



**Broward County  
Emergency Management**

# **COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**(Basic Plan)**

**November 10, 2020 (FINAL)**

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# INTRODUCTION

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## General

The Broward County Comprehensive Emergency Management Plan (CEMP) is based on the principle that local governments bear the initial responsibility for response to an emergency. As a corollary to this principle, each level of government will accomplish the functions for which it is responsible, requesting assistance from the next higher level of government only after resources at that level are clearly inadequate to cope with the effects of the situation. It follows that local government authorities should know where and how to obtain assistance, if it is needed.

Chapter 252, Florida Statutes (State Emergency Management Act), requires that political subdivisions develop emergency plans which are consistent and coordinated with the emergency planning of State government. This Comprehensive Emergency Management Plan fulfills this requirement and establishes a framework through which the governments and agencies of Broward County will prepare for, prevent, protect against, mitigate, respond to, and recover from the impacts of a major or catastrophic emergency which would adversely affect the health, safety and general welfare of its residents.

The CEMP includes components that are strategically and procedurally oriented. The Basic Plan addresses the concepts and responsibilities of collaborated and coordinated county emergency management efforts among the many internal and external county stakeholders and the County's Emergency Management Division (EMD). Additionally, the CEMP describes the basic strategies, assumptions and mechanisms through which the local and county governments and agencies will mobilize resources and conduct activities to guide and support efforts for emergency operations.

The CEMP fully incorporates the policies, protocols, and procedures of the National Incident Management System (NIMS). **Appendix 8 contains a copy of the Board of County Commissioners resolution to adopt NIMS.** NIMS has been promulgated by the U.S. Department of Homeland Security (DHS) to establish a uniform, nationwide approach for response to emergencies and disasters. NIMS provides a systematic, proactive approach guiding organizations and agencies at all levels of government, the private sector, and nongovernmental organizations (NGOs) to work seamlessly to prepare for, respond to, recover from, prevent and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment.

To facilitate effective operations under NIMS, the CEMP adopts the organizational and procedural protocols of the Incident Command System (ICS). ICS is a management system consisting of procedures for organizing personnel, facilities, equipment, communications and other resources in response to and during recovery from a disaster situation.

The Broward CEMP maintains alignment with the State of Florida CEMP and the National Response Framework (NRF) incorporating Emergency Support Functions (ESF) as a component within the ICS organization. ESF is an approach that groups emergency response according to roles and responsibilities. Each ICS element and ESF is headed by a lead agency, which has been selected based on its authorities, resources, and capabilities for the incident management function. The ICS organization

along with these functional groupings among County, municipal, and other agencies are collectively known as the Broward Emergency Response Team (BERT) and serve as the primary mechanism through which Broward County governments and agencies respond to a major or catastrophic emergency.

Overall coordination is provided by EMD on behalf of the County Administrator under the authority and auspices of this plan. The EMD Director has the overall responsibility for the development and continued maintenance of this plan and assuring that prompt and effective actions can and will be taken to respond and recover from the effects of a major or catastrophic emergency.

This plan is based on certain assumptions and the existence of specific resources and capabilities which may be subject to frequent change. Actual measures taken by Broward County to respond to each situation will be tailored to each emergency and specific plans will be developed for response to the situation. As such, a great deal of flexibility is built into the implementation of this plan. Some deviation in the implementation of the operational concepts identified in this plan may be necessary to protect the public.

The development and fine tuning of this plan will be an ongoing responsibility of EMD staff in coordination with the lead agency. The CEMP will be reviewed annually and updated as required/needed. Plan revisions will reflect changes in implementing procedures, improved emergency management capabilities, correcting deficiencies identified in exercises, etc. This plan will be reviewed and adopted under the provisions of the Florida Statute Chapter 252, and Rule 27P-6 of the Florida Administrative Code as the Broward County Comprehensive Emergency Management Plan. **Appendix 9 contains a copy of the resolution by the Broward County Board of County Commissioners adopting the CEMP Basic Plan.**

The Broward County Emergency Management Division uses the nationally recognized Emergency Management Accreditation Program (EMAP) Standards as benchmarks for plan development, revision, maintenance and evaluation.

## Supersession

This plan replaces Broward County Comprehensive Emergency Management Plan (CEMP) dated September 15, 2015. Previous versions are obsolete.

## Purpose

The plan establishes the organizational concepts for an effective system of comprehensive emergency management. The purpose of the plan is to:

- Reduce the vulnerability of people and communities of the County to damage, injury, and loss of life and property resulting from major or catastrophic emergencies.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.
- Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.

- 
- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
  - Provide an emergency management system embodying all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.
  - Ensure implementation of the National Incident Management System (NIMS) within Broward County.

## Goals and Objectives

The plan's goals and objectives encompass the following:

- Address the various types of emergencies which are likely to occur in Broward County, from minor to major or catastrophic.
- Provide an "all hazards" approach to emergency management. Define the significant hazards of concern to Broward County.
- Establish the concepts under which the governments and agencies of Broward County will operate in response to major or catastrophic emergencies, or to coordinate and manage major special events by:
  - Defining the responsibilities of each functional area of response.
  - Defining the emergency response organization and structure.
- Establish the framework for detailed supportive planning by County agencies, municipalities, private and voluntary organizations, and provides for expeditious, effective, and coordinated employment of available resources before, during and after a major or catastrophic emergency, or major special event.
- Identify actions required by county and municipal governments to obtain assistance and relief from the state, quasi-governmental, non-governmental organizations, private organizations, and the federal government.
- Establish fundamental policies, program strategies, and assumptions.
- Establish a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery using the ICS.
- Define an interagency coordination mechanism to facilitate delivery of immediate assistance, and direction and control of response and recovery resources.
- Assign specific functional areas of responsibilities to appropriate County and municipal departments and agencies, as well as private sector groups and volunteer organizations.
- Identify actions that county response and recovery organizations will take, in coordination with their state and federal counterparts.

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## CEMP Structure

The Broward CEMP consists of three major components - the Basic Plan, including its supporting Standard Operating Procedures (SOPs) and annexes; the Broward Recovery Plan, which is currently under revision; and the Enhanced Local Mitigation Strategy (ELMS). Both the CEMP (basic and recovery plan) and the ELMS require adoption by the County Board of Commissioners in accordance with the provisions of Chapter 252, Florida Statutes and FAC 27P-6.0023 for the Basic Plan and 27P-22.004 for the ELMS.

- The Basic Plan provides the comprehensive overview of Broward County's Emergency Management organization, its policies and procedures. It provides a general framework for all phases of the county's approach to emergency activities and operations for all involved agencies and organizations.
- A key functional Annex to the CEMP Basic Plan is the Recovery Plan which addresses the recovery phase of a disaster. This plan highlights specific recovery actions that may start at the response stage and continue through the long-term recovery stage of a disaster. The Recovery Plan supports local, State, and Federal programs critical to the rapid and efficient delivery of recovery operations after an emergency.
- The ELMS outlines the County's program to address issues that will reduce or eliminate exposure to hazard impacts. The local mitigation strategy provides a comprehensive and coordinated hazard mitigation program for Broward County and its 31 municipalities to deal with emergency response and recovery issues, long and short term planning issues, and economic issues relating to mitigation.

In addition to the primary CEMP plans, there are several supporting plans and procedures. These supporting plans are approved by the Director, EMD and include:

- Hazard Specific Plans (HSPs) / Emergency Operations Plans (EOPs) – Although the Basic Plan is comprehensive in scope, there are several hazards to which Broward County is vulnerable that have special circumstances or require specific planning factors that are relevant to that specific hazard (i.e., enhanced role of law enforcement for a terrorist event). To address these special circumstances, the CEMP contains several hazard specific plans or EOPs.
- Functional Annexes – Functional Annexes provide details and elaboration on specific functions and planning factors that typically must be addressed across a broad spectrum of emergencies or contingencies. Examples of areas which would be included in a functional annex are emergency evacuation, public safety fuel supply management strategy, and interoperable communications.
- Standard Operating Procedures (SOP) – SOPs have been developed for each element in the **BERT Table of Organization (TO) (Appendix 4)**. These SOPs provide clear, user level procedural guidance on how the function conducts disaster operations. The SOPs provide guidance on exactly who, what, where, when, and how the function operates. SOPs contain job aids such as flow charts, checklists, reporting formats, timelines, etc.

- Policies and Procedures – Policies and Procedures (P&P) provide policy and step-by-step instructions on specific functions performed by EMD staff. P&Ps may be administrative or operational. Several of the operational P&Ps outline policies and procedures that directly support the execution of activities related to the CEMP and the county emergency management program. These are referenced in this plan in order to document their role in the implementation of the CEMP.

**Appendix 3 provides a structural diagram of the CEMP** and supporting plans and procedures. Note that several of these plans may be proposed or under development at the writing of this document.

### Plan Maintenance, Revision, and Evaluation

The CEMP is a “living document” that must be reviewed and revised per agency policy and State mandates in order to ensure compliance with current policies and procedures and to maintain preparedness to respond and recover from emergencies. For the plan to be effective, it is imperative that all stakeholder agencies, departments, divisions and municipalities participate in the development and update of the plan.

Florida Statutes, Chapter 252 and Florida Administrative Code (FAC), Rule 27P-6, require a quadrennial review of the CEMP by Florida Division of Emergency Management (FDEM). Upon determination of compliance by FDEM, the FAC further requires that the CEMP be adopted by resolution of the Board of County Commissioners (BOCC). All CEMP components shall be reviewed and updated as necessary to maintain currency with policies and procedures. The SOP components of the CEMP shall be reviewed and, where necessary, updated annually and evaluated through exercise and/or real-world events. The EMD Planning Section Senior Emergency Management Specialist is responsible for the oversight of the CEMP development and review process. The ELMS is reviewed by FDEM and adopted by the BOCC on a five year schedule. This process is discussed in the Plan Review and Maintenance section of the ELMS.

### Methodology

The Broward Emergency Response Team (BERT) Table of Organization (TO) utilizes a hybrid incident management system consisting of a standard modular ICS organization and Emergency Support Functions (ESFs) assigned to a specific ICS section and branch. Each organization in the TO has been assigned a lead agency<sup>1</sup>. Lead agencies are designated because they either have a statutory responsibility to perform such function, or through their programmatic or regulatory responsibilities, the agency may have developed the necessary expertise to lead the ESF or ICS function. The lead agency is the entity with management oversight for that function and associated plans.

In addition, the lead agency has the responsibility of coordinating all support agencies to ensure that missions are accomplished, and resources are maximized. Support agencies have been designated based on their resources and capabilities to support the function. The support agencies represent

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<sup>1</sup> The term “agency,” in the context of this document, is intended to be a generic reference to an organization, firm, department, or administrative division, etc., and is not meant to refer to a specific level of administrative ranking within an organization’s hierarchy.

private, state, municipal, volunteer, county and any other appropriate organizations. Their input and participation in the review and update process is vital to the success of Broward County's plan.

A comprehensive planning process has been implemented such that the lead agency has the responsibility of coordinating the review, update, and implementation of plans for their respective function. Each lead agency in conjunction with an assigned EMD liaison has developed an SOP for the ESF or ICS function under their purview. The lead agency representative and EMD liaison shall review and update as necessary these SOPs, as well as other assigned CEMP components at least annually. Plan stakeholders shall participate in this review and the EMD liaison shall ensure that this review and stakeholder participation in the review is documented. Some Broward County Departments have appointed a department emergency coordinator to act as the primary planner and point of contact for implementing their respective function and plan update responsibility. The EMD Director will provide final approval of each CEMP plan component and determine if board approval of the change is required.

EMD uses the benchmarks established by the national emergency management standards published in the National Emergency Management Accreditation Program (EMAP). All Stakeholders will ensure that all CEMP component and operational plans developed by their agencies/organization comply with EMAP standards.

The final plans are distributed to all lead and support agencies, municipalities, and other stakeholder agencies as necessary. The CEMP Basic Plan, Recovery Plan and Enhanced LMS are posted on the EMD Website at: <http://www.broward.org/BrowardEMD/Responders/>. BERT members staffing the County Emergency Operations Center (CEOC) during activations can access their respective supporting SOP or Annexes via WebEOC®.

Several supporting SOPs and Annexes of the CEMP are considered For Official Use Only (FOUO) and their distribution is managed accordingly. CEMP component plans and SOPs, not exempt from public disclosure, may also be available upon request, to other interested parties. The procedure for development, format, review and update of the CEMP and associated/supporting components/plans is outlined in **Policy and Procedure 5.1; All Hazards Emergency Operational Planning Program**.

**Appendix 5 lists Broward Emergency Response Team (BERT) organizations and their respective lead agency assignments.**



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# SITUATION AND ASSUMPTIONS

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## Emergency Conditions

A major natural, technological or terrorism related emergency will overwhelm the capabilities of Broward County and its municipalities to provide prompt and effective emergency response and emergency short-term recovery measures. Transportation infrastructure may be damaged and local transportation services could be disrupted. There is the potential for widespread damage to commercial telecommunications facilities which would impair the ability of governmental response and emergency response agencies to communicate.

Homes, public buildings, equipment, and other critical infrastructures and/or key resources may be destroyed or severely damaged. Debris may make streets and highways impassable. The movement of emergency supplies and resources could be seriously impeded. Public utilities may be damaged and either fully or partially inoperable. Some county and municipal emergency personnel would be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions and other emergencies, as a result of the major event, can be anticipated.

Thousands of emergency victims may be forced from their homes and large numbers of dead and injured could be expected. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There could be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that remain in operation will be overwhelmed by the number of victims requiring medical attention. Medical supplies and equipment will be in short supply.

Damage to fixed facilities which generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment. Food processing and distribution capabilities may be severely damaged or destroyed. Life sustaining commodities such as water and food will be in short supply due to the consequence of the disaster on local retail establishments and the supply chain. There could be minimal to total disruption of energy sources and prolonged electric power failure.

## Population and Development Trends

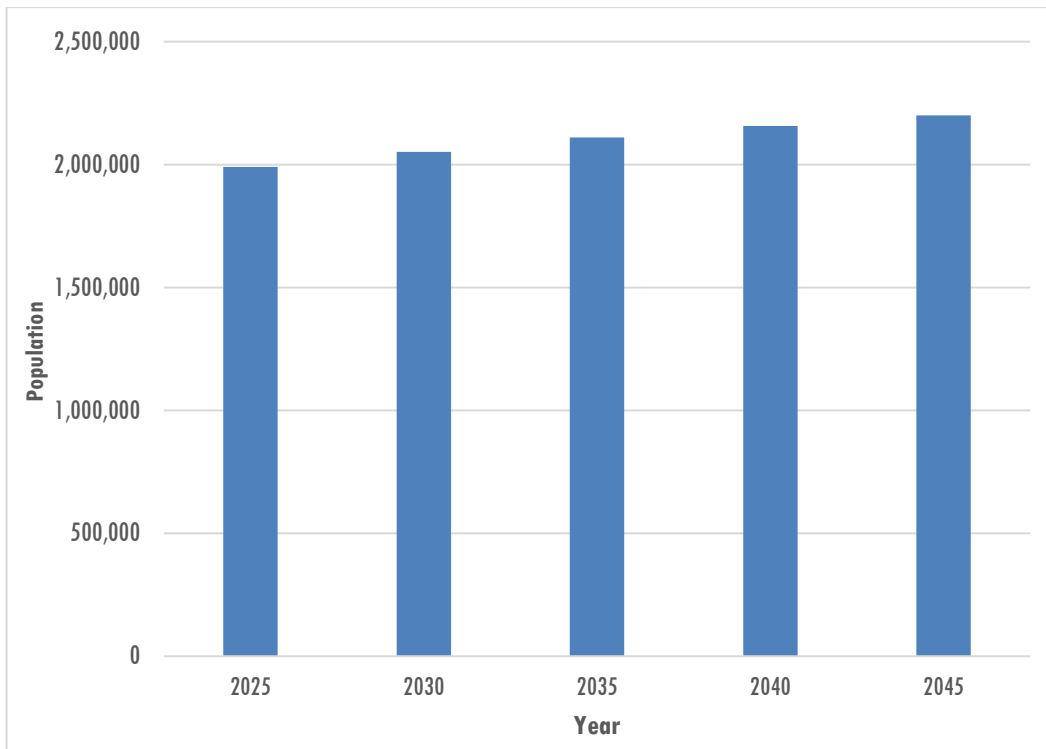
According to U.S. Census Bureau American Community Survey 5-Year Estimates for 2017 Broward County has a population of 1,890,416 (2.0 million by 2025) people and 675,828 households (a household includes all the persons that occupy a housing unit) that reside in the county. The median age of the population is 40 years of age, and approximately 16 percent of the county's population is age 65 or older.

Between 2010 and 2017, Broward County's population has increased more than 8.6 percent. The jurisdictions that experienced the highest rates of growth, in descending order, were Parkland, Cooper City, Miramar, and Davie.

According to Broward County Planning and Development Management Division's 2017 Population Forecast and Allocation Model (PFAM), Broward County's population is projected to grow steadily for the

next 25 years, reaching 2,199,812 people by the year 2035. **Figure 1** from 2017 PFAM illustrates population projections in five-year intervals for Broward County.

**Figure 1: 2017 PFAM 2017 Population Projections, 2025-2045**



According to U.S. Census Bureau American Community Survey 5-Year Estimates for 2017, Broward County has 818,382 housing units, of which approximately 82.6% are occupied. The population density in the county (exclusive of the Conservation Area) is 4,419 persons per square mile, and nearly all 1.9 million residents live in municipal jurisdictions. Average household size is 2.77 persons. Based on population projections for Broward County, it is expected that approximately 1,069,750 housing units will be needed by 2045 to accommodate the growing population. It is also worth noting that the population numbers listed herein refer to Broward County’s permanent, year-round residents but there are significant increases in people when considering seasonal influxes from other areas and tourists.

As the permanent population grows, more development and infrastructure is needed to accommodate the increasing number of residents. Broward County has experienced an increase in development over the last decade as the population has increased, and this trend is expected to continue. This trend of urbanization will continue with scarce vacant land being redeveloped and redevelopment of underutilized land, likely increasing population density within municipal jurisdictions.

## Major Disaster Declarations

Major disasters are declared by the President of the United States when the magnitude of a disaster event is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments. In these cases, eligible applicants may apply for a wide range of federal disaster assistance that include funds for public assistance, individual assistance and hazard mitigation assistance.

From 1965 through 2020, Broward County received 20 presidential disaster declarations as listed in **Table 1**. This listing does not include all federal, state or local emergency declarations issued for smaller, less damaging disaster events that did not warrant a presidential declaration.

**Table 1: Presidential Disaster Declarations for Broward County (1965 – 2020)**

Event	Declaration Date	Declaration Number
Hurricane Betsy	09/14/1965	FEMA-209-DR
Freeze	03/15/1971	FEMA-304-DR
Hurricane Andrew	08/24/1992	FEMA-955-DR
Tornadoes, Flooding, High Winds & Tides, Freezing	03/22/1993	FEMA-982-DR
Severe Storms, High Winds, Tornadoes and Flooding	02/20/1998	FEMA-1204-DR
Severe Storms, High Winds, Tornadoes and Flooding	03/09/1998	FEMA-1195-DR
Extreme Fire Hazard	06/18/1998	FEMA-1223-DR
Hurricane Irene	10/20/1999	FEMA-1306-DR
Heavy Rains and Flooding	10/04/2000	FEMA-1345-DR
Severe Freeze	02/06/2001	FEMA-1359-DR
Hurricane Charley and Tropical Storm Bonnie	08/13/2004	FEMA-1539-DR
Hurricane Frances	09/04/2004	FEMA-1545-DR
Hurricane Jeanne	09/26/2004	FEMA-1561-DR
Hurricane Katrina	08/28/2005	FEMA-1602-DR
Hurricane Wilma	10/24/2005	FEMA-1609-DR
TS Fay	08/21/2008	FEMA-3288-DR
Hurricane Matthew	11/04/2016	FEMA-4283-DR
Hurricane Irma	09/10/2017	FEMA-4337-DR
Hurricane Dorian	10/21/2019	FEMA-4468-DR
COVID-19	03/25/2020	FEMA-4486-DR

Source: Federal Emergency Management Agency

## Hazard Identification

Broward County is vulnerable to a wide range of natural and human caused hazards that threaten life and property. FEMA’s current regulations and guidance under the Disaster Mitigation Act of 2000 (DMA 2000) require, at a minimum, an evaluation of a full range of natural hazards. An evaluation of human-caused hazards is encouraged, though not required under the regulation, however they are included in the County’s analysis. Risk assessment of these hazards is conducted in conjunction with each iteration of the ELMS.

The purpose of the risk assessment is to use best available data and technology to identify and evaluate potential hazard risks facing Broward County, as well as provide the factual basis for mitigation activities proposed in Broward County’s ELMS that aim to reduce those risks. Table 2 lists the full range of hazards initially identified for inclusion in this risk assessment. The hazards in Table 2 marked with a check mark were identified as the most significant hazards of concern for Broward County due to their probability and risk. These hazard analysis and risk assessments pertinent to Broward County are addressed in the County’s ELMS document.

**Table 2: Most Significant Hazards of Concern for Broward County**

Natural Hazards	Human Caused Hazards
<p><b>Atmospheric</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Extreme Heat</li> <li><input type="checkbox"/> Freeze</li> <li><input type="checkbox"/> Lightning</li> <li><input checked="" type="checkbox"/> Severe Thunderstorm</li> <li><input checked="" type="checkbox"/> Tornado</li> <li><input checked="" type="checkbox"/> Tropical Cyclone (Storms and Hurricanes)</li> <li><input type="checkbox"/> Winter Storm</li> </ul> <p><b>Hydrologic</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Coastal Erosion</li> <li><input checked="" type="checkbox"/> Drought</li> <li><input checked="" type="checkbox"/> Flood</li> <li><input type="checkbox"/> Rip Current</li> <li><input checked="" type="checkbox"/> Sea Level Rise/Climate Change</li> </ul> <p><b>Geologic</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Earthquake</li> <li><input type="checkbox"/> Expansive Soils</li> <li><input type="checkbox"/> Sinkhole / Land Subsidence</li> <li><input type="checkbox"/> Tsunami</li> <li><input type="checkbox"/> Volcano</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Wildfire</li> </ul>	<p><b>Biological</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agricultural Disease</li> <li><input checked="" type="checkbox"/> Pandemic/Infectious Disease</li> </ul> <p><b>Societal</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Civil Disturbance</li> <li><input checked="" type="checkbox"/> Mass Migration</li> <li><input checked="" type="checkbox"/> Terrorism</li> </ul> <p><b>Technological</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cyber</li> <li><input type="checkbox"/> Dam / Levee Failure</li> <li><input checked="" type="checkbox"/> Hazardous Material Incident</li> <li><input type="checkbox"/> Nuclear Power Plant Accident</li> <li><input type="checkbox"/> Structural Fire</li> </ul>

### Special Events

In addition to the hazards identified in the ELMS, Broward County, with its large and diverse population is a hub for special events. Throughout the year, Broward County is host to a myriad of venues including; festivals, concerts, air shows, boat shows, sporting events, political events, cultural events and many other large and small events that gather or have the potential to gather large crowds. Under normal conditions, these events take place with few or no problems. However, when there is an incident, either as a result of a natural or a man-made hazard, then local emergency management and response agencies may become involved. These mass gatherings are also potential targets for terrorists.

- **Probability** – By definition, a special event may be a one time or infrequent event such as a Super Bowl or Political Convention, or an event that takes place on a regular basis such as the Fort Lauderdale Air and Sea Show or the International Boat Show. In either instance, extensive interagency planning will be required to implement the appropriate safety and security measures.
- **Magnitude, Scope and Severity** – The amount of planning and incident command mobilization during the event will vary greatly on the size of the expected event and other factors such as local versus national or International participation, media interest, event profiles which may be a draw for possible terrorism or civil unrest and pre-event intelligence. Security and command and control operations may be limited to an on-scene incident command for smaller or more routine events, to a partial or full scale Broward EOC activation for larger or more significant events.
- **Vulnerable population** – Typically the vulnerable populations are the event participants, support staff and attendees. However, emergency responders cannot discount security risks to related gatherings such as increased populations in downtown areas, resorts, beaches, etc.
- **Cost** – Costs resulting from incidents taking place at special events vary greatly depending on the scope of the event. Sponsoring agencies such as corporations, NGOs and NPOs may defray some these costs. Depending on the scope and nature of the incident, government grants and programs such as Public Assistance (PA) grants, Individual Assistance (IA) grants and Small Business Administration (SBA) loans may be available to affected agencies/individuals. For incidents involving criminal or terrorist attacks, it is expected that significant Federal, State and local resources will be brought to bear to deal with the crisis and consequence management of the incident.

**Table 3: EOC Activations for Special Events**

Event	Dates
NFL Super Bowl XXXIII	31 January 1999
2000 Presidential Election Ballot Recount	November - December 2000
Organization of American States	5 – 7 June 2005
NFL Super Bowl XLI	26 January – 5 February 2007
NFL Super Bowl XLIV and NFL Pro Bowl	29 January – 8 February 2010

## Assumptions

- The concept of operations outlined in this plan assumes that a major or catastrophic emergency has occurred, and the need exists for the immediate activation of this plan and mobilization of emergency response forces and support functions.
- Damage may be extensive, and many areas could experience casualties, property loss, disruption of normal life support systems, and loss of economic, physical and social infrastructures.
- The State Emergency Operations Center (SEOC) may be activated.
- In support of this plan, the lead and support agencies of each emergency support function and ICS component have developed emergency operations procedures.
- If the emergency is major or catastrophic in nature, it is assumed that the Governor will request activation of the National Response Framework and federal resources, coordinated through the Federal Emergency Management Agency (FEMA), will have been deployed to the affected areas to provide assistance to local governments.
- The magnitude of the emergency may be such that effective emergency response and recovery may be beyond the capability of the County and its municipalities.
- If this is the case, it is assumed that State assistance will be requested and if the situation is beyond the capability of County and State resources to manage, the Governor will request Federal disaster assistance to supplement local emergency resources and that Federal disaster assistance programs will be implemented to help meet the needs of the affected areas.
- It is assumed that many local emergency response personnel will experience casualties and damage to their homes and personal property and will themselves be victims of the disaster.
- It is assumed that, in addition to state and perhaps federal assistance, prompt and effective emergency response will require mutual aid from other political subdivisions throughout the state and from other states.
- During major and catastrophic emergencies, it is assumed that the Federal Emergency Management Agency (FEMA) may task Department of Defense resources to be mobilized for the emergency response and recovery effort.
- During major and catastrophic emergencies, it is assumed that citizens and response organizations from other counties and states may send massive amounts of food, clothing and other supplies in response to what they perceive Broward County's needs will be.
- It is assumed that competition for scarce resources among Broward County citizens and communities will be great.
- It is assumed that the State Unified Logistics Section will begin to push emergency commodities to the county starting 24 hours after the disaster.

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# DIRECTION AND CONTROL

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The Broward EOC operates within the scope of the National Incident Management System (NIMS). To fully understand how direction and control is implemented in the EOC, it is important to understand how the process and organization relates to the NIMS and the protocols and procedures of the Incident Command System (ICS).

## National Incident Management System (NIMS)

NIMS has been promulgated by the US Department of Homeland Security (DHS) to establish a uniform, nationwide approach for response to emergencies' and disasters. NIMS provides a systematic, proactive approach guiding departments and agencies at all levels of government, the private sector, and NGOs to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment. Five major components make up this systems approach:

- Preparedness;
- Communications and Information Management;
- Resource Management;
- Command and Management;
- Ongoing Management and Maintenance.

## Multiagency Coordination System

The Command and Management component within NIMS is designed to enable effective and efficient incident management and coordination by providing flexible, standardized incident management structure. Under the command and management NIMS component, the CEOC functions as the entity for multi-agency coordination. In this capacity, the CEOC provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The primary functions of multi-agency coordination systems are to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decision using incident management priorities, coordinate incident related information, and coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

## Incident Command System (ICS)

One of the fundamental organizational and procedural constructs of the Command and Management component of NIMS is the ICS. ICS, originally developed by the National Fire Academy, has been recognized as the model for the command, control, and coordination of resources and personnel in response to an emergency. ICS is a management system consisting of procedures for organizing personnel, facilities, equipment, communications and other resources in response to, and recovery from, a disaster situation. It is a method of command and control whereby multiple agencies and jurisdictions work together to accomplish the required response and recovery activities dictated by a disaster. The



Planning Section Manager is designated as the point of contact for coordination of incident management system implementation within the CEOC.

ICS is based on basic business management principles: planning, directing, organizing, coordinating, communicating, delegating, and evaluating. These tasks are performed under the overall direction of the Incident Command or Unified Command. All participating agencies and jurisdictions contribute to the determination of the incident objectives and strategy (i.e. incident action plan), and the optimal utilization of all available resources in an integrated manner. This flexible management method allows expansion or contraction of response and recovery forces as dictated by the magnitude of the event. ICS can be utilized in all types of hazard threats or disaster situations, and has provisions for the establishment of a manageable span of control whereby tasks are limited to a manageable number.

### Major Tenets of ICS

The major tenets of ICS are:

#### 1. Common Terminology

ICS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following:

#### 2. Modular Organization

The incident command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

#### 3. Management by Objectives

The management by objectives is communicated throughout the entire ICS organization and includes establishing objectives and strategies; developing and issuing assignments, plans, and procedures; establishing measurable tactics; and documenting results to facilitate corrective action.

#### 4. Incident Action Planning

Centralized, coordinated incident action planning should guide all response activities. An Incident Action Plan (IAP) provides a concise and coherent means of capturing and communicating the overall incident priorities, objectives, strategies, and tactics in the contexts of both operational and support activities.

#### 5. Manageable Span of Control

Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates, with the optimum being five. The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span-of-control considerations.



## 6. Incident Facilities and Locations

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. The Incident Command (IC) will direct the identification and location of facilities based on the requirements of the situation at hand. Typically, designated facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, points-of-distribution (POD) sites, and others, as required.

## 7. Comprehensive Resource Management

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

## 8. Integrated Communications

Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.

## 9. Establishment and Transfer of Command

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

## 10. Chain of Command and Unity of Command

Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command is the concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for each objective. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to direct the actions of all personnel under their supervision.

## 11. Unified Command

Unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively, following a single Incident Action Plan (IAP), without affecting individual agency authority, responsibility, or accountability.

## 12. Accountability

Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential.

### 13. Dispatch/Deployment

Resources should respond only when requested or when dispatched by an appropriate authority through established resource management systems. Resources not requested must refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.

### 14. Information and Intelligence Management

The incident management organization must establish a process for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence.

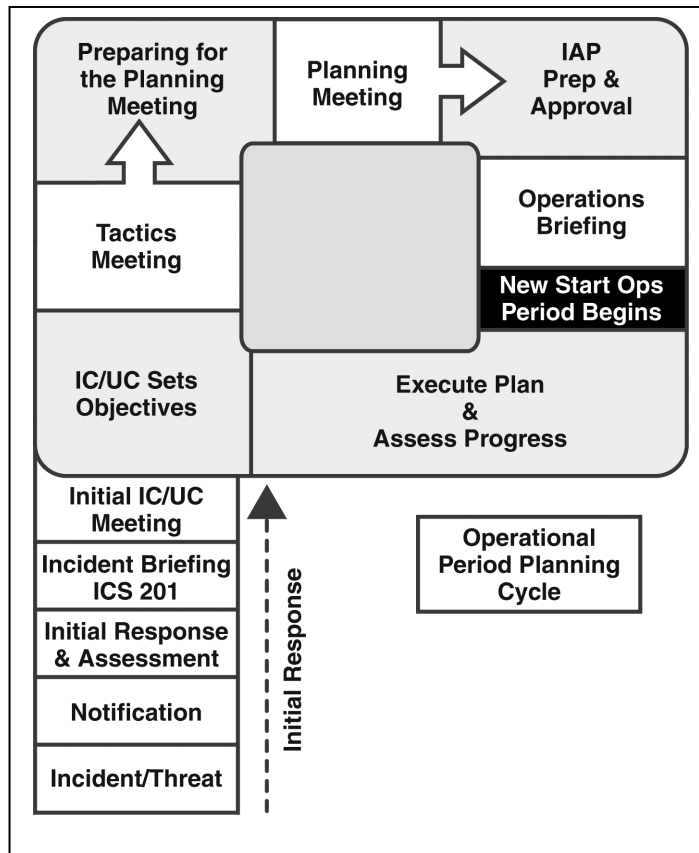
## The Planning Process

In terms of the overall planning process for county emergency management, Broward promotes and actively participates in FS 252 mandates municipality integration via the County's Emergency Coordinating Council (ECC), and the County's overarching concept/perspective of the inclusion of all impacted Stakeholders (to include Special Needs and Vulnerable population) in the 'All Hazards' preparedness and response planning approach. In Under ICS, considerable emphasis is placed on developing effective incident action plans (IAP). A planning process has been developed as a part of the ICS to assist planners in the development of the IAP in an orderly and systematic manner. An IAP will be developed for each Operational Period. The Operational Period is the period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.

The Planning Section (ESF #5) manages and implements the planning process in the CEOC. Under this planning process, planning is conducted in accordance with a planning cycle which reflects a pre-determined period where all repetitive planning milestones including meetings, reports and briefings are accomplished. The CEOC has adapted the planning cycle to reflect the unique planning functions and reporting schedules appropriate to the CEOC. This planning cycle typically supports a 24 hour operational period for severe weather events. Longer or shorter operational periods may be implemented depending on the requirements of the incident.

The overall planning process is depicted in the diagram on the following page.

The Planning “P”



### Incident Action Plan (IAP)

The product of the planning cycle is the Incident Action Plan (IAP). The written IAP is comprised of a series of standard forms and supporting documents that convey Unified Command’s intent and the Operations Section direction for the accomplishment of the plan for that Operational Period. The purpose of the incident action plan is to document the action plan developed by Unified Command, the Executive Policy Group, and Command Staff. When all attachments are included, the plan specifies current situation status, incident objectives, organization assignments, communications plan, meeting schedules and other appropriate information. Incidents vary in their kind, complexity, size, and requirements, therefore the scope and detail required for development of the IAP will vary with the magnitude and complexity of the incident. The IAP is completed after each formal Planning meeting and must be approved by Unified Command prior to distribution.

The CEOC IAP is comprised of the following documents:

- Incident Objectives (ICS-202);
- Organization assignment list (ICS-203);
- Organization Chart (ICS-207); Incident Communications Plan (ICS-205);
- Daily Meeting Schedule (ICS-230);
- Other documents as appropriate

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### Situation Reports (SITREP)

The Planning Section generates Situation Reports (SITREP) in accordance with a set distribution cycle (typically every 12 hours for severe weather events). The Planning Section will normally generate SITREPs (instead of Flash Reports) at a Level 2 activation or above. The SITREP is a more comprehensive report than the Flash Report and provides detailed status of the emergency situation, ongoing response and recovery operations, status of ESFs, Municipalities, and other pertinent data. During the planning cycle, each ESF and Municipality (through their respective Branch Directors) will provide relevant information to the Planning Section to generate the SITREP. SITREPs must be approved by the Planning Section Chief or their designee prior to distribution. SITREPs and IAPs are developed in WebEOC®.

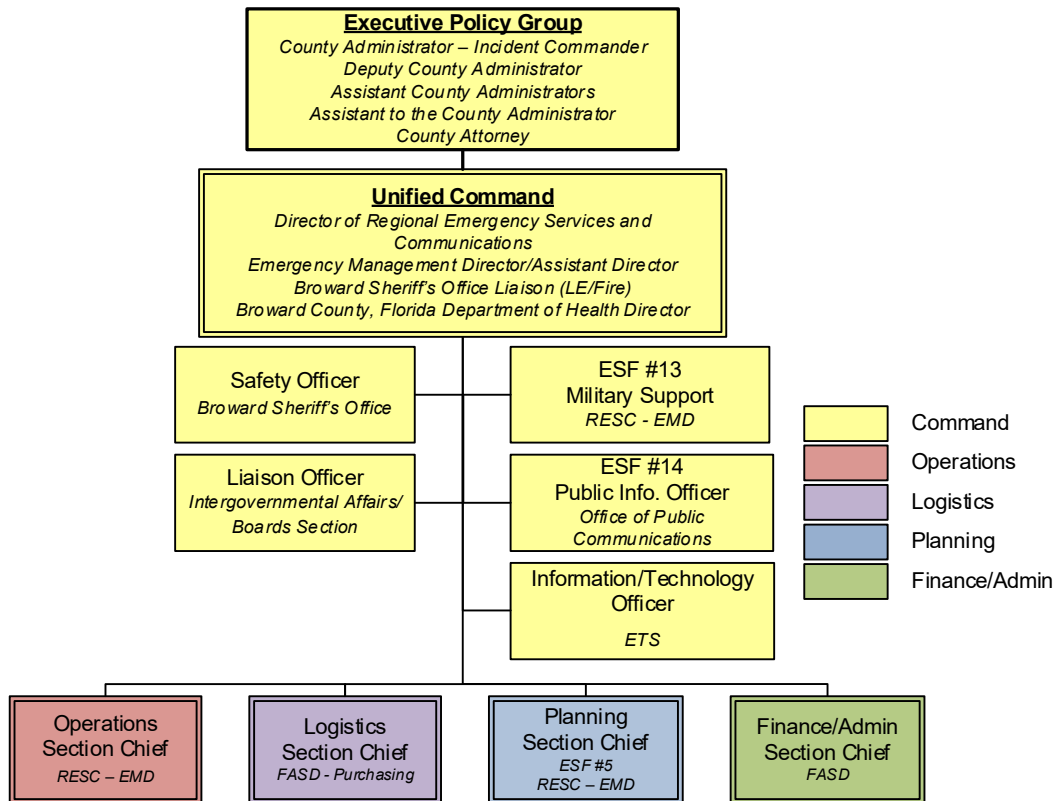
Refer to the **ESF #5 – Planning SOP** for specific details on the planning cycle and functions of the Planning Section.

### Broward Emergency Response Team (BERT) Table of Organization

The **Broward Emergency Response Team (BERT) Table of Organization (TO)** is depicted in **Appendix 4**. Detailed operational procedures for each component organization assigned in the Table of Organization can be found in the appropriate SOP.

The CEOC operates under a hybrid model of the ICS response management system. This hybrid combines ESF within an ICS structure. Within the CEOC, this organization is collectively referred to as the BERT. The management organization is comprised of a Command and General staff that coordinate activities throughout the incident response up and down the response structure, laterally throughout the ICS organization and collaboratively with other neighboring jurisdictions. The BERT also implements decision making and incident action plan development and execution. Following is a description of the specific organizational roles and responsibilities of the ICS sections within the BERT organization.

There are five major functional components of the CEOC ICS organization. Unified Command has overall responsibility for management of CEOC operations. The PIO, Liaison Officer, ESF #13 Military Support, Safety Officer and Information/Technology Officer report directly to Unified Command and are termed the “Command Staff.” Operations, Planning, Logistics, and Finance/Administration Sections are termed the “General Staff.” These components report to the Executive Policy Group and carry out the management responsibilities of the CEOC:



### Executive Policy Group

The Executive Policy Group consists of the County Administrator, Deputy County Administrator, Assistant County Administrators, Assistant to the County Administrator, County Attorney, and other senior Broward County executives as dictated by the incident requirements. Individual members of the Executive Policy Group shall be available to provide information and advice to the County Administrator, during an incident, event, crisis, or disaster. The County Administrator has the authority to make strategic, financial, operational, and policy decisions during the activation.

### Unified Command

The Unified Command consists of the Director of Regional Emergency Services and Communications, Director/Assistant Director of EMD, Broward Sheriff’s Office liaison, and the Director of Florida’s Department of Health, Broward Division. In recognition that coordination among various agencies is necessary to ensure an efficient and comprehensive response, the members of the Unified Command represent independent agencies that coordinate during emergency operations and are responsible for directing the preparedness, response, recovery, and mitigation operations of their respective agencies. The members of the Unified Command establish a common set of objectives and strategies for the incident, however they are each responsible for the overall management of all incident activities for their respective agencies including implementation of the strategy and incident objectives and the ordering and release of resources.

