

City of Sunrise



Comprehensive Emergency Management Plan

July 2021

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Introduction

General

The City of Sunrise “Comprehensive Emergency Management Plan” (CEMP) is based on the principle that our government will bear the initial responsibility for response to an emergency. As a result, we have to forecast the functions for which we are responsible, requesting assistance from the next higher level of government after our resources are exhausted and 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.

Current distribution strategies for the Basic Plan will be accomplished using direct distribution (availability of a hard-copy plan) or facilitating electronic access of the document to all City Departments once published on City Connect. Functional annexes from the Agencies that make-up the City Emergency Management Team under the guidance of the Incident Management Team (IMT) are also accessible on City Connect.

The City of Sunrise Emergency Management Office is tasked with the support and staffing of the Emergency Operations Center (EOC) during activations. Emergency Management will coordinate the respective supporting ESF Standard Operating Procedures (SOP) Annexes via EOC internal capabilities. The entire plan (the Basic and ESF SOP Annexes when presented together are a collective FOUO document. Changes and updates to all components of the CEMP are ongoing and published and distributed accordingly as they occur. The minimum requirement for review by the Emergency Management Office is annually and requires coordinated input from City agencies with assigned emergency roles (see Appendix 3).

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 City of Sunrise agencies 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 city emergency management efforts among the many internal and external county stakeholders and the City’s Emergency Management Office. Additionally, the CEMP describes the basic strategies, assumptions and mechanisms through which the local government and its 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 4 contains a copy of the City of Sunrise Commission 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 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 City CEMP maintains alignment with the Broward County and 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 an agency lead agency, which has been selected based on its authorities, resources, and capabilities for a particular incident management function. The ICS organization along with these functional groupings among our City are collectively known as the Sunrise Incident Management Team (IMT) and serve as the primary mechanism through which the City government and its agencies respond to a major or catastrophic emergency. The description of how the IMT functions can be found in Appendix 6.

Overall coordination of this process is provided by the Director of the Emergency Management Office on behalf of the City Commission and City Manager under the authority and auspices of this plan. The Director of the EM Office 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 the City to respond to each situation will be tailored to each emergency situation and specific plans 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 updating of this plan will be an ongoing responsibility of EM 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-6.0095 of the Florida Administrative Code as the City Comprehensive Emergency Management Plan.

Supersession

This plan supersedes previously published documents. Older 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 City 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 the City.

Scope

The plan encompasses the following:

- Addresses the various types of emergencies which are likely to occur, from minor to major or catastrophic.
- Provides an “all hazards” approach to emergency management. Defines the significant hazards of concern to the City of Sunrise.
- Establishes the concepts under which the agencies of the City 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.
- Establishes the framework and general guidelines for the supportive planning by responding agencies, neighboring municipalities, and private and voluntary organizations, providing for an expeditious, effective, and coordinated employment of available resources before, during and after a major or catastrophic emergency, or major special event.

- Identifies 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.
- Establishes fundamental policies, program strategies and assumptions.

Establishes a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery using the Incident Command System (ICS).

- Defines an interagency coordination mechanism to facilitate delivery of immediate assistance, and direction and control of response and recovery resources.
- Assigns specific functional areas of responsibilities to appropriate County and municipal departments and agencies, as well as private sector groups and volunteer organizations.
- Identifies actions that county response and recovery organizations will take, in coordination with their state and federal counterparts.

CEMP Structure

Sunrise CEMP consists of two components - the Basic Plan and its supporting Emergency Support Function (ESF) Standard Operating Procedures (SOPs). The CEMP is further supported by the City Comprehensive Plan. The Enhanced Local Mitigation Strategy (ELMS) requires adoption by the City Commission in accordance with the provisions of Chapter 252, Florida Statutes. A copy of the County ELMS resolution is found in Appendix 2.

The Basic Plan provides the comprehensive overview of the City's Emergency Management organization, its policies and procedures. It provides a general framework for all phases of our approach to emergency activities and operations for all involved agencies and organizations.

Key functional post-disaster recovery planning initiatives are addressed in the City's Comprehensive Plan. They range from planning concerns and consideration regarding special needs and vulnerable population to Flooding Hazard elimination, Post-Disaster land development and infrastructure plans for an on-going mitigative approach for increasing the City's resiliency. This plan highlights those specific recovery actions that may start at the response stage and will continue through the long term recovery stage of a disaster. This plan also supports local, State, and Federal programs.

The Enhanced Local Mitigation Strategy (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 supporting future developments as they relate to emergency response and recovery issues, and related long and short term planning issues as well as economic issues.

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

- Hazard Specific Plans (HSPs) / Emergency Operations Plans (EOPs) – Although the Basic Plan is comprehensive in scope, there are several hazards to which the City 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.
- Emergency Support Function Annexes – ESF Annexes have been developed for each function of the Sunrise Emergency Management Team. These Annexes provide clear, user level procedural guidance on how the particular function conducts disaster operations. The annexes provide guidance on exactly who, what, where, when, and how the function operates in support of the emergency responders during a disaster event.
- Sunrise Emergency Operations Center Manual – This document provides policy and step-by-step instructions on specific functions performed by EM Office staff. Several of the functions outline policy and procedures that directly support the execution of activities related to the CEMP and the City's 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

The CEMP must be reviewed on a regular basis 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 Departments participate in the development and update of the plan.

Florida Statutes, Chapter 252 and Florida Administrative Code (FAC), 27P-6.010 Municipal Comprehensive Emergency Management Plans require a municipality's CEMP be consistent with the County CEMP. Broward County Emergency Management (BCEM) is required to periodically review the City CEMP. All CEMP components shall be reviewed and updated as necessary to maintain currency with policies and procedures. The ESF Functional Annexes components of the CEMP shall be reviewed and, where necessary, updated annually. The Emergency Management Director (EM) is responsible for the oversight of the CEMP development and review process. The ELMS is reviewed

by the EM and adopted by the City Commission on a five-year schedule consistent with the County Enhanced Local Mitigation Strategy review schedule.

Methodology

The City of Sunrise Emergency Response Team Table of Organization (TO) incorporates a hybrid incident management system consisting of a standard modular ICS organization and Emergency Support Functions (ESF) assigned to a specific ICS section and branch. A Lead Agency was assigned to each organization in the TO. Lead agencies are grouped in what is called the City Incident Management Team (IMT) because they either have a statutory responsibility and accountability for the performance of all functions, or through their programmatic or regulatory responsibilities. The IMT Members have also selective access to the expertise necessary to lead the ESF or ICS function. The lead agency is the entity with management oversight for that particular 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 private, municipal, volunteer, and any other appropriate organization. Their input and participation in the review and update process is vital to the success of this plan.

A comprehensive planning process has been implemented such that the lead agency has the responsibility of coordinating the implementation of functional plans for their respective areas of responsibility. Each lead agency has developed procedures for the ESF/ICS function under their purview. The lead agency representative and the EM Director shall review and update as necessary these SOPs as well as other assigned CEMP components at least annually. The EM Director will provide final approval of each CEMP plan component and determine if the change is required. Sunrise EM has adopted the basic principles and guidance of national emergency management standards published as part of the National Emergency Management Accreditation Program (EMAP).

The final plans are distributed to all lead and support agencies, and other stakeholder agencies as necessary. The CEMP Basic Plan, the Comprehensive Plan and Enhanced LMS will be made available on request at the City of Sunrise Emergency Management Office in a hard copy or electronically. These and other CEMP component plans and SOPs, not exempt from public disclosure, may also be available upon request, to other interested parties.

Situation and Assumptions

Emergency Conditions

A major natural, technological or terrorism related emergency will overwhelm the capabilities of the City of providing prompt and effective emergency response and

emergency short-term recovery measures. The infrastructure may be damaged and local 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

Population, 2019 (US Census Bureau)	95,166
Population, percent change (US Census Bureau)	12.9%
Persons under 5 years old, percent (US Census Bureau)	5.6%
Persons 18 years old and over, percent (US Census Bureau)	21.0%
Persons 65 years old and over, percent, (US Census Bureau)	17.7%
Median Age	39.5
Housing Units	37,6000
Land area, (square miles) (BCPSD – GIS 2006)	18.09
Persons per square mile	4,666.4

(US Census, July 1, 2019)

There were 33,250 households out of which 33.4% had children under the age of 18 living with them and 14.4% had someone living alone who was 65 years of age or older. The median income for a household in the city was \$54,744, and the median income for a family was \$47,908.

The City of Sunrise is located in the sixth largest Metropolitan Statistical Area (MSA) in the country. Retail trade, professional management, and the food service sectors are the largest industries in terms of total number of jobs according to the latest US Census. The retail trade is the major employer in the City making up 34 percent of all jobs throughout the City, totaling 13,642 jobs. Professional management and other related occupations make-up for 31 percent of all other jobs.

We enjoy a very diverse and complex local community, businesses, and industry profile that complicates and further intensifies our vulnerabilities. For example, along with facilitating, distributing, and maintaining major infrastructure components for all our residents, the City also supports other local municipalities with services such as gas and water distribution. Operation of these systems expand the inventory of our vulnerabilities by creating human and process-based threats to our community such as hazardous materials incidents and man-made incidents (i.e., terrorism, cyberattack), as well as expanding the damaging effects of other types of events like natural disasters.

The City is host to several industrial parks that house a variety of major processes from manufacturing to telecommunications. Sawgrass Mills Mall, considered the second largest attraction in the State of Florida is located in Sunrise. This Mall is currently the fourth largest outlet shopping mall in the United States. The City is also host to a professional hockey team and its official home arena, the BB&T Center. The Florida Panthers of the NHL play in Sunrise at BB&T Center, an 872,000 square feet sports arena that can accommodate up to 20,000 fans for any major event. On October 17, 2007, the first Ikea store in Florida opened in Sunrise. The Rick Case Automotive Group moved its headquarters and world's largest Kia dealership to Sunrise in February 2015. In January 2017, American Express opened a new 400,000-square-foot operations center in Sunrise, where it employs over 3,000 people.

The City is also host to other critical human service elements such as eleven public schools, one charter school and three private schools; and other critical services such as three Nursing Homes, twenty Assisted Living Facilities; and one Major Training Center for People with Disabilities (The ARC of Broward).

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 city departments. 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, the City received 19 disaster declarations for hurricane, flood, wildfire, tornado, freeze, and Coronavirus (COVID-19) Pandemic events. These declared disaster events do not include all federal, state or local emergency declarations issued for smaller, less damaging disaster events that did not warrant a presidential declaration.

Hazard Identification

The City of Sunrise 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 regional THIRA analysis published in 2014. Risk assessment of these hazards is conducted in conjunction with each iteration of the Enhanced Local Mitigation Strategy (ELMS).

The purpose of the risk assessment is to use best available data and technology to identify and evaluate potential hazard risks facing Sunrise, as well as provide the factual basis for current and future mitigation activities proposed through the ELMS that aim to reduce those risks. The hazard analysis and risk assessments pertinent to the City and the region are addressed in the County's ELMS document.

Special Events

In addition to the hazards identified in the ELMS, the City is a hub for special events. Throughout the year, Sunrise is host to a myriad of venues including: festivals, concerts, international 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. (See City Terrorism Response Plan).

- **Probability** – By definition, a special event may be a one time or infrequent event such as a NHL Game, a concert, or an event that takes place on a regular basis such as the Woodstock Festival or the Toys-for-Tots event at Markham Park. In either instance, extensive 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 partial or full scale EOC activations 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 of these costs. Depending on the scope and nature of the incident, the City can deploy a limited quantity of resources to support the different 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.

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 County Emergency Operations Center 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, on the recommendations from the County Emergency Management Director 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 city departments.
- The magnitude of the emergency may be such that effective emergency response and recovery may be beyond the capability of the City.
- 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 the City's needs will be.

- It is assumed that competition for scarce resources among the City's 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.

Direction and Control

The City of Sunrise 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 nongovernmental organizations 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 a flexible, standardized incident management structure. Under the command and management NIMS component, the Sunrise EOC functions as a command hub for the City's response efforts and also as an entity of a regional multiagency coordination system. In this capacity, the EOC provides a local 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 decisions 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 Incident Command System (ICS). The Incident Command System (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 under the leadership of the Incident Management Team is designated as the point of contact for coordination of incident management system implementation within the City EOC.

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.

Incident Management Team

To facilitate effective intergovernmental operations, the CEMP adopts a functional approach grouping emergency response and support according to roles and responsibilities. As indicated previously in this document, each department is headed by a lead department and / or primary agency Director, selected in that capacity based on its function as a member of the City's Incident Management Team or IMT. These individuals are assigned to activate, respond, coordinate, and manage resources, and capabilities under their control. These functional groupings known as the IMT serves as the primary mechanism through which departments respond to a major or catastrophic emergency. Overall coordination of this process is provided by the Director of the Emergency Management Office on behalf of the City Commission and City Manager under the authority and auspices of this plan. The City's Emergency Management Director holds 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 that may be subject to frequent change. Actual measures taken by the City of Sunrise to respond to each situation will be tailored to each emergency 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.

Major Tenets of ICS

The major tenets of the ICS are:

- **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:
- **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.
- **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.
- **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.
- **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.
- **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, staging areas, mass casualty triage areas, points-of-distribution (POD) sites, and others, as required.
- **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.

- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
- **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.
- **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.
- **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.
- **Accountability:** Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential.
- **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.
- **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

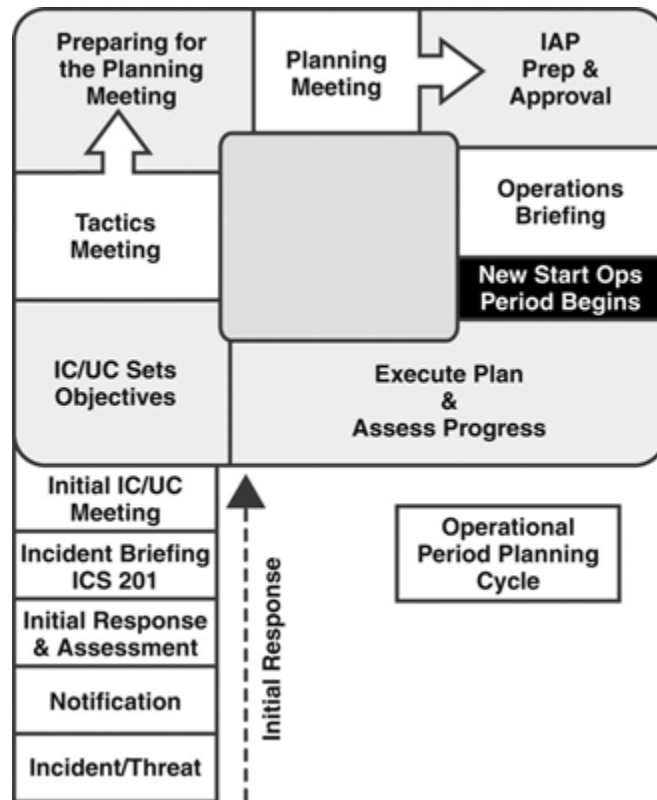
In terms of the overall planning process for county emergency management, Sunrise promotes and actively participates in FS 252 mandates regarding our integration via the Emergency Coordinating Council (ECC), and the County's overarching concept/perspective of the inclusion of all impacted Stakeholders in the 'All Hazards' preparedness and response planning approach. In the Incident Command System (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 command 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) under the direction of the IMT manages and implements the planning process in the EOC. 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. Sunrise has adopted the planning cycle to reflect the unique planning functions and reporting schedules appropriate to a municipal EOC response. 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 below.

The Planning “P”



Incident Action Plan (IAP)

The end 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 the Incident Command/Emergency Manager'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 the Incident Management Team/Emergency Manager and its 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 the Incident Command/Emergency Manager prior to distribution.

The Sunrise Incident Action Plan is comprised of the following documents:

- Incident Objectives (ICS-202);

- Organization assignment list (ICS-203);
- Medical Plan (ICS-206);
- Incident Communications Plan (ICS-205);
- Organization Chart (ICS-207);
- Assignment List (ICS-204);
- Other appropriate documents such as weather forecasts.

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, on-going response and recovery operations, status of ESFs, Departments, and other pertinent data. During the planning cycle, each ESF and Department (through their respective Branch Directors) will provide relevant information to the Planning Section to generate the SITREP. SITREPs must be approved by the EM Director or the designee prior to distribution.

Sunrise Emergency Management Team

The Sunrise Emergency Management Team Table of Organization (TO) provide the suggested structure and operational flow for the emergency response organization. Detailed procedures for each are consistent with their ICS functions as well as their ESF functions. It is a hybrid model of the ICS response management system. This hybrid combines Emergency Support Functions (ESF) within an ICS structure. 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 team also implements decision-making and incident action plan development and execution.

