

State Emergency Response Team

Planning Section, Documentation Unit
Standard Operating Guide (SOG)
2014



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1. COMMUNICATION & LOGIN INFORMATION

Below are the current computer, email and website login names and passwords that are used by the Documentation Unit staff. All usernames can be found in the matrix below. All passwords can be obtained from the Documentation Unit Leader or Planning Section Chief.

1.1. EOC Computers

All computers that are permanently housed in the SEOC require the same login and password to access them.

1.2. EOC-Plans Email

It is important for at least one staff member of the Documentation Unit to have the EOC-Plans email open at all times during a disaster. Important information is emailed to the Planning Section by various ESFs, Operations, Regional Coordinators and counties. Additionally, SERT members may use this email address to ask questions or to request conference room reservations, webinars, etc. There are two ways to access the EOC-Plans email login, either directly through the website or by navigating from the SERT home page.

- Direct access: <https://webmail.myflorida.gov>
- Through the SERT website: <http://www.floridadisaster.org>
 - Click the EOC level indicator on the right side of the page.
 - Then click the link right side of the page called “Outlook Web Access.”
 - Tip: Select “Private computer” on the login page. This will stop the email account from logging out quickly for security purposes.

1.3. EM Constellation

EM Constellation (EMC) is used by the SERT and counties during disasters and events to share information and to request and track missions. The Documentation Unit uses EMC to gather information (e.g., county situation reports) and to upload our products for others to read as well. EMC is accessed through the SERT home page.

- Through the SERT website: <http://www.floridadisaster.org>
 - Click the EOC level indicator on the right side of the page.
 - Then click the link right side of the page called “EM Constellation.”
 - “EMCx” is used for exercises and training purposes, login info is the same.

1.4. Telephone Numbers

There are multiple phones and jacks in the room typically used for Documentation. The two main numbers used by the Documentation Unit are:

- (850) xxx-xxxx (Obtain from Unit Leader)
- (850) xxx-xxxx (Obtain from Unit Leader)

Usernames & Passwords

Logging in to:	User Name	Password
<i>EOC Computers</i>	sert	Obtain from Unit Leader or Planning Section Chief
<i>Webmail (EOC-Plans)</i>	services\plans	Obtain from Unit Leader or Planning Section Chief
<i>EMConstellation</i>	documentation	Obtain from Unit Leader or Planning Section Chief

2. UNIT RESPONSIBILITIES

The following list highlights the main functions of the unit.

- Maintain situational awareness
- Develop and disseminate Situation Reports and Situation Summaries
- Develop and disseminate Flash Reports
- Develop and disseminate other reports as required
- Establish and maintain an event chronology
- Maintain event files
- Maintain the SCO, SERT Chief and Planning Section Chief event binders
- Maintain battle rhythm on the 5th screen, white board and within EMC
- Schedule and maintain conference room needs for the SERT
- Maintain email distribution lists for the Planning Section
- Assist with After Action Reports

3. UNIT LEADER RESPONSIBILITIES

The Documentation Unit Leader may perform all of the unit responsibilities in a small event. During a larger event, however, there are multiple personnel to assist with specific functions. The Documentation Unit Leader is assigned by the Planning Section Chief (PSC) and helps develop Documentation Unit staff scheduling.

3.1. At the Start of an Event

The PSC will notify the Documentation Unit Leader when an event is imminent or has occurred. The PSC will also communicate what is needed as far as reports, staffing and timelines for these needs. The Documentation Unit Leader will typically be responsible for the following “start-up” tasks:

- Create/distribute an initial Flash Report for the event (or prepare one in advance for events with notice)
- Create new folders on the J-Drive for the event files
- Create new templates for Situation Reports, conference room schedules, etc. (begin populating these as available)
- Obtain the availability of all Documentation Unit staff
- Create a draft roster to present to PSC
- Ensure the Documentation Unit room is set up
- Create initial battle rhythm display as appropriate
- Monitor information coming into EOC-Plans email and EMC