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## Command Staff

### *Public Information Officer*

Upon activation of the CEOC, the County Public Information Officer (PIO) will coordinate all public information releases and establish a press and briefing room. The press room located within the CEOC serves as the primary location for the release of information by the County until activation of a Joint Information Center (JIC). The County participates in a Joint Information System (JIS) to share information to all appropriate entities. The PIO also manages the Broward County Call Center Emergency Hotline when it is activated for an emergency.

### *Liaison Officer*

The Liaison Officer is responsible for coordinating with elected/appointed representatives from cooperating and assisting agencies. These agencies include, but are not limited to, municipalities, County, State and Federal agencies, and international consulates. In the CEOC, the Liaison Officer position is staffed by a representative from the Intergovernmental Affairs/Boards Section (IABS).

### *ESF #13 Military Support*

Emergency Support Function #13 – Military Support is responsible for the coordination of State and Federal military (including U.S. Coast Guard) assets activated to support local response efforts. These responsibilities include coordination of specific tasks, resources, locations, and responsibilities to support the military presence in the county during disaster operations. Activation and deployment of Florida National Guard (FLNG) assets requires the issuance of an Executive Order by the Governor. During Stafford Act Declarations, FLNG and U.S. Coast Guard operations will normally be in support of a FEMA Mission Assignment. During any CEOC activation, the U.S. Coast Guard may provide an Agency Representative to ESF #13 to provide information sharing with the U.S. Coast Guard for operations involving their statutory missions.

### *Safety Officer*

The Safety Officer is responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer's focus is safety of personnel assigned to the CEOC and responding personnel in the field. The safety of citizens affected by the incident is the role of the appropriate public safety organizations under the Operations Section.

### *Information Technology Officer*

The Information Technology Officer is responsible for providing advice to Unified Command and the Executive Policy Group and coordination for all Information Technology (IT) resources that may be needed to respond and recovery from an incident.

## Planning Section

The Planning Section is responsible for the collection, analysis, evaluation, and dissemination of information regarding the development of the incident. Information is needed to:

- Understand the scope of the current situation/incident,
- Predict the probable course of incident events,
- Prepare alternative strategies and operations of the incident,

- 
- Develop action plans to guide the direction of response and recovery efforts, and
  - Disseminate plans and information to the appropriate audiences via the most effective means.

The Planning Section is responsible for managing all phases of the planning cycle. The Planning Section assesses and reports the current situation, develops action plans to guide the direction of the response and recovery phases, and plans for the demobilization of the EOC. The Planning Section consists of two chains reporting to the Planning Section Chief (PSC). The first chain consists of the Documentation Unit, Situation Unit, Demobilization Unit, GIS Unit and Technical Specialists. These elements report directly to the PSC. The second chain is the Recovery Branch, headed by the Recovery Branch Director who reports to the PSC. The Recovery Branch consists of the Damage Assessment Unit, Individual Assistance Unit, Public Assistance Unit and Mitigation Unit.

### *Recovery Branch*

During an EOC Activation, the Recovery Branch will be staffed and activated based upon the projected consequences of the alerted disaster. The Recovery Branch Director reports directly to the Planning Section Chief and directs the actions of the Branch's activated Units. During the initial response phase of an incident, the Recovery Branch analyzes information regarding the potential recovery and mitigation consequences of the situation. Damage assessment will typically be a primary focus of the Branch during this phase. When the incident transitions from the response phase to the recovery phase, the Recovery Branch will play a leading role in coordinating EOC operations. Unified Command may direct other EOC Branches, ESFs and Units to provide direct support or needed information and analysis to the Recovery Branch. Key County agencies may be tasked in advance to provide qualified support staff for the Recovery Branch and its four Units. Initially, the EMD designated Recovery Manager will serve as the Recovery Branch Director. As the situation warrants, an Assistant County Administrator, or designee, will be assigned by the County Administrator as the Recovery Branch Director. The EMD Recovery Manager will then serve as the backup Recovery Branch Director. For purposes of dealing with the State DEM and FEMA regarding recovery issues, the Recovery Branch Director will also be designated as the Broward County Local Disaster Recovery Manager (LDRM).

### **Operations Section**

The Operations Section is responsible for the management of all operations directly applicable to the mission and primary incident objectives. The Operations Section Chief communicates, activates and supervises organizational elements in accordance with the IAP and directs its execution. In the CEOC, in order to maintain a proper span of control, the operations section is further subdivided into four distinct, functionally oriented branches:

- Municipal Services Branch (MSB)
- Emergency Services Branch
- Human Services Branch
- Infrastructure Branch

A Branch Director is assigned as lead for each Branch. During activations, the Branch Director is responsible for supervision and coordination of the interactive efforts of all subordinate organizations in the Branch.



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### *Municipal Services Branch*

The primary responsibility for the MSB is to act as the liaison between the CEOC and the MEOCs. The MSB is comprised of an MSB Director, MSB Supervisor, and MSB Representatives from the 31 municipalities within Broward County, the Seminole Tribe of Florida, and the BMSD. The MSB Representatives are assigned to represent one municipality or requested to represent one or more adjacent municipalities through a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) established between the municipalities themselves. MSB Representatives may agree to represent multiple municipalities in predetermined cooperative groups or Divisions. During all phases of disaster management, the MSB requests, collects, coordinates, verifies, and organizes information or resources from their respective MEOC and offices to ensure that an efficient unified format is carried out expeditiously to support the needs of municipal jurisdictions.

### *Emergency Services Branch*

The Emergency Services Branch provides oversight and coordination of Emergency Support Functions (ESF) that provide emergency and law enforcement functions critical to public safety and the protection and preservation of life, property, and the environment. Many of the functions in the Emergency Services Branch are typically implemented by Broward Sheriff's Office (BSO) or municipal fire/rescue and law enforcement agencies. The Emergency Services Branch consists of ESF #4 Firefighting, ESF #9 Search and Rescue, ESF #10 Hazardous Materials (HAZMAT), and ESF #16 Law Enforcement.

### *Human Services Branch*

The Human Services Branch (HSB) is responsible for coordinating the meeting of basic human needs including the coordination of health and medical needs, special needs, mass care, sheltering, temporary housing, and animal issues. HSB manages human services and unmet needs operations coordinated at the CEOC as well as mass care-related field operations. It oversees the opening and maintaining of general population shelter, pet friendly, and special needs shelters. The branch is responsible for coordinating the post-disaster human and community needs for Broward County. The HSB includes ESF #6 - Mass Care: (Broward County Family Success Administration Division), ESF #8 - Health and Medical (Florida Department of Health in Broward County) and ESF #17 - Veterinary Concerns (Broward County Animal Care & Adoption Division).

### *Infrastructure Branch*

The primary function of the Infrastructure Branch is to oversee damage assessment and restoration of public and private infrastructure damaged or compromised by the emergency. The Branch provides inspection and immediate repairs to public infrastructure, oversees the critical transportation needs of the emergency, provides communications restoration and support, coordinates debris operations, provides management and coordination for the assessment and recovery of public utilities, and coordinates with the business sector for response and recovery efforts. The Infrastructure Branch consists of ESF #1 Transportation, ESF #2 Communications, ESF #3 Public Works & Engineering, ESF #12 Public Utilities and ESF #18 Business & Industry.

### *Logistics Section*

The purpose of the Logistics Section is to use an all hazards approach in providing the coordination and support of Broward County's resource management system. The Section plans for, implements, and controls the efficient, effective flow of goods, services, and related information from the point of origin to



the point of consumption. It does this in a unified manner in order to meet emergency requirements on behalf of the entire Broward Emergency Response Team involved in emergency response and recovery phases. It also acts as an agent on behalf of municipal and other local agencies to locate, procure, deploy, manage, and demobilize necessary emergency resources. The Logistics Section is also responsible for managing the Resource Request and Mission Tracking functions. All logistics functions will be executed in a manner to reduce costs, ensure appropriate support actions, and decrease delivery time.

Other functions of the Logistics Section include the management of designated staging areas and the County's Emergency Distribution Center (EDC). The Logistics Section also includes ESF #15 Volunteers & Donations, ESF #11 Food & Water, and the EOC Support Unit.

The Logistics Section:

- Provides input into the development of the incident action plan regarding the logistics status and requirements of the incident.
- Ensures resources, services, and materials are available to support the incident.
- Identifies and tracks available resources.
- Conducts the mission tracking functions.
- Coordinates orders for resources.
- Ensures that resource ordering procedures and mutual aid agreements are made known to appropriate Branch Directors and ESFs.
- Provides IT services, security, food, and facilities support to the CEOC.
- Provides centralized management for the reception and distribution of emergency resources.
- Coordinates with the airport(s) and seaport for logistical support to the incident.
- Coordinates with the military for incident support.
- Provides centralized management for the reception of volunteers and donated goods.
- Manages procurement and distribution (utilizing Points of Distribution (PODS) of food, water and other emergency items to affected citizens.

There are 2 Branches assigned to the Logistics Section; the Resource Support Branch (ESF #7), and the Services Branch. A Branch Director is assigned as lead for each Branch.

#### ***Resource Management Branch (ESF #7)***

Provides centralized management for the role of logistics and resource management requirements in support of County and municipal governments in Broward County in response to any threats and/or hazards of significant concern. The Resource Management Branch consists of three Units; the Mission Tracking Unit, Procurement/Supply Unit, and EOC Support Unit.

#### ***Services Branch***

The Services Branch provides centralized management for the reception and distribution of emergency resources. The Services Branch also provides management to track volunteers and donated items and the distribution of food, water, and other emergency items. The Services Branch consists of the Staging Area Unit, Emergency Distribution Center Unit, ESF #15 Volunteers & Donations, and ESF #11 Food & Water.

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### **Finance/Administration Section**

The Finance/Administration Section is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints established by Unified Command and other agencies such as the County Finance & Administrative Services Department (FASD), state, and federal agencies (e.g., FEMA).

#### ***Finance Branch***

The Finance Branch manages the financial aspects of the incident. The section monitors and manages multiple funding sources and tracks funds usage to assist in forecasting the need for additional funds to support operations. The Section may also monitor cost expenditures to ensure that statutory rules that apply are met. The Finance Branch includes the Cost Unit, Budget Unit, and the Compensation/Claims Unit.

#### ***Personnel Branch***

The Personnel Branch has the responsibility for administrative and welfare issues for Broward County employees during the emergency. The Personnel Branch ensures proper daily recording of personnel and equipment usage time, in accordance with the policies of the relevant agencies. The branch will also address such issues as employee unmet needs, sheltering, and housing assistance. The Personnel Branch consists of the Time Unit and the Employee Welfare Unit.

### **Command Posts**

#### **County Emergency Operations Center (CEOC)**

The primary CEOC is located at the Broward County Emergency Operations Center in Plantation, Florida. The CEOC will be activated upon the direction of the Director of EMD with concurrence from the County Administrator. The CEOC may continue to be activated on a 24 hour a day basis throughout the emergency response period until such time a reduced working schedule is deemed appropriate and the Demobilization Plan is completed.

The CEOC will provide the primary direction and control functions for emergency response and immediate relief following an emergency. The CEOC may remain activated through initial Recovery operations until such time as Unified Command makes the decision to transfer direction and control of recovery operations to the Recovery Manager and Recovery Coordination Center depending upon the circumstances of the disaster. The primary activities and functions of local government during this period of emergency response operations may be supported by a declaration of a State of Local Emergency which provides the legal basis for necessary emergency operations.

Because of space limitations, advanced planning will limit the number of ESF personnel and ICS component staff being represented in the CEOC. Organizations represented in the CEOC must limit staffing to representatives necessary to carry out critical functions. Close coordination will be required with supporting personnel at the agency's normal offices, other command posts, and personnel in the field.

In the event the CEOC is threatened or damaged, an alternate relocation facility for the CEOC may be activated. Refer to the **Broward Emergency Management Division COOP Plan** for details on alternate relocation facility and continuity of operations procedures.

### **Municipal Emergency Operations Centers (MEOC)**

Each affected municipality may activate their MEOC or command post, from which all municipal emergency response efforts and activities will be coordinated. Municipalities may have MOA/MOUs to conduct their operations in an MEOC close to their jurisdiction. To ensure coordination of resources and requests for assistance, direct communications will be established between the CEOC and MEOCs/Command Posts. A municipal representative is assigned to the CEOC to coordinate emergency operations with their respective municipality.

### **Other Operational Centers**

In support of direction, control, and coordination activities, other operational centers may be constituted to assist in managing the many different activities associated with EOC operations. These centers will be established and staffed by personnel from the respective agencies involved in the emergency response process. Other emergency operations centers will communicate and may provide their respective representative in the CEOC with an ongoing status of operations.

The types of direction, control, and coordination of functions supported by these other operational facilities/command posts include but are not limited to:

- On-site command posts for management of emergency operations responses for fire services, emergency medical incidents, and search and rescue of the affected areas.
- Broward Sheriff's Office (BSO) and municipal law enforcement emergency operation centers.
- County Staging Area(s) to coordinate and provide the support for movement of resources into the County and within the County.
- Point of Distribution (POD) sites for management, allocation, administration, and distribution of emergency supplies to include food, water, and medications.
- Command posts for management of post-emergency sheltering operations.
- Debris Management Center (DMC).
- Temporary Debris Management Sites
- Port Everglades Emergency Operations Center.
- Airport Emergency Operations Center
- Command posts and staging areas at airports.
- Emergency Distribution Center (EDC)
- Volunteer Reception and Dispatch Center
- Donated Goods Reception Center
- Family Assistance Centers (FAC)
- Family Reunification Centers (FRC)
- Other field operations centers as necessary to complete activities and missions in response to and recovery from the disaster.

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# ROLES AND RESPONSIBILITIES

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## Governor

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the State and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor or, in the Governor's absence, her or his successor as provided by law may assume direct operational control over all or any part of the emergency management functions within the State. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

- Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.
- Activate the preparedness, response, recovery and mitigation components of existing State and local emergency plans.
- Serve as Commander in Chief of the organized and voluntary militia and of all other forces available for emergency duty.
- Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.
- Suspend the provisions of any regulation, statute, order or rule prescribing the procedures for conducting government business, if compliance would in any way hinder or delay necessary emergency actions.
- Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
- Transfer the direction, personnel and functions of state agencies to assist in emergency operations.
- Commandeer or utilize any private property necessary to cope with the emergency.
- Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
- Prescribe routes, modes of transportation, and destinations for evacuees.
- Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
- Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles.

- Make provisions for the availability and use of temporary emergency housing.

### **Governor's Authorized Representative (GAR)**

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his or her command authority and emergency powers as deemed prudent. The Governor has appointed the Chief of Staff and/or the State Director of Emergency Management as the authorized representatives, to act on the Governor's behalf in carrying out the provisions of Chapter 252, Florida Statutes. The Governor's Authorized Representative (GAR) will be responsible for the overall coordination of state emergency response activities and assistance to local governments.

### **Board of County Commissioners**

The Board of County Commissioners ("Board") is the county's legislative body. Section 252.38, Florida Statutes (1991), authorizes and directs each County of the State of Florida, through its Board of County Commissioners, to establish a County organization for Emergency Management and prescribes the powers and responsibilities thereof.

The County Commission has the authority to declare, limit, or terminate a state of emergency in all or part of Broward County. Except for declared emergencies resulting from windstorm events or declared emergencies otherwise expected to remain in effect, with any required renewal, for no more than fourteen (14) days (collectively, "exempt emergency declarations"), during a declared emergency, the County Administrator shall, whenever possible, prior to taking any action that directly and substantially affects the health, safety, or economic wellbeing of the County's residents, receive guidance from the County Commission at a publicly noticed workshop or, where appropriate, receive direction from the County Commission at a publicly noticed meeting. Except with regard to exempt emergency declarations, when the County Administrator determines that action must be taken to protect the public before a public meeting (or workshop, as applicable) of the County Commission may reasonably be convened, the County Administrator is authorized to take the required action but shall provide written notice thereof to the County Commission either in advance of such action or as soon as practicable after such action is taken. County Commission guidance received by the County Administrator shall be given full consideration by the County Administrator but, absent a formal vote by the County Commission, shall be nonbinding, and any emergency order based on consideration of such guidance shall be issued by the County Administrator. Direction resulting from a formal vote of the County Commission shall be binding, and any emergency order based on such binding direction may be issued by the Mayor or any other member of the County Commission designated to issue it on behalf of the County Commission.

### **County Mayor**

Broward County Charter Section 2.04 (G) reads as follows: "When an emergency has placed the citizens of the County in danger of loss of life or property and a regular or special meeting of the Board of County Commissioners cannot practically be convened, a state of emergency may be declared by the Mayor, in consultation with the County Administrator. The Mayor or designee shall implement the provisions of the County's Emergency Management Plan. Nothing in this Section shall be construed to limit the authority of the County Commission to declare, limit or terminate a state of emergency, and take any action authorized by law, when convened in a regular or special meeting."

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## County Administrator

The Board of County Commissioners by policy has delegated to the County Administrator the executive authority for all emergency operations and the powers of emergency government. The County Administrator or designee, in conjunction with the County Mayor serves as the authorized representative of the Board of County Commissioners and is the chief executive responsible for the overall coordination of County emergency response operations. If the County Administrator is unable to perform these duties, powers are delegated to the Deputy County Administrator. These powers include the ability to:

- Appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes.
- Provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management programs in accordance with the policies and plans set by the federal and state emergency management agencies.
- Appoint, employ, remove or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.
- Establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and control of emergency operations.
- Assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision.
- Request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only one political subdivision. The duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7-day increments.
- Further, the Board of County Commissioners or as delegated to the County Administrator has the power and authority to waive the procedures and formalities otherwise required by law pertaining to:
  - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.
  - Entering into contracts.
  - Incurring obligations.
  - Employment of permanent and temporary workers.
  - Utilization of volunteer workers.
  - Rental of equipment.



- Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- Appropriation and expenditure of public funds.

### **Director of Emergency Management**

The Director of EMD serves as the principal manager for emergency operations assisting the County Administrator in performance of those duties as specified in this plan. Section 252.38, Florida Statutes, directs each County to establish an emergency management agency and appoint a director to carry out the provisions of Sections 252.31 - 252.90. The Director, or in the Director's absence, the Assistant Director of EMD is the designated emergency manager for the County. In this capacity, the Director or Assistant Director is directly and solely responsible for:

- Organization, administration, and operation of EMD, the CEOC, the Recovery Operations Center and other related operational facilities.
- Coordination of activities, services, and programs for emergency planning, response, recovery, and mitigation as well as continuity of government activities throughout Broward County.
- Maintaining liaison with state, federal, and other local emergency management agencies.
- Development and maintenance of operational planning for emergency response.
- Ascertaining the requirements of the County in order to implement emergency response operations including review and approval of all county emergency operations plans and procedures.
- Promulgating a timeline for agencies to submit emergency operations plans for review and approval by EMD.
- Instituting training programs and public information programs.
- Taking all preparatory steps necessary, including the partial or full emergency mobilization of agencies of County and municipal governments in advance.
- Cooperating with the Governor's Authorized Representative, the State Division of Emergency Management, and the heads of all other federal, state and relief agencies in matters pertaining to emergency management and emergency response.
- Taking measures to carry into effect any request from municipalities, agencies, the State Division of Emergency Management, or federal agencies for any appropriate emergency management activity.
- Carrying out and implementing actions deemed necessary by the County Administrator pursuant to the position's emergency powers and authorities.

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## Municipal Emergency Management Coordinators (EMC)

Each municipality has designated an Emergency Management Coordinator (EMC) and Alternate Coordinator. These individuals are responsible for assuring that the jurisdiction strives to meet its emergency management commitments under NIMS and as documented in its CEMP. Typically, such responsibilities involve guiding the municipality's emergency preparedness organization, as well as ensuring that the municipality's CEMP and procedures are up to date. The EMC and/or Alternate Coordinator are also responsible for ensuring assigned personnel receive training and participate in exercises, meetings, and activations. When needed, the EMC and/or Alternate Coordinator initiates activation of the municipal CEMP. The EMC and Alternate Coordinator are EMD's point of contact for emergency operations involving their municipality. The individual assigned as the EMC and/or Alternate Coordinator should be a member of the jurisdiction's emergency response organization, with assigned responsibilities in implementation of their CEMP.

## State Emergency Response Team (SERT) Liaison

State Emergency Response Team (SERT) Liaison will coordinate with the Broward County Director of Emergency Management and is responsible for establishing liaison from the SEOC and keeping them apprised of the status of emergency operations and requests for support.

## Emergency Support Functions (ESF)

Emergency Support Functions are used by the Federal Government and many State and county governments as the primary mechanism at the operational level to organize and provide emergency assistance. The ESFs provide the structure for coordinating interagency support for a county response to an incident. They are mechanisms for grouping functions most frequently used to provide county support both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

While ESFs are assigned to a specific section in the Broward EOC Organization for management purposes, resources may be assigned anywhere within the EOC structure. Regardless of the section in which an ESF may reside, that entity works in conjunction with other EOC sections to ensure that appropriate planning and execution of missions occur.

Each ESF will provide resources using its lead and support agency authorities and capabilities, in coordination with other ESFs, to support its missions. ESFs will allocate resources based on priorities and needs identified by Unified Command in the Incident Action Plan (IAP).

## Lead Agencies

As required by 27P-6.0023 (FAC), the Broward County CEMP assigns lead and support responsibilities for agencies and personnel that coordinate Branches, Emergency Support Functions (ESFs), and Units, collectively referenced as the group/function. Lead agencies are designated because they either have a statutory responsibility to perform such function, or through its programmatic or regulatory responsibilities, the agency may have developed the necessary expertise to lead the group/function. In some cases, a portion of the agency's mission is similar to the mission of the group/function; therefore, the skills required to respond in a disaster can be immediately translated from the daily business of that agency.



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A lead agency is an agency or organization with significant authorities, roles, resources, or capabilities for their assigned group/function. The lead agency is the entity with management oversight for that ESF. The lead agency has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The lead agency has the responsibility of coordinating all support agencies to ensure that missions are accomplished, and resources are maximized. The lead agencies report to their respective branch or section leader. All lead agency staff must fulfill both administrative responsibilities and operational responsibilities to ensure proper coordination among all participating agencies. While the operational responsibilities of each lead and support agency are outlined in the individual SOPs, some universal responsibilities of a lead agency include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF support agencies.
- Conducting periodic meetings and conference calls to ensure operational readiness.
- Staffing the CEOC upon activation and ensure up to 24-hour staffing coverage based on the level of activation; providing staff for the operations functions at fixed and field facilities, as needed.
- Notifying and requesting assistance from support agencies – maintaining a roster of all lead agency contact persons, making necessary notifications, activating support agencies as necessary, and maintaining ongoing communications to support mission assignments.
- Maintaining a listing of all available resources.
- Developing, maintaining, reviewing, and exercising the SOP and relevant policies and procedures to allow for the efficient and effective implementation of the group/function's mission.
- Include the demographics and needs of vulnerable and special needs populations when creating operation plans and procedures.
- Coordinating efforts with corresponding private-sector, volunteer, and non-governmental organizations.
- Coordinating activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with support agencies, as well as appropriate government officials, operations centers, ESFs, and agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Supporting and keeping other group/functions and organizational elements informed of operational priorities and activities.
- Conducting situational and periodic readiness assessments.

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- Ensuring financial and property accountability for activities.
  - Planning for short- and long-term incident management and recovery operations.
  - Maintaining trained personnel to support interagency emergency response and support teams.
  - Participate in exercises to evaluate and maintain emergency readiness.
  - Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Lead Agencies are designated by the County Administrator and are identified in the SOP for the respective ESF or ICS component. If circumstances warrant a change in the Lead Agency, the designated lead organization shall send a memorandum to the County Administrator, thru the EMD Director, with a copy to the director of the new agency requesting the modification and describing the reason for the change. Upon approval by the County Administrator, the new Lead Agency shall coordinate with the assigned EMD liaison to modify the SOP to reflect the change and any new authorities, responsibilities and procedures. The SOP will then be reviewed and approved in accordance with procedures outlined in the CEMP and Policy and Procedures 5.1; All Hazards Emergency Operational Planning Program.

Lead Agencies are responsible for designating the individuals assigned as supervisors for each Command and General Staff ICS component (Officers, Branch Directors, ESF Supervisors, and Unit Leaders). If the individual assigned to these positions change, the Director of the Lead Agency shall send a memorandum to the EMD Director, notifying of such change, describing the reason for the substitution, and providing 24-hour contact information for the new supervisor.

### Support Agencies

Support agencies are those entities with specific capabilities or resources that support the lead agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the designated ESF lead agency, consistent with their own authority and resources.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Providing appropriate personnel, equipment, facilities, technical assistance and other support as required, in order to assist the lead agency in accomplishing the goals, objectives and missions assigned.
- Providing technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of the respective agency.
- Assist the lead agency in staffing the CEOC, as needed.

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- Assisting in the conduct of situational assessments.
  - Furnishing available personnel, equipment, or other resource support as requested by the CEOC or the ESF lead agency.
  - Providing input to periodic readiness assessments.
  - Maintaining trained personnel to support interagency emergency response and support teams.
  - Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

### **ESF #1 – Transportation**

#### *Lead Agency: Broward County Transportation Department*

##### Purpose

ESF #1 – Transportation provides support to the CEOC by assisting County and local governmental entities, voluntary organizations, non-governmental organizations, and the private sector in the management of transportation systems and infrastructure during domestic threats or in response to incidents. ESF #1 participates in prevention, preparedness, response, recovery, and mitigation activities and is responsible for coordinating countywide transportation support to local governments and voluntary organizations. ESF #1 also ensures the safety and security of the County's transportation system.

##### Scope

ESF #1 embodies considerable intermodal expertise and public and private sector transportation stakeholder relationships. Broward County Transportation Department, with the assistance of the ESF #1 support agencies, provides transportation assistance in the following activities:

- Overall coordination of transportation assistance to other emergency support functions, local governments, and voluntary agencies requiring transportation capacity to perform emergency response missions.
- Coordinate evacuation planning and implementation. Maintain expertise in County evacuation plans, evacuation routes, and evacuation clearance times.
- Monitor and report status of, and damage to, the transportation system and infrastructure as a result of the incident<sup>2</sup>.
- Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Prioritization and/or allocation of all government transportation resources.

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<sup>2</sup> This responsibility is essentially to monitor damage to the overall transportation system and infrastructure. It is not to be associated with the roadway and traffic light/signage damage assessment and debris clearance activities assigned to ESF #3.

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- Perform activities conducted under the direct authority of transportation elements as these relate to aviation, maritime, surface, railroad, and pipeline transportation.
  - Coordinate the restoration and recovery of the transportation systems and infrastructure<sup>3</sup>.
  - Assist the Logistics Section in the movement of goods, equipment, animals, or people, as requested.
  - Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.
  - Processing all transportation requests from County, municipal, and voluntary agencies.
  - Coordinate with the Airport(s) and Port Everglades Seaport to maintain port status and provide coordination and support for all response and recovery activities at the ports.
  - Operational coordination of ground and rail traffic.
  - Fuel (i.e., fuel strategy).
  - Through the support of the Port/Airport(s) Group, ESF #1 provides operational coordination and collaboration of airport and seaport traffic and operations.

Transportation support involves the provision of Broward County Transit (BCT) vehicles, Broward County fleet services equipment and vehicles maintenance support. Activities within this scope:

- Participation in mitigation and preparedness activities;
- Participation in needs and damage assessments and coordination of transportation resources during the response phase immediately following an emergency or disaster;
- Restoration and temporary repair of critical Broward County transportation facilities, and systems including transit, roads and bridges, during the recovery phase from an emergency or disaster; and
- Coordination between Broward County and local, state, and federal agencies, cities and special purpose jurisdictions, as needed.

## ESF #2 – Communications

*Lead Agency: Broward County Regional Emergency Services & Communications*

### Purpose

ESF #2 – Communications supports the restoration of the communications infrastructure, facilitates the recovery of public safety systems and applications and coordinates county-wide communications support

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<sup>3</sup> This responsibility is essentially to monitor and coordinate the overall recovery of the transportation system and infrastructure. The physical implementation of the roadway restoration and debris clearance activities are assigned to ESF #3 which coordinates with ESF #1.

to response efforts during incidents requiring a county-wide coordinated response. ESF #2 administers the Regional Public Safety E9-1-1 systems, 800 MHz Trunked Radio System, Regional Public Safety Applications including the Computer Aided Dispatch and Records Management Systems, the Public Safety Intranet (PSI), and the County Administrative telephone and internet network. ESF #2 also provides the technical support and service for the Public Safety Radio Tower sites that support the County's Local Government, Broward School Board, BSO Police and Fire Rescue, and the Police and Fire Rescue radio and data communications for several Broward municipalities.

#### Scope

ESF #2 coordinates county-wide actions to assist industry in restoring the public communications infrastructure and to assist local governments with emergency communications and restoration of public safety communications systems and first responder networks. ESF #2 supports departments and agencies in procuring and coordinating communications services. It provides technical service and support for all E9-1-1 Regional Public Safety Answering Points (PSAPs) and Public Safety Communications for Radio for the BSO Police and Fire Rescue, County Local Government, several municipal Police and Fire Rescue agencies and the Broward County School Board. ESF #2 also addresses cyber security issues that result from or occur in conjunction with incidents. ESF #2 support includes, but is not limited to:

- Coordination of local participation in the federal Telecommunications Service Priority (TSP) System procedures for the public safety community.
- Provision of public safety communications equipment and capability including, radio and data.
- Identification of public safety communications facilities and resources available for use during an incident.
- Coordination, acquisition, and deployment of additional public safety resources, equipment, and personnel to establish point to point communications as required.
- Coordination of RACES Amateur Radio operators and missions as deemed necessary for ESF #2 Communications support.
- Coordinates with communication providers to assist in restoring public safety communication infrastructure.
- Carry out the roles of the Communications Unit within the Incident Command System (ICS) and function as support for E9-1-1, radio, public safety applications and network, and county administrative network communication systems - reporting to the Operations Section Chief.
- During the incident response, the Communications Supervisor provides situational advice to help guide operational decision-making.
- Ensure that safety/damage assessment information is compiled, assembled and reported in a rapid, efficient manner for the public safety communications.

- Facilitate the incident action planning process and the development of the CEOC/County's Incident Action Plan (IAP), Situation Report, Recovery Plan and the After-Action Report (AAR) as it relates to ESF #2 and public safety communication systems.

Under ESF #2, Broward County has a consolidated regional 9-1-1 dispatch system with the exception of the cities of Plantation and Corals Springs that maintain their own PSAPs. The North Regional PSAP covers Coconut Creek, Lauderdale-By-The-Sea, Lighthouse Point, Margate, Hillsboro Beach, North Lauderdale, Pompano Beach, Parkland, Tamarac and Sea Ranch Lakes. The South Central Regional PSAP covers Davie, Hallandale Beach, Hollywood, Miramar, Pembroke Pines and Southwest Ranches. The Central Regional PSAP covers Cooper City, Dania Beach, Deerfield Beach, Fort Lauderdale, Lauderdale Lakes, Lauderhill, Lazy Lakes, Oakland Park, Pembroke Park, Sunrise, Weston, West Park, Wilton Manors, Unincorporated Broward, Port Everglades and the Airport. The Central Regional PSAP serves as the designated Broward County Warning Point.

### **ESF #3 – Public Works & Engineering**

#### ***Lead Agency: Broward County Public Works Department***

#### **Purpose**

ESF #3 – Public Works and Engineering assists the CEOC by coordinating and organizing the capabilities and resources of the various county and municipal public works assets to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and/or recover from a disaster or an incident requiring a coordinated county-wide response.

#### **Scope**

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management including preparedness, response, recovery, and mitigation actions. Activities within the scope of this function include conducting pre-incident and post-incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; and providing emergency repair of damaged public infrastructure and critical facilities. ESF #3 works to support and assist county agencies and municipalities in response/recovery operations, including providing support to various operational units such as fire and law enforcement, countywide damage assessment (structures and infrastructure), route recovery, debris removal, debris volume assessment, building safety inspections and demolitions. ESF #3 support includes, but is not limited to:

- Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes (i.e., “push”).
- Coordination of debris removal and/or disposal processes to ensure that they occur in an orderly and timely fashion.

- Temporary construction of emergency access routes which include damaged streets, roads, bridges, ports, waterways, airfields and any other facilities necessary for passage of rescue personnel.
- Emergency preparation and restoration of critical public services and infrastructures.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of rescue operations.
- Damage assessment of County facilities and roadways under County control.
- Provision of technical assistance and expertise, including structural inspections of County buildings and procedural guidance (e.g., Red Tag Procedures, guidance on potential temporary suspension of permitting procedures, demolitions, etc.), for damage assessment in preparation for a preliminary damage assessment (PDA), in collaboration with ESF #5.

#### **ESF #4 – Firefighting**

##### ***Lead Agency: Broward Sheriff's Office – Fire-Rescue***

##### **Purpose**

ESF #4 – Firefighting provides support for the detection and suppression of wild land, rural, and urban fires resulting from, or occurring coincidentally with, an incident requiring a coordinated county-wide response for assistance. Additionally, ESF #4 provides support for the pre-hospital care operations occurring throughout the County.

##### **Scope**

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of County and local agencies involved in wild land, rural, and urban firefighting operations. Manages, coordinates and provides resources in support of county-wide pre-hospital care (EMS) operations. Performs necessary actions to assist police agencies with emergency evacuation and evaluating the evacuation zones for safe re-entry by the public.

#### **ESF #5 – Planning Section**

##### ***Lead Agency: RESC - Broward Emergency Management***

##### **Purpose**

ESF #5 – Planning assists the CEOC by collecting, coordinating, verifying, and organizing information from the myriad of responding county and municipal entities in order to record, display, and disseminate incident information in a unified format so as to facilitate incident management, response operations, the delivery of services, technical assistance, recovery and mitigation activities, and the accomplishment of incident objectives.



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### Scope

ESF #5's primary responsibility is to collect, analyze, verify, display and disseminate incident information. This includes impact information, response activities, recovery activities, details regarding the field operating environment and the status of available resources. ESF #5 carries out the roles of the Planning Section within the Incident Command System (ICS) and functions as the primary support for response and recovery decision-making to the overall emergency organization, including preparing situation briefings, map displays, anticipatory appraisals and developing plans necessary to cope with changing field events. During the incident response and recovery, the Planning Section Chief provides situational advice to help guide operational decision-making. ESF #5 is also responsible for facilitating the incident action planning process and the development of the CEOC/County's Incident Action Plan (IAP), Recovery Plan and the AAR. ESF #5 ensures that the overall county-wide safety/damage assessment information is compiled, assembled and reported in an expeditious manner (in collaboration with ESF #3). The Documentation Unit is also responsible for the detailed recording of the entire response effort and the preservation of these records during and following the disaster. The Demobilization Unit oversees the coordinated wind-down and cessation of incident activities and demobilization of incident resources.

### ESF #6 – Mass Care

*Lead Agency: Broward County Human Services Department Family Success Administration*

### Purpose

ESF #6 – Mass Care coordinates the delivery of mass care services, including emergency assistance, housing, and other human services.

### Scope

ESF #6 is responsible for providing basic human services, including: sheltering; mass feeding operations; bulk distribution of emergency items to sheltered (and unsheltered persons as needed); collecting and providing information regarding survivors to family members; temporary housing; emotional support and mental health services; and other basic necessities to persons impacted by a disaster. ESF #6 collaborates closely with other agencies, including those within the HSB i.e., ESF #8 – Health & Medical and ESF #17 – Veterinary Concerns as well as ESF #1 – Transportation, ESF #2 – Communications, ESF #3 Public Works & Engineering, ESF #11 – Food & Water, ESF #15 – Volunteers & Donations, ESF #18 Business & Industry (e.g. hotel vouchers), and the MSB to ensure close coordination and support for their mass care activities.

These activities would include such services as the coordination of donated goods and services, coordination of voluntary agency assistance, coordination of housing assistance, family reunification, and individual/family assistance. This includes assisting with ordering and pickup arrangements for those commodities. ESF #6 and the EDC Unit also collaborate for the delivery of Functional Needs Support Services (FNSS) supplies and equipment to mass care shelters and Special Needs Shelters (SpNS).



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## ESF #7 – Resource Management

### *Lead Agency: Finance & Administrative Services Department*

#### Purpose

ESF #7 – Resource Management provides centralized coordination and collaboration with other BERT stake holders and partners in the ESF Lead role of logistics and resource management requirements in support of County and local governments. This is accomplished via ongoing collaboration by municipalities first amongst one another and neighboring municipalities for resources required beyond their own capabilities. Resource gaps beyond local municipal capabilities are then coordinated through the BERT for assistance and when needed, further via WebEOC® to the State of Florida Division of Emergency Management.

#### Scope

ESF #7 scope includes:

- Manage an organization for the CEOC to maintain a supply chain that facilitates a collaborative response for incidents requiring an integrated response capability.
- Establishing a framework for the integration of internal and external logistics partners through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- Management of inventories of resources available locally. Each Department and municipality is responsible for management of their own resource inventories.
- Accelerating communication among all service support elements to maximize the effectiveness of recovery efforts in the impacted area and re-establish County and local self-sufficiency as rapidly as possible.
- Track and deploy necessary logistical support and resources.
- Establishment and administration of depot and distribution facilities.
- Coordination of state and federal resources.
- Provision of (locating and procuring) requested resources to all other emergency support functions, County departments, and local governments, other entities active in emergency response of the following resources or assets:
  - Emergency relief supplies including food, water, and ice (in collaboration with ESF #11), as well as personal care items.
  - Facility space (in collaboration with ESF #3).
  - Equipment to support immediate response activities.
  - Supplies to support immediate response activities.

- Telecommunications and radio communications equipment (in collaboration with ESF #2).
- Transportation services (in collaboration with ESF #1).
- Volunteers required to support immediate response activities (in collaboration with ESF #15).

## ESF #8 – Health & Medical

### *Lead Agency: Florida Department of Health in Broward County*

#### Purpose

ESF #8 – Health & Medical is responsible for coordinating the public health and medical components of a county level incident response. As the lead agency for ESF #8 in Broward County, Department of Health (DOH)-Broward coordinates preparedness efforts county-wide to assure the healthcare system is ready to respond when called upon. The Broward County Human Services Department (HSD) in collaboration with the DOH-Broward provides the mechanism for coordinated emergency response and relief assistance between local, State, tribal and Federal agencies.

In addition, through ESF #8, the County coordinates the identification, management, organization and resourcing of the response that will be needed for persons with special needs that are affected before, during and after a significant emergency or disaster. This coordination takes place whether it is a notice, no notice or special event. ESF #8, under the HSB, provides the oversight for SpNS, which are medically staffed and operated by the DOH-Broward. HSB provides social services for those individuals who meet the established criteria for special needs.

#### Scope

The Florida Department of Health in Broward County as the Lead Agency for ESF #8 has established 11 core missions for the public health and medical system during a response.

1. Support assessment and identification of public health and medical needs in Broward County and implement plans to address those needs.
2. Coordinate and support stabilization of the public health and medical system in Broward County.
3. Support sheltering of persons with medical and functional needs.
4. Monitor and coordinate resources to support care and movement of persons with medical and functional needs in Broward County.
5. Support detection and monitoring, investigating, and controlling potential or known threats and impacts to human health through surveillance, delivery of medical countermeasures and non-medical interventions.
6. Support detection and monitoring, investigating, and controlling potential or known threats to human health of environmental origin.
7. Develop, disseminate, and coordinate accurate and timely public health and medical information.

8. Monitor need for and coordinate resources to support fatality management services.
9. Monitor need for and coordinate resources to support disaster behavioral health services.
10. Support responder safety and health needs.
11. Provide public health and medical technical assistance and support.

County responsibilities via HSD oversight include:

- Overall management of special needs program.
- Identify, train, and provide appropriate lead and support non-medical agency personnel to assist the DOH in staffing the ESF and the SpNS during times of CEOC and shelter activation.
- Coordinate an evacuation plan to relocate these individuals to SpNS.
- Identification of facilities and resources available for sheltering and care of people with special needs (in collaboration with EMD and DOH).
- Coordinating meeting commodity needs of the vulnerable populations.
- Coordinate and arrange for appropriate transportation to SpNS for pre-registered clients.