Incident Command (IC)

The Incident Command (IC) consists of specific members of the Incident Management Team based on the type of incident being managed to form overall Unified Command. Each member in the IMT has commensurate authority within the ICS organization, however, the Director, EM typically carries out the day-to-day incident management role within the EOC organization.

The Incident Command/Emergency Manager is responsible for directing the preparedness, response, recovery, and mitigation operations. The Incident

Command/Emergency Manager is responsible for the overall management of all incident activities including the development and implementation of the strategy outlined in the IAP, and the ordering and release of resources.

Incident Management Team (IMT)

The IMT is composed of the primary decision makers of the executive and administrative branches of City government. The role of the IMT is to convene at the EOC at the request of the Incident Commander/Emergency Manager (when needed) and advise the Incident Commander/ Emergency Manager while making strategic policy decisions and establishing long term goal guidance, policies and priorities based on the extent of the disaster and recalling and deploying resources, personnel, and services *selectively* based on the needs of the operation. You can find a more detailed description in Appendix 6 to this document.

Command Staff

Public Information Officer

Upon activation of the EOC, the Public Information Officer (PIO) will coordinate all public information releases and establish a press and briefing room. The City Public Information initial location will be at the City EOC located within the EOC on the third floor of the Public Safety Building. It will serve as the primary location for the release of information by the City until activation of a regional Joint Information Center (JIC) is coordinated and deployed at a different location. The County EM will be notified and may participate in a Joint Information System (JIS) to share information as deemed necessary. The PIO also manages the City Call Center Hurricane (and/or Emergency) Hotline when it is activated for an emergency.

Liaison Officer/Municipal Representative

The Liaison Officer is responsible for coordinating with representatives from cooperating and assisting agencies. In the City EOC, this role is assigned to a member of the Planning Section. These personnel are assigned, trained, and deployed to the County EOC during major disaster activation or as needed.

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 EOC 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.

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 the Documentation Unit (at the PSB), and the Situation Unit (at the Functional Centers). As needed, Specialists may be requested and assigned from either the Functional Center or the Planning Section in the EOC. Community Development will be assigned the functions of the Recovery Branch. The Infrastructure Support Group consists of the Damage Assessment Unit, and any post-disaster personnel management and assignment functions. Further functions, if needed such as Public Assistance and Mitigation Unit functions will be assigned through the Finance Branch Community Recovery Team with the approval of the Incident Commander.

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 Incident Action Plan (IAP) and directs its execution. In the Sunrise EOC, in order to maintain a proper span of control, the operations section is further assigned a fourth distinct, functionally oriented organizational element: the Infrastructure Support Group. There are dual primary functions assigned to the Infrastructure Support Group (ISG). First is to oversee damage assessment of the City infrastructure damaged or compromised by the disaster. Second, management and assignment of non-essential employees to ancillary functions in support of the City's response to the disaster.

A Branch Director is assigned as lead for each Branch and the ISG. During activations, the Branch Directors are responsible for supervision and coordination of the interactive efforts of all subordinate organizations in the Branch or Group under their authority.

Logistics Section

The purpose of the Logistics Section is to coordinate and support the City's resource management process. 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 Sunrise ICS components 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 at the EOC. All logistics functions will be executed in a manner to reduce costs, ensure appropriate support actions, and decrease delivery time.

- Ensures resources, services, and materials are available to support the incident.
- Identifies and tracks available resources.
- Conducts the mission tracking function within the EOC.
- Coordinates orders for resources.
- Ensures that resource ordering procedures and mutual aid agreements are made known to appropriate Branch Directors and ESFs.
- Provides Information Technology (IT), security, food, and facilities support to the EOC.
- 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.

Finance / Administrative Section

The Finance / Administrative 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 the Incident Command/Emergency Management and other appropriate City and State fiduciary guidelines.

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 and the Compensation/Claims Unit.

Infrastructure Support Group/Personnel Unit

The Personnel Unit has the responsibility for administrative and welfare issues for the City employees during disasters. The Personnel Unit ensures proper daily recording of personnel and equipment usage time, in accordance with the policies of the relevant agencies. The Unit will also address such issues as employee unmet needs, sheltering, and housing assistance.

Command Centers

City Emergency Operations Center (City EOC)

The City EOC is located in the Public Safety Building for the City of Sunrise, on the 3rd Floor. The EOC will be activated upon the direction of the City Emergency Management Director or any of the City IMT members with concurrence from the City Manager. The EOC may continue to be activated on a 24 hour a day basis throughout an emergency response period until such time a reduced working schedule is deemed appropriate and a Demobilization Plan is completed.

The EOC will provide the primary direction and control functions for the City's emergency response and immediate relief following an emergency. 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.

To ensure coordination of resources and requests for assistance, direct communications will be established between the EOC and the County Emergency Management EOC/Command Post. A representative is assigned to the County EOC when activated to coordinate emergency operations with other county and regional functions.

County Emergency Operations Center (CEOC)

The County EOC is located in Plantation, Florida. The County EOC will be activated upon the direction of the Director of Broward Emergency Management Division 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.

Roles and Responsibilities

City Commission

Under the provisions of Section 3.13 of the City Charter establishes that Emergency Ordinances may be enacted by the City Commission to meet a public emergency affecting life, health, property, safety or the public peace; the City Commission is responsible for meeting the dangers presented to the City and its residents by emergencies. In the event of an emergency beyond the control or capability of local government, each political subdivision, as provided by Florida Statute 252.38(3) (a) may:

- 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 plans and 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 direction 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 political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision 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.

Board of County Commissioners

The Board of County Commissioners is the county's legislative body. Section 252.38, Florida Statutes (2020), 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 the City.

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 city departments.

County Mayor

The County Mayor is the county's Chief Executive. The 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."

Director of the City Emergency Management

The Director of Emergency Management Office serves as the principal manager for emergency operations on behalf of the City Commission and City Manager in performance of those duties as specified in this plan. The City Emergency Management Director will comply with all laws, rules, and requirements applicable to county emergency management agencies ensuring our municipal emergency management plans are consistent with and subject to the applicable county emergency management plan as indicated in Section 252.38, Florida Statutes. In the Director's absence, the Assistant Director of the Emergency Management Division (EM) is the designated

emergency manager for the City. In this capacity, the Director or Assistant Director is directly and solely responsible for:

- Organization, administration, and operation of the Emergency Management Office, the City Emergency 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 the City.
- Maintaining liaison with other County, State, and Federal emergency management agencies.
- Development and maintenance of operational planning support for emergency response.
- Ascertaining the requirements of the City in order to implement emergency response operations including review and approval of city emergency operations plans and procedures.
- Promulgating a timeline for agencies to submit emergency operations plans for review and approval by the EM Office.
- Instituting Emergency Management-related training programs and public information programs.
- Taking all preparatory steps necessary, including assisting in the partial or full emergency mobilization of City government prior to an announced disaster.
- Cooperating with the County and the heads of all other sister 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.

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 functionally 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 City 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 the Incident Command/Emergency Manager in the Incident Action Plan (IAP).

Lead Agencies

As required by 27P-6.0095 (FAC), the City of Sunrise Municipal CEMP assigns lead and support responsibilities for agencies and personnel that coordinate with the emergency support functions (ESFs) outlined in the State of Florida Comprehensive Emergency Management Plan (CEMP) and the National Response Framework (NRF).

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 or function. In some cases, a portion of the agency's mission is very 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.

An ESF lead agency is an agency or organization with significant authorities, roles, resources, or capabilities for a particular incident management function. The ESF lead agency is the entity with management oversight for that particular ESF. The lead agency has ongoing responsibilities throughout the preparedness, response, and recovery 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 agencies are outlined in the individual ESF's standard operating procedures (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 ESF meetings and conference calls to ensure operational readiness.
- Staffing the EOC upon activation and ensure 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 ESF SOP and relevant policies and procedures to allow for the efficient and effective implementation of the ESF's mission.
- Coordinating efforts with corresponding private-sector, volunteer, and non-governmental organizations.
- Coordinating ESF 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 ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Ensuring financial and property accountability for ESF activities.
- Planning for short- and long-term incident management and recovery operations.
- 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.

Lead Agencies are designated by the City Manager and are identified in the Standard Operating Procedure (SOP) for the respective ESF or ICS component. If circumstances warrant a change in the Lead Agency, the designated lead organization will coordinate with the City Emergency Management Director as directed by the City Manager after a request for a change is secured.

Upon approval by the City Manager, the new Lead Agency shall coordinate with the other ESFs so as to uniformly reflect the change and any new authorities, responsibilities and procedures. The SOP will then be reviewed and approved in accordance with procedures outlined in this Plan.

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 changes, the Director of the Lead Agency shall notify the City Emergency Management Director 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 EOC, as needed.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC 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: Leisure Services Department

Purpose

Emergency Support Function (ESF) #1 – Transportation provides support to the EOC by assisting other Departments, 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 city-wide transportation support.

Scope

ESF-1 embodies considerable expertise in the area of public and private sector transportation stakeholder needs and requirements. ESF#1 provides transportation assistance and is responsible for the following activities:

- Overall coordination of transportation assistance to other emergency support functions, other departments and voluntary agencies requiring transportation capacity to perform emergency response missions.
- Coordinate evacuation planning and implementation. Maintain expertise in County and City evacuation plans, evacuation routes, and evacuation clearance times, and emergency evacuation processes.
- Monitor and report status of, and damage to, the transportation system and infrastructure as a result of the incident.
- 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.
- Perform activities conducted under the direct authority of transportation elements as these relate to aviation, surface, and pipeline transportation.
- Coordinate the recovery of the transportation systems and infrastructure.
- 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 other departments, local agencies, and voluntary agencies.
- Fuel status of designated resources.

- Coordinate transportation support involving the City Transit (BCT) vehicles to include the City fleet services obtained thru mutual aid such as equipment and vehicles.
- 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 transportation equipment and systems.
- Coordination between the County, local, state, and federal agencies, cities and special purpose jurisdictions, as needed.

ESF #2 – Communications

Lead Agency: *City of Sunrise Police Department – Information Technology*

Purpose

Emergency Support Function (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 to response efforts during incidents requiring a county- wide coordinated response. ESF #2 coordinates with 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 telephones and internet network. ESF #2 also provides the technical support and service for the Public Safety Radio Tower sites that support local government, Police and Fire Rescue.

Scope

ESF #2 coordinates city-wide actions to assist industry in restoring the public communications infrastructure and to assist city departments 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 the Regional Public Safety Communications Center for Police and Fire Rescue, and several municipal Police and Fire Rescue agencies in the City. IT is assigned 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.
- 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 radio, telephones, public safety applications and network, and city administrative network communication systems - reporting to the UC.
- During the incident response, the Communications Supervisor provides situational advice to help guide operational decision-making.
- Assist in ensuring 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 EOC Incident Action Plan (IAP), Situation Report, Recovery Plan and the After-Action Report as it relates to ESF #2 and public safety communication systems.

Under ESF #2, the City hosts the Central Regional PSAP which services 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.

ESF #3 – Public Works & Engineering

Lead Agency: Utilities Department

Purpose

Emergency Support Function (ESF) #3 – Public Works and Engineering assists the EOC 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 to include preparedness, response, and recovery 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 departments and if necessary and upon request, municipalities in response/recovery operations, including providing support to various operational units such as fire and law enforcement, 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., “First-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 facilities.
- 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 facilities and roadways under City control.
- Provision of technical assistance and expertise, including structural inspections of City 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: Fire-Rescue Department

Purpose

Emergency Support Function (ESF) #4 – Firefighting provides support for the detection and suppression of wildland, 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 City.

Scope

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of City and other departments 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 & Information

Lead Agency: Fire-Rescue/Emergency Management Division

Purpose

Emergency Support Function (ESF) #5 – Planning Section assists the EOC 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.

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 EOC Incident Action Plan (IAP), and the After-Action Report. ESF #5 ensures that the overall city-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 Plan will be coordinated as the cessation of incident activities and demobilization of incident resources.

ESF #6 – Mass Care

Lead Agency: Leisure Services Department

Purpose

Emergency Support Function (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 ESF #8 – Health and Medical, #11 – Food and Water, #17 – Veterinary Concerns as well as ESF #1 – Transportation, #2 – Communications, #3 Public Works and Engineering and #15 – Volunteers and Donated Goods, and #18 Business and Industry, e.g. vouchers for gasoline, etc.) 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. ESF #6 assists the IC with the management, coordination and operation of areas designated as Points of Distribution to distribute food and water to homebound populations within the City. This includes assisting with ordering and pickup arrangements for those commodities. ESF#6 and Human Services Branch Logistics Units also collaborate for the delivery of Functional Needs Support Services (FNSS) supplies and equipment to mass care shelters and special needs shelters.

ESF #7 – Resource Management

Lead Agency: Finance and Administrative Services Department - Purchasing

Purpose

Emergency Support Function (ESF) #7 provides centralized coordination and collaboration with other City stakeholders and partners in the ESF Lead role of logistics and resource management requirements in support of city departments. 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 City Emergency Management Division (EM) for assistance and when needed through the County Division of Emergency Management.

Scope

ESF #7 scope includes:

- Manage an organization for the EOC 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 in order to maximize the effectiveness of recovery efforts in the impacted area and re-establish local self-sufficiency as rapidly as possible.
- Track and deploy necessary logistical support and resources.
- Establishment and administration of PODs and distribution facilities.
- Coordination of state and federal resources.
- Provision of (locating and procuring) requested resources to all other emergency support functions,
- City departments, and 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).
 - Personnel required to support immediate response activities (in collaboration with ESF#15).

ESF #8 – Health & Medical

Lead Agency: Sunrise Fire Rescue Department (in collaboration with FDOH-Broward)

Purpose

Emergency Support Function (ESF) #8 Health and 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 the City, Fire Rescue coordinates preparedness efforts city-wide to assure the healthcare system is readily available to respond when called upon. The City Fire Rescue Department in collaboration with the DOH-Broward provides the mechanism for coordinated emergency response and relief

assistance between local, County, State, tribal and Federal agencies. (County ESF#8 SOP)

In addition, through ESF #8, the City coordinates the identification, management, organization and resourcing of the response that will be needed for persons 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. The ESF #8 under Fire Rescue provides the oversight for any sheltering effort established by the County Emergency Management authorities which are medically staffed and operated by the DOH-Broward. HSD provides social services for those individuals who meet the established criteria for special needs.

Scope

The Florida Department of Health and the City Fire Rescue Department as the Lead Agency for ESF #8 follow eleven established core missions for the public health and medical system during a response.

1. Support assessment and identification of public health and medical needs in the City and implement plans to address those needs.
2. Coordinate and support stabilization of the public health and medical system in the City.
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 the City.
5. Support monitoring, investigating, and controlling potential or known threats and impacts to human health through delivery of medical countermeasures and non-medical interventions.
6. Support 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, if needed.
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. City responsibilities oversight include:

- Support efforts to assist the County's Special Needs Program.
- Identify, train, and provide appropriate lead and support non-medical agency personnel to assist the DOH in staffing any vaccination or efforts to distribute medications in the community.
- Coordinate an evacuation plan to identify and assist in relocation of these individuals as capabilities permit.
- Identification of facilities and resources available as reception centers for temporary sheltering and care of the City vulnerable population registrants.
- Coordinating meeting commodity needs of the vulnerable populations.
- Coordinate and if possible, arrange for appropriate transportation to Special Needs Shelters for pre-registered clients.
- County responsibilities via EM oversight include:
- Maintain a registry of individuals with special needs who require assistance when evacuating.
- Registrants may be assigned to a Special Needs Shelter or a medical facility depending on their medical needs and health conditions.
- Coordinate and arrange for appropriate transportation to Special Needs Shelters 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: Fire-Rescue

Purpose

Emergency Support Function (ESF) #9 – Search and Rescue (SAR) rapidly deploys specialized lifesaving search and rescue assistance to City 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

- Waterborne Search and Rescue
- 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 – HAZMAT

Lead Agency: Fire-Rescue Department

Purpose

Emergency Support Function (ESF) #10 – Hazardous Materials 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 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: Leisure Services Department

Purpose

Emergency Support Function (ESF) #11 – Food & Water supports City 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 survivors. Food and water supplies obtained and distributed by ESF #11 will be dispensed to disaster survivors through Points of Distribution (PODs), and/or ESF #6 (Mass Care) and ESF #8 (Health & Medical).

Scope

ESF #11 includes the following primary functions:

- Providing nutrition assistance: Includes working with appropriate agencies to determine nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of the necessary supplies.
- Points of Distribution: Includes planning, organizing, staffing, supplying, managing and operating Points of Distribution (PODs) sites. This includes the preparation and segregation of food stuffs for mass bulk distribution. Food and potable water supplies are procured in collaboration with Logistics Section – Purchasing.