3.2. Throughout an Event

The primary purpose of the Documentation Unit is to ensure that timely and accurate information is distributed to the SERT. Throughout the duration of an event the Unit Leader should:

- Assess and reassess the processes used by the unit
- Talk regularly with the PSC about the performance, issues and needs of the unit
- Support and develop innovative ideas
- Consider the needs and ideas of the unit staff

4. THE J-DRIVE

All documents produced by the Documentation Unit should be stored in the proper folders on the J-Drive. All EOC computers and laptops on the DEM network (or connected to the VPN) can access these folders.

- If there is trouble accessing or storing documents on the J-Drive, contact IT for assistance.
- All Documentation Unit files can be found in the following locations:
 - J:\SERT\ESF5_Plans\Documentation
 - J:\SERT\ESF5_Plans\FifthScreen

5. SITUATION REPORTS

The SERT situation report seeks to provide high level situational awareness of events and actions across the affected area. It—at a minimum—includes the following sections: Current Situation, Weather, County Actions and State Actions. The PSC will assign a time that it is due. Allow enough time to print, edit and reprint the report before this deadline. The following sections serve as a guide for creating and distributing a Situation Report.

5.1. Where to Find Them and How to Save Them

- Past Situation Reports are located here:
 - J:\SERT\ESF5_Plans\Documentation\SitReps
- When the Situation Report is ready to be saved, “Save As” a new document on the J-Drive.
- Use the following naming convention:
 - SERT Situation Report #XX_Incident Name_XX-XX-13_XXXXhrs
 - Example: SERT Situation Report #2_Haiti Earthquake_1-29-10_1300hrs

5.2. Building a Situation Report

- Open the “ROLLING” Situation Report from the folder of the appropriate event
 - If starting a Situation Report for a new event, use an old report from an event that was similar in the past (all saved in this folder on the J-Drive).
 - Make the new items to the current reporting period RED and change the past items to black.
 - ***IMPORTANT: If you are creating Situation Report for an exercise/drill, make sure that “***THIS IS A DRILL***” or “***THIS IS AN EXERCISE***” is placed in the header as well as the footer of the document in bold RED font.***
- Update the **Situation Report Header**
 - Make sure the Situation Report number, date and time of publishing is correct.
 - Activation status (3-monitoring, 2-partial, or 1-full).
 - Update the line that says “Information is current as of XXXXhrs EDT (or EST).”
- Update the **Current Situation** if needed
 - This is a short summary about why the SERT is activated.
- Update the **Weather Summary** and **Consequences**
 - Weather Summaries may be provided by the SERT meteorologists or by finding the most current National Weather Service information.

- Consequences typically are—but not always—weather related and may include: Hurricane watches/warning, Flood watches/warnings, tornado watches/warnings, etc.
- Update the **Florida Map** that depicts the current situation
 - Maps may be provided by the SERT meteorologists or GATOR. Maps can also be obtained from the National Weather Service’s website or open source media if the situation warrants.
- Update the **County Actions** table
 - Use the “Blank County Action Table (forSitRep)” for this task
 - The file is located here: J:\SERT\ESF5_Plans\Documentation\SitReps
 - Only list counties that have an EOC activation level that is Partial or Full
 - Note if each activated county has:
 - **Local State of Emergency** (Yes/No)
find date LSE declared and keep a running list of when they expire
 - **Evacuation orders** (Yes/No/Yes-low lying areas/Yes-mobile homes/etc.)
 - **Open Shelters** (Yes/No)
 - **Government Closures** (Yes/No/Critical Offices Open Only/etc.)
 - **School Closures** (Yes/No/Yes-private schools/etc.)
 - When completely finished and ready to put this table in the Word document
 - Highlight all the cells in the table and select Copy; then go the “ROLLING” Word document and select “Paste Special” to paste the table into the Word document either using the “Microsoft Office Excel Worksheet Object” or “Picture (Enhanced Metafile)” options.
 - Using one of these options will allow the table to fit onto the page easily.
- Update the **Executive Order/Declaration** table
 - Note each Executive Order/Declaration name, date signed and the purpose
- Update the **SERT Personnel Deployment** table
 - Note each type of team or personnel and home Agency
 - Note how many of each deployed and deployment location
- Update the **State Actions** table
 - This information can be found using the morning briefing slides. If no information is found have someone from the Documentation or the Situation Unit verify with the Branches.
 - Each Branch (Emergency Services, Infrastructure, Human Services) should have a section; relevant information for each ESF should go under its respective branch.
 - Public Information, Recovery, Logistics, Finance & Administration, ESF 13, ESF 18, and Information & Planning should all have a section with information as needed also.