County responsibilities via EMD oversight include:

- Maintain a registry of individuals with special needs who require assistance when evacuating. Registrants may be assigned to a SpNS or a medical facility depending on their medical needs and health conditions.
- Coordinate and arrange for appropriate transportation to SpNS for late registrants, once activation has begun.
- Maintain a registry of individuals considered “vulnerable” (i.e., Vulnerable Population Registry), for those who choose to shelter in place, but would like to be checked on post-disaster.

## **ESF #9 – Search & Rescue**

### ***Lead Agency: Broward Sheriff's Office – Fire-Rescue***

#### **Purpose**

ESF #9 – Search & Rescue (SAR) rapidly deploys specialized lifesaving search and rescue assistance to County and local authorities when activated for incidents requiring a coordinated response.

#### **Scope**

ESF #9 is composed of agencies that provide specialized SAR operations during incidents or potential incidents requiring a coordinated response. These incidents include:

- Emergency incidents that involve locating missing persons

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- Waterborne search and rescue
  - Locating downed aircraft
  - Urban Search and Rescue (US&R) activities including locating, accessing, stabilizing, extricating and transporting victims trapped in collapsed structures and confined spaces
  - Inland/Wilderness Search and Rescue
  - Treating any victims upon their rescue

SAR services include the performance of distress monitoring, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.

### **ESF #10 – Hazardous Materials (HAZMAT)**

*Lead Agency: Environmental Protection & Growth Management Dept.*

#### **Purpose**

ESF #10 – HAZMAT provides support in response to an actual or potential discharge and/or uncontrolled release of hazardous materials when activated.

#### **Scope**

ESF #10 provides for a coordinated response to actual or potential hazardous materials incidents. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the National Contingency Plan (NCP). Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released.

The scope of ESF #10 includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents. Appropriate general actions can include, but are not limited to actions to prevent, minimize, or mitigate a release; efforts to monitor, detect, and assess the extent of contamination (including sampling and analysis and environmental monitoring); actions to stabilize the release and prevent the spread of contamination; analysis of options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials. Examples of specific actions may include sampling a drinking water supply to determine if there has been intentional contamination; stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects; decontaminating buildings and structures; using drainage controls, fences, warning signs, or other security or site-control precautions; removing highly contaminated soils from drainage areas; removing drums, barrels, tanks, or other bulk containers that contain hazardous materials; and other measures as deemed necessary. Appropriate ESF #10 response activities to such incidents include, but are not limited to, household hazardous waste collection, monitoring of debris

disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

## **ESF #11 – Food & Water**

### *Lead Agency: Broward County Parks & Recreation*

#### Purpose

ESF #11 – Food & Water supports County and local authorities' efforts to identify food and water needs in the aftermath of a disaster or emergency; prioritize and allocate said resources; obtain these resources (in collaboration with the Logistics Section); transport them to the impact area; and distribute them to disaster victims. Food and water supplies obtained and distributed by ESF #11 will be dispensed to disaster victims through PODs and/or the agencies of ESF #6 and ESF #8.

#### Scope

ESF #11 includes the following primary functions:

- Providing nutrition assistance: Includes coordinating with appropriate agencies to determine nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of the necessary supplies.
- Points of Distribution: Coordinates the planning, organizing, staffing, supplying, managing, and operating POD sites. This includes the preparation and segregation of food stuffs for mass bulk distribution. Food and potable water supplies are procured in collaboration with the Logistics Section – Resource Management Branch, the County Staging Area (CSA) and the EDC Units.
- Food Stamp Program: Assist in the administration of the Food Stamp Program and vouchers.

## **ESF #12 – Public Utilities**

### *Lead Agency: Broward County Water & Wastewater Services*

#### Purpose

ESF #12 – Public Utilities is intended to facilitate the preparation and restoration of damaged utility systems and components when activated by the CEOC for incidents requiring a coordinated response. ESF #12 is an integral part of maintaining continuous and reliable utility systems for the County through preventive measures and restoration and recovery actions. For the purposes of this ESF, “utilities” shall include:

- potable water
- wastewater
- storm drainage/flood control systems,
- natural gas
- electricity
- cable services
- telephone

- wireless telephone

Most, if not all, components of the aforementioned utility systems are considered critical infrastructure.

#### Scope

ESF #12 collects, evaluates, and shares information on utility system damage and estimations on the impact of the various utility system outages within affected areas. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, and geographic information on the restoration. ESF #12 facilitates the restoration of utility systems through legal authorities and waivers. ESF #12 also provides technical expertise to the utilities, conducts field assessments, and assists local government and private-sector stakeholders to overcome challenges in restoring utilities.

### **ESF #13 – Military Support**

#### *Lead Agency: RESC - Broward Emergency Management Division*

#### Purpose

ESF #13 – Military Support is responsible for the coordination of State and Federal military assets activated to support local response efforts. These responsibilities include information sharing and/or coordinating specific tasks, resources, locations, and responsibilities to support the military presence in county during disaster operations.

Upon the issuance of an Executive Order and prior to or immediately after a disaster, the Adjutant General of the FLNG, through appropriate commanders, may mobilize and stage personnel and equipment, as necessary, to restore/preserve law and order, support the committed elements, and provide support to other ESFs respectively as directed by the SERT Chief and within FLNG capabilities. These activities, occurring within Broward County, will be coordinated by ESF #13.

Additionally, ESF #13 provides coordination and/or communications with the U.S. Coast Guard for all maritime related issues under the cognizance of the Coast Guard Sector Miami Captain of the Port (COPT) and Seventh Coast Guard District.

#### Scope

ESF #13 includes the following functions:

- Liaison for Defense Support of Civil Authorities (DSCA) operations being conducted in Broward County.
- Coordination of State/military Rapid Impact Assessment Teams.
- Coordination or information sharing with U.S. Coast Guard Sector Miami COPT.
- Coordination with Civil Air Patrol.

- Coordination with Coast Guard Seventh District Commander in his/her capacity as Director, Homeland Security Task Force Southeast (HSTF-SE) for a Caribbean Mass Migration incident under the Operation Plan Vigilant Sentry.

#### **ESF #14 – Public Information**

*Lead Agency: Broward County Office of Public Communications (OPC)*

##### **Purpose**

ESF #14 – Public Information disseminates all disaster-related information on emergencies to the public through the news media, social media outlets, and relevant warning systems. ESF #14, in conjunction with the Liaison Unit, coordinates, prepares, monitors, and disseminates all county-wide disaster-related press releases and press briefings/conferences. ESF #14 staff work in close coordination with the Liaison Unit when dealing with elected/appointed representatives from participating agencies.

##### **Scope**

ESF #14 includes the following functions:

- Coordination of information monitoring, gathering, production, and editing.
- Dissemination of preparedness, response, recovery, and mitigation information to the general public.
- Management of press personnel and social media sites.
- Scheduling of press briefings/conferences and interviews.
- Providing designated spokespersons, as required.
- Monitoring and “mitigating” rumors.
- Coordination with Liaison Unit and Command Staff
- Coordination of the JIS.
- Coordination of the JIC, if established.

#### **ESF #15 – Volunteers & Donations**

*Lead Agency: United Way of Broward County*

##### **Purpose**

ESF #15 – Volunteers & Donations describes the coordination processes used to support the CEOC in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support all ESFs for incidents requiring a coordinated County response. ESF #15 provides a central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated goods.



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### Scope

The goal of ESF #15 is to support affected jurisdictions in close collaboration with voluntary agencies in an effort to manage the overall influx of goods and services to the County and local governments, voluntary agencies, and other entities.

ESF #15 includes the following functions:

- Maintaining and distributing a roster of agency contacts and support personnel for all voluntary agencies serving as part of BERT.
- Identification and matching of needed volunteer resources and skill sets of those volunteers.
- Ensuring volunteer agencies serving as part of BERT are included in the organization's planning, training, exercising, and response efforts.
- Conducting an inventory and maintaining a database of offers of services and goods.
- Coordinating activities related to donated goods, including the maintenance of:
  1. Donations and Volunteers Hotline (if applicable)
  2. Database
  3. Donations Staging Area
  4. Donations Points of Distribution
- Coordinating with the State's ESF #15 and the Florida Voluntary Organizations Active in Disaster for efficient use of originated shipments of goods and volunteers sent to the disaster area.
- Establishing and coordinating Volunteer Reception Centers to aid in the identification and management of volunteer resources.
- Providing essential elements of information for public and media distribution to ESF #14.
- Coordinating with ESF #6, ESF #8, and ESF #11, to receive a needs assessment for various goods and services to meet the identified needs of disaster survivors with available volunteers and donations.
- Assisting with the delivery of goods and services for basic needs based on prioritization and coordination with Unified Command, ESF #6, ESF #8, and ESF #11.

### ESF #16 – Law Enforcement

*Lead Agency: Broward Sheriff's Office*

#### Purpose

ESF #16 – Law Enforcement establishes procedures for the command, control, and coordination of municipal, county and state law enforcement personnel and equipment to support emergency/disaster response operations. ESF #16 also establishes procedures for the use of the FLNG in support of security missions and other law enforcement agency activities. These procedures will support the implementation



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of actions as outlined in the Florida Mutual Aid Plan for law enforcement pursuant to Chapter 23.1231, the Florida Mutual Aid Act.

#### Scope

ESF #16 includes the following functions:

- BSO's CWP will initiate alerts, notifications and warnings as per established policies and procedures.
- Identify, train, and provide appropriate lead and support agency personnel to staff the ESF during times of CEOC activation.
- ESF #16 will ensure its capabilities support incident objectives and incident management requirements including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety in both pre-incident and post incident situations.
- Provide required security forces pursuant to existing County plans and contracts (e.g., shelters, CEOC, etc.) and provide escorts for supply convoys to PODs, CSAs, shelters, and others, as requested.
- Coordinate, prioritize, and mobilize appropriate resources to maintain law and order during an emergency or disaster, including but not limited to re-entry, traffic and crowd control.
- Notify all ESF #16 supporting agencies upon activation.
- Maintain database inventories of County law enforcement facilities, equipment, and key personnel.
- Coordinate with on the prioritization and deployment of law enforcement resource requests.
- Monitor status of all law enforcement operations and provide updates to the CEOC (ESF #5).
- Assess and provide information concerning public safety and law enforcement services for areas affected by the emergency to ESF #14.

#### ESF #17 – Veterinary Concerns

*Lead Agency: Broward County Animal Care & Adoption Division*

#### Purpose

ESF #17 – Veterinary Concerns coordinates the response of County agencies by assisting local and volunteer organizations to provide all animals affected by the disaster with emergency medical care; evacuation; rescue; temporary confinement, shelter, food and water; and identification for return to the owner. The coordination may also involve diagnosis, prevention, and control of diseases of public health significance. Disposal of dead animals is also a major concern.

#### Scope

ESF #17 includes the following functions:

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- Identify, train, and provide appropriate lead and support agency personnel to staff the ESF during times of CEOC activation.
  - Set up, staff, and manage pet-friendly shelter(s).
  - Assessment of animal needs.
  - Overall management of animal care services.
  - Coordination of support of pet, farm, large, and wild animal issues.
  - Identification of local facilities and resources available for animal concerns.
  - Coordination of animal care volunteers
  - And other agricultural concerns as needed.

ESF #17 works in partnership with the State Department of Agriculture and Consumer Services and the Florida Freshwater Fish & Wildlife Conservation Commission to accomplish these goals. Broward County does not have an agricultural industry base therefore, the State Comprehensive Emergency Management Plan assigns the responsibility for agriculture issues and concerns to the State Department of Agriculture and Consumer Services ESF #17.

### **ESF #18 – Business & Industry**

*Lead Agency: Broward County Office of Economic & Small Business Development*

#### Purpose

ESF #18 – Business & Industry is responsible for the coordination and assistance of emergency notification, response, and recovery activities with the business community for an incident requiring a coordinated county-wide response.

#### Scope

ESF #18 is responsible for the coordination of all administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the ESF #18 SOP. The physical safety and economic security of the citizens, business and industry of Broward County are issues of common concern to the public and private sectors. There are actions both entities can take together to prepare for, respond to, and quickly recover from an impact to Broward County's business and industry. These actions will minimize business "down time" and ensure the County's economic engine remains strong.

ESF #18 is responsible for:

- Encouraging and assisting, as appropriate, the development of business/industry response and recovery plans, to include hazard and risk assessment, loss prevention strategies, and industry/incident specific action plans during disaster.

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- Develop response, restoration and recovery priorities and plans for such private-sector critical lifelines such as health and medical, food processing, distribution & sale, electrical power, generation & distribution, communications, banking & insurance, fuel, building trades industry, large building supply retailers, hospitality & related service businesses, light & heavy manufacturing and distribution.
  - Coordinating information between the CEOC and the business and industry community regarding damages.
  - Coordinating with the SBA for disaster assistance.
  - Assessing need for and coordinating establishment of business recovery centers in partnership with municipalities.
  - Assist in developing/executing business and industry long-term recovery priorities, plans, and strategies.
  - Assist with, receive reports of, consolidate and analyze, private-sector damage assessment information, (e.g., from the insurance industry).
  - Monitor and communicate lodging vacancy rates immediately prior to, and during hurricane evacuations. Coordinate and facilitate the movement of hotel guests from evacuation zones to hotels in non-evacuation zones; work to prevent placing evacuated hotel guests in general population shelters.
  - Monitor and communicate grocery store functionality.
  - Monitor and communicate gas station functionality.
  - Monitor and communicate hardware and home improvement store functionality.
  - Monitor and report on business/industry specific response, recovery, and restoration teams.
  - Monitor insurance companies and adjusters in reaching disaster areas for initial assessment and claim handling.

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# POLICIES

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## Implementation

This Basic CEMP, along with adjunct plans which include the Recovery Plan, Continuity of Operations (COOP) Plan, Continuity of Government Plan (COG) and the ELMS will be activated and implemented as necessary based on the scope of the emergency situation and the determination by the County Mayor, in conjunction with County Administrator and Emergency Management Director for partial or total mobilization of County emergency government. The CEOC (or Alternate CEOC as designated in the EMD COOP Plan) is the designated County command post for coordination and support for this mobilization. Procedures contained herein, shall be applicable to all hazards identified in Table 4: Most Significant Hazards of Concern for Broward County.

EMD will direct all aspects of this plan, to include information exchange and coordination among appropriate stakeholders on a continuous basis. For emergency response prior to an issuance of proclamation of a State of emergency, EMD will coordinate operational procedures; implement monitoring activities and take emergency response actions as might be necessary for the operational priorities of life, safety, health, property protection, environmental protection, restoration of essential utilities and restoration of essential program functions. If required for any of these priorities, a Declaration of a Local State of Emergency in and for Broward County will be issued by the County Commission in consultation with the County Administrator and Emergency Management Director. If a regular or special meeting of the County Commission cannot be practically convened, the County Mayor or a designee, in consultation with the above officials, shall issue the declaration.

Activation of the response elements of this plan and/or declaration of a state of local emergency shall be reported to the State Division of Emergency Management; indicating the nature of the emergency, the area or areas threatened, and the conditions creating the emergency or threat.

## Levels of Emergency

In accordance with Florida Statute 252.36(b)(2), (3)(c), *Emergency Management Powers of the Governor*, an executive order or proclamation of a state of emergency shall identify whether the state of emergency is due to a minor, major, or catastrophic disaster. These categories are required to identify various emergency management proclamation authorities of the Governor. For example, under a catastrophic disaster, the proclamation constitutes a formal request for mobilization of the military, which shall be communicated to the President of the United States. The levels of emergency are:

- **Minor Emergency:** Any emergency that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance. Operationally, this definition translates into a Level III or Level II activation of the CEOC. (See Concept of Operations section; Levels of CEOC Activation).
- **Major Emergency:** Any emergency that will likely exceed local capabilities and require a broad range of County, State and Federal assistance. Operationally, this definition translates into a

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Level II or Level I activation. The State will be notified, and State and potentially Federal assistance will be required.

- **Catastrophic Emergency:** Any emergency that will require massive State and Federal assistance, including immediate military involvement. Operationally, this definition translates into a Level I activation. The State will be notified and pre-deployed to the CEOC; potential Federal assistance will involve response as well as recovery needs.

### **Emergency Management Ordinances**

During the emergency response, certain additional regulatory controls may become necessary to protect health and safety, and to limit activity that would otherwise be permitted. Such emergency ordinances would address such things as curfews, sale of certain items, and the pricing by vendors of essential commodities. An ongoing policy of emergency response planning will be to identify specific ordinances required to achieve these objectives, and which would be required to further define and support the executive orders of the Governor in these matters.

### **Municipal Emergency Management Programs**

Pursuant to F.S. Chapter 252.38, legally constituted municipalities may establish emergency management programs and develop emergency management plans in conformance with Federal, State, and County plans. Municipalities establishing command operations pursuant to these authorities will submit periodic status reports of their activities, provide damage assessment estimates for their jurisdictions, and coordinate all requests for State and Federal assistance with the CEOC. Municipalities unable to perform command and control operations will be supported directly by the CEOC for those functions.

### **Coordination of Emergency Assistance**

Many of the County's jurisdictions may be extensively damaged due to a major emergency. Affected municipalities will be competing for many of the same resources. Relief supplies and assistance during the first few days will be at a premium and will need to be prioritized and directed to the most needed areas. Pursuant to the requirements of F.S. 252, all emergency relief assistance will be coordinated through a central Emergency Operations Center which will serve as the central point of contact for all relief efforts.

### **Coordination of Emergency Information**

The release of non-conflicting emergency information to the affected population, such as clearance to return to evacuated areas, potability of water, the availability and location for relief assistance is vital to assure goods and services reach the people who need them. The ESF #14 PIO and staff will coordinate all public information releases and establish a press and briefing room in the CEOC. Some incidents, due to their resource requirements or statutory jurisdictions (such as a major aviation accident or terrorism event) may require the establishment of a Unified Command where multiple agencies with incident jurisdiction are represented at the command level. A JIC using the JIS for this type of incident will be used for the release of information by multiple organizations or governments. The JIC may initially be located at the CEOC. However, if the incident escalates, or for major multi agency disasters, the JIC

would transition to an alternate location. All emergency public information announcements from all agencies for public release will then be made through the JIC.

### **Coordination of Mutual Aid**

Many local governments within the state have entered into local mutual aid agreements or into the Statewide Mutual Aid Agreement (SMAA) administered by the State. Broward County is a signatory to the SMAA. Local mutual aid agreements may be in the form of a voluntary cooperative agreement which permits voluntary cooperation and assistance of routine nature across jurisdictional lines, or as in the case of the statewide agreement, the rendering of specific operational assistance in the event of a major or catastrophic emergency.

During an activation of the CEOC, the Logistics Section Chief has the lead responsibility for handling mutual aid requests and/or providing help to other government jurisdictions asking for assistance under the SMAA or other mutual aid compacts. During non-activation periods (blue sky operations), EMD has lead responsibility for handling mutual aid requests. However, certain mutual aid requests are coordinated through specific agencies as described below.

Law enforcement related mutual aid is coordinated by ESF #16 consistent with the provisions of s.23.12, F.S. Under this statute, the Executive Director of the Florida Department of Law Enforcement is responsible for coordinating law enforcement mutual aid.

Fire mutual aid is coordinated by ESF #4 through the State of Florida Fire-Rescue Disaster Response Plan.

All other mutual aid will be coordinated through the respective responsible coordinating agency such as the Florida Fire Chief's Association, Florida Emergency Preparedness Association, Florida League of Cities, Florida Association of Counties, and other organizations and associations. Requests for mutual aid will be referred from the municipalities and/or the respective ESFs to the relevant coordinating agency. Close coordination between the municipalities, ESFs and those associations and organizations coordinating mutual aid will be necessary to effectively meet the needs for mutual aid.

The process for responding to a mutual aid requests during a CEOC activation is provided in the Logistics section of this document.

### **Emergency Management Assistance Compact (EMAC)**

The EMAC program provides a framework for interstate financial reimbursement. EMAC is a national interstate mutual aid agreement that enables states to share resources during times of disaster. EMAC acts as a complement to the federal disaster response system, providing relief to states requesting assistance from assisting member states. EMAC can be used either in lieu of federal assistance or in conjunction with federal assistance. An EMAC request will typically be made by the requesting State to FDEM. Requests for assistance to Broward County under EMAC will be made by EMD as a Mission Request to FDEM. The requests will include the resource requested and costs. FDEM will coordinate the request with EMD.

### **Catastrophic Mutual Aid Support to Other Jurisdictions**

The possibility exists that an emergency could occur near the County, to the north or south, but leaves this area relatively unscathed. However, due to the proximity of the emergency, all or a portion of the Broward Emergency Response Team would require activation. A need could arise to provide one or more neighboring counties with assistance. In addition, the rendering of mutual aid to the affected areas could entail the activation of emergency response facilities within the County, such as the CEOC or Staging Areas. If relief assistance to another county requires the activation of the CEOC, mutual aid to the affected County will be coordinated through the CEOC. If coordination of assistance does not require activation of the CEOC, then mutual aid will be coordinated through EMD.



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# PREPAREDNESS

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## Training and Exercise

### Training

A comprehensive training and exercise program is essential to a successful and effective county emergency management program. EMD has implemented a program of both recurrent and non-recurrent training for its stakeholders such as: municipal, County, State, Federal, NGO, Faith-based, first responders, medical/health field agencies and staff, volunteer, and private sector personnel covering their roles and responsibilities in the five mission areas of emergency management (i.e., prevention, protection, mitigation, response, and recovery).

The EMD Training and Exercise Coordinator (T&EC), in conjunction with the Training and Exercise Committee, is responsible for the oversight and administration of this emergency management training program. The EMD T&EC coordinates a local training program, disseminates training opportunities by other emergency management agencies, and ensures appropriate EMD and BERT records and documentation are maintained. Records of training and course certificates are maintained in the County's WebEOC® Training Tracker database managed by EMD staff. Additionally, the EMD T&EC retains course information regarding trainings scheduled by EMD or hosted at the CEOC, municipalities, relevant stakeholders. Maintained course information includes, but is not limited to, types of training, course participants (sign-in sheets/rosters), course evaluations, and other pertinent information. These records are retained for a minimum of 5 years.

The EMD T&EC completes an annual Multi-Year Training and Exercise Plan (MYTEP) in conjunction with municipal contacts, NGO affiliates, higher education institutions, and other stakeholders. During the MYTEP process, the EMD T&EC, with stakeholder input, gathers information regarding appropriate courses that will correct any deficiencies or gaps identified through agency exercises, real-life events, or institutional experience.

Training may take the form of classroom courses, professional development seminars and workshops, on-line courses/webinars, and independent study courses. The EMD T&EC will work with FDEM and other appropriate agencies to schedule courses, establish training procedures, and ensure the provision of training for emergency management personnel. This will include, but not be limited to, training and procedures for damage assessment teams and County or Region 7 All-Hazards Incident Management Teams (AHIMT).

Each year, EMD conducts and/or hosts various training sessions identified by the existing MYTEP. This training may be mandatory for BERT members and first responders or general emergency management professional development trainings.

Mandatory training includes classes that are required by federal, state or local mandates, or are necessary for specific jobs or responsibilities regarding current or potential emergency roles. Examples of mandatory training include:



- ICS training – Federal and State mandates requires ICS and NIMS training for emergency response/management personnel as specified in the 2007 federal training guidelines. This training is required to ensure consistency and interoperability of emergency response personnel using ICS concepts as described in the Direction and Control section of this plan. ICS training is also required for credentialing and security access to the CEOC.
- CEOC training is conducted annually for personnel who are deployed to the CEOC during activations and those in the field who need to interact with the CEOC or MEOC. This training includes an overview of CEOC planning and operational procedures as well as training on the WebEOC® Crisis Information Management Software.

General professional development training includes all other training that increases the participant's knowledge and proficiency in their emergency response role such as the Professional Development Series (PDS), Advanced Professional Series (APS), and All-Hazards Position-Specific courses.

### **WebEOC® Training**

The WebEOC® Crisis Information Management Software is used to document requests for resources, significant events, press releases, and other activities during an emergency. County and/or stakeholders (municipal, hospital, etc.) can create and manage their own incidents and use WebEOC® as a point of entry for all information. BERT personnel reporting to the CEOC and off-site EOCs such as MEOCs, hospitals, or Broward Sheriff's Office EOC can communicate with the CEOC through WebEOC®. The CEOC is also in communication with other Region 7 EOCs and the State via WebEOC®. Training records for BERT personnel and stakeholders can be maintained in the WebEOC® NIMS Training Tracker.

Broward County Enterprise Technology Services (ETS) in conjunction with EMD staff has developed and implemented an electronic training program, the WebEOC® Tutorial, for use by BERT and County stakeholders on an annual basis. The tutorial is updated yearly to reflect changes to WebEOC®. EMD staff coordinates and conducts Basic WebEOC® training as part of a year-round dedicated training program for BERT and County stakeholder personnel.

### **Emergency Financial Management Training**

The purpose of the Financial Management process in Broward County is to ensure the documentation of all costs associated with the preparedness for, response to, and recovery from a disaster. To ensure that the process is completed accurately EMD, in conjunction with FASD will coordinate technical assistance, notification, and training to county personnel, municipalities, agencies, and appropriate not-for-profit entities. EMD with support from the Accounting Division will provide guidance and training to employees of Broward County agencies and may include elected officials and the Broward Sheriff's office, in cost recovery efforts. To facilitate this effort, EMD has developed a team of liaisons throughout Broward County agencies who are points of contact between the Emergency Management/Accounting Divisions, the State of Florida, and FEMA in matters related to cost recovery. Enterprise Technology Service (ETS) has developed and implemented an automated cost recovery application for use by Broward County Agencies.

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EMD in conjunction with FASD will coordinate recovery reimbursement training as part of a dedicated training program for Broward County personnel before each hurricane season. Broward County also offers training from FEMA Public Assistance and Federal Highway Administration.

All emergency financial management trainings will include:

- Applicant briefing process
- Necessary documentation
- Use of appropriate forms
- Local declaration emergency / request for state assistance
- IA /PDA
- State emergency declaration process
- Preliminary state/federal damage assessment process
- Request for Presidential Disaster Declaration process, Public Law 100-77 (Robert T. Stafford Act), and Emergency Assistance Act of 1988
- Use of the Broward County Daily Activity Report in conjunction with the employee timesheet to capture time, vehicle/equipment usage, and contracts/purchases
- Overview of the FEMA Public Assistance Program
- Automated Cost recovery application
- Documentation required to support project worksheets

### Exercise

In addition to training, a comprehensive exercise program is necessary to practice, evaluate, and improve emergency plans and procedures. The EMD T&EC oversees the exercise program, in conjunction with the Training and Exercise Committee which will include Seminars, Workshops, games, tabletops, drills, functional, and full-scale exercises. The Training and Exercise Committee is composed of at least one representative from each of the five EMD sections (Management, Planning, Operations, Logistics, Administration). Exercises include participation of some, or all agencies represented in BERT as well as other stakeholders such as local, state, federal, tribal, private sector, faith-based, higher education institutions, and volunteer/non-profit organizations with a role in emergency management, preparedness, response and/or recovery.

The EMD T&EC, along with the Training and Exercise Committee, is responsible for the oversight and administration of the Broward County emergency management exercise program which draws from protocols and procedures of the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a capabilities and hazards-based exercise program that provides a standardized methodology and consistent terminology for designing, developing, conducting, and evaluating all exercises and provides tools and resources to help build self-sustaining exercise programs. It is a generic process that can be revised and applied as appropriate for the target audience. HSEEP meets the National Response Framework and National Incident Management System goals that are established in Homeland Security Presidential Decision Directive 8. HSEEP methodology includes the identification of core capabilities and potential hazards to be exercised based upon a needs assessment. The exercise planning team will develop a scenario that allows these capabilities and objectives to be tested. After the exercise is conducted, an AAR and Improvement Plan (IP) will be developed. The necessary remediation will be implemented through the Corrective Action Plan (CAP) per the recommendations that are indicated in the IP.

The Broward County exercise program includes exercising of functions and procedures used during CEOC activations, in support of municipal or state activations, as well as participation in other local, state, and federal exercise venues. These include Local Emergency Planning Committee (LEPC) exercises, Southeast Regional Domestic Security Tasks Force Exercise (SERDSTF), Urban Area Security Initiative (UASI) exercises and various scenarios exercises, such as the mass migration exercises, shelter/FAC exercises, COOP exercises, and airport/port drills. Broward County often exercises with neighboring counties in order to be able to respond as a region and to fully understand mutual plans, capabilities and procedures.

Exercises of the CEOC can focus on an SOP of the respective ESF or ICS component, or support participation for other agency activations. Exercises also include drills and hands-on use of the WebEOC® Crisis Information Management Software.

Each Broward County BERT group (ESF and ICS component) conducts seminar, workshop, tabletop and/or functional exercises at least once per year. A functional or full-scale activation exercise of the CEOC is scheduled annually (usually in conjunction with the annual state hurricane exercise aka HURREX) at the discretion of the Emergency Management Director.

For additional details regarding annual County or stakeholder training refer to the **Broward County Comprehensive Multi-Year Training and Exercise Plan**.

## Outreach

Outreach is defined as a multi-faceted communication between emergency management and the public to establish and foster mutual understanding of emergency information, promote public involvement in emergency preparedness, and influence behaviors, attitudes and actions. EMD strives to focus its outreach efforts on building a unified understanding of the agency's mission in emergency management, creating visibility, promoting disaster preparedness, and developing partnerships with various stakeholders. Through this process, the outreach program will help EMD increase the level of trust and assistance to the various publics which it serves.

The goals of an effective outreach program are to improve the public's ability to prepare, respond, and recover from an emergency. Instituting this interaction with external constituencies provides a reciprocal benefit that emergency managers can better plan for contingencies knowing the public's increased knowledge and access to emergency preparedness information. This may also provide additional time in the immediate aftermath of a disaster since a better prepared and informed public may be more capable of self-sustainment until the government can provide essential services.

The emergency outreach program may include but is not limited to the following programs:

- Distribution of All Hazards preparedness brochures and pamphlets
- Radio and television public service announcements
- Broward County Hurricane Preparedness website: <http://www.broward.org/hurricane/>
- Participation in All Hazards Preparedness Expositions
- Development and coordination with educators for children's hurricane preparedness awareness
- Community Emergency Preparedness presentations

- Vulnerable Population Registry (VPR) awareness presentations
- Special Needs Registry application process overview
- Social Media engagement to promote outreach events and community preparedness workshops to ensure message consistency
- Volunteer management, recruitment, and training opportunities

The EMD Outreach Program Coordinator manages the outreach program and works closely with the County Office of Public Communications. Refer to the **EMD Outreach Plan** for details on the outreach program.

### Continuity of Operations (COOP) Plans and Continuity of Government (COG) Plans

The Emergency Management Division oversees the Broward County Continuity of Operations (COOP) Plans and Continuity of Government (COG) Programs. The COOP Program consists of the annual review of the County’s Departments, Divisions, Offices and Constitutional Offices’ as well as external agency’s Continuity Plans. Updated Continuity Plans are submitted for review by the first of November annually by the agency’s Planner. Plans are uploaded to the County COOP SharePoint site or external COOP SharePoint site. The COOP Program Manager coordinates the annual reviews of the Continuity Plans for compliance. The most current approved COOP Plan will supersede any previous versions.

The Emergency Management Division will conduct an annual Continuity workshop and provide Continuity training to Continuity Planners throughout the County and external agencies as needed. Exercises are conducted to practice, evaluate and improve Continuity Plans. The COOP Program Manager may guide individual County agencies as well as external agencies when developing and conducting their COOP exercises.

EMD defines the essential program functions as the ESFs outlined within the BERT structure. The agencies responsible for these functions are identified as the departments below:

ESF	Department
ESF #1- Transportation	Transportation
ESF #2- Communications	RCAT
ESF #3- Public Works & Engineering	Public Works
ESF #4- Firefighting	BSO
ESF #5- Planning	EMD
ESF #6- Mass Care	Human Services
ESF #7- Resource Management	FASD
ESF #8- Health & Medical	DOH
ESF #9- Search & Rescue	BSO
ESF #10- HAZMAT	EPGMD
ESF #11- Food & Water	Parks & Recreation
ESF #12- Public Utilities	Public Works
ESF #13- Military Support	EMD
ESF #14- Public Information	OPC
ESF #15- Volunteers & Donations	United Way of Broward
ESF #16- Law Enforcement	BSO
ESF #17- Veterinary Concerns	EPGMD
ESF #18- Business & Industry	Office of Economic & Small Business Development

Each department in the list above will maintain a COOP Plan consistent with the Broward County Continuity Program, describing how the essential program functions will be continued and recovered.

The COG Program is intended for use by the Broward County Board of County Commissioners and County Administration and is designed to facilitate the maintenance of a comprehensive and effective continuity capability for Broward County Government. The COG ensures the preservation of Government functions and the continuing performance of the County's Primary Mission Essential Functions under all hazards. EMD also reviews the COG annually.

### **Emergency Coordinating Council (ECC)**

As authorized by Section 252.38 (1), Florida Statutes, the Broward County Board of County Commissioners has created by ordinance the "Broward County – Municipal Emergency Coordinating Council", (ECC). The goals of the ECC are to establish an advisory council of municipal and county emergency managers to identify needs, establish operational structure and guidelines and provide direction to the County and Municipalities regarding disaster preparedness, response, recovery, and mitigation efforts. The Council provides a forum to foster coordination and cooperation among county government and municipal governments in Broward County, together with such other public and private organizations, which plan for and respond to disasters and other emergencies. The ECC meets regularly as specified in the Ordinance at the Broward Emergency Operations Center.

### **Functional Needs Support Services (FNSS)**

In the November 2010 FEMA Guidance on Planning for Integration of FNSS in General Population Shelters. FNSS are defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes:

- reasonable modification to policies, practices, and procedures
- durable medical equipment (DME)
- consumable medical supplies (CMS)
- personal assistance services (PAS)
- other goods and services as needed

Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance. Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment.

The following is a list of FNSS provided at Broward County Mass Care and Special Medical Needs shelters:

- Assistance with walking and stabilization.
- Assistance with eating.
- Families and service animals are not separated from individuals with disabilities.
- Assurance that service animals are accepted, relief areas are identified, and food, water and cleanup supplies for service animals are accessible.
- Orientation or way-finding assistance for individuals who are blind or have low-vision.
- Maintaining accessible routes and removing obstacles from walkways.

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- Written notification of audible general announcements on a dry erase board.
  - Reading and completing forms, both for registration and services applications, including accessible post-disaster housing.
  - Setting up sleeping arrangements, to include the set-up of Wescots (special cots that are higher off the ground) and rollaway beds with thicker mattresses for larger persons, and suction cups to stabilize beds.
  - Communicating food choices and obtaining food from serving lines, upon request.
  - Obtaining special diets, e.g. diabetic, low-sugar, pureed, kosher, etc.
  - Setting up a quiet or secluded area, utilizing privacy screens, and subsequent placement as needed in nearby rooms once storm has passed (for extended sheltering).
  - Communicating through the use of pictograms and writing tablets.
  - Requesting sign-language interpreters, medications, supplies, and equipment through the ESF structure.
  - TTY machines in most shelters for emergency use.
  - UbiDuo texting machines in many shelters for emergency use.
  - Transfer Assistance: Just-In-Time transfer assistance is available; shelter residents and staff will be polled for volunteers to receive customized training from the shelter resident in need in order to assist with transfer from a wheelchair to a bed or toilet, with transfer belts and transfer boards available.
  - Audio and video recordings of shelter instructions (recorders and players are available already for audio recordings; compatible laptops are needed to burn CDs for use in the players).
  - Some durable medical equipment is already provided to shelters (toilet chairs, hazardous waste containers, wheelchairs, canes, walkers).
  - Provide air-conditioned environment in 4 out of 5 special medical needs shelters (even if power is out via backup generators or spot chillers) and refrigeration in all shelters for medications.

Standard Operating Procedures that cover sheltering are distributed to and evaluated by disability groups representing various disabilities. Special medical needs sheltering is provided for those whose are medically fragile or whose health conditions cannot be met at a general population shelter. All staff assigned to shelters are trained in ADA and are able to provide basic functional needs support to clients. The Intergovernmental Affairs / Boards Section has an established written policy and procedures for the receipt, resolution, and response to grievances alleging a denial of equal access to County programs and services (including emergency programs and services) to individuals with disabilities. Persons with disabilities may shelter at any open General Population / Pet Friendly shelter.

Individual notice is given to those who have preregistered for transportation during an emergency, clients who are registered for a SpNS and those who requested a SpNS but were deemed eligible for a general population shelter with accommodations. This is a form of preregistering for Disability-Related Assistance (DRA). The mechanism to enable requests for DRA without preregistration is to call the Broward County Call Center, which meets requests via ESF #8, and is enhanced by co-location of 2-1-1 First Call for Help during activations. Currently Paratransit drivers load vans for evacuees, but only from outside the entrance to the residence, as they cannot leave the van, which holds other evacuees and their belongings. Transportation is provided to and from anywhere in the County during an activation, including equipment.



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## Special Needs Registry

EMD manages and maintains the SpNS Registry. The number of active residents in the registry is dynamic as new residents are added and removed daily.

This registry is maintained in a secure Broward County Database which allows for resident's information to be entered and edited. The registry is maintained in a secure Broward County Database which allows the client's information to be entered and edited. The information in this registry is used during an emergency event to assist residents who have pre-registered for special needs sheltering and/or transportation services.

The Broward County SpNS and Evacuation Transportation Assistance Program is intended for residents who require sheltering at a SpNS and require transportation assistance to the shelter location in Broward County during an emergency event. The program in Broward County requires that the resident complete an application. The Florida Department of Health in Broward County conducts the triage of the applications. EMD sends a letter to the residents informing them of their triage status. Instructions are also included explaining what to bring if placement is at a special needs or general population shelter. If the triage is for a higher level of care (HLC), agreements are in place with Memorial Health, Broward Health, Cleveland Clinic, and Holy Cross Hospital to provide 'boarding' space for the client within one of their hospital facilities for the duration of the active emergency.

The Florida Department of Health, Broward County, determines the transportation needs based on the information provided in the transportation section of the application.

## Vulnerable Population Registry

In disaster preparedness and response, the term Vulnerable Population is often used to characterize groups whose needs are not fully addressed by traditional service providers. Vulnerable Populations are people who feel they cannot comfortably or safely access and use the standard resources offered in disaster preparedness, relief and recovery. They include but are not limited to those who are physically or mentally disabled (blind, deaf, hard-of-hearing, cognitive disorders, mobility limitations), have limited or no English-speaking capability, are geographically or culturally isolated, are medically or chemically dependent, homeless or frail/elderly, and/or have children.

In the aftermath of Hurricane Wilma in October 2005, many residents that were disabled, frail or had health issues did not evacuate to a shelter and did not have family or friends to assist them during the prolonged power outages. Some of these residents experienced serious difficulties. Some were not able to leave their apartments to get assistance because the elevators were not functioning or let anyone know that they were in need because the phones were not working properly.

In response to the challenges faced by these residents, Broward County developed a Vulnerable Population Registry (VPR) in 2007. This registry was designed as a partnership between all municipalities and Broward County to assist emergency responders to better plan for future recoveries from hurricanes and other disasters. Registering in the database is not a guarantee that a resident will be provided services or be placed on a priority list for emergency responders; however, it will help the County and its municipalities to be better prepared to respond after a disaster.



The information residents provide will allow municipalities and Broward County to gather information on those that are at risk due to a disability, frailty or health issues regardless of age, and elect to stay at home in the event of a hurricane or other disaster. This information will be used by municipalities and Broward County for planning purposes. If residents live in an evacuation zone, which includes mobile homes, they should plan to evacuate

Each municipality is responsible for monitoring data entered into the VPR by its residents. Each municipality assigns one staff person to serve as an Administrative User and a second staff member as a City User. Each user receives training in the features of the database and assists residents with their registration. Each municipality has latitude to organize its VPR program to suit the community, but the most important aspect is that the data are maintained, resident registrations are processed in a timely fashion, and follow-up conducted on an annual basis.