ESF #12 – Public Utilities

Lead Agency: Utilities Department

Purpose

Emergency Support Function (ESF) #12 – Public Utilities is intended to facilitate the preparation and restoration of damaged utility systems and components when activated by the EOC 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
- telephone and
- 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 County government and private-sector stakeholders to overcome challenges in restoring utilities.

ESF #13 – Military Support

Lead Agency: Police Department

Purpose

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

Upon the issuance of an Executive Order and prior to or immediately after a disaster, the State 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 State Emergency Response Team (SERT) Chief and within Florida National Guard capabilities. These activities, occurring within the City, will be coordinated by ESF #13.

Scope

ESF #13 includes the following functions:

- Liaison for operations coordinated and directed by the County authorities.

- Coordination, access, to and entry into the City of State/military Rapid Impact Assessment Teams.
- Coordination with the Director, Homeland Security Task Force Southeast and the South Florida Fusion Center.

ESF #14 – Public Information

Lead Agency: Marketing and Communications (PIO)

Purpose

Emergency Support Function (ESF) #14 – Public Information disseminates all disaster-related information on emergencies to the public through the news media and social media outlets, and relevant warning systems. ESF #14 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/Sunrise Municipal Representative when dealing with elected and appointed representatives from participating agencies and offices.

Scope

ESF #14 includes the following functions:

- Coordination of information monitoring, gathering, production, and editing.
- Dissemination of response and recovery 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 of the Joint Information System (JIS).
- Coordination of the Joint Information Center (JIC), if established.

ESF #15 – Volunteers & Donated Goods

Lead Agency: Leisure Services Department

Purpose

Emergency Support Function (ESF) #15 – Volunteers & Donated Goods describes the coordination processes used to support the EOC in ensuring the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited

donated goods to support all Emergency Support Functions (ESFs) for incidents requiring a coordinated City 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.

Scope

The goal of volunteer and donations management is to efficiently and effectively support the affected municipalities and jurisdiction in close collaboration with the voluntary organizations/agencies, in an effort to manage the overall influx of offers of goods and services to the City and its departments, voluntary agencies, and other entities before, during, and after an incident.

ESF #15 includes the following functions:

- Maintain and distribute as necessary, a roster of agency contacts and support personnel.
- Train and exercise lead and support agency personnel that will participate in disaster operations (managers).
- Assist in developing, reviewing, and updating ESF #15 SOPs on a regular basis, at least annually or as changes occur.
- Inventory, update, and maintain a database of offers of services, goods, and monetary donations.
- Liaison with other ESFs regarding available donated resources.
- Maintain a daily log of activities and action plans, including scheduling staff and submitting Situation Report information to ESF #5
- Assist in the coordination of field activities related to donated goods including the Donations Hot Line, Data Base, Points of Distribution (PODs), Staging Area, and volunteer/donations liaisons.
- Ensure appropriate information intended for public distribution is made to ESF #14.
- Send agency representatives to represent ESF #15 at initial unmet needs meetings in the impacted area.
- Support voluntary agency operations in providing recovery activities.

ESF #16 – Law Enforcement

Lead Agency: Sunrise Police Department

Purpose

Emergency Support Function (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 available Regional Law Enforcement resources in support of security missions and other law enforcement agency activities. These procedures will support the implementation 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:

- Identify, train, and provide appropriate lead and support agency personnel to staff the ESF during times of EOC 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 City plans and contracts (e.g., EOC, PODs, etc.) and provide escorts for supply convoys to CSAs 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 City law enforcement facilities, equipment, and key personnel.
- Coordinate with the prioritization and deployment of law enforcement resource requests.
- Monitor status of all law enforcement operations and provide updates to the EOC (ESF #5).
- Assess and provide information concerning public safety and law enforcement services for areas affected by the emergency to ESF #14 (Public Information).

ESF #17 – Veterinary Concerns

Lead Agency: Sunrise Police Department

Purpose

Emergency Support Function (ESF) #17 – Veterinary Concerns coordinates the response of City 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:

- Identify, train, and provide appropriate lead and support agency personnel to staff the ESF during times of EOC activation.
- Assessment of animal needs.
- Identification of local facilities and resources available for animal concerns.

ESF#17 works in partnership with the County's Lead Agency, Animal Care and Adoption Division to accomplish these goals.

ESF #18 – Business & Industry

Lead Agency: Community Development Department

Purpose

Emergency Support Function (ESF) #18 – Business and 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 physical safety and economic security of the citizens, business and industry of the City. There are actions entities can take together to prepare for, respond to, and quickly recover from an impact to the City's business and industry. These actions will minimize business "down time" and ensure the City's economic engine remains strong. Specifically, 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.
- 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 Small Business Administration for disaster assistance.
- Coordinating and staffing regional staging areas for the Business Reentry Certification Program.
- 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 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.

Policies

Implementation

This Basic CEMP, along with adjunct plans which include the Recovery Plan, Continuity of Operations Plan (COOP), Continuity of Government Plan (COG) and Enhanced Local Mitigation Strategy (ELMS) will be activated and implemented as necessary based on the scope of a particular 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. Procedures contained herein, shall be applicable to all hazards identified in Appendix 5: Most Significant Hazards of Concern for the City.

The City Emergency Management Division (EM) 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, EM 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 the City will be issued by the Commission in consultation with the County Emergency Management authorities. If a regular or special meeting of the City Commission cannot be practically convened, the City 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 County Emergency Management authorities 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 City Emergency Operations Center (CEOC). (See Concept of Operations section; Levels of EOC 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 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 significant 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.

Sunrise Emergency Management Program

Pursuant to F.S. Chapter 252.38, Sunrise has constituted an emergency management program and has developed emergency management plans in conformance with Federal, State, and County plans. We have established command operations pursuant to these authorities will submit periodic status reports of their activities, provide damage assessment estimates for our jurisdiction, and coordinate all requests for County, State and Federal assistance with the County EOC 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. The City of Sunrise Municipal Representative may be deployed to the County Emergency Operations Center to assist in the coordination for the delivery of disaster relief goods and services.

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. ESF #14 Public Information Officer 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 Joint Information Center (JIC) using the Joint Information System (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 city departments within the state have entered into local mutual aid agreements or into the statewide mutual aid compact administered by the State. The City is a signatory to the statewide mutual aid agreement. 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.

Law enforcement related mutual aid is coordinated by ESF #16 (Law enforcement and Security) 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 (Fire) 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 Chiefs' 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 request during an EOC 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 Florida DEM. Requests for assistance to the City under EMAC will be made by EM as a Mission Request to Florida DEM. The requests will include the resource requested and costs. FDEM will coordinate the request with the Emergency Management Division.

Catastrophic Mutual Aid Support to Other Jurisdictions

The possibility exists that an emergency could occur near the City, to the north or south, but leave this area relatively unscathed. However, due to the proximity of the emergency, all or a portion of the Sunrise IMT would require activation. A need could arise to provide one or more neighboring cities 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 Emergency Operations Center or the Regional Staging Area. If relief assistance to another city requires the activation of the County's EOC (CEOC), all of the mutual aid to the affected City will be coordinated through the CEOC and the City of

Sunrise IMT/EOC. If coordination of assistance does not require activation of the EOC, then mutual aid will be coordinated through the Broward Emergency Management Division and the City Department providing the assistance.

Preparedness

Training and Exercise

Training

A comprehensive training and exercise program is essential to a successful and effective county emergency management program. The County's Emergency Management Division, in coordination with Municipalities' EM has implemented a program of both recurrent and non-recurrent training for county, municipal, first responders, medical/health field agencies and staff, volunteer, and private sector personnel covering their roles and responsibilities in the four phases of emergency management (i.e., preparedness, response recovery and mitigation).

The EM Director is responsible for the oversight and administration of this emergency management training program. The EM Director's function will include the coordination of a local training program, dissemination of training opportunities by other emergency management agencies and ensuring appropriate records and documentation are maintained. This documentation will include a database of emergency management training for EM staff to include retention of course certificates and other pertinent information. Additionally, the EM Director will retain information for courses scheduled by EM, or hosted at the CEOC facility for other Emergency Management stakeholders to include: types of training, course participants, and other pertinent information. These records will be retained for no less than 5 years.

Training may take the form of classroom courses, professional development seminars and workshops, on-line courses/webinars, and self-study courses. The Training and Exercise Coordinator will work with the State Division of Emergency Management and other appropriate agencies to schedule courses, establish training procedures and ensure the provision of training for emergency management personnel. This will include training procedures for damage assessment teams, mitigation assessment teams, and County or Region 7 All-Hazards Incident Management Teams (AHIMT).

Each year, EM either conducts or hosts numerous training sessions. This training may be mandatory or general emergency management professional development training.

Mandatory training includes classes that are required by federal, state or local mandates, or are necessary for specific jobs or responsibilities within the EOC during activations. 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 September 2011 federal NIMS training program 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 EOC.

- EOC training is conducted annually for personnel who are deployed to the EOC during activations and those in the field who need to interact with the Broward County EOC. This training includes an overview of the EOC 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.
- Emergency Financial Management Training: The purpose of the Financial Management process in the City is to ensure the documentation of all costs associated with the preparedness for, response to, and recovery from a disaster. The basic course recommended for those who are involved in this process is the FEMA R-0335 Administration of Public Assistance for Community Recovery Course.

All emergency financial management trainings need to address the following:

- Applicant briefing process
- Necessary documentation
- Use of appropriate forms
- Local declaration emergency / request for state assistance
- Initial damage /preliminary damage assessment
- 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 Record of Activities Form (ICS Form 214) in conjunction with the employee timesheet (ICS Form 211) to capture time, vehicle/equipment usage, and contracts/purchases
- Overview of the FEMA Public Assistance Program
- Procurement with Disaster Assistance Grants as required in Federal procurement standards

- Documentation required to support project worksheets

Exercises

In addition to training, a comprehensive exercise program is necessary to practice, evaluate, and improve emergency plans and procedures. The EM Director will manage this exercise program which will include Seminars, Workshops, games, table tops, drills, functional, and full scale exercises. Exercises include participation of any and all City departments as well as periodically inviting other agencies such as volunteer organizations with a role in emergency response and management.

The EM Director is responsible for the oversight and administration of the City emergency management exercise program which draws from protocols and procedures of the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the core 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 After Action Report (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 improvement plan report.

The City exercise program includes exercise of functions and procedures used during EOC 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 Task Force Exercises (SERDSTF), Urban Area Security Initiative (UASI) exercises and various scenarios exercises, such as the mass migration exercises and airport/port drills. The City often exercises with the County EM in order to be able to respond as part of the regional municipal team and to fully understand mutual plans, capabilities and procedures.

Exercises will focus on standard operating procedures (SOP) of the respective emergency support functions (ESFs) or ICS components. Exercises will also include drills and hands-on use of the WebEOC® Crisis Information Management Software.

Each ESF and ICS component will conduct tabletop and/or functional exercises at least once per year. A functional or full scale activation exercise of the EOC will be scheduled annually (usually in conjunction with the annual state hurricane exercise) at the discretion of the Emergency Management Director.

Outreach

Outreach is defined as two-way 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. EM 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 EM 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 hurricane preparedness brochures and pamphlets
- Radio public service announcements
- The City Hurricane Preparedness website
- Hurricane Preparedness Expositions
- Development and coordination with educators for children's hurricane preparedness programs
- Emergency preparedness presentations
- Vulnerable Population Registry
- City Public Information Officer workshops

The EM Director or a designated representative manages the outreach program in conjunction with the Fire Prevention Specialist Public Information efforts.

Continuity of Operations Plans (COOP)

The Emergency Management Director oversees the City Continuity of Operations Plans (COOP). The COOP Program will be reviewed annually or as changes occur in any Departmental process, procedure, or plan. The updated Continuity of Operations Plans are submitted for review by Emergency Management Director which reviews each submission for compliance. The most current approved COOP plan will supersede any previous versions.

The Emergency Management Division will conduct an annual COOP workshop/exercise and will provide COOP training to City employees as needed. Exercises are conducted to practice, evaluate and improve Continuity Plans. The Emergency Management Director guides individual departments when developing and conducting their COOP exercises, which can include workshops, games, table tops, drills, functional, and full scale exercises.

Special Needs Registry

Broward Emergency Management Division (EM) manages and maintains the Special Needs Shelter (SpNS) Registry. The number of active residents in the registry is dynamic as new residents are added and removed on a daily basis.

This registry is maintained by the County authorities and provides the data used during an emergency evacuation to offer assistance to residents who have pre-registered for special needs sheltering and/or transportation services. The City does have access, upon request to the information on any resident of the City who might be in that category. (Reference: Broward County ESF#8 SOP)

Vulnerable Population Registry

In disaster preparedness and response, the term "Vulnerable Population (VulPop)" is a term 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, the County developed a Vulnerable Population Registry (VPR) in 2007. This registry was designed as a joint partnership among all municipalities in Broward to assist emergency responders to better plan for future recoveries from hurricanes and other disasters. Registering in the database should not be considered as a guarantee that a resident will be provided services or be placed on a priority list for emergency responders; however, it will help the City be better prepared to respond after a disaster.

The information residents provide will allow the City 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 the City for planning purposes. If residents are at risk, they should plan to evacuate.

Each municipality is responsible for monitoring data inputted 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.

The City Emergency Management Office supports the VPR program efforts. Staff process access requests for new users, provide technical support, and troubleshoot user-related problems associated with the Registry. The City, through Broward County can access a secure server which houses the VPR program and information.

The City EM Office will also maintain information on the City's licensed health care facilities and update any changes of owner, change of occupancy numbers or change of contact information at least yearly or as notified of any changes.

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 city departments, Indian Tribes, and industry. Additionally, EPCRA required industry to report on the storage, use and releases of certain hazardous materials.

At the City level, the Utilities Department is responsible for reporting data, maintaining records and updating changes as needed reporting it to Broward County Emergency Management which serves as the regional coordinating authority.

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. The County Emergency Management Division updates the hazards analysis for all facilities in the City, 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. At the City level, the Utilities Department is responsible for maintaining records and updating changes as needed, reporting data to Broward County Emergency Management which serves as the regional authority.

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

Concept of Operations

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. The scope of this concept of operations includes:

- Emergency decision making processes.
- Emergency notification and warning.
- EOC activation levels.
- Technological capabilities of the EOC.
- Overview of EOC operations.
- Emergency protective actions.
- Rapid Impact Assessment procedures.
- General overview of EOC response operations.

Emergency Decision Making

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 particularly 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 >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 TSWF 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. To us in the City this information is critical in monitoring traffic conditions and facilitating flow so as not to impact the evacuation of people from the vulnerable areas of the County to major evacuation routes (I-595, I-75). We must remember evacuations are 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 TSWF.

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 TSWF.

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, Tropical Storm Force Winds (TSFW) 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 the City to plan for the effects of TSWFs on all preparedness activities.

When TSWFs 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. The safety of first responders and city employees will be one of the chief concerns when drafting extension procedures.

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 the City 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 City.

The City Warning Point

The Central Regional PSAP serves as the designated City Warning Point (after hours, through our Records Department). 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.

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 4800 W. Copans Road, Coconut Creek.

The South Central Regional PSAP covers Davie, Hallandale Beach, Hollywood, Miramar, Pembroke Pines and Southwest Ranches. The South Regional PSAP is located at 6057 SW 198 Terrace in Pembroke Pines.

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 Satellite Communications (ESATCOM), 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 EM include but are not limited to the following:

- 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).
- 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.
- Hazardous materials spill – Requires an evacuation or sheltering the public in place.
- Utility failures or emergencies:
- Electrical – sustained electrical outage resulting in loss of power in excess of 6 hours.
- Natural gas – line breaks other than residential occupancies requiring evacuation of the general public and/or closing of a major roadway.
- 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.
- Water – Any line break lowering pressure to a point requiring a “boil water” order or an outage predicted to exceed six hours.
- Closure of major thoroughfare, (e.g., I-95, Turnpike, etc.)
- Major structure fire – Second Alarm fire or greater involving evacuation or temporary displacement of multiple persons.
- Wildland fires - at, or near, the urban areas that threaten residential structures, utilities (e.g., power lines), or cause road closures.
- Turkey Point Nuclear Power Plant – any threat or emergency affecting the plant.
- Aircraft crash – An Alert 2 or higher where a crash may be imminent and an airport assignment is dispatched.
- Civil unrest – Civil unrest that poses a significant threat to public safety or impacts the delivery of public services or utilities.
- Mass Casualty Incident (MCI) – Level 2 or greater (<5 victims).
- 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.
- Tornado – Tornado sightings or touchdowns, or other severe weather phenomena involving injury or property damage.