5.3. Approval of Situation Reports

- Cross-check information with the Situation Unit.
- Check for spelling and grammatical errors.

- Print out and give to the PSC (or deputy) for review and approval.
 - Edit and make all changes requested by PSC.
- The PSC will take the Situation Report to the SERT Chief for approval.
 - Do not publish the Situation Report before both approvals!
- Upon both PSC and SERT Chief approval, convert the file to an Adobe PDF and save it on the J-Drive using the same naming convention as described in 5.1.

5.4. Publishing Situation Reports

All reports (Situation, Flash, etc.) should be published using these steps. If there is uncertainty as to whether or not a report needs to be distributed to this entire group, ask the PSC. Reports are first posted into EMC, and then emailed to a distribution list in the EOC-Plans email account. Follow these steps to do both:

- **First, publish in EMC**, check that you are in the correct Incident and in the Info Tab
 - Click *New Info Message* and fill out all of the blank boxes
 - Type of Message: Situation Report
 - Category: State
 - Organization: SERT
 - Subject: Same naming convention as the file for the subject line
 - Message: "Please see attached"
 - Name: Planning Section/Documentation
 - Phone Number: 850-xxx-xxxx or 850-xxx-xxxx (Obtain from Unit Leader)
 - Attachment: Attach the PDF version of the report
- **Next, publish in EOC-Plans email** via distribution list
 - Log into EOC-Plans email account and start a new email:
 - Subject: Same naming convention as the file for the subject line
 - To: Click the *To* button and *Find names in: Contacts*
 - Type "FL" in the Display Name line and click *Find*
 - Select "FLASH REPORTS and SITREPS" and then click *Add Recipient to BCC*, then close that window, in the "TO" line enter the EOC-Plans email address.
 - In the body of the email, type "Also posted in EM Constellation Info Message #XX."
 - Below that, copy and paste the Word document version of the Situation Report into the body of the email (this is for Blackberry/smartphone users).
 - Attach the PDF version to the email.
 - *Send* the email.
 - Send a copy of the Word document version of the approved Situation Report to ESF 14-Public Information.
 - Verify with ESF-14 who the point of contact for that would be.

6. SITUATION SUMMARIES

Situation Summary Reports are a smaller version of a Situation Report. These reports are produced at intervals determined by the PSC. Typically, one is produced in the morning before the Situation Report is published and one in the afternoon. These reports only contain the County Actions table and the time the information is accurate. Additional information may be included at the discretion of the PSC.