EMD supports the municipalities' VPR efforts. Staff provide training, provide community outreach if requested, process access requests for new users, provide technical support, and troubleshoot user-related problems associated with the Registry. Broward County, through its Enterprise Technology Services Division, maintains a secure server which houses the VPR data, offers an online VPR training module, and provides higher-level technical support when requested.

### Health Care Program Plan Reviews

Each hospital, assisted living facility, ambulatory surgical center, nursing home, adult day care center, residential treatment center for children or adults, transitional living facility, and intermediate care facility licensed by the Agency For Healthcare Administration (ACHA) in the State of Florida is required to have a CEMP as mandated in F.S. Chapter 252. These plans are reviewed by EMD for compliance with ACHA guidelines.

The criteria for the review of the plans have been incorporated by reference in the following chapters in the Florida Administrative Code (FAC):

- Ambulatory Surgical Center (ASC) - F.S. 395.1055, Chapter 59(A)5
- Assisted Living Facility (ALF) - F.S. 400.441 Chapter 58A-5
- Hospital - F.S. 395.1055 Chapter 59A-3
- Nursing Home (NH) - F.S.400.423, Chapter 59 A-4
- Adult Day Care Facility (ADF) - F.S. 400.44-400.546, Chapter 58 A-6
- Intermediate Care Facility for the Developmentally Disabled (ICFDD) – F.S. 393.067, Chapter unspecified to date.
- Residential Treatment Centers for Children and Adolescents – F.S. 394, 65E-9 FAC
- Transitional Living Facilities – F.S. 400, 59A-17 FAC

To improve a facility's ability to respond to an emergency, each CEMP must be reviewed annually. Licensed health care facilities must submit any change of owner, change of location or change of name immediately to EMD. Refer to the **EMD Health Care Facility Plan Review Policy and Procedure** for additional details on this program.

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## Inspections of Facilities with Extremely Hazardous Substances (EHS)

On October 17, 1986, Congress enacted the Emergency Planning and Community Right to Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA). EPCRA requires hazardous chemical emergency planning by Federal, State and local governments, Indian Tribes, and industry. Additionally, EPCRA required industry to report on the storage, use and releases of certain hazardous materials.

At the state level, the Florida Division of Emergency Management (FDEM) serves as the lead agency responsible for oversight and coordination of the local planning efforts required by EPCRA. Chaired by the Director of DEM, the State Emergency Response Commission on Hazardous Materials (SERC) serves as a technical advisor and information clearinghouse for state and federal hazardous materials programs.

At the local level, each of Florida's 67 counties performs a hazards analysis. The county hazards analysis is used as input to the Local Emergency Planning Committee (LEPC) Emergency Response Plan for Hazardous Substances required under EPCRA. The analysis includes inspections of facilities with Extremely Hazardous Substances (EHS) and identification of the probable affected area and population by releases. EMD personnel updates the hazards analysis for all facilities in Broward County, which have reported to the State Emergency Response Commission the presence of those specific Extremely Hazardous Substances (EHS) designated by the U.S. Environmental Protection Agency, in quantities above the Threshold Planning Quantity.

The data collected under this Agreement is used to comply with the planning requirements of the Superfund Amendments and Reauthorization Act of 1986, Title III, "Emergency Planning and Community Right-To-Know Act of 1986" and the Florida Emergency Planning and Community Right-To-Know Act, Florida Statutes, Chapter 252, Part II.

## Critical Infrastructure and Key Resources (CIKR) Protection Program

Critical infrastructure includes those assets, systems, networks, and functions—physical or virtual—so vital to the Broward County that their incapacitation or destruction would have a debilitating impact on security, the county's economic security, public health or safety, or any combination thereof. Key resources can be publicly (local, state or federal), or privately controlled resources essential to minimal operation of the economy and the government.

The countywide program for the critical infrastructure and key resource (CIKR) assessment and prioritization function is led by BSO in its functional role as Lead Agency for ESF #16. After an incident or disaster ESF #16 will develop impact assessments on critical infrastructure, essential services, and key resources. These assessments will be used to ensure that national and local critical infrastructure priorities for restoration are identified and incorporated into recovery plans and operations.

The responsibility for county owned or managed critical infrastructure recovery and restoration is led by the ESF having the associated responsibility for that infrastructure.

- ESF #1 is responsible for restoration and temporary repair of critical Broward County transportation facilities, and systems including transit, roads, and bridges.

- ESF #3 is responsible for providing emergency preparation and restoration of critical public services and infrastructures.
- ESF #12 is responsible for the preparation and restoration of damaged utility systems and components including potable water, wastewater, storm drainage/flood control systems, natural gas, electricity cable services, telephone, and wireless telephone.

Private sector partners will be responsible for restoration of their own CIKR assets in coordination with assessment and prioritizations conducted by BSO, ESF #16.

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# CONCEPT OF OPERATIONS

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## General

Emergency operations span four separate phases: preparedness, response, recovery, and mitigation. For the purposes of this plan, this concept of operations section will focus on emergency response, recovery, and mitigation efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic emergency.

## Notification and Warning

Notifications/warnings of impending or potential emergencies such as a hurricane, flooding, tornado, an aircraft crash, hazardous materials release, or any other significant 'All Hazards' event that might impact Broward County or its multiple jurisdictions or large numbers of people will be disseminated to responsible officials, emergency response agencies, and to the public. This is done for the purpose of implementing emergency government and management procedures and reporting such actions to other emergency management agencies. Upon receipt of such notifications/warnings appropriate response measures will be implemented by the County/ respective Municipalities.

## Broward County Warning Point

The Central Regional PSAP serves as the designated Broward County Warning Point. The Lead Dispatcher/County warning Point Duty Officer serves as the Warning Officer for Broward County. The North and South Regional PSAPS serve as alternate County Warning Points when the Central Regional PSAP is not operationally able to function in that capacity. If one of the 3 Regional PSAP sites is inoperable for any reason, the other 2 sites would have capacity to continue the call load.

Broward County has a consolidated regional 9-1-1 dispatch system, with the exception of the cities of Plantation and Corals Springs which maintain their own Public Safety Answering Points (PSAPs).

The Central Regional PSAP covers Cooper City, Dania Beach, Deerfield Beach, Fort Lauderdale, Hillsboro Beach, Lauderdale Lakes, Lauderhill, Lazy Lakes, Oakland Park, Pembroke Park, Sunrise, Weston, West Park, Wilton Manors, Unincorporated Broward, Port Everglades and the Airport. The Central Regional PSAP is located at 10440 W. Oakland Park Blvd., Sunrise.

The North Regional PSAP covers Coconut Creek, Lauderdale-By-The-Sea, Lighthouse Point, Margate, North Lauderdale, Pompano Beach, Parkland, Tamarac and Sea Ranch Lakes. The North Regional PSAP is located at 4900 W. Copans Road, Coconut Creek.

The South Central Regional PSAP covers Davie, Hallandale Beach, Hollywood, Miramar, Pembroke Pines and Southwest Ranches. The Central Regional PSAP serves as the designated Broward County Warning Point. The South Regional PSAP is located at 6057 SW 198 Terrace in Pembroke Pines.

The Broward County Office of Regional Communications and Technology contracts with the Broward Sheriff's Office Regional Communications Division and is responsible for fielding emergency and non-emergency calls for police, fire, and medical services within Broward County. Managing the three Regional Public Safety Answering Points (PSAPs) located in Coconut Creek, Sunrise, and Pembroke

Pines, through the Broward Sheriff's Office, provides 9-1-1 and non-emergency intake, teletype and dispatch services for all unincorporated areas of Broward County, 29 law enforcement municipalities, 28 fire rescue municipalities and numerous special patrol areas including the Ft. Lauderdale-Hollywood International Airport, Port Everglades, BSO Department of Detention, Court Services and other areas.

### Significant Incidents

Notifications of watches, warnings, or the occurrence of significant 'All Hazards' events will be received by County Warning Points/PSAPs throughout the County via bulletins and advisories from the National Weather Service, Federal Regional Operations Center (FROC), the State Watch Office (SWO), the State EOC (SEOC) received via any number of communication means, but commonly, the Emergency Management Network (EMnet), Weather Service Satellite System, the E9-1-1 System, NOAA radio, telephone, Regional Consolidated Public Safety Answering Points (PSAPs) and the general public. Significant incidents requiring notification to EMD include but are not limited to the following:

1. Evacuation – Evacuation or temporary displacement of multiple persons (>11) where assistance in coordinating temporary sheltering or providing transportation assistance (i.e., buses will be needed).
2. Active Threat – An active threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area(s) using firearm(s), explosive or other weapons.
3. Act of terrorism – Apparent act of terrorism or incident where terrorism indicators are present including bomb threats at County facilities or other sites in the County.
4. Hazardous materials spill – Requires an evacuation or sheltering the public in place.
5. Utility failures or emergencies:
  - o Electrical – sustained electrical outage resulting in loss of power in excess of 6 hours.
  - o Natural gas – line breaks other than residential occupancies requiring evacuation of the general public and/or closing of a major roadway.
  - o Sewer - Any spill involving a spill rate in excess of 100 gallons per minute or any spill in excess of 500 gallons into any major body of water.
  - o Water – Any line break lowering pressure to a point requiring a “boil water” order or an outage predicted to exceed six hours.
6. Closure of major thoroughfare, (e.g., I-95, Turnpike, I-595, I-75 etc.) – If determined to be of long duration (> 30 minutes) or a significant public safety hazard, (e.g., Hazardous Materials (HAZMAT), Mass Casualty Incident (MCI), evacuation etc.).
7. Major structure fire – Second Alarm fire or greater involving evacuation or temporary displacement of multiple persons.
8. Wildland fires - at, or near, the urban areas that threaten residential structures, utilities (e.g., power lines), or cause road closures.
9. Turkey Point Nuclear Power Plant – any threat or emergency affecting the plant.
10. Aircraft crash – An Alert 2 or higher where a crash may be imminent, and an airport assignment is dispatched.
11. Civil unrest - Civil unrest that poses a significant threat to public safety or impacts the delivery of public services or utilities.
12. Mass Casualty Incident (MCI) – Level 2 or greater (> 11 victims).
13. Mass migration – Incident where 25 or more aliens make landfall in multiple locations within the county or it appears that a constant flow of aliens are continuing to arrive on shore.
14. Tornado - Tornado sightings or touchdowns, or other severe weather phenomena involving injury or property damage.

15. Bridge collapse - A collapse that effectively closes a major evacuation route or any collapse resulting in a community deprived of emergency response or any collapse disrupting marine traffic.
16. Building collapse - a building collapse of an occupied building.
17. Major marine incident – Marine accidents involving an MCI Level 2 or greater or damage to any infrastructure.
18. Communicable Disease – Suspected case of a communicable disease that may warrant possible public health and public safety monitoring and response (i.e. EVD- Ebola Virus Disease).
19. Call-out to EOC for drills. If a component of the Broward County Warning Point is part of a known drill, the EMD Duty Officer will be notified of that drill in compliance with protocol for a real event.
20. Any other event not covered above that threatens public safety, which could be considered newsworthy or noteworthy, and may require Emergency Management awareness or action.

### Dissemination

Upon the receipt of notification of any significant event the Lead Dispatcher/County Warning Point Duty Officer shall notify EMD by contacting the EMD Duty Officer. The EMD Duty Officer may initiate one, or a combination of the following actions:

- Notify the State Watch Office if the County Warning Point Duty Officer is not able to do so via telephone.
- Notify one or more designated agencies of county government or political subdivision(s).
- Provide on-scene support if requested.
- Notify the EMD Director and/or Assistant Director for any major incident that may involve or could escalate to require activation of the CEOC.
- Activate the emergency Telephone Alert Warning System.
- Initiate and disseminate a Flash Report email alert.

Dissemination of information by either the Telephone Alert Warning System or Flash Report will be made to ESF/ICS component lead agencies, appropriate county governmental staff, and specified non-county contacts utilizing contact information maintained by EMD. It will be the responsibility of county government lead agencies for ESFs and ICS components to notify their respective support agencies, and division directors, and/or staff, under their span of control. In addition, the following dissemination actions may be initiated:

- Send notification to all Broward County Regional 9-1-1 Public Safety Answering Points and they will in turn notify all public safety agencies for which they are jurisdictionally responsible.
- Applicable Broward County political subdivisions, and other governmental and nongovernmental agencies will be contacted, and utilize their own internal procedures to notify their staff of the threat or emergency.



- Warning the public, through ESF #14, whether via the emergency alerting system or other available means, will include instructions for any required actions, i.e., evacuation, keeping away from a disaster area, seeking cover from a threatening tornado.

### Flash Reports

The Flash Report is a one-page report intended distributed to EOC stakeholders on a need-to-know basis only, providing a storm status and/or weather updates, SALT information, discussed above, and any pre-storm preparatory information or guidance. It can also be created to provide information about other potential emergency or disaster situations, or to update an existing emergency. Flash reports are normally generated during the monitoring phase (level 3) in order to share information and raise awareness to the threat of a hazard, or to share breaking news when deemed prudent by the Director of Emergency Management. The most common distribution of the Flash Report is through e-mail. The flash report requires a signature approval by the Director, or designee. before distribution.

### Integrated Public Alert and Warning System (IPAWS)

IPAWS is a national system for alerting the public of urgent information impacting public safety. It supports sending of local alerts to all citizens in a defined area from local, state, tribal and territorial officials during emergencies and from the President in the event of a catastrophic national emergency. IPAWS provides authenticated emergency alert and information massaging from emergency officials to the public through:

- Radio and television via the Emergency Alert System (EAS)
- Cellular phones via wireless emergency alerts (WEA)
- NOAA All Hazards Weather Radio via IPAWS-NOAA gateway
- Internet applications and websites via the IPAWS Public Feed

IPAWS alerts can be developed and disseminated through multiple platforms including EMnet and Everbridge.

Through a MOA between Broward County and the FEMA IPAWS Program Management Office, EMD has been designated as the Collaborative Operating Group and is responsible for the utilization and security of IPAWS Open Platform for Emergency Networks (IPAWS-OPEN). Under this designation, EMD identifies and coordinates training and certification of agencies and users who are tasked with sending alerts with the system. Currently, the Central Regional PSAP in its role as County Warning Point (CWP) is the primary entity tasked with dissemination of emergency alerting information to the public through IPAWS. Broward Emergency Management Division is the secondary entity for this role.

### Emergency Decision Making for Tropical Cyclones

Two key elements which are essential for making sound emergency decisions are: knowing the amount of time that is needed to prepare and mobilize for the emergency; and the amount of resources which are needed and available to respond. To assist decision-makers with this task, the emergency planners have at their disposal numerous studies and analysis tools. The concepts described below are relevant for tropical storm related emergencies where advanced warning is typically available. However, these decision making concepts can be utilized in any emergency where there is advanced warning of an impending event.



- Pre-landfall hazard time is the time during which hazardous conditions exist prior to actual storm landfall. For the purposes of tropical storm planning, pre-landfall hazard time is the time between the arrival of tropical storm force winds (TSFW) (one minute sustained winds  $\geq 39$  mph or 34 knots) and the arrival of hurricane force winds. As described below, overall countywide evacuations and pre-storm preparatory activities should be complete upon the arrival of TSFW.
- In weather related emergencies, time of arrival of TSFW will be computed from the advisories issued by the National Weather Service (NWS). These times therefore are based on the actual characteristics of the event (i.e., trajectory of the storm, forward speed of the storm, and the distance tropical storm conditions extend from the eye). These metrics and probabilities are derived from computer weather models using mathematical algorithms and interpretation by NWS weather specialists.
- For evacuation planning, Clearance Time is a fixed estimate of time that a county needs to evacuate a given area. It is the number of hours needed to move the threatened population to safety. Clearance times vary according to both storm and local conditions and is the only component of the total evacuation equation that does not change for a given evacuation scenario. Clearance times will be extracted from evacuation studies and risk analyses.
- Evacuations shall be planned such that the threatened populations can reach a safe location (i.e., shelter or other location out of the hazard threat) prior to the arrival of TSFW.
- Evacuation Start Time is the last possible time by which an evacuation could be initiated if it is to be completed before the arrival of TSFW. The time between Evacuation Start Time and arrival of TSFW must be greater or equal to the clearance time.
- For all preparatory activities, including evacuations, a projection is made of when a decision must be reached. This is Decision Time. Decision Time is the amount of time available before the latest issuance of a protective action to allow adequate response time for the threatened population. Normally Decision Time will be greater than Evacuation Start Time in order to provide time for evacuation preparations such as closing bridges, preparing evacuation routes, opening shelters, etc.
- Planning for the impact of a tropical cyclone will typically require response organizations to begin implementation of additional, non-evacuation related preparatory actions approximately 5 days prior to arrival of TSFW.
- Planning for adequate resources to respond to the emergency must also address:
  - Availability of resources
  - Location of resources
  - Time of arrival of resources

### Evacuation and Pre-Storm Preparatory Planning

Pre-landfall hazards associated with a hurricane pose a significant threat to a successful evacuation. The natural tendency to delay evacuation until the last minute may trap residents on roadways due to traffic jams or flooded evacuation routes. The torrential rains and tropical storm force winds associated

with the outer bands of a hurricane frequently render evacuation routes impassable long before the predicted landfall of the storm. In accordance with a wind effects report distributed by the Florida Institute of Technology<sup>4</sup>, TSW can down trees and power lines, blow out windows, blow down signs, cause flying debris, structural collapse and cause vehicles to overturn and deviate from their course. It is the policy of Broward County to plan for the effects of TSWs on all preparedness activities and evacuation procedures.

When TSWs arrive, overall countywide evacuation and pre-storm preparatory activities will cease. At this time, all response agencies should “lock down,” and all on-duty personnel should report to a secure duty station, and vehicular traffic should cease. However, weather conditions may not deteriorate uniformly across the county. Therefore, county departments and response agencies may make exceptions to extend preparedness activities beyond the “lock down” time but such exceptions must be specified in their disaster response plans or SOPs. These plans must specify the conditions, identify those operations that may be authorized, and the criteria used to determine the need for an extension. EMD strongly recommends that the safety of first responders and county employees be the chief concern when drafting extension procedures.

### Storm Action Lead Time (SALT)

EMD in cooperation with the Broward County Enterprise Technology Service (ETS) Division has developed a computer program to assist in this decision making process by organizing and identifying planning milestones and decision times for tropical cyclones. The official National Hurricane Center and Miami Weather Service (NWS) forecasts are the exclusive storm forecasts data entered into the application. The program, entitled “Storm Action Lead Time” (SALT), identifies operational tasks and assigns them a lead-time based on the intensity of the storm and the estimated arrival of tropical storm force winds (TSFW). The data from SALT is used to generate a tentative schedule and planning guides. SALT is a planning tool to provide emergency managers a schedule of key activities that must be accomplished to prepare for the storm and their decision time. The schedule is based on an objective analysis of when an activity must commence in order to fully accomplish the task prior to arrival of tropical storm winds. Therefore, it should be emphasized that the schedule of activities from SALT are tentative based on the most current NHC advisory. The estimated dates and times are not confirmed and are subject to change based on future advisories. **EMD Storm Action Lead Time (SALT) Policy and Procedure** outlines operating instructions for the SALT program.

### EOC Activation

When EMD has received notification that a threat or event has occurred which could require the implementation of EOC activation sections of this plan, each county agency with responsibility for a respective emergency support function or ICS component of the Broward Emergency Response Team will begin mobilization in accordance with this plan and their respective SOPs.

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<sup>4</sup> Pinelli, Jean-Paul, Subramanian & Chelakara. “Wind Effects on Emergency Vehicles.” Report prepared for the Division of Emergency Management, Florida Division of Community Affairs, August 31, 2003

The CEOC may be activated at any time there is an existing or potential threat or an incident that significantly affects the County or a large segment of its population. Plan stakeholders should plan on staffing the CEOC to the appropriate activation level within two (2) hours of the activation notification.

### Scheduled Activation

A scheduled activation may occur for both weather and non-weather related events. The ESFs, ICS components and municipalities that are expected to staff the CEOC will be notified in advance of the actual activation time and the reason for the activation. Notifications will be made using established notification policy (Everbridge, flash reports, etc.). The type and severity of the event will dictate to which level the CEOC is activated and which functions within the Table of Organization (TO) are directed to staff the CEOC.

### Unscheduled Activation

The CEOC may activate as a result of an unanticipated crisis. This crisis may be weather related such as a tornado, or non-weather related such as mass casualty incident. Depending on the incident, the appropriate ESFs, ICS components and municipalities will be notified to staff the CEOC as soon as possible but no more than 2 hours from notification. An unscheduled activation may occur at any time. EMD staff will cease conducting their daily activities and will report to the CEOC and prepare it for activation. EMD staff will make notifications to the appropriate ESFs, ICS components, municipalities, and other appropriate personnel of the activation.

Initial notification of an unscheduled event may come from several sources such as an on-scene source, media, or the CWP. The CWP will contact the EMD On-Call Duty Officer for incidents that meet or may escalate to the level requiring an EOC activation. If required, the Duty Officer will take appropriate action to implement CEOC activation procedures. Refer to the **EMD Duty Officer Policy and Procedure** for details regarding duty officer procedures.

### Emergency Operations Center Activation Levels

The CEOC can be activated to three (3) levels, depending on the nature of the disaster. The EMD Director shall designate what level of activation is required in response to a given situation, and shall ensure all steps for notification and operation are completed for the that level of activation:

**Table 4: Activation Levels**

Level of Activation	Description
<b>Not Activated:</b> Routine Monitoring	EMD is constantly monitoring the entire County for threats, unusual events, and situations that may warrant further action or intervention. EMD has a 24-hour Duty Officer that monitors various information sources such as the Miami National Weather Service Office, National Hurricane Center (during hurricane season), Ft. Lauderdale Sun-Sentinel, local TV channels, traffic information (FHP/FDOT traffic websites) in order to maintain awareness of actual or potential events that may require EMD intervention. The EMD Duty Officer will also receive incident notifications from the County Warning Point (CWP). EMD serves as the primary emergency point-of-contact for the alert, notification, and initiation of a preliminary response to major emergencies and disaster events occurring in Broward County.

Level of Activation	Description
<b>Level Three:</b> Monitoring & Assessment	<p>Level III is typically a monitoring and assessment phase where a specific threat, unusual event, or situation, is actively monitored by EMD. A Level III activation is an internal process for EMD and involves little, if any, inter-agency direction or coordination. The threat, unusual event, or situation simply warrants observation, verification of appropriate action, and follow-up by EMD staff. Events or incidents that occur during Level III activation can generally be resolved in a brief period of time by using a very small number of resources. Level III activation does not require EMD to significantly alter its day-to-day operations or management structure. Upon notification of the existence of a threat, unusual event, or situation, the EMD Duty Officer evaluates the situation, and, if conditions warrant, notifies the EMD Assistant Director, Director, or designee. Appropriate agencies are alerted, advised of the situation, and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the event, the Duty Officer verifies completion of the actions taken and documents the incident. At times, it is appropriate to hold briefings or staff meetings to respond to, or mitigate the situation, but no Incident Action Plan (IAP) is developed and distributed. Other EMD staff may become involved but the Duty Officer will remain the primary point of contact for EMD.</p>
<b>Level Two:</b> Partial Activation	<p>Level II activation is a limited agency activation. EMD staff, required ICS components and appropriate ESF lead agencies with a role in the incident response are activated and required to report to the CEOC. All other ICS component members and ESFs are alerted of the event and are on standby. The purpose of Level II activation is to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster. During Level II activation, the CEOC may be operational 24-hours per day or a lesser period of time. During Level II activation, EMD disseminates information to, and begins to coordinate preparation and response actions with, external agencies, municipalities, and Broward County departments tasked in emergency response. The incident command system (ICS) is implemented and some or all of the five (5) sections along with the branches are activated. The CEOC Command Staff develops and implements an Incident Action Plan (IAP). The Incident Action Plan provides operational objectives reflecting the priorities of Unified Command and the Executive Policy Group and other pertinent information. The CEOC personnel are briefed on the IAP and pertinent items are posted on the WebEOC® status boards. In most cases, the PIO (ESF #14), Call Center, Geographic Information Systems (GIS) services, and most elements of the EOC Support Unit are activated. Depending upon the event, any appropriate logistical support elements such as the Mission Tracking Unit, etc. are also activated.</p>
<b>Level One:</b> Full-Scale Activation	<p>In a full-scale activation, the CEOC is completely activated on a 24-hour schedule due to an imminent threat or actual occurrence of a significant disaster. All EMD staff, ICS components and all ESFs are activated and required to report to the CEOC. MSB Representatives are also in place in the CEOC. The ICS is implemented, and all sections and branches are activated. As in Level II activation, the IAP establishes the operational objectives and priorities of the incident. Additionally, all logistical and finance/admin support elements are activated. At this level response, relief, and recovery operations are expected to last for an extended period of time. Additional support or back-up staff, including representatives from the FDEM and/or the FEMA, is notified and available to assist should the response escalate and exceed local capability.</p>

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## EOC Technology

### Computers and Internet

The CEOC maintains a state-of-the-art computer network for daily routine and emergency operations. The computer system is integrated into the countywide area network through a redundant self-healing fiber ring and an alternate connection via a fiber connection to the data center at the IT Disaster Recovery Center. Additionally, there is access to multiple Internet Service Providers (ISPs) for internet connectivity including AT&T, Flexential, and Comcast. The computers have the full set of Office software and other essential applications for all staff persons. The CEOC maintains several servers with automatic load balancing and failover capability to operate independently of the countywide area network in the event of an emergency. The facility is served by 2 different AT&T central office (CO) facilities to insure voice communications.

### Display / Audio

The CEOC is equipped with the capability to display information on a variety of large screens and monitors. A display control system provides the ability to project data and video from multiple sources, including in-house closed circuit TV channels, video conferencing, and wireless Local Area Network (LAN). A BOSE audio system provides the capability to broadcast audio from these electronic sources or through microphones throughout the CEOC.

### Hurricane Tracking and Modeling Software

Several terminals can access hurricane tracking/modeling systems such as HURREVAC and HURRTRAK. These computer modeling systems utilize the forecast data from the National Hurricane Center (NHC) to calculate location-specific information, including onset of tropical storm force winds, hurricane force winds, evacuation clearance times, amount of storm surge, and flood threat.

### WebEOC®

Information, missions, and resources are coordinated and tracked in the CEOC using the WebEOC® Crisis Information Management Software (CIMS).

WebEOC® is a web-enabled collaborative information communications system that provides real time information sharing to facilitate decision making during a crisis or day-to-day operations. WebEOC® is internet based and thus can be accessed on any computer terminal with access to the internet. The system is available to municipalities and other partner organizations through the internet and is password protected.

Central to WebEOC® are electronic status boards. Status boards are the electronic equivalent of large, chronological or topical paper-based boards. Within WebEOC®, a status board is a display that provides the ability to generate, post, transmit, and share information real-time among other WebEOC® users.

The application also consists of several other modules including significant event tracking, EOC position log, mission and resource assignment and tracking, sign in, situation reporting and Incident Action Plan (IAP) development and distribution, file library and a host of other capabilities.

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## EOC Operations Overview

When the CEOC is not activated, coordination for incident response takes place through the normal Broward County governmental structure. This consists of an elected Board of County Commissioners, Constitutional Offices, Departments and Divisions charged with managing day-to-day County functions. The Broward County Organization Chart is located at the Broward County Web Site at: <http://www.broward.org/Administrator/Documents/OrgChart.pdf>. EMD's normal day to day management structure chart is maintained by the EMD Administrative Coordinator and is available on the EMD shared drive.

Upon activation of the CEOC, the lead agencies for all components of the BERT will provide representatives to the CEOC to coordinate the operations of that function. Through prior planning, the lead agencies have determined how many and what supporting positions will be required to staff the function. Due to the limited space available in the CEOC, ESF/Unit staffing should be closely coordinated with EMD in the development of SOPs.

The ESFs and Units will be responsible for obtaining all information relating to their activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the personnel representing their respective functions to step outside their traditional information gathering protocols.

The County will respond to local requests for assistance through the Incident Command System (ICS) process. Within the CEOC, requests for assistance and missions will be tasked to the appropriate Branch, Unit, or ESFs for completion. The appropriate Branch, Unit, or ESF will be responsible for coordinating the delivery of that assistance.

MSB representatives will coordinate with the designated emergency coordinators in affected municipalities to identify unmet needs and anticipated resource requests. The MSB also coordinates with municipalities for implementation of response and recovery missions.

Response and recovery priorities and objectives will be established by Unified Command. These objectives will be documented in an IAP and carried out each operational period by the appropriate ESF/Unit in accordance with the planning process described in the Direction and Control section of this plan.

Missions or tasks in support of the IAP will be tasked through the issuance of task assignments to the appropriate ESF or Unit using WebEOC<sup>®</sup>. Where there are identified resource requirements or shortfalls, resource tasking will typically be accomplished through a resource request in WebEOC<sup>®</sup>. The tasking on a mission assignment basis means that a local government resource shortfall will be addressed through assigning a task to address the shortfall rather than tasking specific pieces of equipment or personnel. The lead agency for the implementing ESF or Unit will be responsible for identifying the resource or resources that will accomplish the task and coordinate the delivery of that resource to the local government. Resource requests which exceed the capability of the County will be forwarded to the State and Federal ESFs.



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Each ESF/Unit and their associated lead agency director will be responsible for the preservation of vital records and documents deemed essential for government functions. The ETS “Data Center” is the host back-up site for Broward County information systems support services where vital county data to the function of county government is backed up on servers.

### **Terrorist Events**

Terrorist events will be coordinated with BSO as the local lead, in conjunction with FDLE and the FBI, in anticipating, preventing and resolving terrorist incidents. EMD will be the local lead, in coordination with FDEM and FEMA, for the restoration of essential services and providing emergency relief to governments, individuals and businesses. The CEOC concept of operations will continue to utilize the ICS process to provide support during the management of terrorist events. A more detailed explanation of the roles and responsibilities for terrorist events is provided in the Terrorism Annex.

### **Active Threat Events**

An active threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area(s) using firearm(s), explosive or other weapons. Responders should be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force, and/or explosives can be just as deadly as firearms. At times there is no pattern or method to the perpetrator’s selection of victims. Some active threat situations can be unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting or other assault and mitigate harm to victims.

Broward Sheriff’s Office or the police department from the incident’s location assumes immediate command of the incident. Initial response focuses on quelling the threat. Once the scene is rendered safe, emergency medical rescue occurs while simultaneously protecting the crime scene.

Incident command would be established at the scene, or if necessary, area commands would be established for multiple incidents dispersed geographically. In this latter instance, a regional command may be considered. Regardless, the CEOC would be activated to provide logistical and joint informational support.

An incident will be created in WebEOC and utilized to provide appropriate situational awareness, provide resource support when requested, facilitate information sharing and otherwise document the incident.

### **Protective Actions**

#### **Evacuations**

Most evacuations not related to tropical events will be local in scope and actions will be initiated following a decision by an emergency response incident commander. In such cases, the actions will be coordinated and administered by emergency response officials using local resources in accordance with operational procedures. It is anticipated that local jurisdictions will establish mutual aid agreements with neighboring jurisdictions to provide expanded resource capability. During any county administered evacuation that does not require activation of the CEOC, assistance will be provided under the various



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County agencies' normal statutory authority through coordination by EMD along with ESF #1, ESF #6, ESF #8, ESF #14, ESF #16, and ESF #18, if necessary.

In the event of a multi-jurisdictional operation, the County Commission (or the County Mayor if the County Commission cannot practically convene) in consultation with the County Administrator may issue a declaration of a local state of emergency and an evacuation order. This decision will be made following consultation with the EMD Director and representatives of the jurisdictions involved.

Evacuations with notice will be scheduled and coordinated in accordance with the Storm Action Lead Time (SALT) schedule as described above. All County assistance and support of such actions will be coordinated from the CEOC under the direction and control of the Broward Emergency Response Team. Decisions on issues, such as lifting tolls on toll facilities; locking down drawbridges; deploying and pre-deploying personnel; determining evacuation routes; directing people caught on evacuation routes to safe shelter; ensuring the sufficiency of fuel; and addressing any matters relative to the ordered protective actions will be made by Unified Command in consultation with the Executive Policy Group and appropriate ESFs as part of the incident action planning process.

The Broward County Emergency Evacuation zone map is located on the Broward Emergency Management website at <https://www.broward.org/Hurricane/Pages/HurricaneEvacuationMap.aspx> and the evacuation route map is located at <https://www.broward.org/Hurricane/Pages/evacuationroutes.aspx>. Detailed information on hurricane preparedness and evacuation planning is contained in the Broward County Hurricane A to Z Guide at <https://www.broward.org/Hurricane/Pages/atoz.aspx>.

### **Sheltering**

The opening of general population shelters is the responsibility of ESF #6. The opening of an SpNS is coordinated by ESF #6 and ESF #8 with support from the Logistics Services Branch. The CEOC will coordinate, through ESF #6 and ESF #8, any requests for assistance from other ESFs that need to support multi-jurisdictional shelter operations.

#### ***General Population Shelters***

General population shelters offer assistance to the general population and are defined as "any private or public facility that provides contingency congregate refuge to evacuees, but that day-to-day serves a non-refuge function. Examples include schools, stadiums, and churches." General population shelters are intended to provide a safe structure for the general population who live in an evacuation zone or in an unsafe structure and have not made other shelter option arrangements. General population shelters are opened when an evacuation order has been issued in the community due to a potential impending or actual emergency.

General population shelters are located geographically throughout the County, out of storm surge zones, and in close proximity to hospitals. During an evacuation for hurricanes, ESF #6 relies upon public school sites, updated annually, for use as general population shelters. For smaller shelter needs, (i.e., tornados or floods), the American Red Cross, a support agency for ESF #6, has agreements with municipalities, churches, and community buildings for use of these facilities as a shelter/feeding/relief center.

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#### General population shelters:

- Are intended to save lives by providing refuge from the impact of the event.
- Are equipped to provide only the basic essentials in order to protect their occupants and to support their intended purpose (e.g., potable water, minimal food (snacks), basic sanitation, basic first aid, and some electricity). General population shelters do not provide beyond these essentials.
- Are intended for any individual who feels insecure sheltering in their domicile. Since general population shelters cannot guarantee continuous electricity, air-conditioning, or medical care, individuals requiring special medical needs or medical care should register with the Broward County Special Needs Registry to apply for acceptance at a SpNS (see ESF #8 below).

#### **Security and Access Control**

Due to the severe damage inflicted by a major emergency, many areas will be left devastated and unprotected. In addition, numerous high priority emergency operations will be performed during the humanitarian relief phase of emergency response. As a result of these activities, there will be a need to tightly control access, ingress, and egress of the affected areas in order to limit the security risk to the damaged locations, and to minimize the impact on emergency operations by reducing unnecessary traffic on the County's major roads. A very strict interdiction and control policy will be implemented in the immediate aftermath of a major emergency, and that control will be maintained until sufficient levels of services and infrastructure are available to support the returning population.

#### **Reentry into Emergency Areas**

Because of the effects of the emergency, some areas of the County, specifically the Barrier Islands, may sustain damage of such magnitude that access into these locations by the general public would require significant limitation. Emergency operations such as search and rescue, damage assessment, preliminary debris clearance, and other tasks will need to be performed to assure some degree of stability in these areas. Premature permanent reentry by the general public into these locations would complicate these emergency response operations and leave the returning population vulnerable with no services to support them. Reentry into evacuated areas of Broward County shall be restricted until sufficient levels of services and infrastructure are available to support the returning population.

#### **Reentry Priorities**

The number one priority for re-entry will be the mobilization and dispatch of search and rescue, cut and toss access across roadways, as well as damage assessment teams into the impacted areas to open access for first responders, search for survivors, and provide assessments of the damage. These operations will be the first response elements programmed for re-entry and they will consist of representatives from law enforcement, fire, EMS, public works, utility providers, and municipalities. No other government or private sector activity will be allowed to re-enter the evacuated areas until these operations have been completed. After these actions have been completed, then other government and private sector emergency response operations (i.e. complete debris clearance, permanent utility restoration) will be allowed to commence.

### Reentry Authorization

Under Florida Statutes Section 252.36, the Governor or State Coordinating Officer (SCO) has the authority to control the ingress and egress to and from an emergency area. However, except under extraordinary circumstances, the County will make the final determination regarding reentry. State and County officials will review information collected by Needs and/or Impact Assessment Teams. When it is determined that the environmental conditions within the affected area(s) are safe for public access, a recommendation to relax protective actions and allow reentry into certain designated areas will be made to the County Mayor and County Administrator.

## Impact Assessment

### Broward County Home Damage Assessment Program

Broward County has implemented a program to help quickly identify areas of devastation, even before damage assessment teams are able to canvass the County. This program is targeted for all residents including those who live in single-family homes, condos, townhouses, apartments, duplexes or mobile homes.

Under the Home Damage Assessment Program, residents are asked to report hurricane damage to their home after the storm passes and it is safe to go outdoors. The resident is asked to compare the observed damage to four home pictures (depicted below) which are provided via the internet and other media and select the one that best represents the condition of their home for damage level and/or flood level. The home pictures depict the following damage levels:

- Level 1 – No or minor damage; habitable
- Level 2 – Major damage; habitable
- Level 3 – Major damage; uninhabitable
- Level 4 – Destroyed
- Flood Level 5 – Moderate flooding
- Flood Level 6 – Major flooding



The resident can report this information by calling the Broward County Emergency Hotline at 3-1-1 to phone in a damage assessment report, by downloading a mobile app, or if they still have power and access to the Internet, they can submit the data via the internet from their home computer, or web enabled cell phone at [www.broward.org/hurricane](http://www.broward.org/hurricane).

The resident provides street address, city and zip code, and the number of the picture that best represents the level of damage. The mobile app, Broward Home Damage Assessment, can be downloaded from the App Store for IOS or the Google Play store for Android. For the mobile application, the cell phone's location is automatically geo-coded to a map. The resident then selects the graphic that best represents the level of damage to their residence.

Resident reports may provide a critical early indication of where major damage has occurred. These reports do not constitute a request for individual assistance and do not replace the normal grid-by-grid assessments performed by County assessment teams.

### **Rapid Impact Assessment (RIA)**

The RIA process, sometimes referred to as a windshield survey, is conducted immediately after an event occurs and should be completed within 4-6 hours of an event or cessation of tropical storm force winds. The RIA is a quick survey undertaken to identify the support and resources needed. The RIA provides Unified Command with quick information to assess the size of an event and the extent of damage. The RIA is a tool designed to rapidly:

- Assess the extent of damage
- Assess the need to request Mutual Aid from: Regional and/or State and/or Federal level(s)
- Assist in the effective management and distribution of emergency response resources

The RIA is a quick indicator of the observed damage specific to geographical areas. The information gathered through the RIA is gathered in relation to the Broward County Fire Services grid mapping system, a ¼ mile grid system also known as fire grids. There are 1,700 grids within Broward County. As soon as life safety issues and weather conditions permit, each agency/municipality should assess their assigned area and report the information using the grid system and on-line RIA Map. This information will allow the CEOC to do preliminary planning. Due to the time sensitive nature of this information the RIA should be completed within 4-6 hours of cessation of tropical storm force winds.

The Planning Section (ESF #5) Damage Assessment Unit (DAU) uses a Geographic Information System (GIS) map application to collate and display reports. This GIS map displays damage assessment information via colors indicating the degree of wind and water damage sustained within the County. The GIS component of this assessment is conducted by personnel in the GIS and Damage Assessment Units.

Each Municipality is responsible for coordinating and reporting the RIA for the grids falling within their jurisdiction. Broward County Sheriff's Office (BSO) is responsible for reporting RIA information for unincorporated Broward and those municipalities to which BSO provides services unless otherwise determined by the city. The information is entered via the internet-based RIA app or reported to the CEOC by other communications to the appropriate municipal liaison or ESF #5 damage assessment staff.