- 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.
- Building collapse – A building collapse of an occupied building.
- Major marine incident – Marine accidents involving an MCI Level 2 or greater or damage to any infrastructure.
- 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).
- Call-out to EOC for drills – If a component of the City Warning Point is part of a known drill, the EOC Duty Officer will be notified of that drill in compliance with protocol for a real event.
- 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, Dispatch shall notify the Sunrise EM Director. The EM Director will activate the IMT Notification Matrix.

The Sunrise IMT Matrix Notification System provides guidance on how to monitor or escalate the response level to the event.

Warning the public, (through ESF #14 Public Information) 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 EM Director may distribute a one-page Flash Report intended to provide essential information to all of the EOC stakeholders on a need-to-know basis only, providing a storm status and/or weather updates 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 situation. 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 Emergency Management Director. 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.

EOC Activation

When the EM Director receives notification that a threat or event has occurred which could require the implementation of EOC activation sections of this plan, each department with responsibility for a respective emergency support function or ICS component of the City of Sunrise EM support personnel will begin mobilization in accordance with this plan and their respective All-Hazards/SOPs.

The EOC 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 EOC 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 EOC will be notified in advance of the actual activation time and the reason for the activation. Notifications will be made using established notification policy (flash reports, e-mails, etc.). The type and severity of the event will dictate to which level the EOC is activated and which functions within the Table of Organization (TO) are directed to staff the EOC.

Unscheduled Activation

The EOC 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 EOC as soon as possible but no more than 2 hours from notification. An unscheduled activation may occur at any time. EM staff will cease conducting their daily activities and will report to the EOC and prepare it for activation. EM 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 Regional Communications Center. The EM Director then may escalate to the level requiring an EOC activation. If required, EM assigned personnel will take appropriate action to implement EOC activation procedures. Refer to the EM "Sunrise Emergency Operations Center" Manual for the procedures.

Emergency Operations Center Activation Levels

The Emergency Operations Center (EOC) can be activated to three (3) levels, depending on the nature of the disaster. The Director of the Emergency Management Division 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.

Levels of Activation:

- **Not Activate: Routine Monitoring** – EM is constantly monitoring the entire City for threats, unusual events, and situations that may warrant further action or intervention. EM 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 the intervention of EM. The EM 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 the City.
- **Level Three (III): Monitoring and Assessment** – Level III is typically a monitoring and assessment phase where a specific threat, unusual event, or situation, is actively monitored by EM. A Level III activation is an internal process for EM 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 EM 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 EM to significantly alter its day-to-day operations or management structure. Upon notification of the existence of a threat, unusual event, or situation, EM will evaluate the situation, and, if conditions warrant, notifies the IMT to update the team on event details and for the possible activation of their teams. At the conclusion of the event, EM 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 EM coordinators may become involved but the Duty Officer will remain the primary point of contact for EM.
- **Level Two (II): Partial Activation** – Level II activation is typically a limited agency activation. EM staff, required ICS components and appropriate ESF lead agencies with a role in the incident response are activated and required to report to the EOC. 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 EOC may be operational 24-hours per day or a lesser period of time. During Level II activation, EM disseminates information to, and begins to coordinate preparation and response actions with, external agencies, and City 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 EOC Command Staff develops and implements an Incident Action Plan (IAP). The Incident Action Plan provides operational objectives reflecting the priorities of the Incident Command and the IMT/UC structure as well as other pertinent information. The EOC personnel are briefed on the IAP and pertinent items are posted on the WebEOC® status boards. In most cases, the Public Information Officer (ESF #14), the Geographic Information Systems (GIS) support personnel, and most elements of the EOC Support Unit are activated. Depending upon the event, any appropriate logistical support elements such as the EOC Captains, etc. are also activated.

- **Level One (I): Full Scale Activation** – In a full-scale activation, the EOC is completely activated on a 24-hour schedule due to an imminent threat or actual occurrence of a significant disaster. All EM staff, ICS components and all ESFs are activated and required to report to the EOC. 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 admin/finance 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 County EM, are notified and should be asked to be available to assist should the response escalate and exceed local capability.

EOC Technology

Computers and Internet

The EOC 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 Information Technology (IT) Disaster Recovery Center. Additionally, there is access to multiple Internet Service Providers (ISPs) for internet connectivity. The computers have the full set of Office software and other essential applications for all staff persons. The EOC 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 Bellsouth facilities to insure voice communications.

Display / Audio

The EOC 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 TV channels, video conferencing, and wireless Local Area Network (LAN).

Hurricane Tracking and Modeling Software

Several terminals can access hurricane tracking/modeling systems such as HURREVAC. 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 EOC 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, contact manager, situation reporting and Incident Action Plan (IAP) development and distribution, file library and a host of other capabilities.

EOC Operations Overview

When the CEOC is not activated, coordination for incident response takes place through the normal City governmental structure. This consists of an elected Commission, Constitutional Offices, Departments and Offices charged with managing day-to-day City functions. The City Organizational Chart is available upon request. EM's normal day to day management structure chart is maintained by the EM Division Chief and an Emergency Management Coordinator.

Upon activation of the CEOC, the lead agencies for all components of the City 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 EM in the development of standard operating procedures.

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.

Municipal Services Branch staff will contact the designated emergency coordinators in affected municipalities to identify needed and anticipated mission requirements and resources. The Municipal Services Branch will coordinate with municipalities for implementation of response and recovery missions.

Response and recovery priorities and objectives will be established by the Incident Command/Emergency Manager. These objectives will be documented in the Incident Action Plan (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 in support of the IAP will be tasked through the issuance of mission assignments to the appropriate ESF or unit using WebEOC®. Where there are identified resource requirements or shortfalls, resource tasking will typically be accomplished on a mission assignment basis. The tasking on a mission assignment basis means that a local government resource shortfall will be addressed through assigning a mission 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 particular resource or resources that will accomplish the mission 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.

All City Departments/Division/Offices have Continuity of Operations Plans (COOP) that outline their continuity functions and procedures. 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.

Terrorist Events

Terrorist events within the City will be managed by our Police Department and coordinated with the Broward Sheriff's Office, in conjunction with FDLE and the FBI in anticipating, preventing, and resolving the terrorist incident. The City of Sunrise Police Department will be the local lead, and will work with BSO, FDEM and FEMA in restoring essential services and providing emergency relief to 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 City's Terrorism Annex.

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 mandated evacuation that does not require activation of the CEOC, assistance will be provided under the various City agencies' normal statutory authority through coordination by the Emergency Management Director.

In the event of a multi-jurisdictional operation, the City Commission (or the City Mayor if the City Commission cannot practically convene) in consultation with the City Manager may issue a declaration of a local state of emergency. This decision will be made following consultation with the Director of Emergency Management Division and representatives of the jurisdictions involved.

Recommended evacuations will be scheduled and coordinated in accordance with the All-Hazards Plan schedule as described for each Department. All City assistance and support of such actions will be coordinated from the CEOC under the direction and control of the IMT/UC. Decisions on issues, such as deploying and pre-deploying personnel; determining response priorities; directing stranded residents to reception centers or County shelters, ensuring the sufficiency of fuel; and addressing any matters relative to the ordered protective actions will be made by the Incident Command/Emergency Management Director in consultation with the IMT as part of the incident action planning process.

Evacuation zone maps and routes are located on the Broward Emergency Management website at: <https://www.broward.org/Hurricane/Pages/HurricaneEvacuationMap.aspx>. Detailed information on hurricane preparedness and evacuation planning is contained in the City Hurricane Preparedness Guide at: <https://www.sunrisefl.gov/departments-services/fire-rescue/emergency-management-and-hurricane-preparedness/resources-for-hurricane-season>.

Sheltering

The opening of general population shelters is a responsibility of the County's Emergency Support Function #6 (Mass Care). The opening of special medical needs shelters is the responsibility of the County's Emergency Support Function #8 (Health and Medical). The CEOC will coordinate with these agencies on any requests for assistance from our residents.

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 faith-based organizations. General population shelters, typically staffed by American Red Cross volunteers, 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 (North, Central, and South), 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 significant support agency for ESF #6, has

agreements with municipalities, churches, and community buildings for use of these facilities as a shelter/feeding/relief centers.

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, including those traditionally evacuated to special needs shelters, unless their care requires more medical supervision than can be reasonably provided in the general shelter. Individuals can evacuate there with or without a caregiver.

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 County Special Needs Registry to apply for acceptance at a Special Needs Shelter (per 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 City 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 in order 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 the City 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, and utility workers. No other City department 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 City functions and private sector disaster recovery operations (i.e. complete debris clearance, permanent utility restoration, surveying the damage, etc.) 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 City will make the final determination in regards to 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 City Mayor and City Manager.

Impact Assessment

The County Home Damage Assessment Program

The 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 (see picture 'Level 1' for flood level description)
- Flood Level 6 – Major flooding (see picture 'Level 1' for flood level description)

The resident can report this information by calling the County Hurricane Hotline at 3-1-1 to phone in a damage assessment report 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. The resident provides street address, city and zip code, and the number of the picture that best represents the level of damage.

Resident reports will 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/City 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 Rapid Impact Assessment (RIA) is a quick survey undertaken to identify the support and resources needed in particular areas. The RIA provides the Incident Command/Emergency Manager 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: the Regional and/or State and/or Federal level(s)
- Assist in the effective management and distribution of emergency response resources

The Rapid Impact Assessment (RIA) is a quick indicator of the observed damage specific to geographical areas. The information reported through the RIA is gathered in relation to the City grid mapping system, a ¼ mile grid system also known as fire grids. There are approximately 1,700 grids within the County with 109 of those assigned to the City of Sunrise. As soon as life safety issues and weather conditions permit, the City Fire-Rescue Department 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) will use the available 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 City. The GIS component of this assessment will be conducted by personnel assigned to the Utilities/IT section.

Each Municipality is responsible for coordinating and reporting the RIA for the grids falling within their jurisdiction. The Broward 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 County Emergency Management Division. The information should be entered via the internet based grid map or reported to the CEOC by other communications to our 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.
- 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 directly manage and coordinate all emergency response functions. Response from Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be coordinated as well in the City Emergency Operations Center.

Requests for immediate relief supplies and resources by any external organization will be made to the CEOC through WebEOC. The CEOC may consolidate city requests and, if not capable to meet those needs, the Planning Section may relay to the County Emergency Management for the immediate relief resources not available locally. 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 County, 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 the County at a central location and will carry out all State coordination and assistance functions until the Federal Joint Field Office (JFO) is established (see the section below titled "Public 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 city government department functions. At the point when the Declaration of Local Emergency is lifted, the City will be in complete control of all local 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 and may include elements from the County, the State, and the Federal Government.

Municipal Representative – (EOC Rep)

The Municipal Representative is under the direction of the Planning Section Chief. The Municipal Representative is assigned to represent Sunrise and collects, coordinates, verifies, and organizes information from our municipal emergency operations center and Emergency Management office to ensure that an efficient unified format is carried out expeditiously to support the needs of our jurisdiction. Support includes, but is not limited to:

- Serving as the central source of information for overall internal/external communication and coordination with the County EOC during deployment.
- Reports directly to the Planning Section Chief at the Sunrise EOC during deployment.
- 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 municipal EOC (MEOC) activations, operations, delivery of services, technical assistance, and the accomplishment of incident objectives.
- Continuously working with the City EOC, updates the Essential Elements of Information (EEI) Board in WebEOC®.
- Follows up on any issues and requests that arise from County and the City EOC.
- Provides critical information in the EEI Board summary so that it can be used in the Municipal Services Branch Situational Report (SITREP). This includes:
 - Brief Situation Summary
 - Municipal Objectives
 - Municipal Obstacles
 - Provides critical information to the Liaison Unit and ESF #14 (once cleared by the City IMT) for media release.
 - Ensures that all alerts and notifications have been properly distributed at the local level and vice versa.
 - Shares with the City EOC all State Disaster/Emergency Declarations as they become available.

- Emergency Services Branch Operations

ESF #16 – Law Enforcement: Security Operations

Sunrise Police Department (ESF-16, Law Enforcement and Security), will be responsible for the overall coordination of local security efforts. The ESF will be in close contact with Broward Sheriff's Office (BSO) Emergency Operations Center for coordination. Requests by local officials for additional law enforcement/security resources will be 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 Florida National Guard (FLNG) may be pre-deployed (on request) 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 (Military Support) 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 regional ESF #16 efforts 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.

The City of Sunrise Police Department will be assigned the enforcement of established curfews once the County requests so. Only those persons with some form of official emergency credentials will be allowed to move about the disaster area after curfew.

The City of Sunrise Police Department will coordinate closely with ESF #7 (Logistics Section, Resource Management Branch) to ensure adequate supplies of fuel for emergency vehicles. It will also coordinate closely with Public Works & Engineering and ESF #7 to ensure the availability of trained mechanics and technicians to conduct necessary repairs to its equipment.

ESF #9 – Search and 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 (Sunrise Fire Department Search and Rescue Team) will coordinate the provision of personnel, equipment, and other resources as necessary to support local search and rescue operations and coordinate any request for personnel, equipment or resources from the County ESF-9 function.

ESF #9 will establish contact with ESF #16 (Law Enforcement and Security). ESF #9 will work closely with ESF #16 to ensure affected areas are marked and secured. ESF #9 will also coordinate with ESF#8 (Health & Medical) 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 city damage assessment information. ESF #10 staff will mobilize necessary resources into action to mitigate, contain, and/or clean-up hazardous substances based on damage assessments. Staff will make initial recommendations to the EOC Incident Command/Emergency Manager to request outside assistance from the County, State, Federal and other local resources based on these assessments. Specific actions will include, but are not limited to:

- Coordinate field review of SARA Title 302 Facilities in the City to ensure there are no major releases of hazardous materials to the environment.
- Assign hazardous material personnel to respond to specific events where their expertise is required.
- Route requests for environmental support to appropriate environmental professionals coordinating through the County EOC.
- 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 #4 – Firefighting Operations

ESF #4 (Firefighting) will coordinate firefighting resources for detecting and suppression 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 (hazardous materials) 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 (Law Enforcement) and ESF #3 (Public Works) 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 State EOC to mobilize additional resources.

ESF #6 – Mass Care Operations

The American Red Cross (ARC), as a supporting agency of ESF #6 (Mass Care), is primarily responsible for providing general public mass care (including shelter and feeding) as part of a broad disaster relief program enacted by the U.S. Congress and through the provisions of an agreement between the ARC and the State of Florida. (Reference: Broward County ESF#6 SOP)

Currently, there are no designated disaster shelters in the City of Sunrise. In the event that local American Red Cross chapters cannot temporarily shelter the number of persons evacuating their homes in the City during and after an emergency, ESF #6 will coordinate facilitating additional general population reception centers and shelters through the County EOC.

ESF #6 will work closely with ESF #8 (Health and Medical) to make sure that emergency medical services are coordinated and provided to disaster survivors and emergency workers. Requests for food and water will be processed through ESF #11 (Food and Water) to the County EOC.

ESF #6 will work closely with its local, 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 reception centers 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.

ESF #8 – Health and Medical Services Operations

ESF #8 is responsible for coordinating the public health and medical components in the City during disaster response. (Reference: Broward County ESF#8 SOP) 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 City Disaster IAP to assure the City can meet a core set of operational missions:

- Support local assessment and identification of public health and medical needs in impacted areas and implement plans to address those needs.
- Coordinate and support stabilization of the public health and medical system in impacted areas in the City.
- Through the County Special Needs Program, support identification of persons with medical and functional needs.
- Monitor and coordinate resources to support care and movement of persons with medical and functional needs in impacted areas.
- Support monitoring, investigating and controlling potential or known threats and impacts to human health through delivery of medical countermeasures and non-medical interventions.
- Support monitoring, investigating and controlling potential or known threats to human health of environmental origin.
- Develop, disseminate and coordinate accurate and timely public health and medical information.
- Monitor need for and coordinate resources to support fatality management services.
- Monitor need for and coordinate resources to support disaster behavioral health services.
- Support responder safety and health needs.
- Provide public health and medical technical assistance and support.

ESF #1 – Transportation

To assist in the evacuation of injured or sick patients from health care /medical facilities in the impacted area, ESF #8 will request assistance and coordinate with the County ESF #1 Transportation to facilitate transportation to those that need transit and paratransit assistance evacuations out of the area. The Emergency Management Director may request assistance from Broward County Emergency Management to help secure the evacuation. ESF #8 will work closely with the County Emergency Management officials to locate sufficient bed space for evacuated patients.

Coordination with Mortuary Services

ESF #8 will also work with local officials to assist in establishing temporary victim identification and mortuary services. ESF #8 will work closely with Broward County in accessing the capability to the local Medical Examiner's office for victim identification, forensic dental and pathology methods, and for the processing, preparation and disposition of remains.