6.1. Where to Find Them and How to Save Them

- Past Situation Summaries are located with the Situation Reports for each specific event:
 - J:\SERT\ESF5_Plans\Documentation\SitReps
- When the Situation Summary is ready to be saved, “Save As” a new document on the J-Drive.
- Use the following naming convention:
 - SERT Situation Summary #XX_Incident Name_XX-XX-13 _XXXXhrs
 - Example: SERT Situation Summary #2_Haiti Earthquake_1-29-10_1300hrs

6.2. Building a Situation Summary

- Open the “ROLLING” Situation Summary from the folder of the appropriate event
 - If starting a Situation Summary for a new event, use “ROLLING_SERT Situation Summary_XXXXXX_XX-XX-XX_XXXXhrs.”
 - Make the new items to the current reporting period RED and change the past items to black.
 - ***IMPORTANT: If you are creating a Situation Summary for an exercise/drill make sure that “***This is a DRILL***” or “***THIS IS AN EXERCISE***” is placed in the header as well as the footer of the document in bold RED font.***
 - Update the **Situation Summary Header**
 - Make sure the Situation Report number, date and time of publishing is correct.
 - Activation status (3-monitoring, 2-partial, or 1-full)
 - Update the line that says “Information is current as of XXXXhrs EDT (or EST).”
 - Update the **County Actions** table
 - Use the “Blank County Action Table (forSitRep)” for this task
 - The file is located here: J:\SERT\ESF5_Plans\Documentation\SitReps
 - Only list counties that have an EOC activation level that is Partial or Full.
 - Note if each activated county has:
 - **Local State of Emergency** (Yes/No)
find date LSE declared and keep a running list of when they expire
 - **Evacuation orders** (Yes/No/Yes-low lying areas/Yes-mobile homes/etc.)
 - **Open Shelters** (Yes/No)
 - **Government Closures** (Yes/No/Critical Offices Open Only/etc.)
 - **School Closures** (Yes/No/Yes-private schools/etc.)
 - When completely finished and ready to put this table in the Word document
 - Highlight all the cells in the table and select Copy; then go the “ROLLING” Word document and select “Paste Special” to paste the table into the Word document either using the “Microsoft Office Excel Worksheet Object” or “Picture (Enhanced Metafile)” options.
 - Using one of these options will allow the table to fit onto the page easily.
- ### 6.3. Approval & Publishing Situation Summaries
- Use the same steps outline in Situation Report Section 5.3. for obtaining PSC and SERT Chief approval.

- Use the same steps outlined in Situation Report Section 5.4. for publishing the Situation Summary Reports in EMC.
- Situation Summaries are not sent out through the EOC-Plans email distribution, unless specifically directed by the PSC.

7. FLASH REPORTS

Flash Reports are short, single-page reports used to detail a specific event that deserves notification during an event. Examples of Flash Report topics include: the SEOC activating for an event, a hurricane making landfall, a mass casualty incident, etc. These reports contain the Current Situation, Summary of Weather Events (if applicable), a map and State Actions. Flash Reports are produced as directed by the PSC. **Once a Flash Report has been directed to be produced, it should be produced, approved and distributed within 15 minutes.**

7.1. Where to Find Them and How to Save Them

- Past Flash Reports are located here:
 - J:\SERT\ESF5_Plans\Documentation\Flash Reports
- When a Flash Report is ready to be saved, “Save As” a new document on the J-Drive.
- Use the following naming convention:
 - SERT Flash Report #XX_Incident Name_XX-XX-13
 - Example: SERT Flash Report #02_Tropical Storm Isaac_8-25-12

7.2. Building a Flash Report

- Open a Flash Report template (or an older Flash Report) that is similar the current situation to use as a base for your new report. ***IMPORTANT: If you are creating Flash Report for an exercise/drill make sure that “***THIS IS A DRILL ***” or “***THIS IS AN EXERCISE***” is placed in the header as well as the footer of the document in bold RED font.***
- Update the **Flash Report Header**
 - Make sure the Flash Report number, date and time of publishing is correct.
 - Activation status (3-monitoring, 2-partial, or 1-full)
- Update the **Current Situation** if needed
 - This is the “what”, “who”, “when”, “where”, and “why” of the Flash Report. It describes what is going on in the State that warranted this report.
- Update the **Weather Summary** (only included if PSC requests)
 - Weather Summaries may be provided by the SERT meteorologists or by finding the most current National Weather Service information.
- Update the **Florida Map** that depicts the current situation (if applicable)
 - Maps may be provided by the SERT meteorologists or GATOR. Maps can also be obtained from the National Weather Service’s website or open source media if the situation warrants.