### **Response Operations**

Response to major or catastrophic emergency will be a protracted process that will severely strain the resources of both governmental and non-governmental agencies over a period of time. A major or catastrophic emergency will require extraordinary steps to be taken to provide resources and assistance quickly and effectively.

Priorities will be established by local, state, and federal officials to guide the emergency response process, including:

- Securing the disaster area and protecting public safety.

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- Opening blocked roadways to permit first responder access.
  - Assessing the immediate unmet emergency needs of those impacted by the emergency (food, water, clothing, medical supplies, etc.) and taking the appropriate steps to meet those needs.
  - Identifying and eliminating hazards to public health.
  - Assessing damages to essential public facilities and services (electricity, telecommunications, transportation systems, etc.) and taking the appropriate steps to restore essential facilities and services; and
  - Assessing the total impact to homes and businesses.

Once the emergency has passed, coordination of response and relief operations will begin such as search and rescue operations, mass casualty activities, the provision of emergency supplies, damage assessment, emergency debris removal, and emergency restoration of utilities. The CEOC will continue to direct management and coordination of all emergency response functions. Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be represented through various ESFs in the CEOC.

Requests for immediate relief supplies and resources will be made by the municipalities to the CEOC through the MSB Director. The CEOC may consolidate city requests into a County request for immediate relief resources. The County request for outside resources will be made to the State.

The CEOC will be the primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the County. State and Federal Emergency Response Teams will be established and sent as soon as possible after the emergency. Ideally, these Emergency Response Teams will be located in Broward County at or near the CEOC and will carry out all State coordination and assistance functions until the Federal Joint Field Office (JFO) is established **(see the section below titled “Federal Disaster Assistance” for additional details)**.

After the immediate emergency response phase, more and more of the direction, control, and coordination of the emergency response functions will be transferred to normal county government agency functions. At the point when the Declaration of Local Emergency is lifted, the County and municipal government agencies will be in complete control of all Broward County recovery efforts. For major disasters, a separate recovery organization as described under the “Recovery” section of this plan may be activated to implement recovery actions.

### **Municipal Services Branch**

The MSB is comprised of an MSB Director, MSB Supervisor, and MSB Representatives from the 31 municipalities within Broward County, the Seminole Tribe of Florida, and the BMSD. The MSB Director reports to the Operations Section Chief. The MSB Representatives are assigned to represent one municipality, or requested to represent one or more adjacent municipalities through a MOA or MOU established between the municipalities themselves. MSB Representatives may agree to represent multiple municipalities in predetermined cooperative groups or Divisions. During all phases of disaster management, the MSB requests, collects, coordinates, verifies, and organizes information or resources



from their respective MEOC and offices to ensure that an efficient unified format is carried out expeditiously to support the needs of municipal jurisdictions. MSB responsibilities include, but is not limited to:

- Serving as the central source of information for overall internal/external communication and coordination with all agencies represented in the MSB.
- Serving as the central conduit for the request of resource or task assistance from other municipalities or ESFs at the CEOC or State EOC.
- Report directly to the MSB Director and the Operations Section.
- May become operational 24 hours a day during Level 2 activation (depending upon the type, location and duration of event) and will become operational 24 hours a day during a Level 1 activation, in two (2) 12-hour shifts.
- Collaborates with BERT sections, branches, units, and ESFs in resolving conflicts to facilitate incident management (such as mission and resource requests).
- Provides information on MEOC activations, operations, delivery of services, technical assistance, possible or established gaps, and the accomplishment of incident objectives.
- Continuously working with the MEOCs to update the Essential Elements of Information (EEI) Board in WebEOC® to be used in the MSB SITREP, which includes:
  - Brief Situation Summary
  - Municipal Objectives
  - Municipal Obstacles
  - Municipal Specific Statuses
  - Municipal Declarations
- Provides critical information and field information to the Liaison Unit and ESF #14 for media release.
- Ensures that all alerts and notifications have been properly distributed at the local level and vice versa.
- Distributes to Municipal EMC all State and Local Disaster/Emergency Declarations as they become available.
- May participate in conference calls to receive situation updates and disseminate information regarding the current incident or activation.

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## Emergency Services Branch Operations

### ESF #16 Law Enforcement Operations

ESF #16 is responsible for the overall coordination of local security efforts. The ESF will be in close contact with the BSO Emergency Operations Center for coordination and mobilization of personnel, equipment and other security resources. Requests by local officials for additional law enforcement/security resources are coordinated through ESF #16.

If there is sufficient warning time and it is possible to determine the most probable area to be impacted by an emergency, personnel from state law enforcement agencies and the FLNG may be pre-deployed to a location proximate to the anticipated disaster area. Depending on conditions, FLNG troops may be activated and placed in armories within the anticipated disaster area to facilitate their rapid deployment into the field.

Once emergency conditions subside, and upon the issuance of a Stafford Act declaration, local and state law enforcement and FLNG personnel may be deployed in coordination with the ESF #16 and ESF #13 within the disaster area to:

- Secure homes and businesses.
- Deter looting.
- Direct/control traffic.
- Enforce curfews.
- Protect recovery efforts as may be required.

State and local law enforcement agencies may divide the disaster area into the following three zones for the purpose of prioritizing law enforcement/security efforts during weather related events:

- Green zone -- low to moderate damage to structures and infrastructure; utilities have been restored or are in service; low crime potential; normal patrol presence by state and local law enforcement agencies.
- Yellow zone -- moderate to high damage to structures and infrastructure; some debris on roadways; some humanitarian relief needed; increased patrol presence necessary by state and local law enforcement agencies.
- Red zone -- extreme devastation; no utilities or other public services; highest priority for additional security.

For the purpose of prioritizing law enforcement/security response efforts for bomb, chemical, radiological, biological, multiple structure fire and weapons of mass destruction incidents, the State and local law enforcement agencies, in coordination with fire and special team personnel, may divide a disaster area into the following three zones:

- Cold Zone – area outside the warm zone where the incident command post, support resources and safe refuge are staged. This area should pose no risk of secondary contamination or injury.



- Warm Zone – area between the actual incident and incident command post. This zone has a minimal risk of secondary contamination or injury and is used as a decontamination area for emergency personnel entering and leaving the hot zone.
- Hot Zone – actual incident site where only emergency personnel with specialized personnel protective equipment are permitted. Possibility of secondary contamination or injury exists within this zone if accessed without proper training and protective gear.

As additional shelters, food distribution sites, recovery information centers, fixed and mobile feeding sites, and other facilities providing humanitarian relief services are established; ESF #16 should anticipate a high volume of requests to provide security. To make the most efficient use of limited security resources, state and local decision-makers should make every effort to concentrate humanitarian relief services into certain areas and to establish new humanitarian relief facilities in areas where security is already in place.

To support ESF #16 and help meet the demand for additional law enforcement/security resources, the Florida Sheriff's Association and Florida Police Chief's Association may establish one or more command posts to coordinate the staging and deployment of additional law enforcement officers and equipment. ESF #16 may assign a liaison to these command posts. Law enforcement officers from outside the disaster area(s) may be used to supplement or relieve local law enforcement officers, who may themselves be victims of the disaster.

ESF #16 will assist local law enforcement agencies in the enforcement of established curfews. Only those persons with some form of official emergency credentials will be allowed to move about the disaster area after curfew.

ESF #16 will coordinate closely with ESF #7 to ensure adequate supplies of fuel for emergency vehicles. ESF #16 will also coordinate closely with ESF #3 and ESF #7 to ensure the availability of trained mechanics and technicians to conduct necessary repairs.

### **ESF #9 Search & Rescue Operations**

Search and rescue activities involve locating and rescuing persons who are trapped, endangered, disabled or isolated as a result of an emergency. ESF #9 coordinates the provision of personnel, equipment, and other resources as necessary to support local search and rescue operations.

ESF #9 will establish contact with ESF #16. ESF #9 will also work closely with ESF #16 to ensure affected areas are marked and secured. ESF #9 coordinates with ESF #8 to ensure emergency medical treatment and medical triage are available for those rescued, and that injured persons are transported to appropriate medical facilities for continued treatment and care.

### **ESF #10 Hazardous Materials Operations**

ESF #10 provides for a coordinated response to actual or potential hazardous materials incidents. Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released.

As soon as possible after an incident, ESF #10 will conduct a thorough analysis of the countywide damage assessment information. ESF #10 staff will mobilize necessary agencies into action to mitigate,

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contain, and/or clean-up hazardous substances based on damage assessments. Staff will make initial recommendations to Unified Command to request outside assistance from State, Federal, and local resources based on these assessments. Specific actions will include, but are not limited to:

- Coordinate field review of SARA Title 302 Facilities to ensure there are no major releases of hazardous materials to the environment.
- Assign hazardous material inspectors to respond to specific events where their expertise is required.
- Route requests for environmental support to appropriate environmental professionals.
- Route Laboratory Requests to the Environmental Monitoring and Enforcement Division.

ESF #10 will continue to conduct a thorough analysis of hazardous material and other environmental related impacts and coordinate response as necessary until demobilization operations are complete. ESF #10 works closely with ESF #4 Firefighting to coordinate BSO Fire/Rescue hazardous material response.

#### **ESF #4 Firefighting Operations**

ESF #4 will coordinate firefighting resources for detecting and suppression of wild land, rural and urban fires or similar emergencies. ESF #4 operations will include:

- Performing necessary actions to assist police agencies with emergency evacuation and evaluating the evacuation zones for safe re-entry by the public
- Coordinate fire service assistance requests from municipalities and other Broward County agencies.
- Coordinating allocating and prioritizing additional public and private fire service resources to include people, materials, goods, and services within the impacted area.
- Coordinate with ESF #10 during incidents where hazardous materials response operations are required and to identify any known hazardous materials transports that could be affected by the disaster.
- Support ESF #16 and ESF #3 in hazard identification and regulation.

When requests begin to exceed ESF #4's capability to respond, requests will be forwarded to ESF #4 at the SEOC to mobilize additional resources.

### **Human Services Branch Operations**

#### **ESF #6 Mass Care Operations**

Broward County Human Services Department Family Success Administration, as lead agency of ESF #6, is primarily responsible for providing general public mass care (including shelter and feeding).

ESF #6 works closely with ESF #8 to ensure that emergency medical services are available to disaster survivors and emergency workers at all mass care facilities. Requests for food, water, and ice are processed through ESF #11.

ESF #6 will work closely with its state and federal counterparts to establish a system for collecting information on disaster victims/survivors and making that information available to family members outside

the disaster area(s). This information will include the names of persons registered at shelters and listed on National Disaster Medical System (NDMS) and other casualty lists, and any other relevant information released through local hospitals and emergency operations centers. Any information related to disaster-related deaths will be limited to those fatalities that have been officially confirmed.

Broward County plans for the shelters to accommodate residents for a limited period, generally one (1) to four (4) days, and include staff, supplies, and equipment. ESF #6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts. When an "All-Clear" signal is issued, the shelter population will return home and the shelter will close unless there is a need to coordinate recovery sheltering activities.

### **ESF #8 Health & Medical Operations**

ESF #8 is responsible for coordinating the public health and medical components of a county-level response. The basic ESF #8 functions carried out during a response are essentially the same for any hazard and follow the ICS concepts. The purpose of ESF #8, is to coordinate plans, procedures and resources as a part of the BERT to assure Broward County can meet a core set of operational missions:

1. Support local assessment and identification of public health and medical needs in impacted areas and implement plans to address those needs.
2. Coordinate and support stabilization of the public health and medical system in impacted areas.
3. Support sheltering of persons with medical and functional needs.
4. Monitor and coordinate resources to support care and movement of persons with medical and functional needs in impacted areas.
5. Support monitoring, investigating and controlling potential or known threats and impacts to human health through surveillance, delivery of medical countermeasures and non-medical interventions.
6. Support monitoring, investigating and controlling potential or known threats to human health of environmental origin.
7. Develop, disseminate and coordinate accurate and timely public health and medical information.
8. Monitor need for and coordinate resources to support fatality management services.
9. Monitor need for and coordinate resources to support disaster behavioral health services.
10. Support responder safety and health needs.
11. Provide public health and medical technical assistance and support.

### ***Deployment of Medical Reserve Corps***

The Medical Reserve Corps (MRC) is a network of local groups of volunteers committed to improving the health, safety and resiliency of their communities. MRC volunteers include medical and public health professionals, as well as others interested in strengthening the public health infrastructure and improving the preparedness and response capabilities of their local jurisdiction. MRC units identify, screen, train and organize the volunteers, and utilize them to support routine public health activities and augment preparedness and response efforts. The mission of the Florida MRC Network Program is to augment local community health and medical services staff with pre-identified, trained and credentialed MRC volunteers. The Florida MRC Network was established to effectively facilitate the use of private volunteers in emergency response.

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### *Special Needs Shelters (SpNS)*

SpNS are designed to meet the needs of persons who require assistance that exceeds services provided at a general population shelter. Special needs shelters are intended to provide, to the extent possible under emergency conditions, an environment that can sustain an individual's level of health. Broward County plans for the shelters to accommodate residents for a limited period, generally one (1) to four (4) days, and include staff, supplies, and equipment. ESF #8 lead agency, the Florida Department of Health Broward County, is responsible for operating the SpNS in Broward County. When an "All-Clear" signal is issued, the clients will be "discharged" from the SpNS and the shelter will close unless there is a need to coordinate recovery sheltering activities. Individuals considered for assignment to an SpNS are encouraged to first register with the Broward County Special Needs Registry.

### *Coordination with ESF #1 – Transportation and ESF #13 - Military Support*

To assist in the evacuation of injured or sick patients from health care /medical facilities in the impacted area, ESF #8 will coordinate with ESF #1 for those that need transit and paratransit assistance. The Airport(s) and possibly Port Everglades may be utilized for coordinating mass evacuations out of the area. ESF #13 may be requested to provide military or National Guard assistance with security, to help secure aero medical evacuation (air evacuation) aircraft from the National Guard Bureau or the federal Department of Defense. ESF #8 will work closely with its federal counterpart to locate sufficient bed space for evacuated patients (the NDMS maintains a nationwide network of more than 100,000 pre-committed hospital bed spaces in major metropolitan areas).

### *Coordination with Mortuary Services*

ESF #8 works with local officials to assist in establishing temporary victim identification and mortuary services. ESF #8 also works closely with its state Florida Emergency Mortuary Response Team (FEMORS) and federal counterparts, Disaster Mortuary Services Teams (DMORTs) through the NDMS. FEMORS/DMORTs have the capability to supplement the local Medical Examiner's office for victim identification, forensic dental and pathology methods, and for the processing, preparation, and disposition of remains.

### *ESF #17 Veterinary Concerns Operations*

ESF #17 is responsible for animal issues pre-and post-event, including rescue retrieval of animals, which include small animals (pets), large animals (farm) and wildlife. ESF #17 will provide resources for veterinary and animal care needs during an emergency.

Immediately after a disaster and after emergency conditions subside, an impact assessment will be conducted by ESF #17 staff/teams to determine the degree of support required from state and federal agencies. The results of the assessment will be reported to the CEOC.

### *Small Animal Group*

Under the auspices of Broward County Animal Care & Adoption Division, ESF #17 will identify and coordinate pre-event acquisition of anticipated resources for small animal needs. ESF #17 will verify and activate Memoranda of Understanding to request emergency relief supplies, space, and office supplies. ESF #17 will coordinate the provision of veterinary care to service animals.

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### *Pet Friendly Shelter*

In order to increase voluntary evacuation of households with pets located within the boundaries of mandatory evacuation areas and in mobile homes, Broward County has identified three Pet Friendly Shelters. Broward County Animal Care & Adoption Division, the lead agency for ESF #17 will manage the pet related operations of the designated Pet Friendly Shelters.

In coordination with ESF #6, ESF #17 provides for the sheltering and veterinary care of service animals in public shelters.

### *Large Animal Group*

Large Animal Disaster Committee (LADC) will manage large animal issues. Under the auspices of ESF #17 the LADC will staff, operate and manage triage centers. ESF #17 will also work with the Department of Agriculture to supplement the local response to animal issues. ESF #17 will coordinate with ESF #8 for the identification, prevention and control of diseases of animals which have public health significance, including epidemiological issues. As needed, ESF #17 will coordinate and consult with ESF #8 and State of Florida Department of Agriculture (DOA) on the disposal of dead animals.

### *Wildlife and Exotic Group*

The Broward Animal Care & Adoption Division will coordinate with the Florida Freshwater Fish & Wildlife Conservation Commission (FWC) and other partners such as the SPCA Wildlife Care Center to manage this component of animal emergency response. ESF #17 will coordinate with various wildlife groups to assist in relocation and fostering wildlife and exotic animals post-event.

## **Infrastructure Branch Operations**

### **ESF #1 Transportation Operations**

ESF #1 participates in evacuation planning and implementation of the evacuation plan. This includes monitoring and coordination of evacuation support systems such as bridge lockdown and traffic signal reprogramming (through ESF #3). Following a disaster, ESF #1 will collect, analyze, and distribute information on the status of the county's transportation infrastructure. The ESF will conduct prioritization and/or allocation of all government transportation resources. In addition, ESF #1 will assist the Logistics Section in the movement of goods, equipment, animals, or people, as requested.

ESF #1, in conjunction with ESF #3 provides coordination for assessment, and restoration of transportation systems and infrastructure during incident response. In addition, ESF #1 is responsible for processing all transportation requests from County, municipal, and voluntary agencies.

In any disaster, the use of highways and roads are critical for bringing in disaster supplies and fuel. In a large-scale disaster, the road infrastructure may be severely compromised. The immediate restoration of activities in all highways and roads in Broward County is essential to a swift, coordinated, and successful response to any disaster. ESF #1 will monitor and coordinate with ESF #3 for the assessment and restoration and recovery of surface transportation systems and infrastructure.

ESF #1 will coordinate available manpower and equipment resources to ensure continuous 24-hour operation of transportation vehicles when and if required. This includes monitoring of fuel status and inventories. Equipment and busses may be prepositioned based upon projected requirements. ESF #1

will coordinate the provision of surface mass transportation for residents with medical needs during evacuations. Mutual aid requests for surface mass transportation services and assets are coordinated by ESF #1.

### **ESF #2 Communications Operations**

A major disaster may result in considerable damage to public safety communication tower sites. This may cause a loss of police, fire rescue and local government radio communications. Additionally, due to loss of commercial power, E9-1-1 PSAP would rely on generator power to support the E9-1-1 system. A loss or interruption of this generator power would have severe consequences to first responder operations and the welfare and safety of the general public.

ESF #2 will immediately take necessary actions to support the restoration of the communications infrastructure and provide communications support to response efforts. ESF #2 will coordinate the provision of handheld radios for field responders. When these requests occur, ESF #2 programs radios, charges batteries and distributes them as needed. ESF #2 will also provide assistance to the Municipalities when they experience trouble with their E9-1-1, 800 MHz Trunked Radio System Computer Aided Dispatch (CAD) and network applications.

### **ESF #3 Public Works & Engineering Operations**

A major disaster may cause significant property damage. Structures, homes, public buildings, bridges and other facilities will be destroyed or damaged and must be reinforced, demolished or isolated to ensure safety. Streets, highways and other forms of transportation and related infrastructures will be damaged or unusable. Local public works activities maybe hampered by insufficient resources, damaged equipment and disrupted communications. Extreme debris will impede transportation and require collection from public and private properties.

ESF #3 coordinates and manages the response to these conditions. Immediately after an emergency, ESF #3 will conduct damage assessment of county infrastructure. These initial damage assessments are critical to formulate response prioritization, evaluate building safety and initiate actions to reopen facilities to restore county government operations. The ESF initiates emergency repair activities to minimize additional damages and may procure emergency contractors to assist in these efforts. ESF #3 coordinates with ESF #1 for damage assessment of the traffic network infrastructure. ESF #3 will coordinate road clearing and signal restoration activities with Florida Department of Transportation (FDOT), Florida Power & Light (FPL), and municipal counterparts.

### **Debris Operations**

Major disasters can generate large volumes of natural and/or man-made debris requiring prompt removal and disposal to allow affected communities to return to normalcy after the event. Debris volumes can be very large and can involve large scale, countywide operations for debris pickup, transport, and disposal. Further, because of the number of incorporated municipalities and special districts in Broward County, each of which is responsible for debris management, effective inter-jurisdictional cooperation and coordination are critical to successfully managing debris operations.

Rapid clearance of debris from roadways is critical to allow public safety and other critical response efforts to take place. ESF #3 will manage the "first push" phase which consists of quickly clearing a path in



major roads and/or lanes to allow first responder transportation to take place. More thorough road debris removal takes place after the “first push”.

ESF #3's debris management concept of operation calls for the establishment of a Debris Management Center (DMC). The DMC is an off-site command center with the sole function of managing debris operations. These operations include assessing the debris related impact of the event and, as indicated, activation of procedures, contracts, and facilities for debris operations. Throughout the operational period, the DMC's role includes; monitoring of debris removal, overseeing the conduct of storage and disposal operations, overseeing the operation of Temporary Debris Management Sites (TDMS), coordination with municipalities' for debris operations, as well as implementing programs for public information regarding the public's role in debris management. For Federally declared disasters, DMC staffs also assure maximum reimbursement to the County by ensuring that documentation of debris management operations is accurate and complete.

### **ESF #12 Public Utilities Operations**

A major catastrophic disaster may cause public utility and flood control system damage at any location throughout the County. Power lines, telephone equipment, gas mains, water plants, water distribution systems, sewer plants, sewer collection and transmission systems, and drainage systems may be destroyed or damaged and must be restored or repaired. Utilities may be damaged and may be partially or fully inoperable. The goal of ESF #12 operations is to assess, stabilize, and coordinate the repair and remediation of these conditions.

ESF #12 is comprised of personnel representing water, electrical, gas, telephone/wireless, and cable utilities. Water and sewer emergency operations are coordinated with the Broward County Water and Wastewater Services Emergency Operations Center. In addition, ESF #12 coordinates water, wastewater and drainage emergency operations with the South Florida Water Management District (SFWMD) and all Broward County drainage districts.

Immediately after an event, ESF #12 compiles utility damage assessment information. Utility representatives maintain contact with command centers for their respective utilities. Each emergency is unique and requires ESF #12 staff to make decisions based on the best information available. The general priorities for ESF #12 operations are:

1. Clearance of debris and repair of drainage systems.
2. Repair of raw water wells and water treatment plants to the extent required for essential services.
3. Repair of water distribution systems, especially to those serving hospitals, nursing homes, shelters, and other public health and safety facilities.
4. Repair of wastewater treatment plants to the extent required for essential services.
5. Repair of wastewater collection and transmission systems, especially to those serving hospitals, nursing homes, shelters, and other public health and safety facilities.
6. Energy priorities are determined in accordance with the FPL disaster recovery plan. Critical facilities such as hospitals and nursing homes are a priority.



The restoration of other utility services such as gas, telephone, and other communication services will be conducted concurrently and are required to support community recovery efforts and the above recovery items.

Broward County ESF #12 participates in Florida's Water/Wastewater Agency Response Network (FlaWARN). FlaWARN is the formalized system of "utilities helping utilities" address mutual aid during emergency situations. These incidents may be human-made or natural disasters. The project's infrastructure consists of a secure web-based data bank of available resources and a practical mutual aid agreement. The goal of FlaWARN is to provide immediate relief for member utilities during emergencies. FlaWARN works by matching water management specialists with the necessary tools and equipment to both assess and assist the impacted water and wastewater system as quickly as possible until a permanent solution to the devastation may be implemented.

### **ESF #18 Business & Industry Operations**

ESF #18 assists in the coordination of the preparation, response, and recovery processes for business and industry. The ESF is comprised of two Units, Hotel/Hospitality and Business Recovery, each focusing on a segment of the private sector.

The Hotel/Hospitality Unit coordinates with the entire hospitality industry to ensure that steps are taken to provide timely disaster information in order for hotels and meeting planners to ensure the safety of guests presently in the area and to collect hotel occupancy information in order to assist guests with alternate rooms in non-evacuation areas. The Unit will also coordinate with meeting and convention planners for alternative plans for future events. All disaster related information from the Unit will be posted on the sunny.org website.

The Business Recovery Unit responds to the immediate and long-term recovery needs of businesses impacted by a disaster and have developed, in conjunction with local municipal partners, disaster relief facilities known as Disaster Recovery Centers. These Centers will provide disaster relief information and referral assistance to businesses in Broward County, and are comprised of federal, state and local agencies. Business recovery centers will be geographically located throughout Broward County and will be operational on an "as needed basis".

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## Recovery

The transition from Response to Recovery is a gradual process, the pace and timing of which will depend upon the circumstances. As response activities diminish, recovery activities will increase. If the scope of the disaster dictates, a separate recovery organization will be established to manage recovery operations. This will start as the Recovery Branch (in the Planning Section) of the CEOC and may grow to become the temporary Recovery Coordination Center. The response-phase EOC Commander will make the decision as to when to transfer direction and control of recovery operations to the Recovery Manager and Recovery Coordination Center depending upon the circumstances of the disaster.

### Broward County's Recovery Plan

Broward County's Recovery Plan takes an "all hazards" approach. The Plan was developed to address the recovery focused risks identified in Broward's ELMS Strategy Hazard Identification and Risk Assessment. The Recovery Plan takes all the known threats and hazards into account to provide a standard framework for County level disaster recovery unless otherwise noted.

Prior to or concurrent with activation and implementation of the Recovery Plan, the Broward County CEMP, County/City Departmental plans, COOP plans, and Continuity of Government planning may be implemented. Emergency response for recovery and continuity of essential functions will be provided to the degree possible. The 31 municipalities and the Seminole Tribe of Florida should have disaster recovery plans to establish local municipal recovery operations in conjunction with county wide recovery operations.

### Broward County Recovery Plan Activation Criteria

The determination to formally transition from the Broward County Comprehensive Emergency Management Plan to the Broward County Recovery Plan will be made by the response-phase EOC Incident Commander, using the following criteria as a guide:

Immediate life-safety concerns associated with a disaster incident have been contained.

- The demand for normal and emergency services on County governmental and/or non-governmental entities exceeds the capability of these entities because of ongoing or unmet needs from the response phase, or because of new needs.
- The situation is expected to persist for an extended period of time.
- The County has requested the Governor declare a "state of emergency" and requested the president declaration of emergency or disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388 (Stafford Act).

The above activation criteria notwithstanding, certain recovery concepts and organizing principles outlined in the Broward County Recovery Plan may be applicable for incidents of varying scale and scope.

The decision to activate the overall transition from response to recovery will be made independently from the determination to transition any element of the CEOC from response to recovery, or to activate any element of the recovery organization.

**Procedure for Activation of Broward County’s Recovery Plan**

The transition from response to recovery may be gradual and involve multiple smaller transitions. This process will take place mainly during short-term recovery. There will be a moment of formal transition from response to recovery, when ultimate authority is transferred from the EOC Incident Commander to the Recovery Manager.

**Table 5: Specific Characteristics of the Transition from Response to Recovery**

	Response	Short Term Recovery	Intermediate/Long Term Recovery
Controlling Plan	Broward County CEMP	Transition	Broward County Recovery Plan
Incident command and coordination location	EOC	EOC deactivates or transitions to virtual; Recovery Coordination Center activated	Broward County Recovery Coordination Center
Commander	EOC IC County Administrator EMD Director	EOC IC transitions to Recovery Manager	Recovery Manager
Operational Authority	Director of Emergency Management (County Administrator)	Director of Emergency Management (County Administrator)	County Administration designee
Response and Recovery Support Functions	ESFs activated as needed for response	ESFs deactivated or transitioned to RSFs in recovery chain of command, or RSFs activated anew, on a function by function basis	RSFs remain active during recovery phase as needed only
Recovery Branch	Activated as a Branch in Planning Section of the CEOC	Provides transition staff for org structure positions as it transitions to recovery focus	Staffs Recovery Coordination Center positions as appropriate and assigned

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A more detailed sequential description of the procedures for transition from CEMP to BCRP is provided below:

1. Elements of short-term recovery will begin upon CEOC activation, in accordance with Broward County's CEMP, in particular, the Recovery Branch in Planning will be activated as soon as it becomes clear that recovery operations will eventually be necessary, and the Finance/Administration Section will maintain documentation in anticipation that disaster recovery funding streams will eventually be available, under guidance provided by the Financial Recovery Annex (under development), of the CEMP.
2. As recovery-specific objectives begin to be identified through the Incident Action Planning cycle, the EOC Incident Commander may assign a Deputy EOC Commander (or the Recovery Branch Director) who is qualified to eventually serve as the Recovery Manager. Recovery operations coordination will transition from the EOC to a virtual or off-site County Recovery Coordination Center (RCC) at the discretion of the EOC Incident Commander.
3. Operational response assets (groups, branches, divisions, etc.) will transition to reporting to the Deputy EOC Commander/ Recovery Manager, with direct staff support from the Recovery Branch, as their response objectives are completed but relevant new or unmet needs exist, at the discretion of the EOC Commander; this may happen before, after, or simultaneously to the overall transition from response to recovery.
4. At the discretion of the EOC Incident Commander, the controlling document for the overall emergency management structure and authority will transition from the CEMP to BCRP when BCRP activation criteria are met; this will formally transition incident command to the Recovery Manager.
5. The County Administrator will formally activate the temporary Recovery Coordination Center.
6. The Recovery Manager will take command of the Recovery Coordination Center, and the response-phase EOC Incident Commander may need to assume the Deputy Recovery Manager role if need be; any response assets that have yet to complete finite response objectives will remain coordinated via the new Deputy Recovery Manager during the remainder of this transitional phase, while those with ongoing recovery objectives will be transitioned into the Recovery Coordination Center.
7. Once all response operations have been deactivated or transitioned to the Recovery Coordination Center, the transition phase will be complete.
8. Additional incidents requiring an emergency response may take place during recovery. Any new incidents will be managed through the CEMP; the BCRP does not supersede any emergency response plans, supporting annexes or procedures except insofar as they are directly associated with the recovery.

Recovery encompasses operations during the initial disaster response period through the transition to long-term recovery operations, if required for major disasters. Recovery may continue well beyond the close of the response phase and the deactivation of the CEOC. "Recovery activities" refer to actions by response agencies and survivors to begin the process returning to pre-disaster conditions. Recovery also refers to government programs of assistance, support, and technical services that facilitate survivors'

recovery actions, such as grants and low-interest loans for repair or replacement of homes, businesses, property, and infrastructure; technical assistance; and education and information.

Below are some of the possible type activities that may be occurring as part of the Recovery Branch, Planning Section at the CEOC.

**Damage Assessment**

Timely and accurate damage assessment of both the private and public sectors is essential to:

- Determine type of assistance to request;
- Prioritize resource distribution for disaster victims;
- Prioritize infrastructure restoration;
- Gather supporting information for a state of local emergency declaration and requesting a presidentially declared disaster.

There are numerous damage assessments conducted in the aftermath of a disaster that range from the Rapid Impact Assessment (as described earlier in this document) which is conducted as soon as possible after the incident, to long-term recovery monitoring and assessment. These damage assessments also include those assessment efforts conducted in Special Flood Hazard Areas (SFHAs) of Broward County. County and Municipal floodplain managers participate in damage assessments in the County’s SFHAs for the purposes of substantial damage estimations. The extent and scope of these assessments will vary dependent on the type of disaster, extent of damage, and need for justification to obtain a disaster declaration. After a major disaster, damage assessment teams may require air transport to the affected area(s).

**Emergency Helicopter Landing Zones**

The following table lists emergency helicopter landing zones and their GPS coordinates. Additional landing zones will be designated as the situation and conditions permit.

**Table 6: Emergency Helicopter Landing Zones**

Landing Zone	GPS Coordinates
BB&T Center Alternate CSA	26°09'30"N 080°19'32"W
Broward Health	26°06'13.59"N 080°08'28.20"W
Cleveland Clinic	26°04'56.36"N 080°21'56.44"W
Fort Lauderdale Airport	26°04'21"N 080°09'10"W
Fort Lauderdale Executive Airport	26°11'50"N 080°10'15"W
Memorial Regional Hospital	26°01'07.40"N 080°10'52.68"W
Memorial West Hospital	26°00'47.13"N 080°18'40.30"W
North Perry Airport	26°00'04"N 080°14'27"W
Pompano Beach Air Park	26°14'50"N 080°06'40"W

Tradewinds Park CSA	26° 16'11"N 080°10'14"W
Westside Regional Hospital	26°07'23.89"N 080°15'37.64"W

***Initial Damage Assessment (IDA)***

The Initial Damage Assessment (IDA) process will provide supporting information for a state of emergency declaration and requesting a presidentially declared disaster. This assessment is more detailed than the rapid impact assessment (RIA), including estimates of financial losses of public and private property. The goal of this assessment is to determine the magnitude and severity of damage to private and public buildings and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. The IDA should be completed within 24 hours of an event.

The IDA is conducted by deployed damage assessment teams. Damage assessments are reported to the ESF #5 Damage Assessment Unit which will collate the information for use in decision making and reporting. Certain ESFs within the CEOC have specific damage assessment responsibilities. ESF #3 (Public Works) is responsible for conducting damage assessment for county owned facilities, county roads and traffic network infrastructure. Other agencies with IDA responsibility include American Red Cross (ARC), FP&L, Water and Wastewater Services Division, Broward Schools, Airports, Port Everglades, etc.

***Preliminary Damage Assessment (PDA)***

The PDA process is used to determine if the impacts from a disaster warrant a Presidential Declaration. The PDA is generally performed by teams consisting of, Federal, State, and local agency representatives. Two separate and distinct PDAs are conducted after a large scale disaster; assessments for Individual Assistance eligibility, and assessments for Public Assistance eligibility.

***Individual Assistance (IA)***

FEMA Individual disaster assistance (IA) is a program that provides money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help private entities with critical expenses that cannot be covered in other ways. This assistance generally does not provide enough assistance to restore damaged property to its condition before the disaster. The PDA that supports an IA Presidential Declaration consists of a windshield survey conducted by a team of FEMA, state and local staff that enumerates the quantity of destroyed and inhabitable homes in the disaster impacted county. A threshold of destroyed homes must be exceeded for a county (generally 200+ homes) that experienced a disaster to be eligible for IA. There is also a state threshold that also must be met (generally 800 destroyed homes) for consideration of an IA Presidential Declaration. There is an Individual Assistance Unit under the Recovery Branch in the Planning Section that facilitates and coordinates the Individual Assistance if necessary.

SBA disaster assistance to uninsured businesses is in the form of loans administered by the Small Business Administration. The number of businesses significantly impacted is used as the metric to determine SBA eligibility. ESF #18 has a Business Recovery Unit that facilitates and coordinates the SBA disaster assistance when the CEOC is activated. For events not involving a CEOC activation, EMD will



coordinate with the designated municipal emergency coordinator in the impacted jurisdiction. ESF #18 representatives from both the County and City will also be included.

## **Public Assistance (PA)**

### *Overview*

The objective of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President. A PA Presidential Declaration is determined by estimated damages, protective actions and debris removal expenses to public and private nonprofit entities in a disaster impacted county. A countywide minimum disaster impact threshold is established by FEMA based on county population applied to a per-capita rate. There is also a state threshold that also must be met for consideration of a PA Presidential Declaration.

Through the PA Program, FEMA may provide supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for incorporating hazard mitigation measures during the repair, rebuilding and recovery process.

The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub grantees (eligible applicants).

### *Broward County PA Procedures*

When the President issues a disaster declaration that includes Broward County, the County will receive notice from the State directly. The State will ask Broward County to coordinate an Applicant Briefing on PA eligibility, and to invite potentially eligible cities and PNPs. The County Recovery Manager (appointed by the County Administrator) will ensure that this information is transmitted to the Broward County FASD for coordination of financial reimbursement with county agencies in compliance with Robert T. Stafford Disaster Relief and Emergency Assistance Act and FEMA regulation. Each County agency is responsible for the collection and documentation of reimbursement information, identification of public assistance projects, and submission to FASD for countywide consolidation and submission to FEMA. It is the responsibility of FASD to obtain additional staffing if needed to implement the public assistance program.

The Recovery Manager will transmit disaster declaration, recovery assistance information, and technical assistance resources to the municipalities, special taxing districts, and not-for profit organizations, (who perform essential governmental type services as described in FEMA regulations) via fax, conference calls, internet e-mail and web page, media outlets, and other communications mechanisms. Each municipality is responsible for identifying their public assistance projects. The recovery staff will coordinate with the State regarding implementing the appropriate programs authorized by the declaration.



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### Disaster Recovery Centers (DRC)

A Disaster Recovery Center (DRC) is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to a specific case. DRCs are established and run by State and County personnel with the support of FEMA. County recovery staffs under the management of the Broward County Recovery Manager will coordinate with state and FEMA as necessary to ensure effective DRC operation.

Some of the services that a DRC may provide include:

- Guidance regarding disaster recovery.
- Clarification of any written correspondence received.
- Housing Assistance and Rental Resource information.
- Answers to questions, resolution to problems and referrals to agencies that may provide further assistance.
- Status of applications being processed by FEMA.
- SBA program information if there is a SBA Representative at the Disaster Recovery Center site.

### Broward County Disaster Recovery Coordination Center (DRCC)

During the recovery phase for major disasters, operations being coordinated from the CEOC in conjunction with other county agencies may be continued in the County's Disaster Recovery Coordination Center (DRCC), which is a separate facility from the CEOC. The designated County Recovery Manager in charge of the DRCC through the EMD Director will recommend additional staff to conduct operations based on the severity of the incident. This recommendation would be subject to approval by the County Administrator and Board of County Commissioners. The operations conducted from the DRCC will include those for local implementation of State and Federal recovery operations following a presidentially declared disaster. The operations from the DRCC would be implemented until completion or until they could be effectively transferred to county and municipal agencies for completion from their normal offices in conjunction with the agencies' normal business. For smaller incidents, any applicable recovery operations could be completed from the CEOC, and no further expansion of the recovery organization would be required.

If a catastrophic disaster should impact Broward County and result in major and widespread destruction in the County, the staff assigned to the DRCC would be further expanded and operations transitioned from the DRCC to those defined in the **Broward County Long-term Recovery and Redevelopment Plan**. This plan is currently under development.

Refer to the **Recovery Plan Annex** to this CEMP for detailed recovery information. The Recovery Plan provides the framework for recovery operations and coordination during the response period, as well as to the implementation of disaster recovery operations following the close of the response phase and the deactivation of the CEOC.

### Disaster Housing

Established in August 2009, the Disaster Housing Action Group (DHAG) provides the guiding principles for countywide disaster housing operations. DHAG's composition is tailored to the community. It includes the following partners and stakeholders: Broward County's 31 municipalities, Broward Municipal Services

District, County, State, and Federal agencies, Seminole Tribe of Florida, Non-profits, Utility company representation, Faith-based organizations, and Colleges/Universities.

EMD's Housing Coordinator serves as the point of contact to the DHAG and the Bureau of Recovery, Florida Division of Emergency Management (FDEM). Broward County's Director of the Housing Finance and Community Development Division (HFCDD) serves as Broward County's Disaster Housing Coordinator.

If long-term housing is identified as a need and is warranted, the County implements an official recovery phase; transitions to the Broward County Recovery Coordinating Center (if activated). As part of the transition, Housing then would fall under the Recovery Support Functions (RSF).

## Mitigation

In addition to its Recovery plan, Broward County maintains a State and FEMA-approved **ELMS** which is updated every 5 years per state and federal mandates. The current version expires March 12, 2023. This is a comprehensive plan to reduce community vulnerability to all types of disasters. The ELMS has the support of Broward's municipalities and nonprofit organizations. Mitigation will be institutionalized at the local level through the local mitigation strategy review process. A major component of the plan is the master projects list. Entities are encouraged to continue to identify and prioritize projects on a regular basis and not just as part of an annual review process. An EMD staff member functions as the program manager for coordination of day-to-day mitigation activities including coordination of the Local Mitigation Strategy (LMS) Working Group and the LMS Subcommittees.

