential emergency.

- Alert III: An aircraft indicating that it is involved in an accident on or near the airport and emergency equipment should proceed immediately to the scene.

RAILROAD

**Events to Report:**
- All railroad incidents (passenger and commercial).

**Rail Incident:**
- Type of train.
- Name of the operating company.
- Train Number
- Rail Line
- Mile Post
- DOT Crossing Number
- What was the cause?
- Is there a Derailment?
- Are there any Hazardous Materials on-board?
  - If so, were any released?

**NOTE:** In a rail accident or emergency involving the release of hazardous materials, the State Watch Office can assist in obtaining information about the train or cargo if the records carried in the locomotive (or the records carried in the train or cargo) are not accessible by responders on-scene. Try to obtain specific locomotive or car numbers when requesting this assistance.
**Road / Bridge Issue**

**Events to Report:**
- All incidents involving blockage or closure of, state, federal or interstate highways, major local roads, and/or evacuation routes.
- Bridge collapse, closure, or structure damage.

**Information to Report:**
- What is the roadway or bridge name?
- Location it is closed at? (Address, Intersection, Exit Ramp, Mile Marker, etc.)
- How many lanes are closed and what direction-bound traffic is affected?
- Reason for closure
- What is the duration of the closure?
- What department has the road/bridge closed?
- What agencies/departments are on-scene?
- Are there injuries and/or fatalities?
- Are there any petroleum spills?

**What is a “major local road” closure?**
A “major local road” is generally considered to be a roadway that has four or more lanes (or in rural areas, a two-lane roadway that serves as the primary circulation route between two populated areas) which if closed for an extended duration of time, would result in an extensive detour. Official state evacuation routes are also considered a major local road closure.

Neighborhood streets and other secondary roadways that are intersected by other surrounding streets are not considered a “major local road” and should not be reported unless there are other reportable hazards associated with the closure.

If in doubt, contact the State Watch Office and our Operations Officers will discuss the closure with you, and advise whether or not we will start a state Situational Awareness incident on the closure.

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**Marine Incident**

**Events to Report:**
- Any marine accident.
- Any marine hijacking.
- Any vessel sinking.
- Any major waterway or shipping channel blocked.
- Port closure or major transportation channel blockage.
- Port Authority ordered closure (reason for closure).

**Information to Report:**
- Vessel name / type.
- Cause of incident.
- Hull length
- Flag
- Registration number.
- Owner/Operator?
- Were there any people onboard?
- Any fires?
- Names of waterways affected.
- Any waterways closed?


**DAM FAILURE**

**Events to Report:**
- Any potential or confirmed dam, dike, or levee failure.

**Information to Report:**
- What is the dam/dike/levee name?
- Related waterways / tributaries?
- Pool volume / capacity behind the dam?
- Has a break occurred?
  - If so, what caused the failure?
- Who is responsible for maintaining the dam?
- What corrective actions are being taken?
- Estimated date and time of when the repairs will be complete?
- Is there a threat to downstream populations?
  - If so, how large of an area and how many are affected?
- Are there any evacuations?
- Are there any road closures?
- Are there any injuries and/or fatalities?
- What agencies are responding?
- Where is the location of the Staging Area or Command Post?
- Do you anticipate the need for state assistance?
**DRINKING WATER INCIDENT**

**Events to Report:**
- Any incident involving contamination or disturbance to public water sources (drinking water facility, wells, pump houses, etc.).
- Any issuance of a “Boil Water Notice”.

**Information to Report:**

**Drinking Water Facility:**
- What is your Public System ID Number?
- What is the facility name?
- Was there any trespassing, vandalism, or theft?
  - If so, what occurred?
- Was there any damage to the facility or distribution system?
  - If so, was it intentional? What kind of damage?
- Was ANY access made to the water supply?
- Is there any degradation to the water quality, system pressure, or water production?
- Description of the individual(s) responsible?
- Has local Law Enforcement been contacted?
  - If so, what is the case number?

**Boil Water Advisory:**
- What is your Public System ID Number?
- Cause of incident.
- How many customers are affected?
- Affected areas?

**UTILITY EMERGENCY - ISSUE**

**Events to Report:**
- Telecommunications outage
- Drinking water outage
- Electric outage
- Electric generating capacity advisory
- Natural gas outage

**Information to Report:**

**Telecommunications Outage:**
- Name of the communications system.
- System operated by?
- How many customers are affected?
- Is 911 telephone service affected?
- Any damage to the facility or distribution system?

**Drinking Water Outage:**
- System name and ID number.
- How many customers are affected?
- Is this the result of trespassing, vandalism, or a security breach?
- Estimated time of restoration?
- Was a “Boil Water Advisory” issued?

**Electric Outage:**
- Name of the system.
- Who is it operated by?
- What caused the outage?
- How many customers are affected?
- When is the estimated time to 98% or greater restoration?
- Is there any damage to the facility or distribution system?

**Generating Capacity Advisory:**
- Is it an Advisory, Alert, or Emergency?
- Is it due to a fuel shortage?
- What is in the text of the advisory?

**Natural Gas Outage:**
- System name.
- Who is it operated by?
- How many customers are affected?
- Estimated time to restoration?
- Is there any damage to the facility or distribution system?
**Military Events**

*Kennedy Space Center Launches*
The SWO monitors and documents launches from Cape Canaveral Air Force Station and Kennedy Space Center. Brevard County will notify the SWO about an impending launch (usually 72 hours in advance). All launch window times, scrubbed launches, and successful launches are noted in the SWO Incident Tracker and state and local partners are notified for situational awareness.

*Tomahawk Missile*
The U.S. Navy occasionally tests Tomahawk missiles by launching the missiles from the Atlantic Ocean, flying over northern Florida, with an expected termination at Eglin Air Force Base in the Florida panhandle. The missile is followed by two chase jets. The Navy will give the flight path of IR-30, IR-31 or IR-33. Upon receiving the calls, the SWO Operations Officer will notify all affected counties.

- Counties to be notified:
  - IR 33: Taylor, Lafayette, Suwannee, Columbia, Union, Gilchrist, Alachua, Clay, Bradford, St Johns
  - IR 30 & 31 include the above counties PLUS Walton and Okaloosa
  - Other Launches: Counties will be notified based on information received from USAF or FLNG

*Other Military Activity*
Florida plays a major role in our Nation's Defense Industrial Base, with many active installations, training sites, and DOD contractors in the state. Periodically, certain exercises will be communicated to the state for our situational awareness. When appropriate, this information will be communicated to County Emergency Management officials.
Florida’s Emergency Support Functions:

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To request additional copies of this guide, contact your Regional Coordinator, or call the State Watch Office: (800) 320-0519 or (850) 413-9911