7.3. Approval & Publishing Flash Reports

- Use the same steps outlined in Situation Report Section 5.3. for obtaining PSC and SERT Chief approval.
- Use the same steps outlined in Situation Report Section 5.4. for publishing the Situation Summary Reports in EMC and through the EOC-Plans email.

8. STATEWIDE SNAPSHOT (*Formally known as Statewide Status Summary*)

The Statewide Snapshot is a one page table that gives quick information pertaining to the current situation. All the information needed for this one pages table can be found in the most recent Situation Report or by looking in EM Constellation. This document is by request only for the Planning Section Chief, State Coordinating Officer, and/or the SERT Chief. ***IMPORTANT: If you are creating this document for an exercise/drill make sure that “***THIS IS A DRILL***” or “***THIS IS AN EXERCISE***” is placed at the top and bottom of the document in bold RED font.***

8.1. Where to Find Them and How to Save Them

- Past Statewide Snapshots are located here:
 - J:\SERT\ESF5_Plans\Documentation\Statewide Snapshot
- When the Statewide Snapshot if ready to be saved, “Save As” a new document on the J-Drive
- Use the following naming convention:
 - STATEWIDE SNAPSHOT_XX-XX-XXXX_Incident Name_XXXhrs

8.2. Building a Statewide Snapshot

- Update SEOC Status/Hours
- Update State of Emergency is there a declaration if so for how many counties.
- Update Fatalities, that information comes from ESF 16 ONLY
- Update Local State of Emergency
- Update Shelters
 - How many are open
 - Total persons in shelters
- Update County Evacuation
 - If evacuation orders have been complete leave blank.
- Rescues Ongoing
 - Information can be obtained from ESF 4/9
- Power Outages
 - ESF 12 Energy prints a spreadsheet posted outside there room with outage information
- Local PODS and LSA
 - Information can be found from state actions under Logistics

9. CONFERENCE ROOM RESERVATION

The Documentation Unit is responsible for the organization and managing of all conference room reservations for public rooms in the SEOC and co-manages the use of rooms in the Sadowski building. The Division Director’s Administrative Assistant is the other co-manager of the Sadowski rooms and should be consulted before assigning a room to a group.

9.1. Where to Find The Schedule and How to Save It

- Conference room scheduling sheets are saved here:
 - J:\SERT\ESF5_Plans\Documentation\Conference Room Schedules
- Open the “Conference Room Schedule Template” and “Save As” a new document on the J-Drive that references the event.
 - Example: “Conference Room Schedule_TS Isaac”
- The existing conference room Excel file should have multiple worksheets (tabs across the bottom).
 - There should be one worksheet for each specific room (i.e., 130D, 120C, etc.).
 - There should be a worksheet with the date which displays all the conference room schedules for that day.
 - Make sure to update the Event Name and Date on the header of each worksheet tab.

9.2. Managing Room Scheduling

- Each conference room should have a printed schedule for the week placed on the door of the room.
 - Comes from the Excel Conference Room Schedule file
 - When schedules are updated, you must print a new version and place it on the conference room door.
- There should be a daily master list of all conference rooms and scheduled events.
 - Comes from the Excel Conference Room Schedule file
 - This should be printed and placed on the whiteboard inside the Documentation Unit room.
 - When schedules are updated, you should print a new version and place it on the whiteboard.
 - It can be helpful to print these a few days in advance for people scheduling rooms in the future.
- An individual (ESF, agency, etc) may request a room via email to EOC-Plans or in person.
 - They must provide the time, date, purpose of meeting, length of the meeting and number of people attending.
 - It is helpful to know if they need items such as projector, conference call line, webinar, etc.
- Check the printed master spreadsheet to see if the requested room is available on that date/time, then schedule as available.
- Always email the individual back with confirmation of the reservation.
- Rooms available for reservations include, but not limited to:

Building	Room Number	Other Info
Rudd	120C	Has projector and conference call capabilities
Rudd	130D	Has projector and conference call capabilities
Sadowski	Director's Conference Room	1 st Floor, Has conference call capabilities
Sadowski	320Q	3 rd Floor, Has conference call capabilities

10. BATTLE RHYTHM & FIFTH SCREEN

The battle rhythm is the schedule that sets the operational tempo. It is usually driven by a series of meetings that all operations, plans and other meetings are arranged around. The “Fifth Screen” refers to the fifth (far right) projector screen wall of the SEOC which contains the Battle Rhythm and daily Operational Objectives.

10.1. Where to Find It and How to Save It

- Past Battle Rhythm PowerPoint slides are located here, in the relevant event folder:
 - J:\SERT\ESF5_Plans\FifthScreen
- When the Fifth Screen slides are updated, they should reflect the date.
 - Example: TS Debby_5th Screen_7-6-12

10.2. Maintaining the Fifth Screen

- Open the Fifth Screen template located here: J:\SERT\ESF5_Plans\FifthScreen
- Update the **Fifth Screen Header**
 - Make sure the Activation Level is correct.
 - Check that Operational Hours are correct and note the EMC database name that is in use for the event.
- Update the **Operating Objectives**
 - These are updated daily and provided by the PSC; the PSC gets them from the SERT Chief.
- Update the **Daily Meetings**
 - Update with the accurate date, time and location.
 - List all meetings, unless otherwise told by the PSC.
 - Include the meeting title, time and location of each.
- Update **other relevant information**
 - List the location in EMC of the latest Situation Report and EOC Action Plan.
 - List the deadline and location in EMC for all briefing slides to be submitted.
 - List any Executive Orders and Presidential Declarations.
 - List the EOC-Plans email address for meeting related items.

10.3. Displaying the Fifth Screen

- The fifth screen should be updated as frequently as necessary, including but not limited to these occasions:
 - When new meetings are added to the agenda
 - When new Situation Reports and EOC Action Plans are added to EMC
 - When new briefing slide information deadline info is needed
 - When Executive Orders are issued
 - When the activation level or operational hours change
- The podium on the SEOC is used as the computer that displays the fifth screen during operating hours.
 - To update the slide, open the file from the J-Drive on the podium computer and set the file to slideshow mode.

- Have IT or audio/visual booth (“disco booth”) specialist unlock the podium touch screen and make sure the podium is set to project to the fifth screen on the wall.

10.4. Maintaining the Hallway Whiteboard

The whiteboard in the SEOC hallway next to the Command Room is also used to display the battle rhythm, or daily meeting schedule. This should be updated as frequently as needed with the addition/cancellation of meetings. It is easy for people to walk by and read and also provides an existing battle rhythm display should there be a disruption with the electronic display mechanisms.

10.5. Maintaining Battle Rhythm in EM Constellation

EM Constellation is the Division of Emergency Managements mission and information tracking tool.

- Login to EM Constellation under the Documentation username (password provided be Unit Leader).
- Select Event.
- Click the “Dash” tab to access the Dashboard.
- Under Catalog Zone click on Battle Rhythm and Change the “add to” option to “Top Middle and click ADD.
- Click on “settings” to add a meeting:
 - Chose the Date of the meeting and time
 - Give the meeting a title, Example: County Conference Call
 - Type, is this meeting for the entire SERT or just for the Planning Section
 - You have the option to show meeting for the entire SERT to see or just the people that login under the Documentation login (desk)
 - Who is the owner of this meeting, Example: SERT Chief, PSC, ESF 6
 - Location, what meeting room is it located, does the meeting reoccur daily; if so check that box
 - Under information, add any additional information that may be important.
 - Click Save

11.SCO/SERT CHIEF/PSC SITUATION BOOKS

These situational awareness books should be updated at least twice per shift or as new documents are produced that should be included.