An LMS Working Group exists which consists of designated representatives from each municipality, county government staff, non-profit organizations and private sector representatives. The LMS Working Group address the issues of municipalities, unincorporated portions of the county and county owned facilities, hospitals, housing authorities and private sector companies. State and federal agencies are also represented. In addition, there are several subcommittees, each addressing a specific area of concern. An Executive Committee was formed serving as the overall governing body of LMS. It also acts as the review committee for the LMS plan adoption and the prioritization of LMS projects. The following subcommittees report to the Executive Committee:

- Planning Subcommittee
- Education and Outreach Subcommittee
- Private Sector Subcommittee
- Community Rating System Subcommittee
- Resilience Subcommittee

## FEMA Grant Programs

The Federal Emergency Management Agency (FEMA) has established grant programs in order to provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. Currently FEMA administers the following grant programs:

- The Hazard Mitigation Grant program (HMGP)
- The Flood Mitigation Assistance (FMA) program

- The Pre-Disaster Mitigation (PDM) program
- The Repetitive Flood Claims (RFC) program
- The Severe Repetitive Loss (SRL) program

For specific details on the Broward County mitigation program refer to the **Broward County ELMS**.

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# LOGISTICS

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## Resource Management Branch

The CEOC functions as a Multi-Agency Coordination Center (MACC) when activated for an emergency. One of the primary functions of a MACC is the coordination of resources to provide the equipment, supplies and personnel to effectively respond and recover from an incident. Paramount to this function is the implementation of procedures to timely and accurately procure and deliver resources to responders in the field and provide emergency resources to the public. This system must ensure that these requests are accurately communicated, directed to the correct agency, expeditiously acquired and delivered, and monitored until they are demobilized. The Resources Management Branch of the Logistics Section is responsible for planning, coordinating, and managing the resource support requirements of the emergency response.

The primary source of equipment, supplies, and personnel shall be made from existing agencies' inventories. Support, which cannot be provided from these sources, should be obtained through commercial sources or through mutual aid agreement with other jurisdictions. The WebEOC<sup>®</sup> Crisis Information Management Software (CIMS) provides the user interface to request and track resources. Resource needs which cannot be met within Broward County using existing supplies or contracts or other available sources will be requested through the Resource Management Branch.

## Mutual Aid Agreements

The State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the State of Florida and its political subdivisions to develop and enter into mutual aid agreements for emergency aid and assistance.

During an activation of the CEOC, the Logistics Section Chief has the lead responsibility for handling mutual aid requests and/or providing help to other government jurisdictions asking for assistance under the SMAA or other mutual aid compacts.

## Mutual Aid Requests

Mutual aid will only be requested if the appropriate Branch Director deems that local resources are inadequate and/or that all other local sources have been exhausted. The requesting ESF shall transmit mutual aid requests through their Branch Director to the Logistics Section using WebEOC<sup>®</sup>. The Planning Section should be kept apprised of all mutual aid requests by briefings from the Logistics Chief at the Planning and Tactics meetings. The Logistics Section shall serve as the contact and coordination point for all mutual aid requests. The Mission Tracking Unit will coordinate and track all mutual aid requests that are entered into the State WebEOC<sup>®</sup>.

The following steps should be followed in making requests for resources from other government organizations that have entered into mutual aid agreements:

1. County Mayor declares a local state of emergency because a disaster has occurred. A copy of the declaration is sent to the FDEM and posted in the State's WebEOC<sup>®</sup>.

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2. The Logistics Section Mission Tracking Unit will provide relevant information to FDEM through WebEOC®. It is recommended that a follow up phone call be made to the appropriate FDEM point of contact to discuss the request and provide any clarifications as needed. The following information should be provided in the request:

- A description of the damage sustained or threatened.
- An identification of the specific Emergency Support Function or Functions for which such assistance is needed.
- A description of the specific type of assistance needed within each Emergency Support Function.
- A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed.
- A description of any public infrastructure for which assistance will be needed.
- A description of any sites or structures outside the county jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services or other resources.
- The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party.
- A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

The Mission Tracking Unit should follow mutual aid requests through to completion in close coordination with the requesting ESF.

**Refer to Appendix 6 and 7 for additional information on the resource ordering process.**

### **Procurement/Supply Unit**

The Procurement/Supply Unit is responsible for ordering personnel, equipment, and supplies. When requested, the unit will also ensure procurement of servicing for non-expendable supplies and equipment. The unit will compile a summary of supplies from other agencies and departments. When a procurement is required, the unit will determine the most appropriate, expeditious and cost-effective means in which the requested resource should be acquired. Procurement sources are:

- Through local vendor.
- Through existing contracts.
- Through the State, Federal government or mutual aid agreements.

The Unit will issue purchase orders or contracts as appropriate. If there is a master agreement in existence, the Procurement/Supply Unit will provide information using WebEOC® so the requesting unit can make their own procurement.

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### Mission Tracking Unit

The Mission Tracking Unit monitors and tracks all missions and resource requests entered into WebEOC® during a level 2 or above activation of the CEOC. The Unit ensures that missions and resource requests are entered correctly into the WebEOC® application and that the intended recipient is both the correct agency to act upon the mission request and is responding to the request in a timely manner. The Unit takes the necessary action to correct deficiencies and ensure the effective and efficient execution of the process. The Unit acts on resource requests that are directed via a Branch Director to the Unit for procurement action. This action may include forwarding to a specific ESF or unit, request mutual aid, request state mission or request the Procurement Unit action to purchase the needed resource. Additionally, the Mission Tracking Unit monitors, and when authorized enters mission requests from the County to the State via WebEOC®.

**Refer to Appendix 6 for a flowchart on the resource request process and Appendix 7 for resource request process instructions.**

### EOC Support Unit

The EOC Support Unit ensures the smooth and constant operation of the facility during any activation of the CEOC, regardless of incident type or capability demands. The Unit ensures the facility is prepared to activate. Additionally, it supports the facility throughout activation and ensures the facility is returned to its pre-activation state and prepared for the next activation. All issues relating to the daily operation and maintenance of the CEOC during activation fall under the purview of the EOC Support Unit. Responsibilities include:

- Building security.
  - The Broward Emergency Operations Center is a restricted access facility. All entrances to the building and access to the Broward Emergency Operations Center will follow Security Access and Badge procedures outlined in this document.
- Identification for CEOC personnel and visitors.
- Building maintenance.
- Feeding of CEOC staff.
- Billeting of CEOC Staff.
- Ensuring basic first aid and advanced life support is immediately available on-site.
- Providing technical support for computer issues including hardware and software issues.
- Administrative support to include:
  - Conferencing/meeting room scheduling
  - Support for conference calls hosted by the CEOC
  - Acquisition of supplies
  - Service and maintenance of printers, plotters, photocopiers and other electronic and audio/visual equipment
  - Photocopying
  - Message delivery

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## Services Branch

### County Staging Areas

Activation of CSAs will be determined (pre-event if possible) by the County based upon impact of the event. Potential sites will be selected from the most recent list of available commercial and public real estate within the County. Current plans identify Tradewinds Park as the primary CSA for disaster events with BB&T Center as the alternate CSA for events exceeding the capability of Tradewinds Park. As needed, Tradewinds Park is the designated pre-staging area, for disaster events. The use of Tradewinds Park as the disaster pre-staging area facilitates the receipt of commodities from the State Logistical Staging Area (LSA) within 24 hours of the secession of tropical force winds and if needed, allow for the simultaneous setup of the BB&T Center. The selection of another alternate CSA is based on availability, accessibility, and functional use as a staging area.

The Broward County Staging Area SOP outlines guidelines, procedures, and assigns responsibilities for the establishment and implementation of CSAs. The CSA is a designated temporary site established within the county immediately after impact of an event in order to receive and distribute bulk emergency relief supplies such as water, food, ice (if determined), and tarps. The warehousing function of various commodities and supplies needed to support the disaster victims is coordinated by the EDC Unit. The 64<sup>th</sup> Street warehouse serves as the County EDC and will co-locate an emergency worker commodity pick-up area to support county and municipal agencies. The EDC stores and distributes emergency evacuation supplies for the general population shelters and the SpNS.

The emergency relief supplies will be distributed to PODs in the county for distribution to the general population. Detailed procedures and responsibilities for the planning and operation of POD sites are contained in the ESF #11 SOP.

### Coordination and Distribution of Materials and Supplies Procured Through Governmental Agencies

Once emergency conditions subside, local, state and federal officials will begin to coordinate the acquisition and bulk distribution of massive quantities of materials and supplies necessary to meet the immediate emergency needs of disaster victims. The Broward County Logistics Section coordinates the acquisition and distribution of materials and supplies requested through governmental agencies.

All food supplies and materials processed through governmental agencies will be transported to one or more designated CSAs, where they will be inventoried, briefly stored if necessary, and then dispatched to an appropriate distribution point. ESF #16 will coordinate security at these sites as well as during the transportation of food and water to storage depots and distribution sites.

### ESF #11 Food & Water Operations

ESF #11 will obtain the food and water for disaster victims and emergency workers. ESF #11 will coordinate the distribution of emergency commodities such as food and water at designated POD sites.

Requests for food, water, and ice are processed through ESF #11. To meet the anticipated immediate need for food, ESF #11 will coordinate with its state and federal counterparts to locate and secure pre-packaged food, such as shelf stable meals and federal surplus commodities. ESF #11 will work with ESF #7 in securing adequate supplies of water, including bottled water, tankers, water buffaloes and



purification units. ESF #11 will also coordinate with ESF #7 to locate and secure refrigerated trucks and boxcars for cold storage, if required.

### **ESF #15 Volunteers & Donations**

ESF #15 – Volunteers & Donations coordinates and facilitates the effective use of volunteers, unaffiliated organizations, and unsolicited donated goods to support BERT. ESF #15 acts as a central source of information regarding activities of voluntary agencies and the public that respond to the initial, on-going, and aftermath phases of a disaster. ESF #15 also acts as the liaison between the various community agencies, the CEOC, other ESFs, and the State. United Way of Broward County is designated as the Lead Agency for ESF #15.

### **Coordination of Volunteers**

During emergency conditions, persons with very diverse training and skills would most likely come to disaster areas to offer their time and skills to assist in the recovery effort. To coordinate the identification and management of volunteers and appropriately engage them in areas where they are needed, ESF #15 will establish Volunteer Reception Centers (VRCs) within the County. The VRCs conduct screenings and assignment of volunteers based on the volunteer's abilities, interest, and credentials. A roster of agency contacts and support personnel for all voluntary agencies who serve BERT is maintained at the VRCs and monitored by ESF #15. As volunteers assemble at the VRCs and are processed for readiness in assisting to recovery operations, they would then be matched with an ESF, agency, or organization needing volunteers. The responsibilities of the Volunteer Reception Center include:

- Classifying volunteers based on qualifications and abilities.
- Registering volunteers and providing volunteer identification.
- Screening potential volunteers as capabilities exist.
- Matching volunteers to requests.

Once the volunteer has been assigned to a receiving agency or organization, the volunteer then becomes the responsibility of that agency or organization until they are released from that assignment. Those volunteers who offer services of a human services, critical, or life-saving nature will be referred to the Broward County Medical Association for a credentials check and then to ESF #6 and ESF #8 for placement. ESF #15 maintains the tracking of hours, log of activities, scheduling of staff, daily logs, and situation reports.

### **Coordination of Volunteer Organizations**

ESF #15 will coordinate the activities of non-profit, faith-based, and private organizations that volunteer their efforts in response and recovery operations. Coordination will also include ongoing collaboration with the American Red Cross and Volunteer Organizations Active in Disaster (VOAD), an extensive network made up of local and state volunteer agencies and organizations that provide humanitarian relief services to disaster victims. Volunteer agencies who serve as supporting agents of ESF #15 are included in the planning, training, exercising, and response efforts of the BERT.

### **Coordination of Donated Materials and Supplies**

From the onset of an emergency individuals and relief organizations from outside the County and Florida may begin to collect materials and supplies (food, water, clothing, etc.) to deliver them disaster areas. ESF #15 is responsible for establishing and carrying out a system of identifying, collecting, distributing, and using donated materials and supplies from unaffiliated volunteers and community agencies. This process also controls the collection of unwanted and unnecessary goods to disaster sites. Unused donated goods will be given to charitable organizations as appropriate.

Due to the unpredictable size and scope of a disaster, items/resources needed for relief efforts will be determined on an on-going basis. The public will be encouraged to give cash donations in order to purchase goods and materials requested from ESFs, municipalities, and community agencies. ESF #15 will not take financial donations directly, but rather through the non-profit financial system. An inventory and database will be maintained periodically to manage requests and delivery of donated goods.

Donated Goods Reception Centers may be established throughout the County for the collection, storage, and processing of donated materials and supplies to agencies participating in disaster response, relief, and recovery efforts. Donated goods are also delivered to disaster survivors.

### **Providing Essential Elements of Information to the Public for Volunteers and Donations**

As needed, municipalities and other ESFs should communicate their needs to ESF #15. Requests for volunteers must include a detailed job description of the volunteer work needed to be performed. In turn, ESF #15 communicates with ESF #14, the State's ESF #15, and VOAD to relate the requests for volunteers, services, and donated goods. These needs are then issued publicly by these agents to encourage the appropriate relief resource and deter miscommunications. Press releases and Social Media messages are periodically issued to encourage concerned citizens of the donation of cash rather than clothing, food, or other items that may not be primarily needed by relief organizations. Other information is also disseminated such as the locations of VRCs and instructions on how to participate in volunteer efforts. At the same time, ESF #15 may establish a Volunteers and Donated Goods hotline in collaboration with the County and the State to present the most recent and accurate information to concerned citizens and organizations wishing to volunteer.

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# FINANCE AND ADMINISTRATION

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## Finance and Administration Section

The Finance and Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident.

### Financial Management

Timely financial support of any extensive response activity could be crucial to saving lives and property. Due to the nature of most emergency situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures; this in no way lessens the requirement for sound financial management and accountability. While innovative and expeditious means of procurement are called for during times of emergencies, it is still mandatory that practices be employed to safeguard the use of public funds from potential fraud, waste and abuse. It should be noted that when Federal Funding is involved, the County is required to follow Federal, State, and County laws and regulations.

The threat or occurrence of a major or catastrophic emergency could result in a significant expenditure of unbudgeted dollars for resources and services to meet the situation. In the event of a Presidential Disaster Declaration, as a result of an emergency; many of these expenditures are reimbursable at least 75 percent federal funding. All emergency response and recovery costs must be properly documented so that eligible reimbursements from state and federal sources may be possible.

### Finance Branch

The Finance Branch manages the financial aspects of the incident. This is crucial in large, complex incidents involving significant funding from multiple sources. In addition to monitoring multiple sources of funds, the Finance Branch Director will track and report the financial “burn rate” as the incident progresses to the Finance/Administration Section Chief. This allows the Finance/Administration Section Chief to forecast the need for additional funds before operations are negatively affected; especially if significant operational assets are under contract from the private sector. The Branch Director may also need to monitor cost expenditures to ensure that applicable statutory rules are met. Close coordination with the Logistics Section and Planning Section is essential so that operational records can be reconciled with financial documents. The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units.

### Cost Unit

The Cost Unit provides cost analysis data for the incident and is primarily responsible for the following actions during an emergency:

- Recording cost data throughout the incident and tracking estimates of total incident costs. During large/complex incidents, this data and analysis is critical for establishing and projecting the financial cost of the incident for senior agency official’s decision-making.

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- Departments/divisions will designate personnel to be responsible for documentation of disaster operations and expenditures. Emergency expenditures will be incurred in accordance with existing emergency purchasing procedure.

### Cost Unit Guidelines

In concert with established County guidelines, approval for expenditure of funds for response operations will be given by officials of the lead and support agencies. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken, and costs incurred are consistent with the missions identified in this plan.

To support reimbursement, the EMD Recovery Section provides cost recovery training to all county agencies involved in the cost recovery process. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel timesheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is not an automatic "given," so as much deliberative prudence, as time and circumstances allowed, should be used. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with appropriate State and Federal regulations.

Broward County will request a state WebEOC<sup>®</sup> mission number for all personnel and equipment being deployed through Mutual Aid following a disaster. The person being deployed into Broward County will agree on an hourly rate, work schedule, reimbursement for daily living expenses in accordance with county rates. Broward County is a signatory to the SMAA.

Broward County has an agreement with some municipalities for work done under Category A – debris removal. These municipalities may haul debris from their right-of-way to the County's Temporary Debris Management Sites (TDMS) at their cost. The County will pay for the processing of the debris at the TDMS, and for the subsequent final disposal, for those municipalities that have entered into the agreement with Broward County Solid Waste and Recycling Services (SWRS). The County will then invoice those municipalities for the services delivered.

As a general rule, if any items are purchased on behalf of municipalities, they are expected to reimburse the county. For federally declared disasters, municipalities can request reimbursement from the Public Assistance (PA) or other applicable grant program(s).

### Budget Unit

The Budget Unit manages financial aspects of an incident. Staff in the Budget Unit are responsible for gathering and analyzing financial information.

- Provide budgetary analysis information as requested.
- Establish disaster fund lines at the beginning of the disaster.
- Brief agency administrative personnel on all incident related financial/budgetary issues needing attention of follow-up.

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### Compensation/Claims Unit

Under ICS, a single unit, Compensation and Claims, adjudicates claims. It ensures that all relevant incidents are timely addressed to minimize the impact on any injured party or damaged property and are properly recorded including the completion of any required forms. This unit investigates, as able, during the event, as well as prepares claims for resolution post event.

### Post CEOC Activation Finance Activities – Long-Term Recovery

Financial Recovery from a Broward County State of Emergency is an all hands effort and requires the coordination of all County Agencies.

If the Broward County State of Emergency is beyond the fiscal capability of the County, the County will seek funding from other sources such as the County's commercial insurance, FHWA Emergency Program, NRCS, FEMA Public Assistance (PA) Program and other Federal and State programs. The FEMA PA Program is the funding of last resort. All other avenues must be exhausted in order to receive FEMA PA funding. Broward County commercially insures its property with the type and to the extent that coverage is reasonably available. Enterprise funds will be tracked separately and will not be commingled with other non-enterprise funds.

Upon demobilization of the Finance/Administration Section (and the Logistics Section) at the CEOC, and if warranted by the size and scope of the event, these sections may be moved to the Disaster Recovery Coordination Center (DRCC) for support of long-term recovery activities. The DRCC may be a central location or a virtual Center where staff are working at their normal non-disaster office locations.

The PDA will lead into Departments/Divisions identifying projects whose costs will require tracking. Tracking of these project costs throughout the County will be accomplished through the Broward County Cost Recovery Teams that will report project costs to the Finance/Administration Section at the Disaster Recovery Coordination Center (DRCC). The Public Assistance (PA) Unit and the Finance/Administration Section, will work in conjunction with the respective County agency to ensure that costs incurred are recorded to the correct charge points within the general ledger, submitted to the appropriate insurance carriers and to the correct Federal funding agencies.

### Funding Sources

Broward County commercially insures its property with the type and to the extent that coverage is reasonably available. The County may also receive reimbursement from other sources, e.g. FEMA's Public Assistance grant program or other Federal and State programs. These payments are tracked by the Broward County Accounting Division.

### Other Financial Agreements and Funding sources

- State Homeland Security Grant Program (SHSGP) – Funds from Department of Homeland Security (DHS) to improve the ability of state and local agencies to prevent and respond to terrorist attacks using chemical, biological, radiological, nuclear or explosive weapons
- Urban Area Security Initiative (UASI) – Funds from DHS's Office of Grants and Training to address unique planning, equipment, training and exercise needs in high-threat, high-density urban areas. Funds enhance and sustain capability to prevent, respond to and recover from threats or acts of terrorism.

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- Emergency Management Preparedness and Assistance (EMPA) – Funds allocated from the Emergency Management Preparedness and Assistance Trust Fund created by the Legislature in 1993 to implement necessary improvements in the State’s emergency preparedness and recovery program and facilities.
  - Emergency Management Performance Grant (EMPG) – Funds to the state/local jurisdictions to pay for statewide and local disaster mitigation, preparedness, response, and recovery programs.
  - Hazard Analysis Grant – Funds from the state to identify and conduct on-site evaluation of facilities in the community storing hazardous materials.
  - Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the program provides grants to state and local governments to implement long-term hazard mitigation measures after a major disaster declaration.
  - Pre-Disaster Mitigation Grant Program (PDM) – Authorized under Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the purpose of the program is to assist states and local governments in implementing cost-effective hazard mitigation activities that complement a comprehensive mitigation program.
  - Flood Mitigation Assistance Grant Program (FMA) – FMA provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risks of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program.
  - Port Security Grant Program (PSGP) – Supports the Department of Homeland Security’s (DHS) focus on infrastructure protection activities by implementing measures to strengthen the Nation’s critical infrastructure against risks associated with potential terrorist attacks. PSGP funds support increased port-wide risk management; enhanced domain awareness; training and exercise; and further capabilities to prevent, detect, respond to and recover from attacks involving improvised explosive devices (IEDs) and other non-conventional weapons.

## Administration

### Personnel Branch

The Personnel Branch has the responsibility for personnel administration, human resources and employee welfare issues for Broward County employees during the emergency.

### Time Unit

The Time Unit is primarily responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies. The Time Unit also ensures that equipment usage times are captured.

For documentation and reimbursement purposes, personnel time records will be collected and processed for each operational period. The Time Unit leader will ensure that these records are properly maintained.

These records must be verified, checked for accuracy, and posted according to existing policies. Excess hours worked must also be determined, for which separate logs must be maintained.

#### **Employee Welfare Unit**

The Employee Welfare Unit addresses issues such as employee unmet needs, sheltering, and housing assistance.



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# FEDERAL DISASTER ASSISTANCE

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When it becomes apparent that the anticipated magnitude and extent of damages will be exceeded the established damage threshold and will be beyond the capabilities of the County and State, and that federal resources will be necessary to supplement local emergency response efforts, the Governor will contact request a Presidential Emergency or Disaster Declaration under Robert T. Stafford Disaster Relief and Emergency Assistance Act. Such declarations open the way for federal resources including PA funding to be made available to assist in dealing with the emergency or major disaster involved. The Stafford Act supplements state and local resources for disaster relief and recovery.

## Request for Federal Disaster Assistance

Initial and preliminary damage assessment teams will analyze the identified public and private damage to determine if the situation warrants the EMD Director and the County Administrator to recommend to the County Mayor to request that the Governor ask for a Presidential Emergency or Disaster Declaration.

The request will be submitted as soon as the preliminary determination of extent of damages is made and not later than 24 hours from the occurrence of a major or catastrophic emergency and will:

- Demonstrate that the situation is of such severity and magnitude that effective response is beyond the capability of the County.
- Demonstrate that supplemental federal assistance is necessary to save lives and to protect property, public health and safety, or to lessen or avert the further threat from the emergency.
- Certify that the County and municipal governments will bear their proportionate share of the costs to implement federal disaster assistance programs.
- Include an estimate of the extent and nature of federal assistance required for each of the impacted areas.
- Confirm that appropriate actions have been taken under state law, including the execution of the County's Emergency Operations Plans.
- Identify the County Coordinating Officer (CCO) in the event the request is honored. (The CCO becomes the County official who then coordinates state and federal disaster assistance efforts in conjunction with the County.)

In the event of a major or catastrophic emergency, where the magnitude and severity of damage is expected to be extreme and there is an immediate need for supplemental federal assistance, the County Mayor or their designee may make an expedited request for a Presidential Disaster Declaration. This request will not include specific estimates of damage and the amount of federal assistance necessary. This request will, however, outline the anticipated impacts of the emergency.

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## Federal/State Agreement

After the President's declaration, the Governor and FEMA Regional Director enter into a federal/state agreement which describes how federal disaster assistance will be made available. The agreement:

- Identifies those areas which are eligible for assistance.
- Stipulates the division of costs among the federal, state and local governments.
- Specifies the time period in which assistance will be made available; and
- Identifies any other conditions for receiving assistance.

## Declaration Notification

When the President declares an area or areas to be disaster areas, State DEM will immediately notify the County. The Director of EMD will notify all affected municipalities and all other possible applicants who may be eligible for federal assistance. ESF #14, will coordinate the notification of the media and public through media briefings and press releases.

## FEMA's Advanced Emergency Response Team (ERT/A)

An advance element of the Emergency Response Team (ERT/A) is the initial group to respond in the field and serves as the nucleus for the full Emergency Response Team (ERT). The ERT/A is headed by a team leader from FEMA and is composed of FEMA program and support staff and representatives from selected federal agencies.

A part of the ERT/A may deploy to the CEOC to work directly with the County to obtain information on the impacts of the emergency and to begin to identify specific requirements for federal assistance. Other members of the ERT/A will deploy directly to the most affected areas to identify an appropriate location for the Federal JFO; establish communications; and set up operations in the field.

## Federal Joint Field Office

The Federal Coordinating Officer (FCO) *[defined below]* will establish a temporary Federal JFO within the disaster area to coordinate the disaster relief and emergency response effort. The JFO will be staffed with representatives from federal agencies having emergency responsibilities and may be co-located with the office of the State Coordinating Officer. JFO site selection will be made jointly by the FCO and the State DEM Director with assistance from the EMD Director if so requested.

## FEMA's Emergency Response Team – National (ERT-N)

The ERT-N is composed of a cadre of highly qualified and experienced professionals who serve as the initial disaster management team providing assistance to an impacted Region to coordinate the full range of Federal response and recovery operations in large, complex events, WMD/terrorist events, or incidents of national significance. Currently there are two ERT-Ns that are deployed at the discretion of the FEMA Response Division Director in coordination with the FEMA Regional Director of the impacted Region. Each ERT-N team consists of 32 members.

The ERT-N establishes operations at the JFO. Regional personnel are integrated with the ERT-N to form one unified ERT.

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The full Emergency Response Team (ERT) will be headed by the Federal Coordinating Officer (FCO). The ERT is composed of the FCO, FEMA program and support staff, and representatives from each of the 15 federal ESFs. The responsibilities of the ERT include:

- Coordinating overall federal response and emergency response activities to the County.
- Working with the County to determine support requirements and to coordinate those requirements with the ESFs.
- Tasking the ESFs under the National Response Framework (NRF) or any other federal agency to perform missions in support of the County.

Upon their arrival, federal ESF staff will establish contact with their counterparts on the County and State ESFs to coordinate the provision of federal assistance to meet resource needs which exceed the capability of the State and affected local governments.

Typical staffing of the JFO include the following:

#### **Principal Federal Official (PFO)**

The Secretary of Homeland Security may elect to designate a single individual to serve as his or her primary representative to ensure consistency of Federal support as well as the overall effectiveness of the Federal incident management. When appointed, such an individual serves in the field as the PFO for the incident. The Secretary will only appoint a PFO for catastrophic or unusually complex incidents that require extraordinary coordination. When appointed, the PFO interfaces with Federal, State, tribal, and local jurisdictional officials regarding the overall Federal incident management strategy and acts as the primary Federal spokesperson for coordinated media and public communications. The PFO, when assigned, does not direct the incident command structure nor have directive authority over the FCO, Senior Federal Law Enforcement Official, or other federal and state officials.

#### **Federal Coordinating Officer (FCO)**

The Director of FEMA will appoint an FCO, who will be responsible for coordinating all supplemental federal disaster assistance available under the President's declaration. Their primary mission is to coordinate the timely delivery of Federal assistance to State and local governments, individual victims and the private sector. The responsibilities of the FCO also include coordination of public information, Congressional liaison, community liaison, outreach activities, and establishment of a Federal JFO.

#### **State Coordinating Officer**

The Governor or Governors Authorized Representative (GAR) will appoint an SCO who will be assigned to the Federal JFO and will be responsible for coordinating state emergency response activities on a daily basis. The SCO will report to the GAR.

#### **Defense Coordinating Officer**

The Department of Defense (DOD) has appointed ten Defense Coordinating Officers (DCO) and assigned one to each FEMA region. If requested and approved, the DCO serves as DOD's single point of contact at the JFO. With few exceptions, requests for a DSCA originating at the JFO are coordinated with and processed through the DCO. The DCO has a Defense Coordinating Element consisting of a

staff and military liaison officers (termed Emergency Preparedness Liaison Officers) to facilitate coordination and support to activated State Emergency Support Functions (ESFs). Specific responsibilities of the DCO (subject to modification based on the situation) include processing requirements for military support, forwarding mission assignments (MAs) to the appropriate military organizations through DoD-designated channels, and assigning military liaisons, as appropriate, to activated ESFs.

#### **County Coordinating Officer**

The County Administrator will appoint a CCO who will be assigned to the Federal JFO and will be responsible for liaison activities with the Federal ESFs on coordinating County emergency response activities on a daily basis.

#### **Public Assistance Officers (Federal and State)**

Public Assistance Officers are responsible for the proper delivery and administration of the public assistance (PA) programs.

#### **Individual Assistance Officers (Federal and State)**

Individual Assistance Officers are responsible for the proper delivery and administration of the individual (IA) assistance programs.

#### **Public Information Officers**

Public Information Officers coordinate the public information programs for the federal disaster response.

#### **Outreach Staff**

Outreach staff are assigned the responsibility for identifying isolated populations of disaster victims and advising them of the availability of disaster assistance services.

#### **Call Center Staff**

Call Center Staff are responsible for staffing the incoming disaster assistance hotlines and tele registration services.

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# PUBLIC INFORMATION

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The provision of information and instructions to the public during an emergency is critical to the overall success of emergency response and recovery activities. Mechanisms and procedures must be in place to ensure that the public and official receive timely and specific information regarding:

- The need to take specific protective actions in response to an emergency threat.
- The status of emergency conditions within the affected area(s).
- The availability of shelter, resources, and emergency services.
- Additional measures to be taken to protect public health and safety.

Upon activation of the CEOC, the ESF #14 PIO and the Liaison Unit, as members of the Command Staff, coordinate all public information releases, and ESF #14 establishes a press and briefing room. The CEOC Press Room serves as the primary location for the release of information by the County until activation of an offsite JIC. The County will participate in the JIS which includes all public information components mobilized to share information with all appropriate entities.

## Coordination of the Release of Information

All information on emergency operations is released to the media by representatives of ESF #14 through regularly scheduled briefings and press releases. Elected/appointed officials will be notified of ongoing activities and updates by the Liaison Unit at the same time. The designated officers for ESF #14 and the Liaison Unit participate in Planning Meetings in the CEOC and receive periodic reports and updates prepared by ESF #5.

The CEOC Press Room serves as the main site for the coordination and release of information to ensure accurate and timely dissemination of information and instructions to the public, media, and elected/appointed officials. To the maximum extent possible, all information will be coordinated prior to its release. All information released will be coordinated among the different PIOs to assure its consistency and accuracy.

## Call Center

County residents may contact the Call Center, established by County Administration, to request information, report incidents, and to confirm rumors. The Call Center or Emergency Hotline operates from the pre-existing location within the CEOC. Incoming telephone lines will be activated and staffed as needed. The Emergency Hotline is managed by supervisors, who report to ESF #14, and whose responsibility is to provide staff with accurate and timely information.

## Elected/Appointed Official Information Distribution

Elected/appointed officials from municipal, County, State, Federal, and representatives from international consulates may contact local officials with requests for information, to report incidents, and request status updates on citizens/residents. In anticipation of this, County Administration has designated the Liaison Unit with the responsibility of handle these calls. The Liaison Unit works in conjunction with ESF #14 and

the Citizen Information Center to provide general public and elected/appointed officials with accurate and timely information.

## Press Releases

During the emergency there will be certain events and activities that will trigger the release of information to the media (traditional and social media outlets). A press release will be prepared by ESF #14 and distributed to the media and the Liaison Unit for each of the following events and activities (at a minimum):

- Advise the public that a declaration of a State of Local Emergency has been declared by Broward County and an Executive Order by the Governor has been issued. This release will include the following minimum information:
  - Conditions which precipitated the declaration.
  - The areas of the county that are affected.
  - The CEOC is activated and the County is prepared to implement appropriate County emergency plans and coordinate the response.
  - Any actions taken or authorized for the protection of public health and safety (i.e., suspension of tolls, closing government offices, orders to evacuate coastal and low-lying areas, etc.).
- Announce the activation of the Call Center or “Emergency Hotline.” This release will identify the numbers that are available to the public.
- Announce the establishment of recovery centers for donated materials and supplies, and for those wishing to volunteer their time and services. This release will include the following minimum information:
  - Location and toll-free telephone numbers for the regional recovery center, if established.
  - Listing of materials and supplies that are needed by disaster victims, as well as a listing of what is not needed.
  - Procedures to be followed to donate materials and supplies.
  - Procedures to be followed to volunteer time and services.
- Announce the Governor's request to the President for a disaster declaration and any available federal disaster assistance. This includes a request to activate the Advance Emergency Response Team (ERT/A). This release will include the following minimum information:
  - Emergency conditions precipitating the request.
  - A summary of the actual or anticipated impacts of the emergency on the County and municipal governments.
  - Actions taken by the State, County, and municipal governments in response to the emergency.
  - An estimate of the types and amount of federal assistance necessary.
  - Mitigation opportunities available to the public.
- Announce the President's response to the request.

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- Announce the establishment of the following disaster response sites and facilities:
    - JFO and JIC
    - American Red Cross and other available shelters
    - FRCs and/or FACs
    - Fixed and mobile mass feeding sites and bulk distribution site
    - DRCs
    - Facilities where services are available (i.e., food stamp sites, job service centers, etc.)
    - PODs

As a matter of procedure, press releases should be prepared and distributed to advise the traditional media, social media outlets, and public (general and elected/appointed) of the change in status of any of the above information.

### **Instructions to the Public**

After emergency conditions subside for a major disaster, it can be anticipated that all normal means of communications with the public in the disaster area(s) will either be destroyed or largely incapacitated. This includes the electronic news media and social media outlets. County PIOs and Liaison Unit officials must develop a variety of non-electronic media and procedures to communicate information and instructions to the public.

ESF #14 and County Administration will work closely to prepare periodic newsletters to advise the public of the status of emergency recovery efforts; to pass along emergency instructions; and to advise the public of the availability of services and other types of assistance. These may be bilingual if necessary. ESF #14 will work with ESF #6 Mass Care to ensure the distribution of the newsletters at all mass care facilities. ESF #14 will work with the Liaison Unit to ensure that elected/appointed officials/personnel are kept informed of what is going on. Additionally, ESF #14 will coordinate distribution of this information at all other disaster assistance facilities. Copies of the newsletters will be given to outreach teams for distribution within the disaster area(s).

As part of the outreach effort, broadcast vehicles equipped with loudspeakers may be used to advise disaster victims of the availability of services. Airships and blimps with electronic billboard capabilities may be used to advise disaster victims of the availability of services and other forms of disaster assistance.

### **Joint Information Center (JIC)**

In the aftermath of a presidential disaster declaration, FEMA will establish an on-scene Federal Joint Information Center (JIC). The JIC is the physical location where federal, state and local PIOs come together to ensure coordination of information to be released to the public and the media. It is federal policy to encourage full participation in the JIC by the state, local, voluntary and private recovery organizations. The Liaison Unit will include representation in this process to assist with information gathering and dissemination within its membership.



Upon its activation, the JIC serves as the central point for media access to the latest developments and current information. The JIC will be located either within or adjacent to the Joint Field Office (JFO) complex to ensure access to key recovery personnel. The JIC will be configured with adequate telephone and logistical support. Telephone lines will be provided for PIOs and the media (for voice and data communications).

The primary roles and responsibilities of the Joint Information Center will be to:

- Provide information and instructions to individuals, families, consulates, businesses, and industries affected by the emergency through the media and other means.
- Coordinate information prior to its release to ensure its accuracy.
- Process requests for information from the media.
- Hold periodic press conferences and briefings to give the media access to the facts and experts helping with the recovery efforts.
- Handle VIP briefings and tours.
- Provide a rumor control function to stop inaccurate and false information from circulation.

An ESF #14 representative will serve as the Broward County JIC Team Leader and will have overall responsibility for coordinating the release of information by ESFs, County, and Municipal agencies. The release of any information to the media by agencies will be coordinated through and approved by the JIC Team Leader and/or Director of EMD. The JIC Team Leader may designate spokespersons from other ESFs, County, or municipal agencies to serve as Assistant County PIOs.

## APPENDICES

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# Appendix 1: Authorities and References

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## *Broward County*

**Broward County Charter, Broward County Commission:** Provides authority to the County Mayor and County Administrator to declare, limit and terminate a state of emergency and implement the County's Emergency Operation's Plan. Permits the adoption of emergency ordinances and resolutions.

**Administrative Code of Broward County Section 1.11, Broward County Commission:** Broward County Administration: Designates the County Administrator as Chief Executive Officer during major or catastrophic emergencies. Empowers the Administrator to declare a State of Emergency, implement emergency plans, obligate funds and provide for emergency support compensation to unrepresented employees.

**Administrative Code of Broward County Chapter 21 – Operational Policy, Procurement Code Finance and Administrative Services also known as Procurement Code of Broward County, Broward County Board of County Commissioners:** Provides Broward County a unified purchasing system with centralized responsibility.

**Administrative Code of Broward County, Florida, Chapters 13 1/2, Floodplain Management:** 30, Special Districts; 34, Water and Sewers; 35, Water Conservation Districts; and 36, Water Resource and Management.

**Administrative Code of Broward County Chapter 6:** Designates the roles and responsibilities of the Public Works Department and Divisions.

## *State*

**Chapter 252, Florida Statutes:** Establishes a Division of Emergency Management and prescribes the powers and responsibilities thereof. Provides authority and responsibilities for the mitigation of, preparation for, response to, and recovery from a large-scale disaster.

**Chapter 252, Section 252.38, Florida Statutes:** Directs each county to establish an emergency management agency and appoint a director to carry out the provisions of Sections 252.31 - 252.90.

**Chapter 252, Section 252.355, Florida Statutes:** Provides for registration of persons with special needs that may require assistance during an emergency.

**Chapter 381, Section 0303, Florida Statutes:** Provides for the operation and closure of special medical needs shelters and designates the Florida Department of Health in Broward County through its county health departments as the lead agency.

**Chapter 23, Florida Statutes:** Florida Department of Law Enforcement, Florida Mutual Aid Plan, and the Florida Mutual Aid Act.

**Chapter 250, Florida Statutes – Military Code:** Designates the Governor as the commander in chief of all militia of the State (Florida National Guard) to preserve the public peace, execute the laws of the State, respond to an emergency, and order all or part of the militia into active service of the State. This is done through the issuance of a Governor’s Executive Order.

**Chapter 395, Florida Statutes – Hospital Licensing and Regulation:** Provides for the protection of public health and safety in the establishment, construction, maintenance, and operation of hospitals, ambulatory surgical centers, and mobile surgical facilities by providing for licensure of same and for the development, establishment, and enforcement of minimum standards.

**Section 943.0312 Florida Statutes, Regional Domestic Security Task Force (RDSTF):** Provides for the development and implementation of a statewide strategy to address preparation and response efforts by federal, state, and local law enforcement agencies, emergency management agencies, fire and rescue departments, first-responder personnel and others in dealing with potential or actual terrorist acts within or affecting the state of Florida.

**Florida Administrative Code (FAC) 27P-6:** Establishes compliance criteria and review procedures for the County and Municipal Emergency Preparedness Management Plan (CEMP) that consist of provisions addressing aspects of preparedness, response, recovery, and mitigation.

**Florida Administrative Code (FAC), Chapters 40E:** South Florida Water Management District (SFWMD) Permitting; 62-25, Regulations of Storm water Discharge; 62-550, Drinking Water Standards, Monitoring, and Reporting; 62-555, Permitting and Construction of Public Water Systems; 62-600, Domestic Wastewater Facilities; 62-620, Wastewater Facility and Activities Permitting.

**State of Florida Comprehensive Emergency Management Plan, Florida Division of Emergency Management:** Provides authority to prepare for, respond to, recovery from, and mitigate the impact of a disaster within the state of Florida.

**State of Florida Regional Evacuation Guidelines, State of Florida and all Florida Counties:** Provides procedures for the evacuation of vulnerable populations in a large scale disaster.

**Florida Statewide Mutual Aid Agreement, All State, County, City and other political subdivision agencies:** Provides for mutual aid in the event of disasters and other emergencies.