- ESF #11 Food and Water Operations
- ESF #11 (Food and Water) 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 Points of Distribution (POD) sites.

Requests for food and water will be processed through ESF #11. To meet the anticipated immediate need for food, ESF #11 will coordinate with its County counterpart to locate and secure pre- packaged food, such as shelf stable meals and federal surplus commodities. ESF #11 will work with ESF #7 (Logistics Section) 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.

ESF #17 – Veterinary Concerns Operations

- ESF #17 (Veterinary Concerns), is responsible for managing animal issues pre-and post-event, including rescue retrieval of animals.
- ESF #17 will coordinate with Broward County Animal Care and Adoption Division for the necessary 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 and ESF #17 will determine the degree of support required from the County and the State agencies. The results of the assessment will be reported to the Incident Commander.

Pet Friendly Shelter

In order to increase voluntary evacuation of households with pets located within the boundary of any mandatory evacuation area in the City, the County opens Pet Friendly Shelters. The County Animal Care and Adoption Division will manage the pet related operations of the designated Pet Friendly Shelters. The Red Cross (a supporting agency of ESF #6) will manage the evacuee related operations of the designated Pet Friendly Shelters. ESF #17 coordinates with ESF #6 for sheltering and provisions of veterinary care to service animals in public shelters.

Infrastructure Support Group

This team will be composed of Infrastructure Support Group, Support Unit, Personnel Unit, and Code Enforcement. They will be activated and assigned as a Branch during the activation of the City EOC. Its function includes several components that directly support the IC in ancillary functions essential to the City's response. This team is designed to manage the following components:

- City non-essential staffing
- City hotline staffing and processes.
- City facilities' availability (available, damaged and non-damaged)
- City employee reporting procedures
- Calculation of risk loss of city buildings

In addition, the Infrastructure Support Group Leader will attend all required Planning Meetings during the Operational Periods.

Infrastructure Support Group (Leader: Risk Management)

- In charge of assessing the loss and damage to City buildings after a disaster event.
- Access and maintain an inventory listing all City assets employed in the response.
- Working with Facilities, document and reconcile information on which City facilities can be opened and which cannot.
- List City liabilities based on the a) Possible damage and b) Actual damage.

Infrastructure Support Group (Facilities)

- Prioritize openings of City buildings starting with EOC and in what status (partial, fully, or limited).
- Document which City facilities can be opened and which cannot be open in conjunction with Risk Management.
- Calculate risk loss of City buildings.
- Inventory of all emergency generators fuel supplies.

Infrastructure Support Group (Personnel Unit - HR)

- Maintain a current list (calendar year update) of City staff, including the essential and the non-essential.
- Notify employees of actions and maintain the City Hotline

ESF #1 – Transportation Operations

ESF #1 under the leadership of Leisure Services, will collect and analyze the status of the city's available transportation pre-disaster services. The ESF, will conduct the prioritization and/or allocation of all transportation resources necessary for specific areas

in the City with the highest concentration of residents. These include residents with significant post-disaster vulnerabilities (elderly, non-drivers, vulnerable population, etc.). In addition, ESF #1 will assist the Logistics Section in the movement and distribution of goods, equipment, animals, or people, as requested.

ESF #1 will also monitor and coordinate with ESF #3 (Public Works and Engineering) for the assessment and restoration and recovery of surface transportation systems and infrastructure. This includes monitoring of fuel status. Buses may be prepositioned based upon projected requirements. ESF #1 will coordinate the provision of surface mass transportation for residents with medical needs during localized evacuations. Mutual aid requests for surface transportation services and assets will be coordinated by ESF #1.

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 the City, 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 Team led by Utilities/Public Works. This team will manage and coordinate operations including the assessment of the debris related impact of the event and, as indicated, activation of procedures, contracts, and facilities for debris operations. Throughout the operational period, the Debris Management Team’s role includes; monitoring of debris removal, overseeing the conduct of storage and disposal operations, overseeing the coordination with the Temporary Debris Management Sites (TDMS), coordination with other municipalities’ as well as implementing programs for public information regarding the public’s role in debris management. For Federally declared disasters, the staff will also ensure that documentation of debris management operations is accurate and complete.

ESF #18 – Business & Industry

Lead Agency: Community Development

Purpose

Emergency Support Function (ESF) #18 – Business and 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 physical safety and economic security of the citizens, business and industry of the City. There are actions entities can take together to prepare for, respond to, and quickly recover from an impact to the City's business and industry. These actions will minimize business "down time" and ensure the City's economic engine remains strong. Specifically, 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.
- Develop response, restoration and recovery priorities and plans for such private-sector critical lifelines such as health and medical, food processing, distribution & sales, electrical power distribution, communications, banking & insurance, fuel, building trades industry, large building supply retailers, hospitality & related service businesses, and water distribution.
- Coordinating information between the CEOC and the business and industry community regarding damages.
- Coordinating with the Small Business Administration for disaster assistance.
- Coordinating and facilitating local and regional staging areas to assist in the City's Business Assistance efforts.
- 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 assist in placing evacuated hotel guests in general population shelters.
- Monitor and communicate grocery stores functionality.
- Monitor and communicate gas stations 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.

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 EOC 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.

The City's Recovery Strategy

The City's Recovery Strategy takes an "all hazards" approach. The initiative was developed to address the recovery focused risks identified in Broward's Enhanced Local Mitigation Strategy Hazard Identification and Risk Assessment as well as our own City Priority Risk Index assessment. The Recovery Strategy takes all the known threats and hazards into account to provide a standard framework for a City level disaster recovery unless otherwise specifically noted.

Prior to or concurrent with activation and implementation of the Recovery Strategy, the City CEMP, City Departmental plans, Continuity of Operations (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. City Departments should have disaster recovery plans to establish local recovery operations in conjunction with any Regional recovery effort.

The City Recovery Strategy Activation Criteria

The determination to formally transition from the City Comprehensive Emergency Management Plan to the City Recovery Strategy 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 the City government 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 City Recovery Strategy 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 particular element of the EOC from response to recovery, or to activate any particular element of the recovery organization.

Procedure for Activation of the City’s Recovery Strategy

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.

Specific Characteristics of the Transition from Response to Recovery

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

	Response	Short Term Recovery	Intermediate/Long Term Recovery
Controlling Plan	City CEMP	Transition	City Recovery Strategy
Incident command and coordination location	EOC transitions to virtual Recovery Coordination Center (Still managed at the EOC – ICS)	EOC deactivates Recovery Coordination Center – Turns operation over to Recovery Manager	City Recovery Coordination Center operating under Community Development (managed by CD)
Commander	EOC IC – City Manager, EM Director	EOC IC transitions to Recovery Manager	Recovery Manager
Operational Authority	Director of Emergency Management – Incident Management Team	Director of Emergency Management	City Manager Designated representative
Response and Recovery Support Functions	ESF Activated as needed for response and support	Recovery Support Function in recovery chain of command. Recovery Support Functions activated anew (expended services as needed) , on a function by function basis.	Recovery Support Functions remain active during recovery phase as needed only
Recovery Branch	Activated as a Branch in the Planning Section of the EOC.	Provides transition staff for org structure positions as it transitions to recovery focus	Staffs Recovery Coordination Center positions as appropriate and assigned

Elements of short-term recovery will begin upon EOC activation, in accordance with the City's CEMP, in particular, the Recovery Branch designated by the City Manager will be activated as soon as it becomes clear that recovery operations will eventually be necessary, and the Finance/Admin Section will maintain documentation in anticipation that disaster recovery funding streams will eventually be available as indicated in the City's disaster response-support ordinances.

As recovery-specific objectives begin to be identified through the Incident Action Planning cycle, the EOC Incident Commander may assign a Deputy EOC Commander (the designated Recovery Branch Leader) who is qualified to eventually serve as the Recovery Manager. Recovery operations coordination will transition from the EOC to a virtual or off-site City Recovery Coordination Center (RCC) at the discretion of the City Manager under the advice of the EOC **Incident Commander**.

Operational response assets (groups, branches, divisions, etc.) will transition to reporting to the Deputy EOC Commander/Recovery Manager, with direct staff support from the

designated 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.

The City Administrator will formally activate the temporary Recovery Coordination Center.

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.

Once all response operations have been deactivated or transitioned to the Recovery Coordination Center, the transition phase will be complete.

Additional incidents requiring an emergency response may take place during recovery. Any new incidents will be managed through the CEMP; the Recovery Strategy does not supersede any emergency response plans, supporting annexes or procedures except insofar as they are directly associated with the response.

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 county EOC. "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 City EOC.

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 of City. 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).

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

Emergency Helicopter Landing Zones

Landing Zone	GPS Coordinates
Fort Lauderdale Airport	26°04'21"N 080°09'10"W
North Perry Airport	26°00'04"N 080°14'27"W
Fort Lauderdale Executive Airport	26°11'50"N 080°10'15"W
Pompano Beach Air Park Airport	26°14'50"N 080°06'40"W
Tradewinds Park County Staging Area	26°16'11"N 080°10'14"W
BB&T Center Alt. County Staging Area (CSA)	26°09'30"N 080°19'32"W
North Broward Hospital District (Broward Health)	26°06'13.59"N 080°08'28.20"W
Cleveland Clinic	26°04'56.36"N 080°21'56.44"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
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 damage assessment teams deployed as directed by the County and the SERT. Damage assessments are reported to the ESF #5 Damage Assessment

Unit in the County which will collate and will reconcile the information. Certain ESFs within the EOC regional structure have specific damage assessment responsibilities. ESF #3 (Public Works) and our Infrastructure Support Team Leader (Risk Management) are responsible for conducting damage assessment for city owned facilities and critical infrastructure components. Other agencies with IDA responsibility include: American Red Cross (ARC), FP&L, Water and Wastewater Services Division, Broward Schools, Airports, 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 sufficient 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 will activate its Business Recovery Strategy to facilitate and coordinate the SBA disaster assistance when provided. For events not involving a Broward EOC activation, the City of Sunrise IMT will coordinate any related-actions. 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 city

departments, 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).

The City Public Assistance Procedures

When the President issues a disaster declaration that includes the City, Sunrise will receive notice from the County directly. The State will ask the County to coordinate an Applicants' Briefing on the Public Assistance (PA) eligibility, and to invite potentially eligible non-profit organizations. The City Recovery Manager (appointed by the City Manager) will ensure that this information is transmitted to the City Finance and Administrative Services Department (FASD) for coordination of financial reimbursement in compliance with Robert T. Stafford Disaster Relief and Emergency Assistance Act and FEMA regulation. Each Department 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 City. The City is responsible for identifying its public assistance projects. The recovery staff will coordinate with the County regarding implementing the appropriate programs authorized by the declaration.

The Recovery Manager, in conjunction with the City Emergency Management Office will be readily accessible to provide information about FEMA or other disaster assistance programs, or for questions related to any process or documentation needed in support of our PA request. The City Recovery Manager will coordinate with state and FEMA as necessary for the submittal of the City PA Project Worksheet Forms.

Disaster Housing

Established in August 2009, the Broward County Disaster Housing Action Group (DHAG) provides the guiding principles for municipal disaster housing operations. DHAG's composition is tailored to the community. It includes the participation of the County's municipalities, Broward County representatives, and representatives from State, and Federal agencies.

EM's will coordinate with the Community Development Department for the City's Disaster Housing efforts and will serve as the point of contact to the DHAG and the Bureau of Recovery, Florida Division of Emergency Management (FDEM). In a disaster, the City's Director of Community Development is designated as the City's Disaster Housing Coordinator.

Mitigation

In addition to its Recovery Strategy, the County maintains a State and FEMA-approved Enhanced Local Mitigation Strategy (ELMS) which is updated every 5 years per state and federal mandates. The current version was updated and adopted by the Broward County Board of County Commission in December 2017. This is a comprehensive plan to reduce community vulnerability to all types of disasters. The ELMS has the support of Broward County and private sector and nonprofit organizations. Mitigation will be institutionalized in the City through the formal adoption of the County ELMS and submission of our projects' master list. Departments are encouraged to continue to identify and prioritize projects on a regular basis and not just part of an annual review process. The City Public Works Director 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.

The LMS Working Group address the issues of municipalities thru 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.

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

Logistics

The Logistics Section

The Logistics Section, under the guidance of the Purchasing Director 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 departments' 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® Crisis Information Management Software (CIMS) provides the user interface to request and track resources. Resource needs which cannot be met within the City using existing supplies or contracts or other available sources will be requested through the Resource Management Branch in the County EOC.

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 EOC, the Logistics Section Chief, in conjunction with the EM Director and the Incident Commander/Unified Command has the lead responsibility for coordination of the mutual aid requests and/or providing help to other government jurisdictions asking for assistance under the Statewide Mutual Aid Agreement or other mutual aid compacts.

Mutual Aid Requests

Mutual aid will only be requested if the appropriate Section Chief 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®. 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 will be entered into WebEOC®.

The following information should be included when making requests for resources from other government organizations that have entered into mutual aid agreements:

- A description of the damage sustained or dangerous situation.
- 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.
- 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 of the request in WebEOC®.

The Procurement Unit

The Procurement/Supply Unit is part of the Logistics Branch and is responsible for ordering personnel, equipment, and supplies. When requested, the unit will also ensure procurement of servicing for non-expendable supplies and equipment. This 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 County, 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.

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 Sunrise EOC. The Sunrise EOC Support Staff (Designated EOC Captains) are responsible for tracking the documentation and the completion of missions and resource requests documented in the appropriate ICS Form.

Sunrise EM will make sure the information is entered correctly into the WebEOC® application and that the intended recipient is both the correct department to act upon the mission request and is responding to the request in a timely manner. EM will take the

necessary actions to correct deficiencies and ensure the effective and efficient execution of the process. It takes action on resource requests that are directed via a Branch Directors to the Unit for procurement action. This action may include forwarding to a specific ESF or unit, request mutual aid, request regional mission or request for Logistics to purchase the needed resource.

EOC Support Unit

The Emergency Operations Support Unit ensures the smooth and constant operation of the Emergency Operations Center Facility during any activation of the EOC, 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 City Emergency Operations Center during activation fall under the purview of the EOC Support Unit. Responsibilities include:

Building Security

The Emergency Operations Center is a restricted access facility. All entrances to the building and access to the Emergency Operations Center will follow Security Access and Badge procedures outlined in this document.

- Identification for Emergency Operations Center personnel and visitors.
- Building maintenance.
- Feeding of Emergency Operations Center staff.
- Billeting of Emergency Operations Center Staff.
- Ensuring basic first aid and advanced life support is immediately available from Fire Station 72.
- 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 Emergency Operations Center
- Acquisition of supplies
- Service and maintenance of printers, plotters, photocopiers and other electronic and
- audio/visual equipment

- Photocopying
- Message delivery

Coordination and Distribution of Materials and Supplies Procured Through Governmental Agencies

Once emergency conditions subside, local, regional, and state 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 City Logistics Section was designed to coordinate the acquisition and distribution of materials and supplies requested (solicited) through the County EOC.

All food supplies and materials processed through the County will be transported to one or more designated County Staging Areas (CSA), where they will be inventoried, briefly stored if necessary, and then dispatched to an appropriate distribution point. ESF #16 (Law Enforcement and Security) will coordinate security for receiving and distributing these goods at the designated Point(s) of Distribution.

Volunteers and Donated Goods

Leisure Services will coordinate and facilitate the effective use and assignment of volunteers, unaffiliated organizations, and unsolicited donated goods to support the City. As ESF #15, Leisure Services is responsible for acting 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.

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 a Volunteer Check-in Center in the City. The Volunteer Check-in Center will conduct screenings and assignments of volunteers based on the volunteer's abilities, interest, and credentials. A roster of volunteers who serve the City is kept and maintained by Human Resources. As volunteers assemble and, if needed, are processed for readiness in assisting with the recovery operations, they would then be matched with an ESF, agency, or organization needing volunteers. The responsibilities of the Volunteer Check-in Center include:

- Classifying volunteers based on qualifications and abilities
- Registering volunteers and providing volunteer identification
- Screening potential volunteers as capabilities exists
- 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. Leisure Services will maintain the tracking of hours, log of activities, scheduling of staff, daily logs, and situation reports.

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 directing and coordinating all donated goods to the County Emergency Management Division. The Sunrise EM will notify the County EOC for final disposition. This process will also facilitate and control the collection of unwanted and unnecessary goods to disaster sites from a centralized regional location.

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. The City will not take financial donations directly, but rather through a regional non-profit financial system such as the American Red Cross or the Salvation Army.

Finance and Administration

Finance Section

The Finance Section is staffed by the Finance and Administrative Section Personnel. Its 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 City is required to follow County, State and Federal 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 typically reimbursable at a 75 percent federal to 25 percent local match.