- The SCO, SERT Chief and PSC all get their own “book” (a two-hole classification folder).
- Each book should have the name of the event, SERT logo and their title on the front.
- Documents to be added to the books every day include:
 - Flash Reports
 - Situation Reports
 - Statewide Snapshots
 - EOC Action Plans
 - SERT Press Releases
 - Executive and Supplemental Orders, Presidential Declarations
 - Cost Estimates
 - Other information as required

12. INFORMATION SOURCES CHECKLIST

This list is intended to provide information sources that can be used to populate the Situation Report and/or Flash Report. It is not exhaustive; there may be other sources beyond these for any event. Always check with the Situation Unit to ensure accuracy of information.

- **Branch/ESF Actions:** found on morning and evening briefing slides, verify any inconsistent data with each ESF as necessary
- **Burn Bans:** Information can be found at: <http://www.freshfromflorida.com/Divisions-Offices/Florida-Forest-Service/Wildfire/Current-Fire-Conditions>
- **County Situation Reports:** Found in EMC and sometimes EOC-Plans email inbox
- **Damage Assessments (PA/IA):** See Recovery staff for these stats
- **Damages/Impacted Areas:** Can come from County Situation Reports, Flash Reports, or Liaison Officers in the field
- **Deployed Resources:** Check Missions tab in EMC; branch/ESF briefing slides
- **EI Tool:** Feature in EMC, filled out by counties, ESFs, etc
- **Electricity Outages:** Can be obtained from the pocket on the door of the ESF 12 room
- **EMAC Resources:** Check with Mutual Aid Branch and Missions tab in EM Constellation
- **Evacuations:** Check with Evacuation Planner, Situation Unit, County Situation Reports and EMC
- **Executive Orders/Declarations:** Check EMC
- **Fatalities and Injuries:** Must be verified through ESF 16
- **Federal Actions:** See federal/FEMA liaisons and EMC
- **Fire Management Assistance Program Declarations:** See Recovery staff, or
- **GATOR** (Geospatial Assessment Tool for Operations and Response): <http://map.floridadisaster.org/gator/>
- **Road Closures:** Only report state roads, interstates and highways. ESF16 can provide this information, but also can be found at: <http://www.fl511.com>
- **School Closings:** Can be found in County Situation Reports, Human Services Branch and EMC
- **Shelters:** Real-time shelter status: <http://floridadisaster.org/shelters/summary.htm>
- **Transportation Closures:** Including airport, bridge, ports and rail, this info comes from ESF1/3 and on their briefing slides/in EMC
- **Weather/Forecast:** Emails from State Meteorologists, or info from the National Weather Service

Sample "Fifth Screen"

***** THIS IS A DRILL *** THIS IS A DRILL *** THIS IS A DRILL *****

State Emergency Operation Center is at a Level 1 Activation.

Operational hours are 0800 to 1700 hrs.

EM Constellation Database "INCIDENT NAME" is being used to track missions and information.

Daily Meetings:	
<p>ESF-8 – 0800 hrs – Room 130D SERT Briefing – 0830hrs – Main Floor Coast Guard Meeting-0830hrs-DCR Human Services Tactical Meeting-1000hrs-120C EM Services Tactical Meeting-1000hrs- 130D NHC Conference Call – 1115 hrs – Room 130D (888)670-3525 passcode: [REDACTED] Briefing Conference Calls (0830 & 1600) – EOC (888)670-3525 passcode: [REDACTED]</p>	<p>GIS Conference Call- 1145hrs-120C SERT Briefing – 1300 hrs – Main Floor State Agency Finance Conf Call-1430</p>

***** THIS IS A DRILL *** THIS IS A DRILL *** THIS IS A DRILL *****