## *Federal*

**Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, as amended by the Post-Katrina Emergency Management Reform Act of 2006:** Provides authority for response and recovery assistance under the National Response Framework, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

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**Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act:** Authorizes pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance, and for other purposes.

**National Response Framework (NRF), Department of Homeland Security:** Presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe. Establishes a comprehensive, national, all-hazards approach to domestic incident response.

**National Incident Management System (NIMS), Department of Homeland Security:** Provides a systematic, proactive approach guiding departments and agencies at all levels of government, the private sector, and NGOs to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment.

**Homeland Security Presidential Decision Directive 5:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other Federal departments and agencies and State, local, and tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).

**Homeland Security Presidential Decision Directive 8:** Describes the way Federal departments and agencies will prepare. It requires DHS to coordinate with other Federal departments and agencies and State, local, and tribal governments to develop a National Preparedness Goal.

**Public Law 81-920, the Federal Civil Defense Act of 1950, as amended:** Provides a system for joint capability-building at the federal, state and local levels for all hazards.

**Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq:** Provides insurance coverage for all types of buildings.

**Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq:** Governs hazardous materials planning and right-to-know.

**Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA):** Provides funding to improve capability to respond to hazardous materials incidents.

**Public Law 96-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended:** Requires facilities to notify authorities of accidental releases of hazardous materials.

**National Flood Insurance Act of 1968, 42 USC 4001 et seq.:** Provides authorization, policy, and provisions of the National Flood Insurance program.

**Congressional Charter of 1905, 36 U.S.C. §§ 300101-300111, United States Congress:** Establishes the American Red Cross and its chapters as a corporation responsible for maintaining a system of domestic and international relief.

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**Department of Defense Directive 3025.12, Military Assistance for Civil Disturbances:** Provides policy and responsibilities governing planning and response by the Department of Defense Components for military assistance to Federal, State, and local government (including government of U.S. territories) and their law enforcement agencies for civil disturbances and civil disturbance operations, including response to terrorist incidents.

**Posse Comitatus Act, 18 U.S.C. § 1385:** Prohibits federal military personnel and units of the National Guard under federal authority from acting in a law enforcement capacity within the United States, except where expressly authorized.

**Department of Defense Directive 3025.15, Military Assistance to Civil Authorities:** Provides policy and assigns responsibilities for providing military assistance to civil authorities.

**National Guard Regulation 500-1, National Guard Domestic Operations:** Prescribes policies, procedures, responsibilities, and direction for activities required for the operational employment or training of Army and Air National Guard units, personnel, and equipment.

**Coast Guard Sector Miami Hurricane & Natural Disaster Plan 2015, United States Coast Guard:** Provides for Coast Guard Sector Miami preparation and response activities related to tropical weather.

**Southeast Florida Area Contingency Plan, United States Coast Guard:** Provides for response actions for impacts of a discharge or substantial threat of discharge of oil or release or substantial threat of release of a hazardous substance from inland and marine sources.

**Southeast Florida Area Maritime Security Plan, United States Coast Guard:** Sensitive Security Information plan which describes operational and physical security at ports and actions taken to prevent and respond to security incidents.

### *Supporting Documents*

- Broward County Aviation, Airport Emergency Plan
- Broward County Aviation, Hurricane Preparedness Manual
- Broward County Disaster Debris Management Plan
- Broward County Public Safety Fuel Supply Management Strategy
- Broward County Repetitive Loss Structures List
- Broward County, Mass Casualty Incident Plan
- Broward County, Rapid Impact Assessment Procedure
- Family Success Administration Division, Disaster Plan
- Federal Emergency Management Agency, National Flood Insurance Program's Community Participation List
- Florida Army National Guard, Joint Operations Plan for Defense Support of Civil Authorities and Homeland Defense (Domestic Operations)
- Florida Department of Health in Broward County in Broward County, Emergency Operations Plan
- Florida Fire Chief's Association, Statewide Emergency Response Plan 2015

- Hurricane Plan for Broward County Transit (BCT) 2019
- Major Disaster Recovery Site Operations/FLL Airport
- Port Everglades Coastal Oil Spill Plan
- Port Everglades, Hurricane Preparedness Plan
- SERDSTF Terrorism Response Plan United States Coast Guard, Miami Heavy Weather Contingency Plan
- South Florida Local Emergency Planning Committee, Hazardous Materials Emergency Response Plan 2018



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## Appendix 2: Glossary

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<b>800 MHz Trunked Radio System</b>	A radio system using trunking can be organized to provide groups of users and access arrangements tailored to local needs.
<b>Activation</b>	When the Comprehensive Emergency Management Plan has been implemented whether in whole or in part. Also, applies to activating the Emergency Operations Center.
<b>Advanced Life Support (ALS)</b>	ALS is an emergency medical service provided by paramedics, usually to intervene in life threatening situations with advanced skills.
<b>Affiliated Volunteers</b>	Volunteers who are associated with an established volunteer organization, Emergency Support Function, or agency pre-disaster.
<b>After-Action Report (AAR)</b>	A method of identifying and tracking correction of important problems and carrying out best work practices in an operation or exercise after it has been completed. An AAR may be structured to contain statements of Lessons Learned and recommended changes in plans, training, and resources.
<b>Allocated Resources</b>	Resources dispatched to an incident.
<b>Ancillary Health Service</b>	Services that include but are not limited to all healthcare related facilities, blood banks, behavior health facilities, dialysis facilities, except acute care hospital.
<b>Applicant</b>	A State agency, local government, Indian Tribe, Alaskan Native tribal government, or eligible Private Nonprofit Organization who submits a request for disaster assistance under the State's disaster declaration.
<b>Assigned Resources</b>	Resources checked in and assigned to a mission on an incident.
<b>At-Risk/Vulnerable Individual</b>	At-risk or vulnerable populations are often defined as groups whose unique needs may not be fully integrated into planning for disaster response. These populations include, but are not limited to, persons with physical, cognitive or developmental disabilities. Also included in this group are persons with limited English proficiency, geographically or culturally isolated, medically or chemically dependent, homeless, frail elderly and children.
<b>Authorized Requestor [Broward County]</b>	Agency within the Broward County geographical area authorized by Unified Command to request goods and services in order to save lives, protect property, and support response operations.
<b>Base</b>	The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

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<b>Basic Life Support (BLS)</b>	A level of medical care which is used for patients with life-threatening illness or injury until the patient can be given full medical care. It can be provided by trained medical personnel, including emergency medical technicians, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting and can be provided without medical equipment.
<b>Billeting</b>	The provision of lodging for Emergency Operations Center staff.
<b>Bioterrorism</b>	Bioterrorism is a deliberate release of viruses, bacteria, or other germs (agents) used to cause illness or death in people, animals, or plants.
<b>Broward Emergency Response Team (BERT)</b>	The organization of agencies represented in the CEOC during an activation that conducts CEOC level emergency planning, operations, logistics, and administrative activities and is established to ensure the effective coordination of county resources during emergency response and recovery operations.
<b>Cache</b>	A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
<b>Caregiver</b>	A person who provides direct care or assistance to a person with special medical needs. A caregiver has the requisite knowledge, skills, and abilities to meet the needs and demands of the client's deficits and can range in training from a licensed healthcare professional to a family member, friend, neighbor, or roommate.
<b>Case Management</b>	A systems approach to provision of equitable and fast service to applicants for disaster assistance. Organized around the needs of the applicant, the system consists of a single point of coordination, a team of on-site specialists, and a centralized, automated filing system.
<b>Casualty Collection Point (CCP)</b>	Predefined location at which patients are collected, triaged, and provided with initial medical care.
<b>Catastrophic Disaster</b>	An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.
<b>Checklist</b>	Written (or computerized) enumeration of actions to be taken by an individual or department, meant to aid memory rather than provide detailed instruction.
<b>Chief</b>	The ICS title for individuals responsible for one of the functional Sections: Operations, Planning, Logistics, or Finance/Administration.
<b>Children's Special Medical Needs Shelter</b>	SpNS specifically designated for children with special needs under the age of 18.

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<b>Command</b>	The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The term may also refer to the Incident Commander.
<b>Community Rating System (CRS)</b>	A FEMA initiative established under the NFIP, to recognize and reward communities that have implemented floodplain management measures beyond the minimum required by NFIP regulations. Under the CRS, those communities that choose to participate voluntarily may reduce the flood insurance premium rates for property owners in the community by taking these additional actions.
<b>Companion Animal</b>	Dogs, cats and other domestic household pets.
<b>Comprehensive Emergency Management Plan (CEMP)</b>	Plan that provides an all-hazards approach to the management of disasters or emergency situations. A CEMP contains policies, authorities, Concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency and departmental response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed from this strategic document.
<b>Computer Aided Dispatch (CAD)</b>	A system that allows public safety operations and communications to be augmented, assisted, or partially controlled by an automated system. It can include among other capabilities, computer-controlled emergency vehicle dispatching, vehicle status, incident reporting, and management information.
<b>Congregate Shelter</b>	Any private or public facility that provides contingency congregate refuge to evacuees, but that day-to-day serves a non-refuge function. Examples include schools, stadiums, and churches.
<b>Consequence Management</b>	Measures to protect public health and safety, restore essential services and provide emergency relief to business and individuals affected by the consequences of a crisis, such as an act of terrorism.
<b>Continuity of Operations (COOP) Plan</b>	A plan that documents the internal procedures of an agency or other entity, public or private, to assure continuance of its minimum essential functions across a wide range of potential emergencies, to include localized acts of nature, accidents, technological and/or attack-related emergencies.
<b>County Emergency Operations Center (CEOC)</b>	The CEOC will provide the primary direction and control functions for emergency response and immediate relief following an emergency. The CEOC may remain activated through initial Recovery operations until such time as Unified Command makes the decision to transfer direction and control of recovery operations to the Recovery Manager and Recovery Coordination Center depending upon the circumstances of the disaster.

<b>County Staging Area (CSA)</b> <b>[Broward County]</b>	A temporary site established within the first 24 hours following a disaster event affecting Broward County that can receive and distribute whole truckloads of bulk emergency relief supplies and resources. The resources coming into the County Staging Area are generally from governmental sources or are purchased by the County. Donated items are routed to the Donated Goods Reception Center (ESF #15).
<b>Credentialing</b> <b>[Broward County]</b>	The process where an individual who is recommended to work in the County Emergency Operations Center meets the requirements in the Credentialing Policy to work in the County Emergency Operations Center and receives identification and access to the Operations Floor.
<b>Crisis Management</b>	Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a crisis or an act of terrorism.
<b>Damage Assessment</b>	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a human-generated or natural disaster.
<b>Debris</b>	Scattered items and materials either broken, destroyed, or displaced by a natural or human-generated disaster. Examples include trees and other vegetative material, construction and demolition material, and personal property.
<b>Debris Clearance</b>	Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.
<b>Debris Management Center (DMC)</b>	A command center (off-site from the CEOC) which provides tactical management and coordination of ongoing, day-to-day debris management operations throughout the County. The key role of the DMC is to ensure adequate inter-jurisdictional coordination of debris management operations within the County.
<b>Debris Management Commander</b>	The title for the individual responsible for coordinating and managing debris disposal operations of the Debris Management Center (DMC).
<b>Debris Removal</b>	Picking up debris and taking it to a temporary storage site or permanent landfill.
<b>Declaration</b>	The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

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<b>Decontamination</b>	A physical and/or chemical process to minimize the spread of contaminants. Such contaminants may be associated with persons, animals, equipment, land, structures or commodities.
<b>Defense Coordinating Officer</b>	Serves as the Department of Defense’s (DOD) single point of contact at a Federal Joint Field Office (JFO) for requesting assistance from DOD.
<b>Demobilization</b>	The process of standing down essential staff from a response status and releasing and returning of resources that are no longer required for the support of the incident/event.
<b>Demobilization Unit</b>	Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.
<b>Department of Homeland Security (DHS)</b>	A Federal agency, of which FEMA is a part that is charged with ensuring the safety of the United States and its population. DHS is a cabinet level agency of the U.S. Government. The Secretary of DHS is in the top tier of the several members of the President’s cabinet, along with the Secretary of State, the Secretary of the Treasury, the Secretary of Defense, and the Attorney General.
<b>Deployed</b>	The systematic placement of staff following an incident to ensure a timely restoration of services.
<b>Destroyed</b>	A classification for an item or building that is a total loss or is damaged to the extent that it is not usable and not economically repairable. Used by FEMA in damage assessments.
<b>Director</b>	The ICS title for individuals responsible for supervision of a Branch.
<b>Disability (individual with)</b>	A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.
<b>Disaster</b>	Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters. An event in which a community or organization undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available are exceeded.
<b>Disaster Behavioral Health</b>	Disaster Behavioral Health Response Teams work with communities and emergency responders to assist with the mitigation of emotional, psychological, and physical effects of a disaster, natural or man-made. Disaster behavioral health responders apply the concepts of psychological first aid to help those affected overcome the initial impact of shock, denial, and depression when confronting disasters.

**Disaster Medical Assistance Team (DMAT)**

A DMAT is a group of professional and para-professional medical personnel (supported by a cadre of logistical and administrative staff) designed to provide medical care during a disaster or other event. DMATs are designed to be a rapid-response element to supplement local medical care until other Federal or contract resources can be mobilized, or the situation is resolved. DMATs deploy to disaster sites with sufficient supplies and equipment to sustain themselves for a period of 72 hours while providing medical care at a fixed or temporary medical care site. The personnel are activated for a period of two weeks.

**Disaster Recovery Center (DRC)**

Places established in the area of a Presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).

**Distribution Site**

Centralized location(s) for distributing pre-packaged donated goods to agencies and/or individuals in the disaster area. Distribution could also include sorting materials to smaller vehicles for distribution to individual homes in the disaster area.

**Documentation Unit**

Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

**Donated Goods Reception Center**

A warehouse facility where donated goods are collected, sorted, inventoried, and distributed to agencies participating in disaster response, relief, and recovery efforts, as well as to disaster survivors.

**Durable Medical Equipment (DME)**

Home medical equipment providers sell or rent home medical equipment and services for use in a patient's home or place of residence. Equipment includes, though is not limited to, oxygen, respiratory equipment, and customized wheelchairs. Services include delivery, set up, instruction, and maintenance of equipment.

**E911 System**

Enhanced 9-1-1 or E9-1-1 service is a North American telecommunications-based system that automatically associates a physical address with the calling party's telephone number, and routes the call to the most appropriate Public Safety Answering Point (PSAP) for that address.



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<b>Emergency</b>	An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Examples of an emergency may include fires; explosions; chemical, biological, environmental, and radiation incidents; bomb threats; civil disturbances; medical emergencies; natural disasters; structural failures; and accidental or human-generated disasters. Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.
<b>Emergency Distribution Center (EDC)</b> <i>[Broward County]</i>	A temporary warehouse established within the first 24 hours following a disaster event in Broward County to receive truck-loads of supplies from the County Staging Area and break them down into palletized units for distribution to Points of Distribution, non-profit organizations, Broward County Municipalities, Community Recovery and Distribution Zones, and other authorized recipients.
<b>Emergency Management</b>	The preparation for and carrying out of all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or by technological events, or by enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress and for humanitarian aid. Emergency management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.
<b>Emergency Management Assistance Compact (EMAC)</b>	A legally binding mutual aid agreement and partnership between states that allows them to assist one another during emergencies and disasters.
<b>Emergency Management Performance Grants (EMPG)</b>	EMPG helps state and local emergency managers develop, maintain and improve emergency management capabilities and key components of a comprehensive national emergency management system for all hazards. Through this grants program, FEMA provides states a flexibility to allocate funds according to risk and to address the most urgent state and local needs in disaster mitigation, preparedness, response, and recovery. Working within standard federal government grant administration, EMPG provides support for state and local governments to achieve measurable results in key functional areas of emergency management.
<b>Emergency Operations Center (EOC)</b>	A pre-defined physical location from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as-needed basis. Can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable.



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<b>Emergency Preparedness Liaison Officer (EPLO)</b>	A member of the Defense Coordinating Officer's (DCO) Defense Coordinating Element that will facilitate coordination and support to activated Emergency Support Functions.
<b>Emergency Response Team – Advance Element</b>	For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.
<b>Emergency Response Team (ERT)</b>	An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.
<b>Emergency Support Function (ESF)</b>	<p>(1) A functional area of response activity established to facilitate the delivery of disaster assistance required during the immediate response phase of an incident in order to save lives, protect property and public health, and to maintain public safety. ESFs represent those types of disaster assistance which will most likely be needed because of the impact of a catastrophic or significant disaster and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to mirror State and federal response efforts that a local government is most likely to need (e.g., mass care, health and medical services, public works), as well as the kinds of operations support necessary to sustain response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.</p> <p>(2) All County and volunteer organizations, that comprise the Broward Emergency Response Team (BERT), are grouped into 19 ESFs to carry out coordination and completion of assigned missions. These functions represent specific response activities that are common to all disasters. Each ESF is comprised of one or more Primary agency (ies) serving as the lead and several other agencies and organizations providing support. The ESF is a mechanism that consolidates multiple agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions.</p>
<b>Emergency Work</b>	That work which must be done immediately to save lives and to protect improved property, public health and safety, or to avert or lessen the threat of a major disaster. Emergency work frequently includes clearance and removal of debris and temporary restoration of essential public facilities and services, (Category A-B).
<b>Emergency, State of</b>	A condition during which special precautions/actions will be necessary in order to adequately safeguard property and the health and lives of people within a community or organization.

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<b>Evacuation</b>	Organized, phased, and supervised dispersal or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.
<b>Evacuees</b>	All persons removed or moving from areas threatened or struck by a disaster.
<b>Exercise</b>	A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (CEMP).
<b>Facility</b>	Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
<b>Federal Coordinating Officer (FCO)</b>	To coordinate federal efforts, the Federal Emergency Management Agency (FEMA, q.v.) recommends and the President appoints a Federal Coordinating Officer (FCO) for each state that is affected by a disaster. The FCO and the state response team set up a Disaster Field Office (DFO, q.v.) near the disaster scene.
<b>Federal Emergency Management Agency (FEMA)</b>	FEMA plays a multi-faceted central role in the national disaster program in terms of preparedness, response, recovery and mitigation by federal, state and local governments, commerce and industry, individuals and families, and non-governmental organizations. FEMA leads the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the Citizen Corps, the National Flood Insurance Program and the U.S. Fire Administration. FEMA is a part of the Directorate of Emergency Preparedness and Response (EPR, q.v.) which, in turn, is a major component of the Department of Homeland Security (DHS, q.v.).
<b>Final Debris Disposal</b>	Placing mixed debris and/or residue from volume reduction operations into an approved landfill.
<b>Finance/Administration Section</b> <i>[Broward County]</i>	The Section responsible for all incident costs, financial considerations and employee welfare. Includes the Cost Unit, Compensation/Claims Unit, Time Unit, and Employee Welfare Unit.
<b>Flood</b>	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

<b>Flood Insurance Rate Map (FIRM)</b>	The insurance and floodplain management map produced by FEMA that identifies, based on detailed or approximate analyses, the areas subject to flooding during a 1-percent-annual-chance flood event in a community. Flood insurance risk zones, which are used to compute actuarial flood insurance rates, also are shown. In areas studied by detailed analyses, the FIRM shows BFEs to reflect the elevations of the 1-percent-annual-chance flood. For many communities, when detailed analyses are performed, the FIRM also may show areas inundated by 0.2-percent-annual-chance flood and regulatory floodway areas.
<b>Floodplain</b>	A land area that is susceptible to being inundated by water from any source.
<b>Floodplain Management</b>	The operation of a program of corrective and preventative measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, and floodplain management regulations.
<b>Force Account</b>	An applicant’s own labor forces and equipment.
<b>Functional Needs Support Services</b>	<p>FNSS are defined as services that enable individuals to maintain their independence in a general population shelter. FNSS includes:</p> <ul style="list-style-type: none"> <li>• reasonable modification to policies, practices, and procedures</li> <li>• durable medical equipment (DME)</li> <li>• consumable medical supplies (CMS)</li> <li>• personal assistance services (PAS)</li> <li>• other goods and services as needed</li> </ul> <p>Children and adults requiring FNSS may have physical, sensory, mental health, and cognitive and/or intellectual disabilities affecting their ability to function independently without assistance.</p> <p>Others that may benefit from FNSS include women in late stages of pregnancy, elders, and people needing bariatric equipment.</p>
<b>General Population Shelter</b>	Any private or public facility that provides contingency congregate refuge to evacuees, but that day-to-day serves a non-refuge function. Examples include schools, stadiums, community centers, and churches. Also known as a “Congregate” or “Mass Care” shelters.
<b>Geographic Information System (GIS)</b>	A computer-based system for capture, storage, retrieval, analysis and display of data that is linked to a location. GIS hardware and software provide the ability to analyze and present data in the form of maps, data, applications, and dashboards. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses and operating center displays.

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<b>Global Positioning System (GPS)</b>	GPS is a worldwide radio-navigation system formed from a constellation of 24 satellites and their ground stations. The satellites are reference points to calculate positions accurate to a matter of meters. By using advanced forms of GPS, measurements are better than a centimeter. In effect, each square meter on the planet has a unique address.
<b>Governor’s Authorized Representative (GAR)</b>	The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.
<b>Grantee</b>	The state or tribal agency that is eligible to receive federal dollars in a Presidential Disaster.
<b>Hazard</b>	A situation or condition that presents the potential for causing damage to life, property, and/or the environment an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. May be biological, chemical, or physical agents capable of causing adverse health effects or property damage given a particular environment or location.
<b>Hazard Mitigation</b>	Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.
<b>Hazard Mitigation Grant Program (HMGP)</b>	The program authorized under Section 404 of the Stafford Act, under which FEMA provides grants to state and local governments to implement long-term hazard mitigation measures after a presidential disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable implementation of mitigation measures during the immediate recovery from a presidentially declared disaster. Federal government may contribute up to 75 percent of the cost of hazard mitigation measures which the President has determined are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by major disaster.
<b>Hazard Vulnerability Analysis (HVA)</b>	A structured approach to assist in evaluating potential adverse events or conditions that could disrupt an organization’s operation. Identify, evaluate, and prioritize events that could significantly affect the need for the facility’s services or its ability to provide those services. Each potential event is evaluated in each of three categories: probability (of occurrence), risk (severity/impact), and preparedness and assigned a numerical score that rank orders events needing organization focus and resources for emergency planning.

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<b>Hazardous Material (HAZMAT)</b>	Material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) toxic, 2) flammable, 3) corrosive; and/or 4) reactive, and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.
<b>Homeland Security</b>	The prevention of terrorist acts, the reduction in the consequences of those events on people and property, and the response and recovery from those terrorist events.
<b>Homeland Security Advisory System</b>	HSAS is a five-level, color-coded alert warning system based on classified intelligence indicators for national use to announce the risk of terrorist attack. Local, state and federal authorities take preplanned actions, at some expense, for each threat alert condition with a major focus on critical infrastructure protection.
<b>Homeless Assistance Center (HAC)</b>	Centers designed to provide for the basic needs of the homeless population. During times of disaster events, the HACs may take in the unsheltered homeless population and provide for their basic needs (shelter and food).
<b>Hurricane</b>	A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph) or more. The term "hurricane" is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term "typhoon" is used for Pacific tropical cyclones north of the Equator west of the International Dateline.
<b>Hurricane Advisory</b>	Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.
<b>Hurricane Warning</b>	A warning that sustained winds of 64 kits (i.e., 74 mph) or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.
<b>Hurricane Watch</b>	An announcement for specific coastal areas that hurricane conditions are possible within 36 hours.
<b>Improved Property</b>	A structure, facility, or item of equipment that was built, constructed, or manufactured. Land used for agricultural purposes is not improved property.

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<b>Incident</b>	A definite and separate occurrence. Usually a minor event or condition that is a result of a human error, technical failure, or environmental condition. An incident or event typically interrupts normal activities. Note incidents may or may not lead to accidents, events, or disasters.
<b>Incident Action Plan (IAP)</b>	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It should generally include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
<b>Incident Command System (ICS)</b>	A standardized emergency management construct designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and action plan, designed to aid in the management of resources and personnel during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize incident management operations.
<b>Incident Commander (IC)</b>	Under the Incident Command System (ICS), the person assigned to have overall charge of the response to an incident.
<b>Incident Objectives</b>	Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
<b>Individual Assistance (IA)</b>	Money or direct assistance to individuals, families and businesses, after a federally declared disaster, in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help you with critical expenses that cannot be covered in other ways. This assistance is not intended to restore your damaged property to its condition before the disaster.
<b>Initial Damage Assessment (IDA)</b>	A rapid survey performed immediately post-impact, usually by first responders, in order to determine the impact and magnitude of damage caused by the disaster and the resulting <i>initial</i> needs of the community. The IDA is typically a mere estimate – its purpose is to quickly identify needed resources and mobilize them, as well as to assess the magnitude of the disaster in order to <u>consider</u> pursuit of a declaration. A more comprehensive assessment, the PDA, will follow.



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<b>Insurance</b>	The spread or transfer the risk of accidental loss of a single entity over a larger group of participating insured members.
<b>Interoperability</b>	The ability of systems, units, or agencies to provide services to and accept services from other systems, units or agencies and to use the services so exchanged to enable them to work effectively together.
<b>Inventory Control</b>	The inventory control function manages the inventory, which includes: tracking all receipts; apportioning supplies; processing requests from Points of Distribution and other entities; creating issue documents for transferring material from LSAs, and CSAs to PODs; recording the locations to which all material, equipment and cargo containers are transferred; monitoring stock levels and working to replenish material and recover unused assets.
<b>Johnson Control System</b> <i>[Broward County]</i>	The identity and security access system utilized in the Broward Emergency Operations Center.
<b>Joint Field Office (JFO)</b>	The office established by FEMA in or near the designated area of a Presidentially declared major disaster to support Federal and State response and recovery operations. The JFO houses the Federal Coordinating Officer (FCO) and Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.
<b>Joint Information Center (JIC)</b>	A center established to coordinate the public information activities in support of incident response and recovery activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the Joint Information Center.
<b>Kickoff Meeting</b>	The initial meeting between an applicant and the Public Assistance Coordinator. At this working session, the applicant turns in a list of damages and receives comprehensive information about the Public Assistance program and detailed guidance for their specific circumstances.
<b>Kinds (of Resources)</b>	Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers). <i>(Does not describe capability).</i>
<b>Large Animal</b>	Livestock and other hooved animals.
<b>Large Project</b>	Eligible project, either emergency or permanent work, with a minimum damage dollar value (set by FEMA each year) or greater.



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<b>Lead Agency</b>	An [ESF] lead agency is an agency or organization with significant authorities, roles, resources, or capabilities for an incident management function. The lead agency is the entity with management oversight for that ESF. The lead agency has ongoing responsibilities throughout the preparedness, response, recovery, and mitigation phases of incident management. The lead agency has the responsibility of coordinating all support agencies to ensure that missions are completed, and resources are maximized. The lead agencies report to their respective branch or section leader. All lead agency staff must fulfill both administrative responsibilities and operational responsibilities to ensure proper coordination among all participating agencies.
<b>Leader</b>	The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.
<b>Liaison/Liaison Officer</b>	An agent or representative. Typically, an agency official sent to another agency to facilitate interagency communications and coordination. Liaison and Liaison Officer are sometimes used interchangeably. Under the National Incident Management System (NIMS) the term for the person on the Command Staff is Liaison Officer. For emergency exercises and in disasters, a number of liaisons (identified as representatives) from other agencies, commerce and industry, various non-governmental organizations, jurisdictions, and other parties should be assigned to (or seated or present) and in direct communication with EOCs to meet the need for linkages for effective strategy and use of resources in an incident.
<b>Loading Point</b>	A specific location at a Point of Distribution (POD) where stockpiles of all the various commodities being distributed are located. Each loading point has an assigned team of people who load these items into a single vehicle as it stops in front of their position at the POD. In this way, a full range of all required commodities can be quickly distributed to a vehicle and the line through the POD keeps moving quickly.
<b>Logistics</b>	(1) Providing resources and other services to support incident management. (2) The procurement, maintenance, distribution, and transportation of material, facilities, services and personnel.
<b>Logistics Section</b>	The Section responsible for providing facilities, services, and materials for the incident.
<b>Logistics Staging Area (LSA)</b>	A site pre-identified by the State as being capable of receiving emergency resources within 24 hours of activation. From there, commodities are further broken down and/ redirected to specific County Staging Area or local Points of Distribution. There is no issue or distribution to the public at the LSA.

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<b>Major Damage</b>	This term is used by the Federal Emergency Management Agency (FEMA) to categorize an item or a building that has been damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
<b>Major Disaster</b>	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
<b>Mass Care</b>	The actions that are taken to protect evacuees and disaster survivors from the effects of the disaster and to provide basic human services post-event. Activities include providing temporary shelter, basic medical care, clothing, mass-feeding operations, facilitating bulk distribution of emergency items to sheltered and unsheltered persons typically in congregate areas, collecting and providing information on survivors to family members, temporary housing, emotional support, mental health, and other basic necessities.
<b>Media</b>	Any individual related to a public communications resource such as newspaper, radio, magazine, or television and having an official identification as such.
<b>Memorandum of Understanding (MOU)</b>	A written understanding between two or more entities obligating assistance during a disaster.
<b>Mission</b> <i>[Broward County]</i>	Any task, objective or purpose assigned to a position or group (e.g., ESF or unit) requiring some degree of action or outcome. Missions are goal-oriented and are assigned to specific ESFs or units. Missions are formal "assignments" and therefore, require follow-up and tracking.
<b>Mission Assignment</b>	(1) Work order issued by FEMA Operations to a Federal agency directing completion of a specific task, and citing funding, other managerial controls, and guidance
<b>Mitigation</b>	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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<b>Mobile Distribution</b>	The transportation and distribution to the public of mixed loads of emergency commodities. Mobile Distribution is employed to support areas, and population groups, of the jurisdiction that does not have reasonable transportation or access to a Distribution Point.
<b>Mobilization</b>	The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
<b>Mortality</b>	Relative incidence of death within a group categorized according to age or some other factor such as occupation.
<b>Mutual Aid</b>	As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and materiel resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency.
<b>Mutual Aid Agreement (MAA)</b>	A written agreement between agencies and/or jurisdictions that they will assist one another on request in conjunction with a disaster, by furnishing personnel, equipment, and/or expertise in a specified manner.
<b>National Disaster Medical System (NDMS)</b>	The NDMS is a federally coordinated system that augments the Nation's medical response capability. The overall purpose of the NDMS is to supplement an integrated National medical response capability for assisting State and local authorities in dealing with the medical impacts of major peacetime disasters and to provide support to the military and the Department of Veterans Affairs medical systems in caring for casualties evacuated back to the U.S. from overseas armed conventional conflicts. The National Response Framework utilizes the NDMS, as part of the Department of Health and Human Services, Office of Preparedness and Response, under Emergency Support Function #8 (ESF #8), Health and Medical Services, to support Federal agencies in the management and coordination of the Federal medical response to major emergencies and federally declared disasters .
<b>National Hurricane Center (NHC)</b>	The office of the National Weather Service (NWS) in Miami that is responsible for tracking and forecasting tropical cyclones. <a href="http://www.nhc.noaa.gov/">http://www.nhc.noaa.gov/</a>

**National Incident Management System (NIMS)**

As the operational arm of the National Response Framework (NRF), NIMS provides a consistent nationwide approach for governments at all levels, tribal nations, commerce and industry, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from, and mitigate the effects of domestic incidents regardless of cause, size, or complexity. To provide for interoperability and compatibility among governmental and private sector capabilities, NIMS includes: a core set of concepts, principles, terminology, and technologies covering the incident command system (ICS); multi-agency coordination systems (MACS); unified command; training; identification and management of resources (including systems for classifying types of resources); personnel qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF)**

Federal plan promulgated by the Department of Homeland Security (DHS) that presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The *Framework* defines the key principles, roles, and structures that organize the way the nation responds. It describes how communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. The *National Response Framework* is always in effect, and elements can be implemented at any level at any time.

**Needs Assessment**

Information gathered to evaluate the needs of both disaster victims and responders for basic necessities, such as food, water, ice, etc. Information includes items such as number of homes damaged or destroyed, number of individuals left homeless, power outages, businesses (such as grocery stores) damaged or destroyed, etc.

**NFPA 1600**

NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs. NFPA 1600 is approved as an American National Standard and is promulgated by the National Fire Protection Association. The NFPA 1600 standard establishes a common set of criteria for disaster management, emergency management and business continuity programs in the public and private sectors. In addition, it identifies methodologies for exercising plans related to those programs and provides a listing of resource organizations within the fields of disaster recovery, emergency management and business continuity planning. It lays out the basic principles to assess, develop, implement, and maintain such programs. The adoption of this or any other NFPA standard is voluntary; however, NFPA standards are generally accepted as industry standards. All NFPA codes and standards are developed through a consensus process accredited by ANSI, a private, nonprofit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system.

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<b>Non-Affiliated Volunteers</b>	Volunteers who wish to volunteer or assist in the disaster area but have not pre-registered with an agency.
<b>Operational Period</b>	The time scheduled for execution of a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.
<b>Operations Section</b>	The Section responsible for all tactical operational support and coordination. The section includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, and Single Resources.
<b>Organization Chart</b>	A diagram representative of the hierarchy of an organization's personnel; also known as a Table of Organization ("TO").
<b>Out-of-Service Resources</b>	Resources assigned to an incident, but unable to respond for mechanical, rest, or personnel reasons.
<b>Permanent Work</b>	That work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design, use, and current applicable standards. (Category C-G)
<b>Personal Protective Equipment (PPE)</b>	Equipment to protect a person working in a hazardous environment.
<b>Pet Friendly Shelter</b>	Shelter which allows pets and pet owners.
<b>Planning Meeting</b>	A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.
<b>Planning Section</b>	ICS section responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The section also maintains information on the current and forecasted situation. The section includes the Situation, Documentation, Demobilization Units, as well as the Technical Services Branch and Technical Specialists.
<b>Point of Distribution (POD)</b>	The initial point where the general public will obtain life sustaining emergency relief supplies until such time as power is restored and traditional facilities, such as retail establishments, reopen or Comfort Stations, fixed and mobile feeding sites and routes, and relief social service programs, such as the Emergency Food Stamp Program, are in place. Comfort stations, fixed and mobile feeding sites, and relief social service programs will not be collocated with Points of Distribution. A Point of Distribution is a continuous drive-through site where volunteers load resources into the trunks of cars and the public can obtain information. The public does not normally get out of their car at a Point of Distribution.

<b>Point of Distribution (County)</b>	County staffed and operated. Open to all disaster survivors.
<b>Point of Distribution (Municipal)</b>	Municipal staffed and operated under the direction of the County. Open to all disaster survivors.
<b>Preliminary Damage Assessment (PDA)</b>	A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor’s request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor’s request. PDAs are made by at least one State and one Federal representative. A local Tribal representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.
<b>Prevention</b>	To avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice; Includes, but is not limited to mitigation measures; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.
<b>Preparedness</b>	Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.
<b>Private Nonprofit Organization (PNP)</b>	Any non-governmental agency or entity that currently has either an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption or satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one organized or operating under state law.
<b>Procurement /Supply Unit</b>	Functional Unit within the Resource Support Branch that is responsible for resource acquisition and vendor contracts.
<b>Project</b>	A logical method of performing work required as a result of the declared event. More than one damage site may be included in a project.



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<b>Project Formulation</b>	The process of documenting the damage to the facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects. Project formulation allows applicants to administratively consolidate multiple work items into single projects in order to expedite approval and funding, and to facilitate project management.
<b>Project Officer (PO)</b>	An emergency management official who is knowledgeable about Public Assistance (PA) eligibility and Special Considerations, and will take the lead in working with the applicant to develop scopes of work and cost estimates for large projects. The PO is responsible for identifying the need for Specialists and working with the Public Assistance Coordinator (PAC) to ensure appropriate personnel are assigned to assist in large project development.
<b>Project Worksheet (PW)</b>	The form used to document the scope of work and cost estimate for a project. This form supplies FEMA with the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project must be documented on a separate Project Worksheet. The approved Project Worksheet will then be the basis for funding under the Public Assistance Program.
<b>Protect</b>	To shield from danger, injury, destruction, or damage; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.
<b>Public Assistance (PA)</b>	<p>FEMA's Public Assistance (PA) Grant Program provides assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.</p> <p>Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.</p>
<b>Public Assistance Coordinator (PAC)</b>	A FEMA customer service representative assigned to work with an applicant from declaration to funding approval. The PAC is trained in public assistance policies and procedures and will guide the applicant through the steps necessary to receive funding. This individual is the manager of the Case Management File (CMF) that contains the applicant's general claim information as well as records of meetings, conversations, phone messages and any special issues or concerns that may affect funding.
<b>Public Information Officer (PIO)</b>	A Federal, State, local government, or Tribal official responsible for preparing and coordinating the dissemination of emergency public information.



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<b>Public Safety Answering Point (PSAP)</b>	An agency in the United States, typically county or city controlled, responsible for answering 9-1-1 calls for emergency assistance from police, fire, and ambulance services.
<b>Quarantine</b>	The separation and the restriction of movement of persons as yet not ill who have been exposed to an infectious agent and may become ill or infectious. Quarantine can occur in the home or other designated facility.
<b>Radio Amateur Civil Emergency Service (RACES)</b>	A volunteer organization of amateur radio operators licensed by the Federal Communications Commission (FCC). Established to provide auxiliary emergency communications on behalf of local, state or federal government, under authority granted in 47 CFR, Part 97, subpart E. RACES is sponsored by the Federal Emergency Management Agency (FEMA) and is administered by state emergency management agencies. For information about RACES see FEMA Civil Preparedness Guide CPG-1-15. Also see Salvation Army Team Emergency Radio Network (SATERN) and Amateur Radio Emergency Service (ARES).
<b>Radiological Emergency Preparedness (REP)</b>	REP is a program of the Federal Emergency Management Agency (FEMA) for public health and safety around nuclear power plants in the event of a nuclear power plant incident, and for public information and education about radiological emergency preparedness. The REP program covers only "off-site" activities, that is State and local government emergency preparedness that takes place outside the nuclear power plant boundaries. On-site activities are the duty of the Nuclear Regulatory Commission (NRC). The Office of National Preparedness (ONP, q.v.) is FEMA's administrative entity.
<b>Recovery</b>	The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.
<b>Redeploy</b>	The shifting of staff from one position to another to better accommodate organizational needs.
<b>Regional Domestic Security Task Force (RDSTF) [Florida]</b>	Groups formed by the Governor of the State of Florida to strengthen domestic security prevention, preparedness, protection, response and recovery capabilities through interdisciplinary and interagency consensus and commitment to build and rely on a strong regional mutual aid response capability. There are seven RDSTFs in the state of Florida.
<b>Regional Public Safety Partnership</b>	A partnership to advance the practice of community policing as an effective strategy in communities' efforts to improve public safety.
<b>Request for Public Assistance (Request)</b>	The official notification of intent to apply for public assistance monies following declaration of a disaster. It is a short form that asks for general identifying information about an applicant.

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<b>Resource Management</b>	Those actions taken at the CEOC to identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.
<b>Resources</b>	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
<b>Resource Request Process</b> <i>[Broward County]</i>	The process for requesting resources - whether human or material, consumable or non-consumable – during an activation of the County Emergency Operations Center.
<b>Response</b>	Emergency response activities are conducted during the time period that begins with the detection of the event and ends with the stabilization of the situation following impact. These efforts work to minimize the risks created in an emergency by protecting the people, the environment, and property, and also work to return the scene to normal pre-emergency conditions. Activities typically also include the reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.
<b>Restoration</b>	Process of planning for and/or implementing procedures for the repair and/or relocation of facilities and contents, and returning to normal operations at a permanent operational location.
<b>Saffir-Simpson Hurricane Damage Potential Scale</b>	A scale that measures hurricane intensity, developed by Herbert Saffir and Robert Simpson. The Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf and the shape of the coastline, in the landfall region. Note that all winds are using the U.S. 1-minute average.
<b>Section</b>	The organizational level having responsibility for a major functional area of incident management, (e.g., Operations, Planning, Logistics, and Finance/Administration). The section is organizationally situated between the branch and Unified Command.