Finance Branch

The Finance Branch manages the financial aspects of the incident. This is particularly 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 to the Incident Command/Emergency Manager (IC) the financial “burn rate” as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively affected. This is particularly important 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 estimating financial cost of the incident for senior agency officials.
- Ensure that all costs during and after the incident are captured by City staff, including personnel costs.

Cost Unit Guidelines

In concert with established guidelines, approval for expenditure of funds for response operations will be given by officials of the lead and support agencies. Each Department 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.

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 financial regulations.

The City will request a WebEOC® state mission number for all personnel and equipment being deployed through Mutual Aid into the county following a disaster. The person being

deployed into the City will agree on an hourly rate, work schedule, reimbursement for daily living expenses in accordance with existing rates. The City is a member of the State wide mutual aid agreement.

As a general rule, if any items are purchased to support a response to another municipality or agency, the organizations we are assisting are expected to reimburse the city. For federally declared disasters, municipalities can request reimbursement from the Public Assistance (PA) or other applicable grant program(s).

Compensation and 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 EOC Activation Finance Activities – Long-Term Recovery

Financial Recovery from a disaster is an all hands effort and requires the coordination of all City Departments.

In the response to a disaster, the City will seek funding from other sources in addition to the PA Program assistance such as the City's insurance, FHWA Emergency Program, NRCS, and other Federal and State programs. The FEMA PA Program should be the funding of last resort. All other avenues must be exhausted in order to receive FEMA PA funding. The City 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 comingled with other non-enterprise funds.

Upon demobilization of the Finance & Administrative Section (and the Logistics Section) at the EOC, and if warranted by the size and scope of the event, the Finance and Administrative Section and the Logistics Section may be reassigned to support the Disaster Recovery Strategy functions to assist in the long-term recovery activities. This may happen at the City EOC or in another location.

The Preliminary Damage Assessments (PDA) will lead into Departments identifying projects whose costs will require tracking. Tracking of these project costs will be accomplished through the City Financial and Administrative Section. They will periodically report project costs to the appropriate department and the City Manager. The Finance & Administrative 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

The City commercially insures its property with the type and to the extent that coverage is reasonably available. The City 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 City 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.
- **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 city departments 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 city departments 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.

Administration

Infrastructure Support Branch - Personnel

The Personnel Branch has the responsibility for personnel administration, human resources and employee welfare issues for the City 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.

Federal Disaster Assistance

When it becomes apparent that the anticipated magnitude and extent of damages will be beyond the capabilities of the City and The County, and that federal resources will be necessary to supplement local emergency response efforts, the Governor will contact the Director of the Federal Emergency Management Agency's (FEMA) regional office in Atlanta and request a Presidential Emergency or Disaster Declaration under Robert T. Stafford Disaster Relief and Emergency Assistance Act. Such declarations open the way for a wide range of federal resources to be made available to assist in dealing with the emergency or major disaster involved. The Stafford Act structure for the declaration process reflects the fact that federal resources under this act supplement 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. If the City determines the situation warrants the request of assistance beyond local and regional capabilities, the EM Director and the City Manager will make a recommendation to the City Mayor. The City Mayor would then request the County Emergency Management Division it elevates the City's request and that the Governor ask for a Presidential Emergency or Disaster Declaration.

If so, County Emergency Management authorities will prepare a letter to the County Mayor or their designee's confirming the need for federal assistance. The letter 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 local and regional capabilities.
- Demonstrate that supplemental 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.
- Furnish information on the extent and nature of City and the municipal resources which have been or will be used to alleviate the condition of the disaster.
- Certify that the City 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 City'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 the delivery of the state and federal disaster assistance efforts to the City).

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 City Mayor may make an expedited request. This request will not have to include specific estimates of damage and the amount of federal assistance necessary. This request will, however, outline the anticipated impacts of the emergency.

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 city departments.
- 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 EM will notify Sunrise (if affected) and all other possible applicants who may be eligible for federal assistance. The City

Emergency Public Information Officer, will coordinate in conjunction with the County PIO for 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 County to obtain information on the impacts of the emergency and to begin to identify specific requirements for federal assistance. If the City of Sunrise suffered significant damage, other members of the ERT/A will deploy directly to the most affected areas in the City to complete their assessment and update City officials the location and the time the Federal Joint Field Office (JFO) will become available.

Federal Joint Field Office

The Federal Coordinating Officer (FCO) will establish a temporary Federal Joint Field Office (JFO) within the disaster area to coordinate the disaster relief and emergency response effort. The JFO, when established, 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 County EM Director if so requested.

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

This section will address the different components of the Federal Assistance Emergency Response Team. While the City may not directly interact directly with this team, it is essential we include the description of the structure so as to be able to follow-up any and all documentation, requests, applications, and records submitted on behalf of the City of Sunrise if necessary. In addition, if some of the goods and services we facilitate, provide, or deliver are compromised the impact would be significant enough so as to require the involvement of these agencies.

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 Joint Field Office (JFO). Regional personnel are integrated with the ERT-N to form one unified ERT.

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 city departments.

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 will serve 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 a Federal Coordinating Officer (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 city departments, 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 Joint Field Office.
- **State Coordinating Officer** – The Governor or Governors Authorized Representative (GAR) will appoint a State Coordinating Officer (SCO) who will be assigned to the Federal Joint Field Office 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 DCOs and assigned one to each FEMA region. If requested and approved, the DCO serves as DOD's single point of contact at the Joint Field Office (JFO). With few exceptions, requests for Defense Support of Civil Authorities (DSCA) originating at the JFO are coordinated with and processed through the DCO. The DCO has a Defense Coordinating Element (DCE) consisting of a staff and military liaison officers (termed Emergency Preparedness Liaison Officers (EPLO)) 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 County Coordinating Officer (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 staffs are assigned the responsibility for identifying isolated populations of disaster victims and advising them of the availability of disaster assistance services.
- **Citizen Information Center Staff** – Citizen Information Center Staff are responsible for staffing the incoming disaster assistance hotlines and tele registration services.

Public Information

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 receives 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 and emergency services.
- Additional measures to be taken to protect public health and safety.

Upon activation of the CEOC, ESF #14 Public Information Officer (PIO) as a member of the Command Staff will coordinate all public information releases and establish a press and briefing room. The PIO will serve as the primary location for the release of information by the City until activation of an offsite Joint Information Center (JIC), if such a JIC is activated. The City will also participate in the regional Joint Information System (JIS) which comprises of all public information components mobilized to share information with all appropriate entities.

Coordination of the Release of Information

All information on emergency operations will be released to the media by our ESF-14 representatives through regularly scheduled briefings and press releases. The designated officer(s) for ESF #14 will participate in Planning Meetings in the Emergency Operations Center and will receive periodic reports and updates prepared by ESF #5 (Planning Section). With our City PIO as the primary Public Information Team member, the IMT may assign additional personnel to it depending on the nature, scope, and complexity of the disaster event.

Citizen Information Center

City residents are likely to attempt to contact local government with specific requests for information, reports of incidents, and to confirm rumors. With the existing County Service stretched beyond their limits, we anticipate complementing the County Service with our local strategy. In anticipation, the City has the capability of establishing a Citizen Information Hot-Line Team to handle these calls. IT is responsible for bringing the system on line (Call Center Hunt System) and the Infrastructure Support Team (HR) is responsible for staffing the system and managing the release of information.

The Citizen Information Center or "Hurricane Hotline" will operate once assigned an appropriate location designated within the Public Safety Building and will be staffed on a 24-hour per day basis if necessary. The Citizen Information Center will be managed by supervisors, who will report directly to the Infrastructure Support Team. The information to be release will be reviewed directly by City's Public Information Officer prior to its use.

Press Releases

During the course of 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 the Public Information Officer and distributed to the media for each of the following events and activities (at a minimum):

1. Advise the public that a declaration of a Local Emergency has been declared by the City and an Executive Order by the Governor with the State Disaster Declaration 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 EOC is activated and the City 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., closing of government offices, orders to evacuate vulnerable areas, and low-lying areas vulnerable to local flooding, etc.).
 - Announce the activation of the Citizens Information Center or “Hurricane Hotline.” This release will identify the numbers that are available to the public.
 - Announce the establishment of the regional assistance 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 telephone numbers for the regional and local and regional assistance centers, 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 President's response to the request for a disaster declaration.
2. Announce the establishment of the following disaster response sites and facilities:
 - Joint Field Office (JFO) and Joint Information Center (JIC).
 - American Red Cross and other available shelters.
 - Fixed and mobile mass feeding sites and bulk distribution sites.
 - Regional Disaster Recovery Centers (DRC)
 - Facilities where services are available (i.e., food stamp sites, job service centers, etc.).
 - Points of Distribution (PODs).

As a matter of procedure, press releases should be prepared and distributed to advise the traditional media, social media outlets, and public 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. The City's PIO must develop a variety of non-electronic media and procedures to communicate information and instructions to the public.

ESF #14 and the City Manager 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 just-in-time local mass care facilities and Faith-Based Organizations. ESF#14 will work with the Liaison Unit to ensure that elected and 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, vehicles equipped with loud speakers may be used to broadcast advisories to the 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. This will be particularly useful at night.

Joint Information Center (JIC)

In the aftermath of a presidential disaster declaration, Broward County Emergency Management will coordinate and facilitate an on-scene Joint Information Center (JIC). This JIC will be composed of the representatives needed from the local, regional, state, and federal EM organizations. The JIC will be the physical location where PIOs come together to ensure coordination of information to be released to the public and the media. The City, will have, when needed, full participation in the JIC.

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

- Provide information and instructions to individuals, families, 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.

The City Manager or a designated representative from the IMT will oversee the information to be published. The PIO will serve as the City JIC Team Leader and will have overall responsibility for coordinating the release of information by ESFs, County, and other Municipal agencies. The release of any information to the media by any City Department will be coordinated through and approved by the JIC Team Leader and/or the City Manager.

Glossary

800 MHz Trunked Radio System - A radio system using trunking can be organized to provide groups of users and access arrangements tailored to local needs.

Activation - When the Comprehensive Emergency Management Plan has been implemented whether in whole or in part. Also, applies to activating the Emergency Operations Center.

Advanced Life Support (ALS) - ALS is an emergency medical service provided by paramedics, usually to intervene in life threatening situations with advanced skills.

Affiliated Volunteers - Volunteers who are associated with an established volunteer organization, Emergency Support Function, or agency pre-disaster.

After-Action Report (AAR) - 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.

Allocated Resources - Resources dispatched to an incident.

Ancillary Health Services - Services that include but are not limited to all healthcare related facilities, blood banks, behavior health facilities, dialysis facilities, except acute care hospital.

Applicant - 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.

Assigned Resources - Resources checked in and assigned to a mission on an incident.

At-Risk/Vulnerable Individual - 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.

Authorized Requestor - Agency or Department within the City geographical area authorized by the Incident Command/Emergency Manager of the Emergency Response Team, to request goods and services in order to save lives, protect property and support response operations.

Base - 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.

Basic Life Support (BLS) - 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.

Billeting - The provision of lodging for Emergency Operations Center staff.

Bioterrorism - Bioterrorism is a deliberate release of viruses, bacteria, or other germs (agents) used to cause illness or death in people, animals, or plants.

Cache - A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Caregiver - 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.

Case Management - 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.

Casualty Collection Point (CCP) - Predefined location at which patients are collected, triaged, and provided with initial medical care.

Catastrophic Disaster - 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.

Checklist - Written (or computerized) enumeration of actions to be taken by an individual or department, meant to aid memory rather than provide detailed instruction.

Chief - The ICS title for individuals responsible for one of the functional Sections: Operations, Planning, Logistics, or Finance/Administration.

Children's Special Medical Needs Shelter - Special Needs Shelter specifically designated for children with special needs under the age of 18.

Command - 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.

Community Rating System (CRS) - 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.

Companion Animal - Dogs, cats and other domestic household pets.

Comprehensive Emergency Management Plan (CEMP) - 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. Departmental response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed from this strategic document.

Computer Aided Dispatch (CAD) - 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.

Congregate Shelter - 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.

Consequence Management - 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.

Continuity of Operations Plan. (COOP) - 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.

County Staging Area (CSA) - A temporary site established within the first 24 hours following a disaster event affecting The City that can receive and distribute whole truck-loads 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).

Credentialing - The process where an individual who is recommended to work in the Emergency Operations Center (EOC) meets the requirements in the Credentialing Policy to work in the EOC and receives identification and access to the Operations Floor.

Crisis Management - Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a crisis or an act of terrorism.

Damage Assessment - 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.

Debris - 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.

Debris Clearance - Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.

Debris Management Center (DMC) - A command center (off-site in the City or the County) which provides tactical management and coordination of ongoing, day-to-day debris management operations throughout the City. The key role of the DMC is to ensure adequate inter-jurisdictional coordination of debris management operations within the City.

Debris Management Commander - The title for the individual responsible for coordinating and managing debris disposal operations of the Debris Management Center (DMC).

Debris Removal - Picking up debris and taking it to a temporary storage site or permanent landfill.

Declaration - 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.

Decontamination - 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.

Defense Coordinating Officer - Serves as the Department of Defense's (DOD) single point of contact at a Federal Joint Field Office (JFO) for requesting assistance from DOD.

Demobilization - 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.

Demobilization Unit - Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Department of Homeland Security (DHS) - 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.

Deployed - The systematic placement of staff following an incident to ensure a timely restoration of services.

Destroyed - 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.

Director - The ICS title for individuals responsible for supervision of a Branch.

Disability (individual with) - 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.

Disaster - 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.

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.

Emergency - 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.

Emergency Distribution Center (EDC) - A temporary warehouse established within the first 24 hours following a disaster event in the City 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, City Distribution Zones, and other authorized recipients.

Emergency Management - 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.

Emergency Management Assistance Compact (EMAC) - A legally binding mutual aid agreement and partnership between states that allows them to assist one another during emergencies and disasters.

Emergency Management Performance Grants (EMPG) - 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 city departments to achieve measurable results in key functional areas of emergency management.

Emergency Operations Center (EOC) - 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.

Emergency Response Team - The organization of ESFs represented in the City EOC during an activation that conducts command-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.

Emergency Response Team/Advance - 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.

Emergency Response Team/N (ERT) - 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.

Emergency Support Function (ESF) - (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. (2) All City departments and organizations that comprise the City Emergency Response Team, 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.

Emergency Work - 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).

Emergency, State of - 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.

Evacuation - Organized, phased, and supervised dispersal or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuees - All persons removed or moving from areas threatened or struck by a disaster.

Exercise - 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).

Facility - 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.

Federal Coordinating Officer (FCO) - 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.

Federal Emergency Management Agency (FEMA) - FEMA plays a multi-faceted central role in the national disaster program in terms of preparedness, response, recovery and mitigation by federal, state and city departments, 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.).

Final Debris Disposal - Placing mixed debris and/or residue from volume reduction operations into an approved landfill.

Finance/Administration Section - The Section responsible for all incident costs, financial considerations and employee welfare. Includes the Cost Unit, Compensation/Claims Unit, and Time Unit.

Flood - 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.

Flood Insurance Rate Map (FIRM) - 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.

Floodplain - A land area that is susceptible to being inundated by water from any source.

Floodplain Management - 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.

Force Account - An applicant's own labor forces and equipment.

Functional Needs Support Services - Functional Needs Support Services (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.

General Population Shelter - 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.

Geographic Information System (GIS) - 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 and data reports. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses and operating center displays.

Global Positioning System (GPS) - 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.

Governor's Authorized Representative (GAR) - The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

Grantee - The state or tribal agency that is eligible to receive federal dollars in a Presidential Disaster.

Hazard - 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.

Hazard Mitigation - 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.

Hazard Mitigation Grant Program (HMGP) - The program, authorized under Section 404 of the Stafford Act, under which FEMA provides grants to state and city departments 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.

Hazard Vulnerability Analysis (HVA) - 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.

Hazardous Material (HAZMAT) - 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.

Homeland Security - 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.

Homeland Security Advisory System - 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.

Homeless Assistance Center (HAC) - Centers designed to provide for the basic needs of the homeless population. During times of disaster events, the Homeless Assistance Centers (HACs) may take in the unsheltered homeless population and provide for their basic needs (shelter and food).

Hurricane - 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.

Hurricane Advisory - 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.

Hurricane Warning - A warning that sustained winds of 64 knots (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.

Hurricane Watch - An announcement for specific coastal areas that hurricane conditions are possible within 36 hours.

Improved Property - A structure, facility, or item of equipment that was built, constructed, or manufactured. Land used for agricultural purposes is not improved property.

Incident - 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.

Incident Command System (ICS) - A standardized emergency management construct specifically 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.

Incident Commander (IC) - Under the Incident Command System (ICS), the person assigned to have overall charge of the response to an incident.