**Service Animal**

The ADA 2010 Regulations define a service animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.” C.F.R. § 35.104 and § 36.104 (2010). If they meet this definition, dogs are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. In addition to the provisions about service dogs, the ADA also has a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. Florida law defines a “service animal” more broadly. In Florida, it means an animal that is trained to perform tasks for an individual with a disability including, but not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, retrieving objects, or performing other special tasks. According to the § 35.104 and § 36.104 (2010), examples of work and tasks performed by service animals include, but are not limited to:

- guiding people who are blind or have low vision
- alerting people who are deaf or hard of hearing
- providing non-violent protection or rescue work
- pulling a wheelchair
- assisting an individual during a seizure
- alerting individuals to the presence of allergens
- retrieving items
- providing physical support and assistance with balance and stability to individuals with mobility disabilities
- helping persons with psychiatric or neurological disabilities by preventing or interrupting impulsive or destructive behaviors
- reminding a person with mental illness to take prescribed medications or calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

Crime deterrence or provision of comfort or emotional support do not constitute "work or tasks" under the ADA.

**Shelter in Place**

(1) Making a shelter of the place you are in so as to prevent exposure, infection or limit harm. (2) Selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.

**Single Resource**

An individual, piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used at an incident.

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<b>Situation Unit</b>	Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. The Situation Unit reports to the Planning Section Chief.
<b>Small Animal</b>	Domestic pets.
<b>Small Project</b>	Eligible project, either emergency or permanent work, with a minimum damage dollar value (set each year by FEMA).
<b>Social Distancing / Isolation</b>	The separation or isolation of an individual(s) from other members of society. See also quarantine.
<b>Span of Control</b>	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7).
<b>Spatial Dataset</b>	A homogeneous collection of points, lines or polygons including attributes which represent real world objects.
<b>Special Considerations</b>	Factors that must be addressed before federal grant money can be obligated to repair or restore damaged facilities. These factors include, but are not limited to, general and flood insurance, historic preservation, environmental protection, and hazard mitigation.
<b>Special Needs</b>	<p>A “person with special needs” means someone, who during periods of evacuation or emergency, requires sheltering assistance, due to physical impairment, mental impairment, cognitive impairment, or sensory disabilities.</p> <p>Specific Authority 381.0303(6)(a) FS. Law Implemented 381.0303(6)(a) FS. History–New 3-16-17.</p> <p><a href="https://www.flrules.org/gateway/ruleNo.asp?id=64-3.010">https://www.flrules.org/gateway/ruleNo.asp?id=64-3.010</a></p>
<b>Special Needs Registry</b>	The Broward County Special Needs Registry is managed by the Broward Emergency Management Division and is intended for residents who feel that they require special needs sheltering and/or who require transportation assistance to any location in Broward County during an emergency event. Registration is accomplished via an application and triage process.
<b>Special Needs Shelters (SpNS)</b>	<p>SpNS are locations that are, in whole or in part, designated under Chapter 252, F.S., to provide shelter and services to persons with special needs who have no other option for sheltering. These shelters are designated to have back-up generator power. SpNS services are to minimize deterioration of pre-event levels of health.</p> <p>Specific Authority 381.0303(6)(a) FS. Law Implemented 381.0303(6)(a) FS. History–New 3-16-17.</p> <p><a href="https://www.flrules.org/gateway/ruleNo.asp?id=64-3.010">https://www.flrules.org/gateway/ruleNo.asp?id=64-3.010</a></p>

<b>Specialist</b>	An emergency management employee with demonstrated technical expertise in a defined specialty.
<b>Stafford Act</b>	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. Provides authority for response and recovery assistance under the National Response Framework, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
<b>Staging Area</b>	A temporary site, often outside of but proximate to a disaster area, for the gathering, assembly and subsequent dispatch and movement of essential human and/or material resources to specific operational functions and arenas. In a disaster there may be many staging areas, each serving special needs. Preferred sites have functioning transportation and communication facilities as well as nearby accommodations for site staff. Sometimes known as LSA.
<b>State</b>	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
<b>State Emergency Response Team (SERT)</b>	Pursuant to Section 252.365, Florida Statutes, SERT is established as an advisory body to coordinate with the Florida Division of Emergency Management emergency management functions to prepare for, respond to, recovery from, and mitigate the impact of a variety of hazards that could impact the State of Florida. The SERT advises on issues such as policies, plans, procedures, training, exercises, and public education. SERT is comprised of Emergency Coordination Officers who are selected by the agency head of the agency they represent. Each Emergency Coordination Officer serves in a primary or support role in a designated Emergency Support Function. Furthermore, as a part of the SERT, they serve as an integral part of emergency operations in other capacities, i.e., as members of the Rapid Impact Assessment Teams (RIAT), Advance Teams and as part of a Joint Field Office (JFO). Thus, the Emergency Coordination Officers, as a part of the SERT, serve in an operational and advisory capacity by developing recommendations and implementing actions for improving the State's emergency management program.

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<b>State Medical Response Team (SMRT)</b>	A SMRT consists of health professionals and support staff trained to respond to incidents that overwhelm the public health and medical system. A SMRT provides triage treatment for injuries and supportive care to affected or vulnerable populations in a mass care setting such as an Alternate Care Site (ACS), field treatment area or shelter. Team is typically comprised of 35-50 members depending on the mission requirements, and includes medical personnel, the Command and Control Team, and ancillary personnel. SMRTs provide medical surge, replace a hospital emergency department, or act as a Mobile Medical Unit for deployed disaster responders. The SMRTs can also be configured as a Command and Control team, which performs in ICS positions for ESF #8 augmentation.
<b>Statewide Mutual Aid Agreement</b>	A document, that when executed, provides political subdivisions of the State of Florida who become a party to the agreement are authorized under Chapter 252, Florida Statutes, to request, offer or provide assistance to any other signatory to the agreement if authorized by the State Emergency Response Commission (SERC).
<b>Storm Action Lead Time (SALT)</b>	A computer program that outputs a schedule of operational tasks and assigns them a lead-time based on the intensity of the storm and the estimated arrival of tropical storm force winds.
<b>Storm Surge</b>	The high and forceful dome of wind-driven rising tidal waters sweeping along the coastline accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide, and in South Florida, can be as much as 25 feet.
<b>Strategic National Stockpile (SNS)</b>	CDC's Strategic National Stockpile (SNS) has large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, or earthquake) severe enough to cause local supplies to run out. Once Federal and local authorities agree that the SNS is needed, medicines will be delivered to any state in the U.S. in time for them to be effective. Each state has plans to receive and distribute SNS medicine and medical supplies to local communities as quickly as possible.
<b>Strategy</b>	The general direction selected to accomplish incident objectives set by the Incident Commander.
<b>Strike Team</b>	A specified combination of the same kind and type of resources with common communications and under a single Leader.
<b>Support Agency [Broward County]</b>	Those entities with specific capabilities or resources that support the lead agency in executing the mission of an emergency support function or ICS component.



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<b>Support Resources</b>	Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.
<b>Surge Capacity</b> ( <i>health care</i> )	A health care system's ability to rapidly expand beyond normal services to meet the increased demand for qualified personnel, medical care, and public health in the event of bioterrorism or other large-scale public health emergencies or disasters.
<b>Tactics</b>	Deploying and directing resources on an incident to accomplish incident strategy and objectives.
<b>Team</b>	A team of individuals, equipment and its personnel complement, or a crew with an identified work Supervisor that can be used on an incident.
<b>Technical Specialists</b>	Personnel with special skills that are normally assigned to the Planning Section but can be used anywhere within the ICS organization.
<b>Terrorism</b>	The use of – or threatened use of – criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").
<b>Tornado</b>	A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counterclockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.
<b>Tribal</b>	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
<b>Tropical Cyclone</b>	A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extra-tropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects).
<b>Tropical Depression</b>	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph) or less.



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<b>Tropical Storm</b>	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph) to 63 kt (73 mph).
<b>Tropical Wave</b>	A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere. It tends to organize low level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.
<b>Type (of Resources)</b>	A classification of resources in the Incident Command System that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.
<b>Unified Command</b>	An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together at a single Incident Command Post (ICP) through their designated member of the Unified Command, often a senior person from agencies and/or discipline, to establish a common set of objectives and strategies, and a single Incident Action Plan.
<b>Universal Time Clock (UTC)</b>	Coordinated Universal Time/Universal Time. The world is divided into 24 time zones. For easy reference in communications, a letter of the alphabet has been assigned to each time zone (less the letters "I" and "O"). The "clock" at Greenwich, England is used as the standard clock for international reference of time in communications, military, maritime and other activities that cross time zones. The letter designator for this clock is Z. Times are usually written in military time or 24 hour format such as 1830Z. To pronounce this, the phonetic alphabet is used for the letter Z, or Zulu. This time is sometimes referred to as Zulu Time because of its assigned letter. Its official name is Coordinated Universal Time or UTC. UTC was previously known as Greenwich Mean Time.
<b>Urban Area Security Initiative (UASI)</b>	UASI is a grant program administered by the Office for Domestic Preparedness (ODP) in the Department of Homeland Security (DHS). UASI funding enhances the effectiveness of first responders to emergencies and public-safety officials in eight focal areas from terrorism prevention and decision-making to infrastructure and communication. A key factor is regional cooperation through forming partnerships at the local level.
<b>Validation</b>	The pre-funding verification that proposed or completed work projects meet statutory and regulatory compliance.

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<b>Veterinary Medical Assistance Team (VMAT)</b>	A highly trained team consisting of Veterinarians, Veterinary Technicians, and other support staff. These teams function as part of the National Disaster Medical System of the United States Public Health Service. VMAT teams can be called upon to provide support to communities in the event of a Federally declared disaster, emergency, or foreign animal disease outbreak.
<b>Virtual Warehouse [Broward County]</b>	In the context of ESF #15, a website feature that enables donors and nonprofits to give and receive goods online. Individuals can donate goods online to specific nonprofit organizations and causes. Only accredited 501(c)(3) nonprofits can claim posted items. Donors can post goods belonging to different categories such as books, clothing, furniture, household goods, and school supplies. By default, postings are anonymous, assuring that the donor's identity is protected. Nonprofit organizations can browse the virtual warehouse to find goods they need. Donors can have the option to contact the nonprofit organization that claimed a donation.
<b>Visitors [Broward County]</b>	For the purposes of the Broward County Emergency Operations Center, a visitor is anyone, whether county employee, elected official, or any other individual, who is not a member of the Broward Emergency Management Division Staff or Broward Emergency Response Team (BERT) as defined herein.
<b>Voluntary Organizations Active in Disaster (VOAD)</b>	A consortium of local voluntary organizations active in disaster relief. Its mission is to foster, through cooperation in mitigation and response, more effective service to people affected (imperiled or impacted) by disaster. There are also National and State Voluntary Organizations Active in Disaster. Members of this umbrella organization include organizations with voluntary memberships and constituencies; not-for-profit structures that qualify under Internal Revenue Service regulations for 501(c) (3) status; and organizations with a disaster response program and policy for commitment of resources (i.e., personnel, funds, and equipment) to meet the needs of people affected by disaster, without discrimination as to race, creed, gender, age, or handicap.
<b>Volunteer</b>	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
<b>Vulnerability</b>	Susceptibility to a physical injury or attack. "Vulnerability" refers to the susceptibility to hazards.
<b>Vulnerability Analysis</b>	A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, security, and safety systems at a facility.

**Weapons of Mass  
Destruction (WMD)**

Any device, material, or substance used in a manner, in a quantity and type, or under circumstances evidencing an intent to cause death or serious injury to persons or significant damage to property. Stated in Federal Emergency Management Agency (FEMA) Strategic Plan. There are five classes of WMD's defined in the Biological Weapons and Terrorism Act: biological, nuclear, incendiary, chemical and explosive (B-NICE, q.v.).

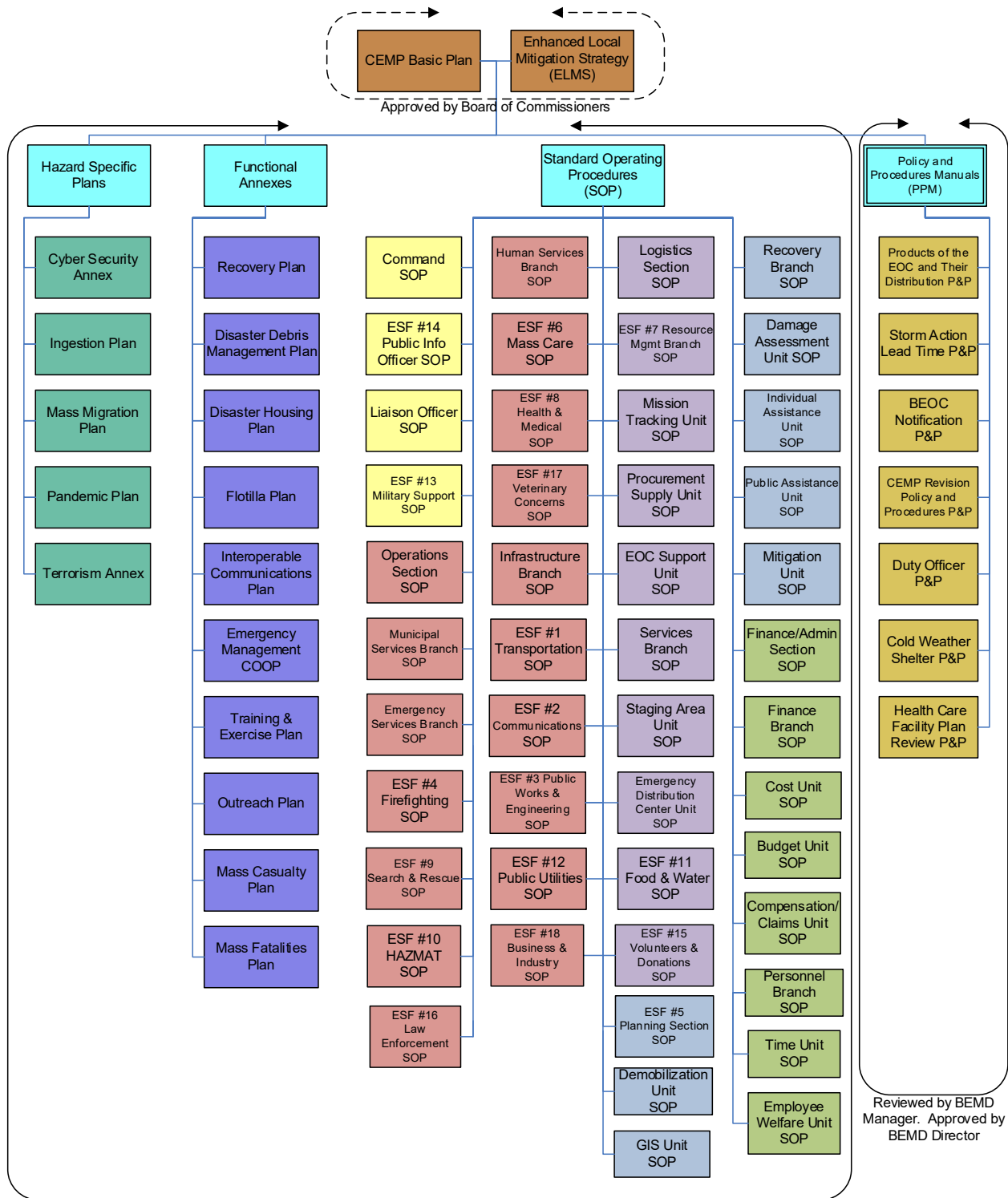
**WebEOC<sup>®</sup>**

A web-enabled Crisis Information Management System (CIMS) which provides real-time information sharing to help managers make sound decisions quickly. The system integrates status boards, incident planning and situation reporting modules as well as mission and resource tracking modules which are the primary applications for messaging, resource requests, and mission tracking within the CEOC.

**Zones (*task force*)**

The Community Recovery and Distribution Zones Task Force provides for distribution of food, water, ice (if available) and case management through geographically located centers in order to fill some of the gaps among existing emergency response teams by assisting those persons unable to access these necessities from PODS or stores. The elderly, disabled, mobile home park residents, and low-income households are the main targets of these services.

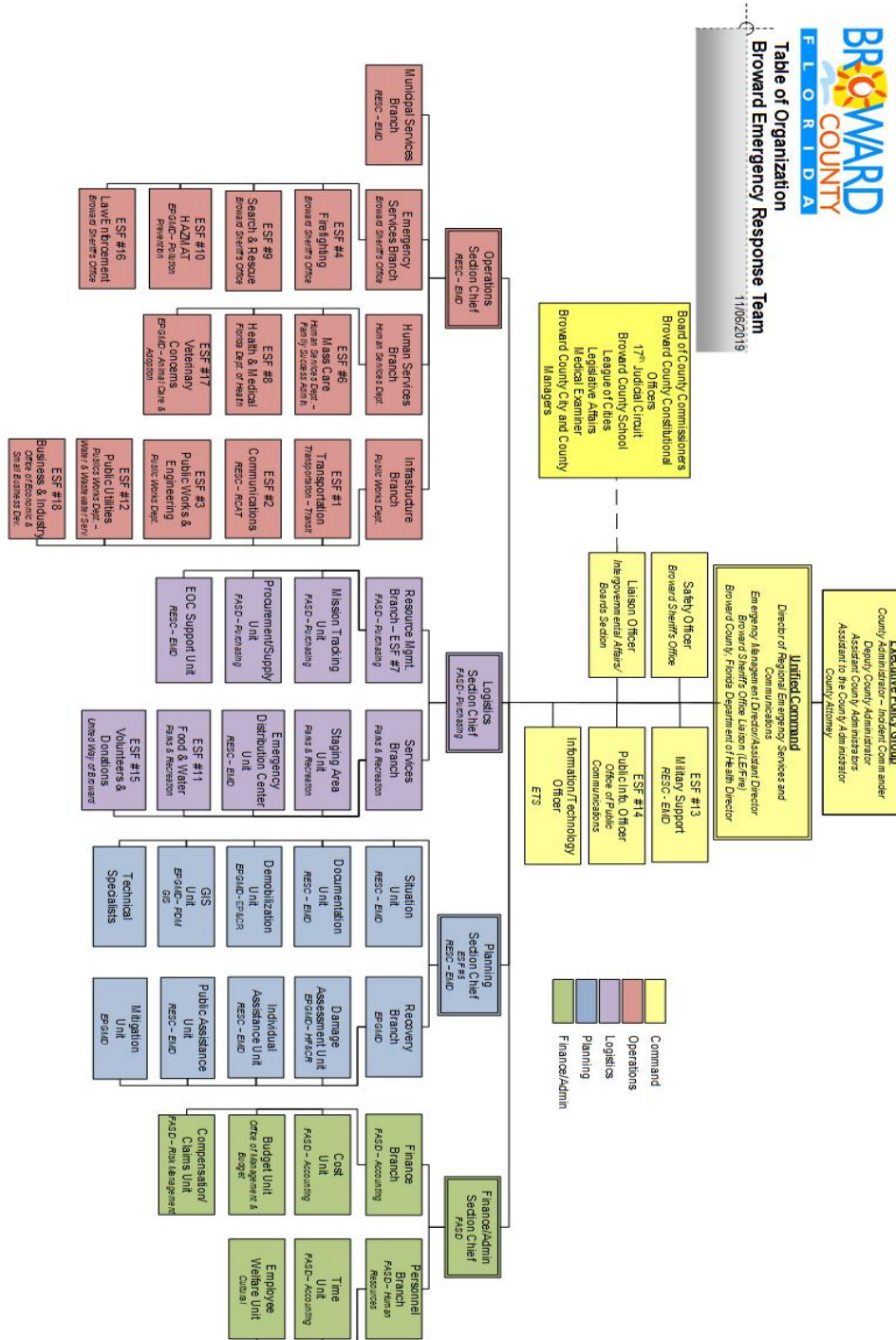
# Appendix 3: County CEMP Structural Diagram



Reviewed by Originating Agency, ESF Supervisor, Section Chief, or Branch Director. Approved by BEMD Director

Reviewed by BEMD Manager. Approved by BEMD Director

# Appendix 4: Broward Emergency Response Team (BERT) - Table of Organization (TO)



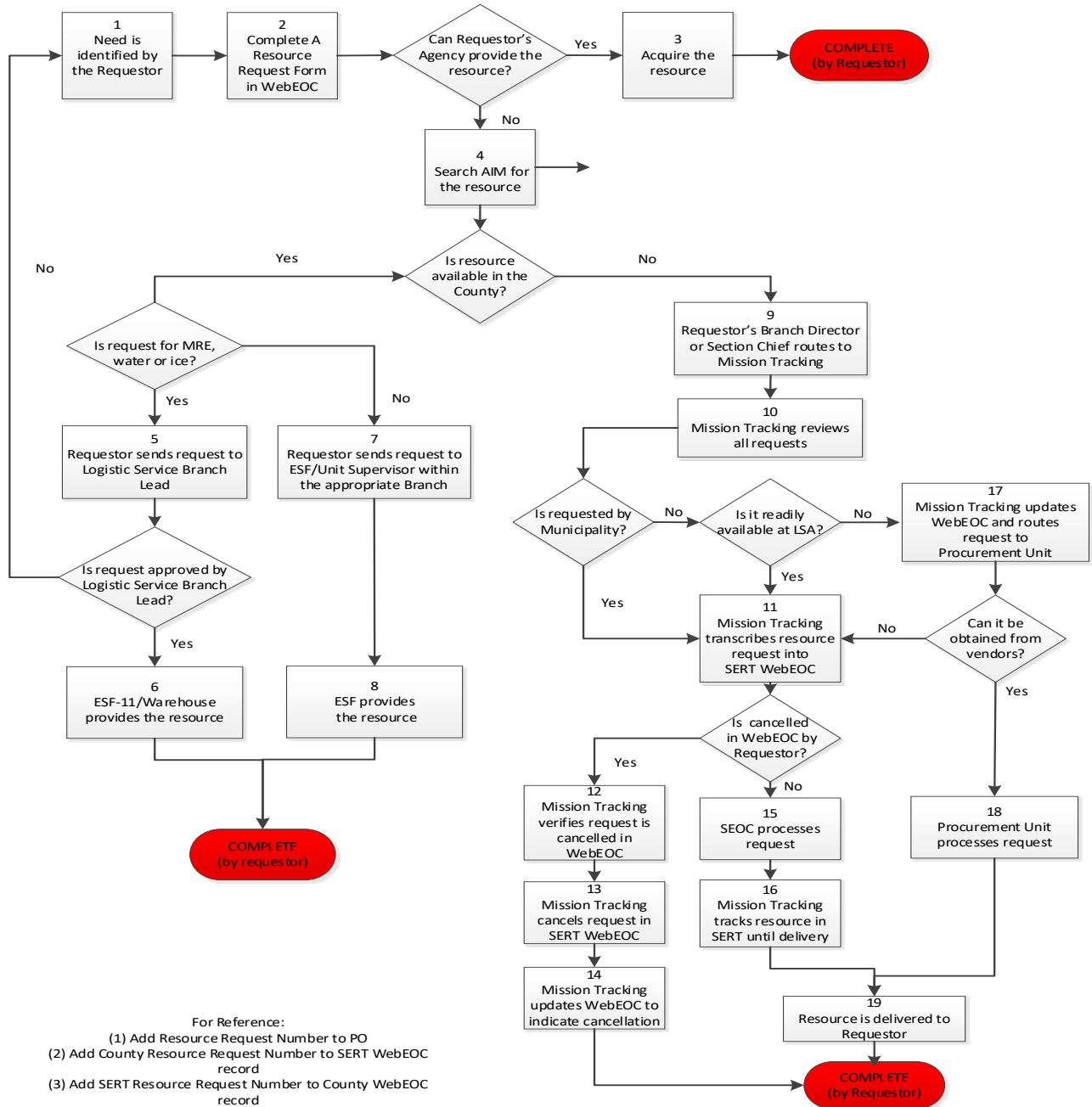
# Appendix 5: BERT Agency Assignments

Ref #	Position Title	Lead Agency
1	<b>Executive Policy Group</b> Incident Commander	County Administrator/Deputy County Administrator/Assistant County Administrators/County Attorney
	<b>Unified Command</b> Emergency Management Director/Asst. Director	Regional Emergency Services and Communications (RESC)Broward Emergency Management Division (EMD)
2	Safety Officer	BSO
3	Liaison Officer	Intergovernmental Affairs
4	ESF #13 (Military Support) Liaison	RESC - EMD
5	ESF #14 Public Information Officer	OPC
6	Information/Technology Support	ETS
7	<b>Operations Section Chief</b>	RESC - EMD
8	<i>Municipal Services Branch Director</i>	RESC - EMD
9	<i>Emergency Services Branch Director</i>	BSO
10	ESF #4 Supervisor	BSO
11	ESF #9 Supervisor	BSO
12	ESF #10 Supervisor	EPGMD – Pollution Prevention
13	ESF #16 Supervisor	BSO
14	<i>Human Services Branch Director</i>	Human Services Department (HSD)
15	ESF #6 Supervisor	HSD – Family Success Administration
16	ESF #8 Supervisor	Florida Department of Health in Broward County
17	ESF #17 Supervisor	EPGMD – Animal Care & Adoption Division
18	<i>Infrastructure Branch Director</i>	Public Works Department
19	ESF #1 Supervisor	Transportation Department
20	ESF #2 Supervisor	RESC – RCAT
21	ESF #3 Supervisor	Public Works Department
22	ESF #12 Supervisor	Public Works Dept. – Water & Wastewater Services Division
23	ESF #18 Supervisor	Office of Economic & Small Business Development
24	<b>Logistics Section Chief (ESF #7)</b>	Finance and Administrative Services Department (FASD)
25	<i>Resource Management Branch Director</i>	FASD - Purchasing Division
26	Mission Tracking Unit Leader	FASD - Purchasing Division
27	Supply Unit Leader	FASD - Purchasing Division
29	EOC Support Unit Leader	RESC – EMD
30	<i>Services Branch Director</i>	Parks & Recreation
31	Staging Area Unit Leader	Parks & Recreation
32	Emergency Distribution Center Unit Leader	RESC – EMD
33	ESF #11 Supervisor	Parks & Recreation
34	ESF #15 Supervisor	United Way of Broward
35	<b>Planning Section Chief (ESF #5)</b>	RESC – EMD
36	Situation Unit Leader	RESC – EMD
37	Documentation Unit Leader	RESC – EMD
38	Demobilization Unit Leader	EPGMD – Environmental Planning and Community Resilience (EP&CR)
39	GIS Unit Leader	EPGMD – Planning & Development Management GIS
40	Technical Specialists Unit Leader	TBD based on incident. Assigned by EMD
42	<i>Recovery Branch Director</i>	EPGMD
43	Damage Assessment Unit Leader	EPGMD – Housing Finance & Community Redevelopment
44	Individual Assistance Unit Leader	RESC – EMD
45	Public Assistance Unit Leader	RESC – EMD
46	Mitigation Unit Leader	EPGMD
47	<b>Finance/Admin Section Chief</b>	Finance and Administrative Services Department (FASD)
48	<i>Finance Branch Director</i>	FASD – Accounting Division
49	Cost Unit Leader	FASD – Accounting Division
50	Budget Unit Leader	Office of Management & Budget
51	Compensations/Claims Unit Leader	FASD – Risk Management
52	<i>Personnel Branch Director</i>	FASD – Human Resources Division
53	Time Unit Leader	FASD – Accounting Division
54	Employee Welfare Unit Leader	Cultural



# Appendix 6: Resource Request Process Diagram

**Resource Requet Process Flow**  
09/24/19





# Appendix 7: Resource Request Process Instructions

An agency, department, division, municipality, emergency support function (ESF) or other authorized entity engaged in the preparation for, response to, or recovery from a disaster which has caused the activation of the County Emergency Operations Center (CEOC) will adhere to the following resource request process. The numbers in the left-hand column correspond to the numbers assigned to each process on the attached process diagram.

Process step #	Procedure and/or guidance
1	An authorized “Requestor” identifies a resource need (delta) in order to continue effective, immediate operations – whether equipment, human resource (people), function, or service.
2	The entity that identifies the need (i.e., the Requestor’s agency) must have exhausted its own existing stock of resources, vendor agreements, local mutual aid agreements, and other local sources in an attempt to fulfill the identified need. All entities should use their own vendor agreements and all other possible contracts.  <b>Needs identified by Broward County agencies:</b> If the PeopleSoft System is available and Broward County agencies have the capability, they should generate a Catalog Request from the existing Catalog to acquire the resource. If the entity identifies a resource that it needs and cannot supply, they should input a resource request in WebEOC®.
3	<i>Note: Mission Tracking Unit monitors all mission/resource requests in WebEOC® to ensure that all relevant fields are filled out correctly, the requested resource is typed correctly (i.e., detailed specifications), and that it is not a duplicate request. Deficient requests will be referred back to the Requestor.</i>
4	If the resource is available in the County, the Requestor should send the resource request to the appropriate ESF in the Broward EOC. The ESF should acquire the resource for the Requestor.
5	If the resource is <u>not</u> available in the County, the Requestor’s Branch Director or the Section Chief will route the request to Mission Tracking Unit. Upon receipt, the Mission Tracking Unit reviews the resource request and determines if the request is from a Municipality or Broward County Agency.
6	<ul style="list-style-type: none"> <li>• If the request is from a Municipality, Mission Tracking Unit will transcribe the resource request data into SERT WebEOC® for the State EOC to fulfill. <b>Go to Step 7/10.</b></li> <li>• If the request is from a Broward County Agency, Mission Tracking Unit determines if the resource is readily available at the State Local Staging Area (LSA).               <ul style="list-style-type: none"> <li>○ If it is available at the LSA, <b>Go to Step 7/10.</b></li> <li>○ If it is not available at the LSA, <b>Go to Step 8.</b></li> </ul> </li> </ul>

Process step #	Procedure and/or guidance
7	If it is determined the resource DOES exist at LSA, Mission Tracking Unit will transcribe the resource request data into SERT WebEOC® for the State EOC to fulfill. Mission Tracking will update WebEOC® with the State’s SERT WebEOC® Tracking Number. <b>Go to Step 11.</b>
8	<p>If it is determined the resource request <u>cannot</u> be fulfilled by the LSA, then Mission Tracking Unit:</p> <ul style="list-style-type: none"> <li>• Notifies the Procurement/Supply Unit that the resource request must be processed for procurement; and</li> <li>• Updates the applicable fields in WebEOC® that the request has been routed to the Procurement/Supply Unit.</li> </ul>
	The Procurement/Supply Unit determines the most appropriate, expeditious and cost-effective means in which the requested resource should be acquired:
9	If it should be acquired via existing contracts, the Procurement/Supply Unit will fill the resource request. The Procurement/Supply Unit will contact the vendor; provide specifications, requirements, and delivery information to the vendor. The resource will be delivered to the Requestor ( <b>Go to Step 13</b> ).
10	If the resource <u>cannot</u> be acquired from existing vendors, the Procurement/Supply Unit will route the request back to the Mission Tracking Unit. Mission Tracking Unit will transcribe the resource request data into SERT WebEOC® for the State EOC to fulfill ( <b>Step 7/10</b> ). Mission Tracking will update WebEOC® with the State’s SERT WebEOC® Tracking Number. <b>Go to Step 11.</b>
11	<p>The State EOC will process the request via their procedures. If the State is unable to fill the request via their vendors or existing stock of supplies, they will request the resource from FEMA.</p> <ul style="list-style-type: none"> <li>• The State will assign a tracking number for the request in SERT WebEOC®.</li> </ul>
12	The Mission Tracking Unit will continue tracking the resource in SERT WebEOC® until the resource is delivered and the SERT WebEOC® request is closed out. Mission Tracking updates WebEOC® as needed.
13	The requested resource is delivered to the requesting entity.
<p><b>Note:</b></p>	<p>After delivery:</p> <ul style="list-style-type: none"> <li>• The Requestor (i.e., requesting entity) then updates the applicable field in WebEOC® by providing details indicating that the resource has arrived on-scene. The Requestor flags the request as “complete.”</li> <li>• Once the requesting entity is finished with the resource, the Requestor (i.e., requesting entity) will demobilize the resource, and return it to original source (if not purchased). Close-out procedures for the resource will be initiated per appropriate procedures. Requestors should keep adequate records of invoices, delivery receipts, return receipts, etc.</li> <li>• If a resource will be re-deployed, the new requesting entity must submit a new resource request, and follow steps #1 #2 and #3 in the process above.</li> </ul>



# Appendix 8: Broward County NIMS Adoption Resolution

PREVIOUS ITEM BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS NEXT ITEM  

**AGENDA ITEM**
**# 24**
Meeting Date  
09/13/05

Page 1 of 2 ✓

<b>Requested Action</b>	<small>(Identify appropriate Action or Motion, Authority or Requirement for Item and identify the outcome and/or purpose of item.)</small>
<p>MOTION TO ADOPT a resolution of the Board of County Commissioners of Broward County, Florida, adopting the National Incident Management System providing for domestic incident management, providing for severability, providing for inclusion in the Administrative Code, and providing for an effective date.</p> <p><b>Why Action is Necessary:</b> Board approval is necessary to adopt a resolution.</p> <p><b>What Action Accomplishes:</b> This action authorizes the formal recognition of the National Incident Management System (NIMS) and the adoption of the principles and policies of NIMS.</p> <p>Is this Action Goal Related? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>Summary Explanation/Background</b>	<small>(The first sentence includes the Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item. Identify how item meets Commission Challenge Goal.)</small>
<p>The Broward Emergency Management Agency recommends approval of the above motion.</p> <p>The National Incident Management System (NIMS) has been identified by the federal government as being the requisite emergency management system for all political subdivisions. This model of unified command of emergency response to natural and artificial critical incidents will facilitate the most efficient and effective incident management. It is critical that federal, state, local and tribal organizations use standardized terminology, standardized organizational structure, interoperable communications, consolidated action plans, unified command structure, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.</p>	
<b>Fiscal Impact/Cost Summary</b>	<small>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</small>
<p>Not adopting NIMS as the requisite emergency management system may limit the political subdivisions access to reimbursement funding for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.</p>	
<b>Exhibits Attached</b> <small>(copies of original agreements)</small>	<small>(Please number exhibits consecutively.)</small>

<b>Authorized Signature</b> <small>(Signature confirms that required approvals from other agencies have been received – e.g. Purchasing, Budget, Risk Mgmt, Attorney)</small>		<b>Scheduling</b> <small>County Admin. needs</small>
Signature: 	Date: 9/13/05	Type: Name, Title, Agency, and Phone 
Source of additional information: Type Name, Agency, and Phone		

Form 107-1-A Revised 12/09/03

Exhibit 1: Resolution	
Document Control	Commission Action
<p>1 Executed original(s) for permanent record <small>(Number)</small></p> <p>1 Executed copies return to: Sherie Hall, BEMA, (954) 831-3906 <small>(Number)</small></p> <p>Other instructions (Include name, agency, and phone) Return one signed resolution to Sherie Hall, (954) 831-3906, Broward Emergency Management Agency.</p> <p><i>Sherie Hall 9/14/05</i></p>	<p><input checked="" type="checkbox"/> APPROVED    <input type="checkbox"/> DENIED</p> <p><input type="checkbox"/> DEFERRED</p> <p>From: _____</p> <p>To: _____</p>

Resolution 2005-684

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WHEREAS; emergency response to critical incidents, whether natural or artificial, requires integrated professional management; and

WHEREAS; unified command of such incidents is recognized as the management model to maximize the public safety response; and

WHEREAS; The National Incident Management System (NIMS) has been identified by the federal government as being the requisite emergency management system for all political subdivisions, and

WHEREAS; to facilitate the most efficient and effective incident management, it is critical that federal, state, local, and tribal organizations use standardized terminology, standardized organizational structure, interoperable communications, consolidated action plans, unified command structure, uniform standards for planning, training and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters, and

WHEREAS; not adopting NIMS as the requisite emergency management system may limit a political subdivision's access to reimbursement funding for costs expended during and after a declared emergency or disaster, and for training, and for preparation for disasters or emergencies;

1 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF  
2 BROWARD COUNTY, FLORIDA.

3 Section 1.

4 It shall be the public policy of Broward County to adopt the NIMS concept of  
5 emergency planning and unified command. It shall further be the policy of Broward  
6 County to train public officials responsible for emergency management. The Broward  
7 County Board of County Commissioners, Florida, hereby approves and authorizes the  
8 formal recognition of the National Incident Management System (NIMS) and the  
9 adoption of the principles and policies of NIMS.  
10

11 Section 2. SEVERABILITY.

12 If any section, sentence, clause, or phrase of this resolution is held to be invalid  
13 or unconstitutional by any court of competent jurisdiction, then said holding shall in no  
14 way affect the validity of remaining portions of this Resolution.  
15

16 Section 3. INCLUSION IN ADMINISTRATIVE CODE.

17 It is the intention of the Board of County Commissioners that the provisions of  
18 this Resolution shall become and be made a part of the Broward County Administrative  
19 Code; and that the sections of this Resolution may be renumbered or relettered and the  
20 word "resolution" may be changed to "section," "article," or such other appropriate word  
21 or phrase in order to accomplish such intentions.  
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Coding: Words in ~~struck-through~~ type are deletions from existing text. Words in  
underscored type are additions.

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Section 4. EFFECTIVE DATE.

This resolution shall become effective upon its adoption.

ADOPTED this 13<sup>th</sup> day of September, 2005. #24

Reviewed and approved as to form:  
Jeffrey J. Newton, County Attorney

By *[Signature]* 6 SEP 05

REH:as  
NIMS.r01  
05-111  
09/01/05

Coding: Words in ~~struck-through~~ type are deletions from existing text. Words in underscoring type are additions.



# Appendix 9: CEMP (Basic Plan) Adoption Resolution

Resolution No. 2020-680

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A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, PERTAINING TO EMERGENCY MANAGEMENT; ADOPTING THE 2020 BROWARD COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 27P-6 of the Florida Administrative Code, entitled "Review of Local Emergency Management Plans," sets forth the requirements, format, and standards for the development and maintenance of a County Comprehensive Emergency Management Plan ("CEMP");

WHEREAS, Rule 27P-6.0023 of the Florida Administrative Code requires each county to develop a CEMP, which is subject to review every four (4) years;

WHEREAS, the Florida Division of Emergency Management ("FDEM") has completed its review of the proposed 2020 Broward County CEMP and determined that it complies with the applicable requirements and criteria;

WHEREAS, pursuant to Rule 27P-6.006(11) of the Florida Administrative Code, within ninety (90) days after the FDEM determines that a proposed CEMP complies with the applicable requirements and criteria, the approved plan must be adopted by resolution of the governing body; and

WHEREAS, upon adoption of the approved plan by the governing body, a copy of the adopted resolution and an electronic copy of the approved plan must be provided to the FDEM, NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA:

1 Section 1. The 2020 Broward County Comprehensive Emergency Management  
2 Plan is hereby adopted.

3 Section 2. Severability.

4 If any portion of this Resolution is determined by any court to be invalid, the invalid  
5 portion will be stricken, and such striking will not affect the validity of the remainder of this  
6 Resolution. If any court determines that this Resolution, in whole or in part, cannot be  
7 legally applied to any individual, group, entity, property, or circumstance, such  
8 determination will not affect the applicability of this Resolution to any other individual,  
9 group, entity, property, or circumstance.

10 Section 3. Effective Date.

11 This Resolution shall become effective upon adoption.

13 ADOPTED this 10 day of November, 2020. (#91)

15 Approved as to form and legal sufficiency:  
16 Andrew J. Meyers, County Attorney

17  
18 By /s/ Mark A. Journey 10/29/2020  
Mark A. Journey (date)  
19 Senior Assistant County Attorney

20  
21 By /s/ René D. Harrod 10/29/2020  
René D. Harrod (date)  
22 Deputy County Attorney

23 MAJ/RDH/jl  
24 CEMP Resolution  
10/29/2020  
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