Individual Assistance (IA) - 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.

Initial Damage Assessment (IDA) - 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 initial 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 consider pursuit of a declaration. A more comprehensive assessment, the Preliminary Damage Assessment, will follow.

Insurance - The spread or transfer the risk of accidental loss of a single entity over a larger group of participating insured members.

Interoperability - 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.

Inventory Control - 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 materiel from Logistics Staging Areas, and County Staging Areas to Points of Distribution; 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.

Joint Field Office (JFO) - 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.

Joint Information Center (JIC) - 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.

Kickoff Meeting - 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.

Kinds (of Resources) - Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers). (Does not describe capability).

Large Project - Eligible project, either emergency or permanent work, with a minimum damage dollar value (set by FEMA each year) or greater.

Lead Agency - An [ESF] lead agency is an agency or organization with significant authorities, roles, resources, or capabilities for a particular incident management function. The lead agency is the entity with management oversight for that particular ESF. The lead agency has ongoing responsibilities throughout the preparedness, response, and recovery 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.

Leader - The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison/Liaison Officer - 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 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.

Loading Point - 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.

Logistics - (1) Providing resources and other services to support incident management. (2) The procurement, maintenance, distribution, and transportation of material, facilities, services and personnel.

Logistics Section - The Section responsible for providing facilities, services, and materials for the incident.

Logistics Staging Area (LSA) - 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 Logistic Staging Area.

Major Damage - 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.

Major Disaster - 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, city departments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mass Care - 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.

Media - Any individual related to a public communications resource such as newspaper, radio, magazine, or television and having an official identification as such.

Memorandum of Understanding (MOU) - A written understanding between two or more entities obligating assistance during a disaster.

Mission - 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.

Mission Assignment - Work order issued by FEMA Operations to a Federal agency directing completion of a specific task, and citing funding, other managerial controls, and guidance

Mitigation - 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.

Mobile Distribution - 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.

Mobilization - 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.

Mortality - Relative incidence of death within a particular group categorized according to age or some other factor such as occupation.

Mutual Aid - 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.

Mutual Aid Agreement (MAA) - 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.

National Disaster Medical System (NDMS) - 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.

National Hurricane Center (NHC) - The office of the National Weather Service (NWS) in Miami that is responsible for tracking and forecasting tropical cyclones.

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.

Non-Affiliated Volunteers - Volunteers who wish to volunteer or assist in the disaster area but have not pre-registered with a particular agency.

Operational Period - 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.

Operations Section - 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.

Organization Chart - A diagram representative of the hierarchy of an organization's personnel; also known as a Table of Organization ("TO").

Out-of-Service Resources - Resources assigned to an incident, but unable to respond for mechanical, rest, or personnel reasons.

Permanent Work - 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).

Personal Protective Equipment (PPE) - Equipment to protect a person working in a hazardous environment.

Pet Friendly Shelter - Shelter which allows pets and pet owners.

Planning Meeting - 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.

Planning Section - 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.

Point of Distribution (POD) - 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 colocated 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.

Point of Distribution (County) - County staffed and operated. Open to all disaster survivors.

Point of Distribution (Municipal) - Municipal staffed and operated under the direction of the County. Open to all disaster survivors.

Preliminary Damage Assessment (PDA) - 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.

Prevention - 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.

Preparedness - 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.

Private Nonprofit Organization (PNP) - 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.

Procurement /Supply Unit - Functional Unit within the Resource Support Branch that is responsible for resource acquisition and vendor contracts.

Project - 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.

Project Formulation - 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.

Project Officer (PO) - 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.

Project Worksheet (PW) - 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.

Protect - To shield from danger, injury, destruction, or damage; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.

Public Assistance (PA) - FEMA's Public Assistance (PA) Grant Program provides assistance to State, Tribal and city departments, 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. 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.

Public Assistance Coordinator (PAC) - 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.

Public Information Officer (PIO) - A Federal, State, local government, or Tribal official responsible for preparing and coordinating the dissemination of emergency public information.

Public Safety Answering Point (PSAP) - 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.

Quarantine - 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.

Radio Amateur Civil Emergency Service (RACES) - 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).

Radiological Emergency Preparedness (REP) - 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.

Recovery - 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.

Redeploy - The shifting of staff from one position to another to better accommodate organizational needs.

Regional Domestic Security Task Force (RDSTF) - 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.

Regional Public Safety Partnership - A partnership to advance the practice of community policing as an effective strategy in communities' efforts to improve public safety.

Request for Public Assistance (Request) - 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.

Resource Management - Those actions taken at the Emergency Operations Center (EOC) 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.

Resources - 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.

Resource Request Process - The process for requesting resources - whether human or material, consumable or non-consumable – during an activation of the City Emergency Operations Center.

Response - 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.

Restoration - 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.

Saffir-Simpson Hurricane Damage Potential Scale - 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.

Section - 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 the Incident Command.

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.

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.” 28 C.F.R. § 35.104 and 28 CFR § 36.104 (2016). 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 28 CFR § 35.104 and 28 CFR § 36.104 (2016), 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.

Situation Unit - 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.

Small Animal - Domestic pets.

Small Project - Eligible project, either emergency or permanent work, with a minimum damage dollar value (set each year by FEMA).

Social Distancing / Isolation - The separation or isolation of an individual(s) from other members of society. See also quarantine.

Span of Control - 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).

Spatial Dataset - A homogeneous collection of points, lines or polygons including attributes which represent real world objects.

Special Considerations - 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.

Special Needs - 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 (Specific Authority, Florida Statute § 381.0303(6)(a) (2020)).

Special Needs Registry - The City 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 the City during an emergency event. Registration is accomplished via an application and triage process.

Special Needs Shelters - “Special needs shelters” means 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. Special needs shelter services are to minimize deterioration of pre-event levels of health. Specific Authority Florida Statutes § 381.0303(6)(a) (2020).

Specialist - An emergency management employee with demonstrated technical expertise in a defined specialty.

Stafford Act - 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.

Staging Area - 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 particular 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 staffs. Sometimes known as Logistical Staging Area (LSA).

State - 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).

State Emergency Response Team (SERT) - Pursuant to Section 252.365, Florida Statutes, the State Emergency Response Team (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 specifically on such issues 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.

State Medical Response Team (SMRT) - 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.

Statewide Mutual Aid Agreement - 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).

Storm Action Lead Time (SALT) - 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.

Storm Surge - 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.

Strategic National Stockpile (SNS) - 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.

Strategy - The general direction selected to accomplish incident objectives set by the Incident Commander.

Strike Team - A specified combination of the same kind and type of resources with common communications and under a single Leader.

Support Agency - Those entities with specific capabilities or resources that support the lead agency in executing the mission of an emergency support function or ICS component.

Support Resources - Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

Surge Capacity (health care) - 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.

Tactics - Deploying and directing resources on an incident to accomplish incident strategy and objectives.

Team - A team of individuals, equipment and its personnel complement, or a crew with an identified work Supervisor that can be used on an incident.

Technical Specialists - Personnel with special skills that are normally assigned to the Planning Section but can be used anywhere within the ICS organization.

Terrorism - 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").

Tornado - A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise 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.

Tropical Cyclone - 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).

Tropical Depression - 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.

Tropical Storm - 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).

Tropical Wave - 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.

Type (of Resources) - 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.

Unified Command - 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.

Universal Time Clock (UTC) - 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.

Urban Area Security Initiative (UASI) - 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.

Validation - The pre-funding verification that proposed or completed work projects meet statutory and regulatory compliance.

Veterinary Medical Assistance Team (VMAT) - 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.

Virtual Warehouse - In the context of ESF #15 (Volunteers and Donations), 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.

Visitors - For the purposes of the Sunrise Emergency Operations Center (EOC), a visitor is anyone, whether county employee, elected official, or any other individual, who is not an employee of the City or a member of the Emergency Management Staff as defined herein.

Voluntary Organizations Active in Disaster (VOAD) - 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.

Volunteer - 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.

Appendix 1: Authorities and References

City

The City Commission/Mayor: Has the authority to declare, limit and terminate a state of emergency and direct the City Manager to implement the City's Emergency Operations Plan. Permits the adoption of emergency ordinances and resolutions.

Resolution No. 18-33: Resolution supporting the adoption of Broward LMS Strategy.

Resolution No. 13-62: Resolution adopting the National Incident Management System (NIMS) as per HSPD-5.

Resolution No. 03-44: Resolution adopting the development of the Continuity of Operations Plan.

Sunrise Municipal Code Sec. ordinances 2-34: - Emergency Ordinances.

Sunrise Charter Sec. Meetings 3.11: Procedure and Emergency Meetings.

Sunrise Code Sec. 9-19 - Noise Regulations: Exemptions.

Sunrise Charter Sec. 5.05. - Amendments after Adoption: Emergency Appropriations

State

Chapter 252, Florida Statutes, State of Florida: 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 (2), 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 23, Florida Statutes, State of Florida: Florida Department of Law Enforcement, Florida Mutual Aid Plan, and the Florida Mutual Aid Act.

Chapter 395, Florida Statutes (Part I) – 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) Section 27P-6: Establishes the content and format of county and municipal comprehensive emergency management plans. It is promulgated as a companion to Rule Chapter 27P-6-6, F.A.C.

Florida Administrative Code (FAC) Section 64-3: Provides definition, eligibility criteria, guide lines for staffing, definition of supplies and equipment, registration and other issues relating to Special Medical Needs Shelters in the State of Florida.

Florida Administrative Code (FAC), Chapters 25-4: Telephone Companies; 25-6, Electric Service by Electric Public Utilities; 25-7, Gas Service by Gas Public Utilities; 25-10, Water and Sewer Systems; 25-24, Telephone Companies; and 25-30, Water and Wastewater Utility Rules.

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 Coordination Procedures, 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.

State Logistics Field Operations – Standard Operating Guideline #2320, Florida Division of Emergency Management – Logistics Section: Outlines the mission, concept, organizational structure, and management of various field facilities and operations in support of State emergency operations.

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.

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 nongovernmental organizations 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: Provides insurance coverage for all types of buildings.

Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986: 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-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.

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.

South East 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.

South East 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.

Appendix 2: Sunrise Resolution adopting the Local Mitigation Strategy¹

CITY CLERK
CITY OF SUNRISE

18 MAR 28 AM 10: 38

SUNRISE, FLORIDA

RESOLUTION NO. 18-33

A RESOLUTION OF THE CITY OF SUNRISE, FLORIDA, SUPPORTING AND ADOPTING THE BROWARD COUNTY EMERGENCY MANAGEMENT ENHANCED LOCAL MITIGATION STRATEGY (ELMS) FOR BROWARD COUNTY AND ITS MUNICIPALITIES SEPTEMBER 2017; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sunrise is located in an area that is vulnerable to natural and man-made disasters; and

WHEREAS, the City of Sunrise supports reasonable efforts to make the community better prepared for future disasters and better able to recover after disaster strikes; and

WHEREAS, the State of Florida has stipulated that a Local Mitigation Strategy (LMS) is the first step in the process of making a community better prepared to manage disasters; and

WHEREAS, via Resolution No. 13-79, the City Commission adopted the Broward County Emergency Management October 2012 Revision of the Local Mitigation Strategy; and

WHEREAS, Broward County has updated the Countywide-Multi-Jurisdictional Enhanced Local Mitigation Strategy which has been reviewed by the State of Florida Division of Emergency Management and the U.S. Department of Homeland Security FEMA; and

WHEREAS, the Broward County Emergency Management Enhanced Local Mitigation Strategy (ELMS) for Broward County and its Municipalities September 2017 reflects developmental changes and progress of local mitigation efforts and changes in priorities; and

WHEREAS, the Broward County Emergency Management Enhanced Local Mitigation Strategy (ELMS) for Broward County and its Municipalities September 2017 is in compliance with the local hazard mitigation requirements of Section 322 of the Disaster Mitigation Act of 2000 (DMA2K) as implemented in 44 C.F.R., Part 201; and

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RESOLUTION NO. 18-33

¹ A complete copy of the Resolution with exhibit(s) may be obtained by contacting the City Clerk's Office.

WHEREAS, approval and adoption of the ELMS is necessary in order to maintain eligibility for hazard mitigation project grant funding.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA:

Section 1. That the foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The City of Sunrise hereby supports and adopts the Broward County Emergency Management Enhanced Local Mitigation Strategy (ELMS) for Broward County and its Municipalities September 2017 revision of the Multi-Jurisdictional Local Mitigation Strategy as approved by the Federal Emergency Management Agency as meeting all current requirements for such a plan. A copy of the Broward County Emergency Management Enhanced Local Mitigation Strategy (ELMS) for Broward County and its Municipalities September 2017 is attached hereto and made a part of this Resolution as Exhibit A.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED THIS 27TH DAY OF MARCH, 2018.



Mayor Michael J. Ryan

Authentication:

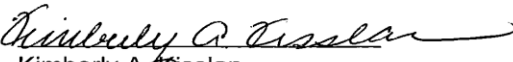

Felicia M. Bravo
City Clerk



MOTION: SOFIELD
SECOND: KERCH

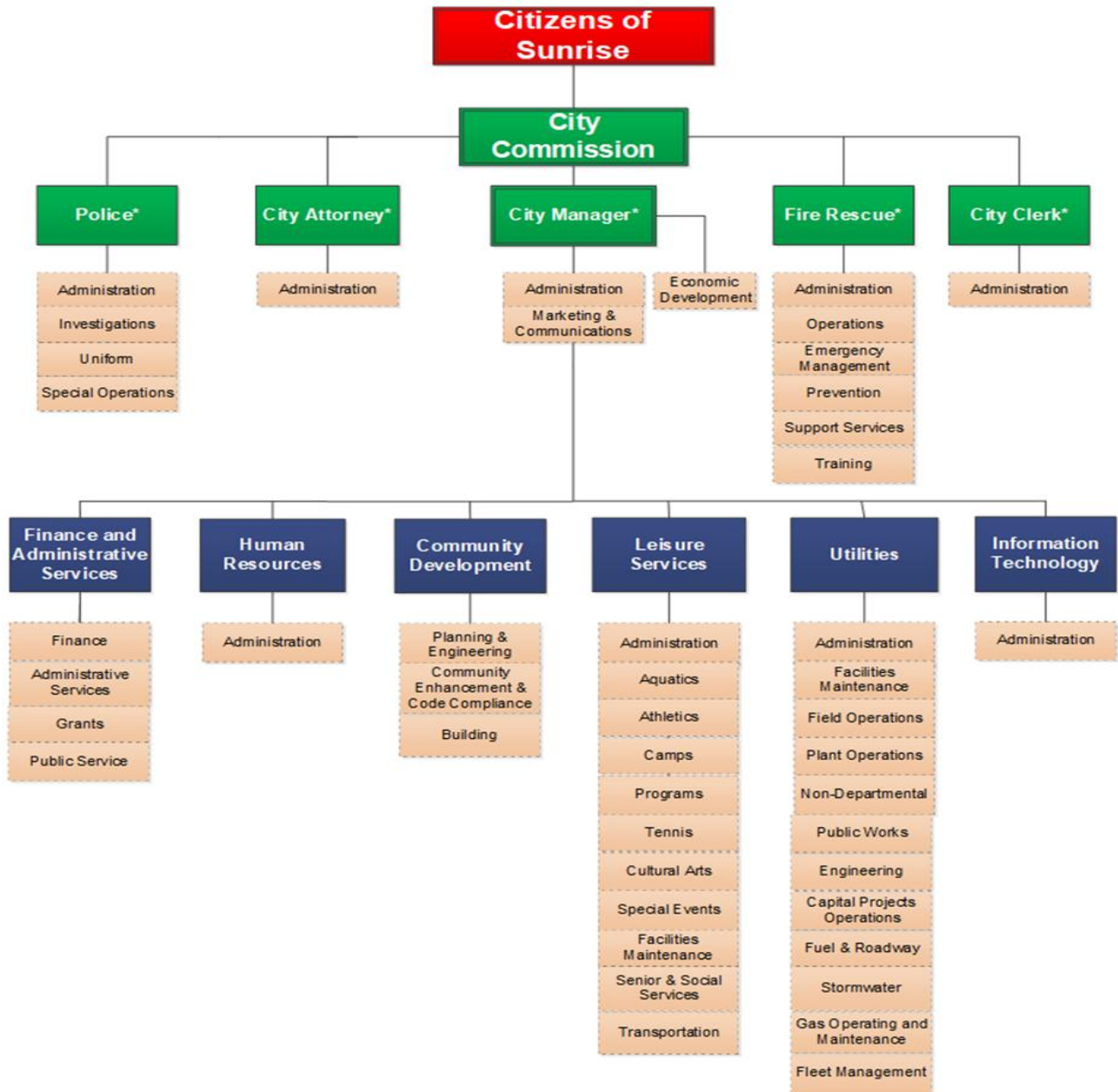
DOUGLAS: YEA
KERCH: YEA
SCUOTTO: ABSENT
SOFIELD: YEA
RYAN: YEA

Approved by the City Attorney
as to Form and Legal Sufficiency.


Kimberly A. Kisslan

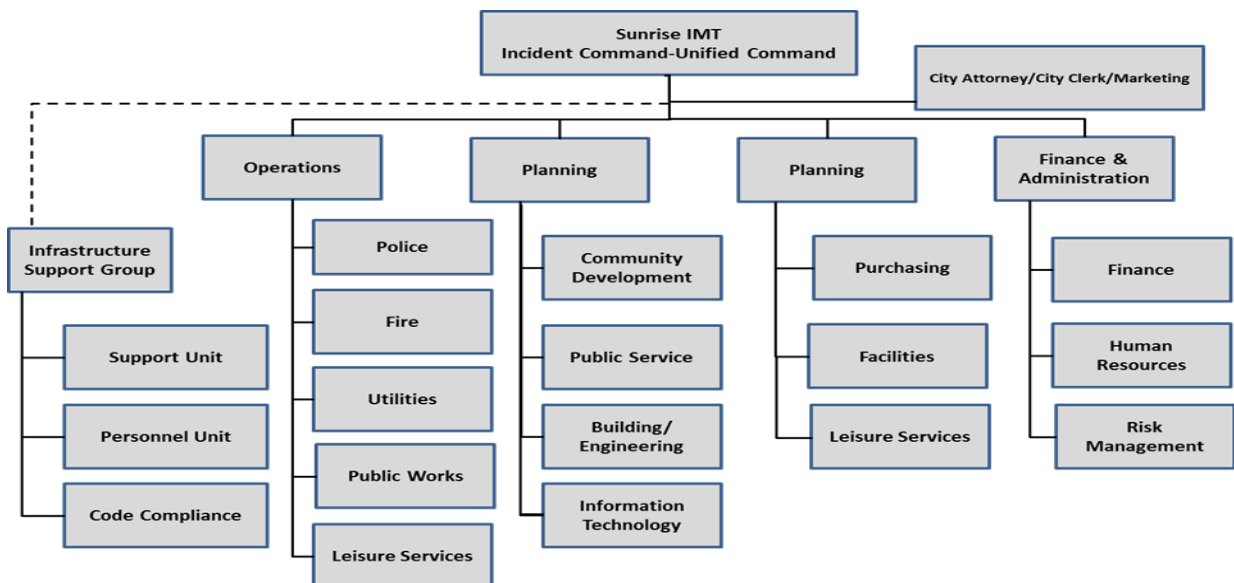
Appendix 3: Sunrise Organizational Structures

City of Sunrise Organizational Chart²

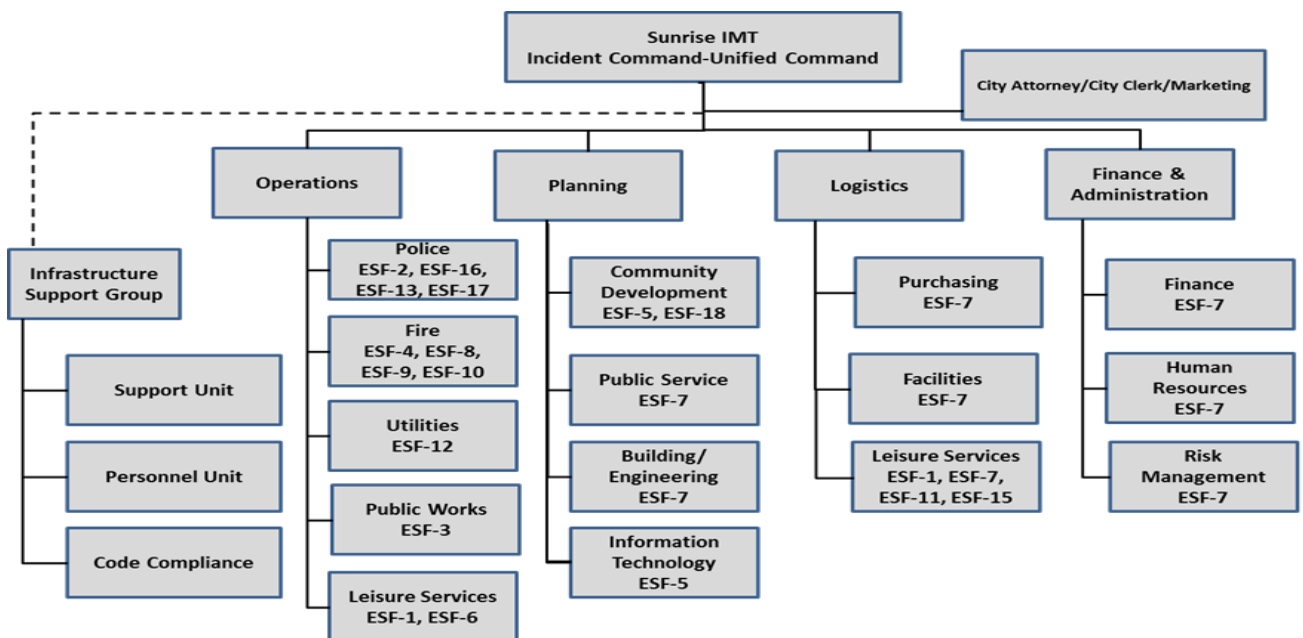


² The following chart may be amended or changed by the City Commission.

City of Sunrise – Incident Command Structure³



City of Sunrise – Emergency Support Functions Structure⁴



³ The following Incident Command Structure chart is for reference only and will be adjusted accordingly based on operational and staffing needs of the incident.

⁴ The following Emergency Services Function chart is for reference only and will be adjusted accordingly based on operational and staffing needs of the incident.

Appendix 4: Sunrise Resolution adopting the National Incident Management System⁵

CITY CLERK
CITY OF SUNRISE
13 MAY -3 PM 4:37

SUNRISE, FLORIDA

RESOLUTION NO. 13-62

A RESOLUTION OF THE CITY OF SUNRISE, FLORIDA, ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) PER HOMELAND SECURITY PRESIDENTIAL DIRECTIVE HSPD-5 TO PROVIDE FOR DOMESTIC INCIDENT MANAGEMENT; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the President in Homeland Security Direct (HSPD)-5, directed the Secretary of the Department Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide consistent nationwide approach for Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to development, effective implementation and utilization of comprehensive NIMS; and

WHEREAS, it is necessary and desirable that Federal, State, local and tribal emergency agencies personnel coordinate their efforts to effectively

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RESOLUTION NO. 13

⁵ A complete copy of the Resolution with exhibit(s) may be obtained by contacting the City Clerk's Office.

efficiently provide the highest levels of incident management; and

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

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the City's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the City, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SUNRISE, FLORIDA:

Section 1. The foregoing Whereas clauses are hereby ratified and incorporated as the legislative intent of this Resolution.

Section 2. The City Commission of the City of Sunrise, Florida hereby adopts the National Incident Management System (NIMS) per Homeland Security Presidential Directive HSPD-5 to provide for Domestic Incident Management. A copy of the Directive is attached hereto and made a part of this Resolution as Exhibit "A."

Section 3. The Fire Chief is hereby authorized to take all necessary actions for the City's participation in NIMS.

Section 4. Conflict. All ordinances or parts of ordinances, all City Code sections or parts of City Code sections, and all resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 5. Severability. Should any provision of this Resolution be declared by a court of competent jurisdiction

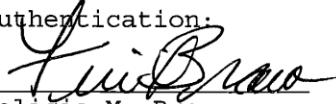
to be invalid, the same shall not affect the validity of the Resolution as a whole, or any part thereof, other than the part declared to be invalid.

Section 6. Effective Date. This Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED THIS 23RD DAY OF APRIL, 2013.



Mayor Michael J. Ryan

Authentication:


Felicia M. Bravo
City Clerk

MOTION:	<u>SCUOTTO</u>
SECOND:	<u>ROSEN</u>
KERCH:	<u>YEA</u>
ROSEN:	<u>YEA</u>
SCUOTTO:	<u>YEA</u>
SOFIELD:	<u>YEA</u>
RYAN:	<u>YEA</u>

Approved by the City Attorney
as to Form and Legal Sufficiency. 

Kimberly A. Kisslan

Homeland Security Presidential Directive/HSPD-5

Subject: Management of Domestic Incidents

Purpose

(1) To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

(2) In this directive:

(a) the term "Secretary" means the Secretary of Homeland Security.

(b) the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

(3) To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

(4) The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or

(4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

(5) Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

(6) The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

(7) The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

(8) The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(9) Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or

when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(10) The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(11) The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

(12) The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.

(13) Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

(14) The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

(15) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources

(including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

(16) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

(a) The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.

(b) The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.

(c) The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

(d) The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

(17) The Secretary shall:

(a) By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

(b) By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.

(c) By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

(18) The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

(19) The head of each Federal department and agency shall:

(a) By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

(b) By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

(20) Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

(21) NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

(22) NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

(23) HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

(a) striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;

- (b) striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;
- (c) inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;
- (d) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;
- (e) striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
- (f) striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
- (g) striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;
- (h) striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;
- (i) inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;
- (j) inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;
- (k) inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;
- (l) striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;
- (m) striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;
- (n) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and
- (o) inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

(24) The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

(a) replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

(b) inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."

(c) inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".

(d) striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and

(e) striking the section entitled "Comment and Review Periods."

GEORGE W. BUSH

Appendix 5: Sunrise Calculated Priority Risk Index

Hazard	Category/Degree of Risk					
	Probability	Impact	Spatial Extent	Warning Time	Duration	PRI Value
Atmospheric Hazard						
Extreme Heat	Likely	Minor	Small	More than 24 hours	Less than 1 week	2.0
Lightning	Highly Likely	Limited	Negligible	Less Than 6 hours	Less than 6 hours	2.5
Severe Thunderstorm	Highly Likely	Limited	Moderate	Less Than 6 hours	Less than 6 hours	2.9
Tornado	Highly Likely	Critical	Small	Less Than 6 hours	Less than 6 hours	3.0
Tropical Cyclone	Likely	Catastrophic	Large	More than 24 hours	Less than 1 week	3.3
Hydrologic Hazards						
Drought	Possible	Minor	Large	More than 24 hours	More than 1 week	2.2
Flood	Highly Likely	Critical	Moderate	More than 24 hours	Less than 1 week	3.1
Geologic Hazards						
Sink Hole/Land Subsidence	Unlikely	Minor	Negligible	Less than 6 hours	Less than 6 hours	1.3
Other Natural Hazards						
Wildfire	Likely	Limited	Moderate	6 to 12 hours	Less than 1 week	2.7
Biological Hazards						
Infectious Disease	Possible	Critical	Moderate	More than 24 hours	More than 1 week	2.6
Societal Hazards						
Terrorism	Possible	Critical	Small	Less than 6 hours	Less than 24 hours	2.5
Technological Hazards						
Hazardous Materials Incident	Highly Likely	Limited	Small	Less than 6 hours	Less than 24 hours	2.8

Table 5: Summary of CPRI Results for the City of Sunrise

We wanted to further validate the values and, because the City is smaller in size in comparison to the County, we authenticated the applicability of the Priority Risk Index scheme by using an additional tool to confirm the results. With the City being approximately 18 square miles in land area and much smaller than the County, we wanted to use the Calculated Priority Risk Index (CPRI). This index assesses risk levels using 4 categories: Probability, Magnitude/Severity, Warning Time and Duration and assigns a weight factor so as to facilitate a more efficient prioritization of the hazards.

Appendix 6: Sunrise Incident Management Team Concept

Overview

In the United States, there are predominantly five types of incident management teams (IMTs). An incident such as a wildland fire or a major hurricane are initially managed by local first responders assigned (Fire-Rescue, Police, EMS), but certain events escalate and can become complex in that additional resources have to be called in to address the emergency. Once that happens, higher levels of management training and capabilities are required of the leadership team or Incident Management Team (IMT). IMTs are "typed" according to the complexity of incidents they are capable of managing and are part of an incident command system.

Objective

To provide the basic command framework development and implementation necessary to manage the logistical, fiscal, planning, operational, safety and community issues related to the incident/emergency. The Incident Management Team concept will provide the command and control infrastructure needed as a basic framework with which to systematically implement, insert, and employ the City of Sunrise Incident Management Group as the IMT element in response to an event.

Purpose

- Increase effectiveness when responding and establishing an Incident Management Team to complement a response.
- Increase efficiency when deploying and employing management resources.
- Improve activation and deployment of emergency support resources in response to an escalation of a disaster event.

Definitions

- Disaster Event: Confirmed event and categorized as such on impact assessment and after the escalation of the response to the impact, the complexity, and the extent of the mitigative efforts.
- Type 5 IMT: Supervisory Staff of the First Responders (Fire Officers, Patrol Sergeants, and EMS Capts.) – a "pool" of primarily officers from several City departments (Normally FR, PD, and EMS) trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.
- Type 4 IMT: A designated team of Fire, EMS, and Law Enforcement supervisors from a larger district or assigned functional area, typically from Fire Rescue, Police,

and EMS as well as other City Departments (Deputy/Division Chiefs, PD Shift Lieutenants/Capts., and possibly some Directors). This level of activation would be likely necessary when managing an escalation of the incident during the first 6–12 hours and when the transition to a Type 3 IMT is anticipated.

- Type 3 IMT: Metropolitan Area Level – a standing team of trained management personnel from different departments, organizations, agencies, and some jurisdictions within the County/State UASI or Emergency Management Region, activated to support Incident Management at incidents that extend beyond one operational period or the municipal boundaries. Deployment is possible beyond the City on request while servicing existing agreements (Fire Mutual Aid, State-Wide Mutual Aid, etc.).
- While assignment and activation will always be selective and consistent with the needs of the event, this will be typically the framework implemented during response to a major disaster (for example, a hurricane) or major operations (for example, hosting of government VIPs).
- Event Validation: Confirmation by a designated and assigned individual of the severity of an event, the extent, and the nature of the event.
- First Alert: Notification of the City Emergency Management Group. These are the Directors or their designated representatives for the City Emergency Management Group Command Team:
 - City Management
 - City Attorney
 - City Clerk
 - Fire Chief/Emergency Management Director
 - Police Chief
 - Information Technology
 - Community Development
 - Utilities/Public Works
 - Leisure Services
 - Human Resources
 - Finance and Administrative Services
- Second Alert: Notification of the Designated Emergency Management Team. The Directors or their designated representatives from the City Emergency Management

Group now selectively recall members of their departmental teams to respond to the event or respond to the EOC (now activated) where the Basic Incident Command General Staff structure will be finalized: Command, Operations, Logistics, Finance and Admin, and the Command Staff if needed.

Concept of Operations

- A. Monitoring: Normal status of City organizations (Ready to respond and deliver the best service possible to our residents and stake-holders).
- B. Disaster Event and Validation: An event happens. The size, complexity, and profile calls for an assessment from the primary organization charged with the mitigation of the event (as per the City Comprehensive and Emergency Management Plans) and the validation by a responsible party of the seriousness of the event depending on the classification model. Once the event is validated and its impact verified, then the IMG member will implement the First Alert thru the City of Sunrise Fire/Police Dispatch and the Team will proceed in evaluating and classifying the event as “simple” or “complex”.
- C. Simple Event Determination: The emergency event will be managed by the City first responders with existing resources within their work schedule and without an extensive involvement (more than 8 hours or a functional after-hour commitments) from other agencies. Includes management without extraordinary investments requiring special legislative action.
- D. Complex Event Determination: Emergency event managed initially by the City first responders. After the operational response and assessment, more than the existing resources are needed, mitigative work extends beyond the normal schedule or it takes place after normal working hours, and other agencies (internal or external) are involved. It is anticipated management will incur in extraordinary expenses requiring other than the normal City purchasing processes. Once the event is defined as “Complex” it will be usually followed by a “Second Alert” call-out and specific team members will be recalled to the City EOC.
- E. Second Alert: The emergency event has been classified as a complex event. Selective recall begins by the EMG to staff the event ICS structure: Operations, Logistics, Planning, and Admin. The forecast of a major disaster (such as a hurricane) can also justify a “Second Alert” recall before the actual disaster occurrence.
- F. Demobilization: Once the event is mitigated to a manageable event with the resources needed for to respond, support, and manage a “Simple” event, demobilization procedures can be executed by the ICS Command in consult with Sunrise’s EMG/IMT. Once started, all units demobilized will make themselves available for “Recall” until the event is terminated.

Sunrise IMT Activation Matrix

